



VAAL UNIVERSITY OF TECHNOLOGY

Inspiring thought. Shaping talent.

HUMAN RESOURCES



HOW TO REQUEST CHANGES TO STAFF ESTABLISHMENT USING ADOBE SIGN.

Open any preferred browser

Copy and paste the link below – then enter on keyboard.

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		Send a document for signature Your team admin has set up your workflow process for you to quickly start to get a document signed.	

1. HOD – Application process

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HR - STAFF ESTABLISHMENT CHANGES

How this workflow works?

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Send from: Default Group (Primary Group)



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You have successfully signed "HR -STAFF ESTABLISHMENT CHANGES".

A copy has also been sent to you at mapinet@vut.ac.za for your records.

"HR - STAFF ESTABLISHMENT CHANGES" was sent for signature to Sello Tsoka (sellot@vut.ac.za), Mabitje Lekgau (glenl@vut.ac.za), Judas Mabilu (judasm@vut.ac.za), Chris Ejike (chritsiane@vut.ac.za), and 1 more. They will complete "HR - STAFF ESTABLISHMENT CHANGES" in order, one after the other. As soon as the agreement is complete, all eligible parties will be sent PDF copies.

Reminders

There are no reminders set for this document.

You will be alerted:

- If the document you sent has not been viewed by today at 8:11 PM.
- If the document you sent has not been signed by Feb 27 at 12:11 PM.

Change alert settings

2. Faculty – ED Process

ED will receive the email below.



After you sign **HR** - **STAFF ESTABLISHMENT CHANGES**, the agreement will be sent to **Mabitje Lekgau**, **Judas Mabilu**, **Chris Ejike** and **Tracey Van Vuuren**. Then, all parties will receive a final PDF copy.

Don't forward this email: If you don't want to sign, you can **delegate** to someone else.

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3. Payroll Process



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4. HR - BP Process

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5. HR – ED Process

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We will send the final agreement to all parties. You can also download a copy of what you just signed.

Manage your Acrobat Sign agreements



6. HR – Data Control Process





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When all processes are completed, everyone in the workflow will receive an audit trial notification email of the signed agreement.



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COST CENTRE NAME CODE: 2221 COST CENTRE ACCOUNT CODE: 5555		* 88	HR - STAFF ESTABLISHMENT CHANGES Created Feb 26, 2025 12:03 PM
45454545 344 STAFF NUMBER	SIGNATURE		From: Mapine Tuge (mapinet@vut.ac.za) Status: Signed Message: Please Sign.
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