



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

HUMAN RESOURCES

Vanderbijlpark Campus
Andries Potgieter Blvd
Vanderbijlpark, 1900, South Africa

Private Bag X021
Vanderbijlpark, 1911, South Africa
www.vut.ac.za

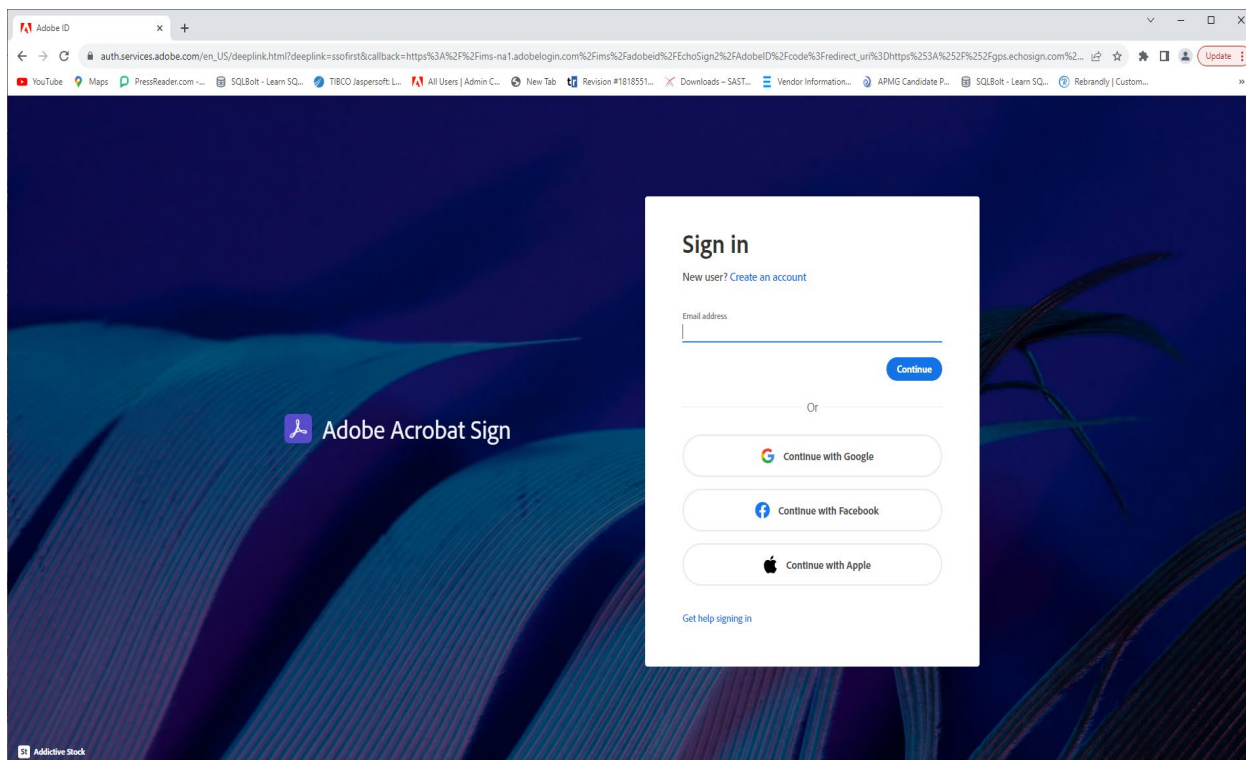


NON-PERMANENT AUTHORISATION APPLICATION FORM USING ADOBE SIGN.

Open any preferred browser

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

<https://na3.documents.adobe.com/account/homeJS>



Sign in

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VUT Email


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Personal Account



Company or School Account

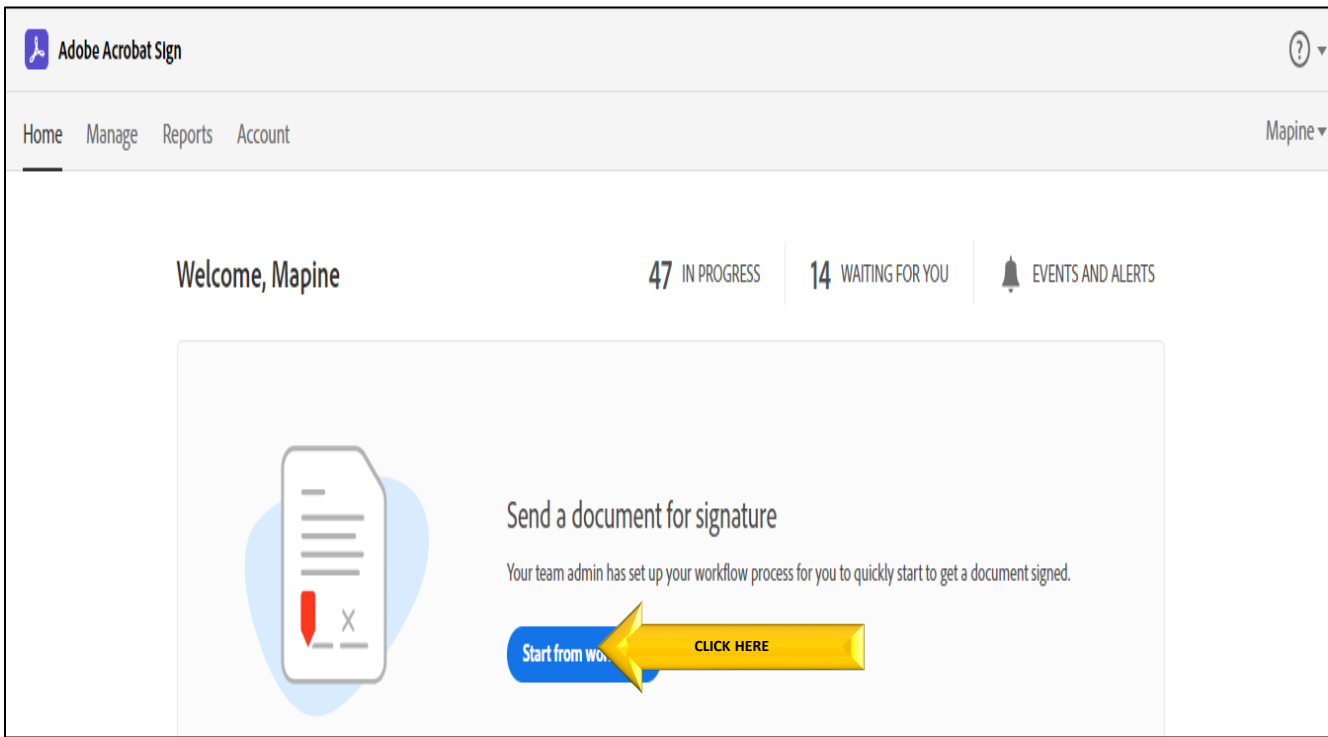


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Type your
VUT Email and
Email
Password





1. Administrator – Application process

Start from library

Library

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Workflows

Search

Name

Account Workflows

 HR - Non permanent appointment authorisation form	04/22/2025
 HR - Staff Establishment Changes	04/14/2025
 HR - Authorisation form for permanent appointments	04/14/2025

Cancel Start

Select the HR – Non permanent appointment authorization .

CLICK HERE

CLICK HERE

CLICK HERE

Recipients



ADMINISTRATOR*

Type Requestor's email.

Enter ADMINISTRATOR email None

LINE MANAGER*

Type Line manager email.

Enter LINE MANAGER email None

HR-BP*

Type HR-BP email.

Enter HR-BP email None

FINANCE*

Type Payroll email.

Enter FINANCE email None

ED*

Type Department-ED email.

Enter ED email None

DVC/VC*

Type DVC/VC email.

Enter DVC/VC email None

HR-PRACTITIONER*

Type HR-Practitioner email.

Enter HR-PRACTITIONER email None

Cc

Enter CC's emails

Document Name *

HR - Non permanent appointment authorisation form

Message *

Please Sign.

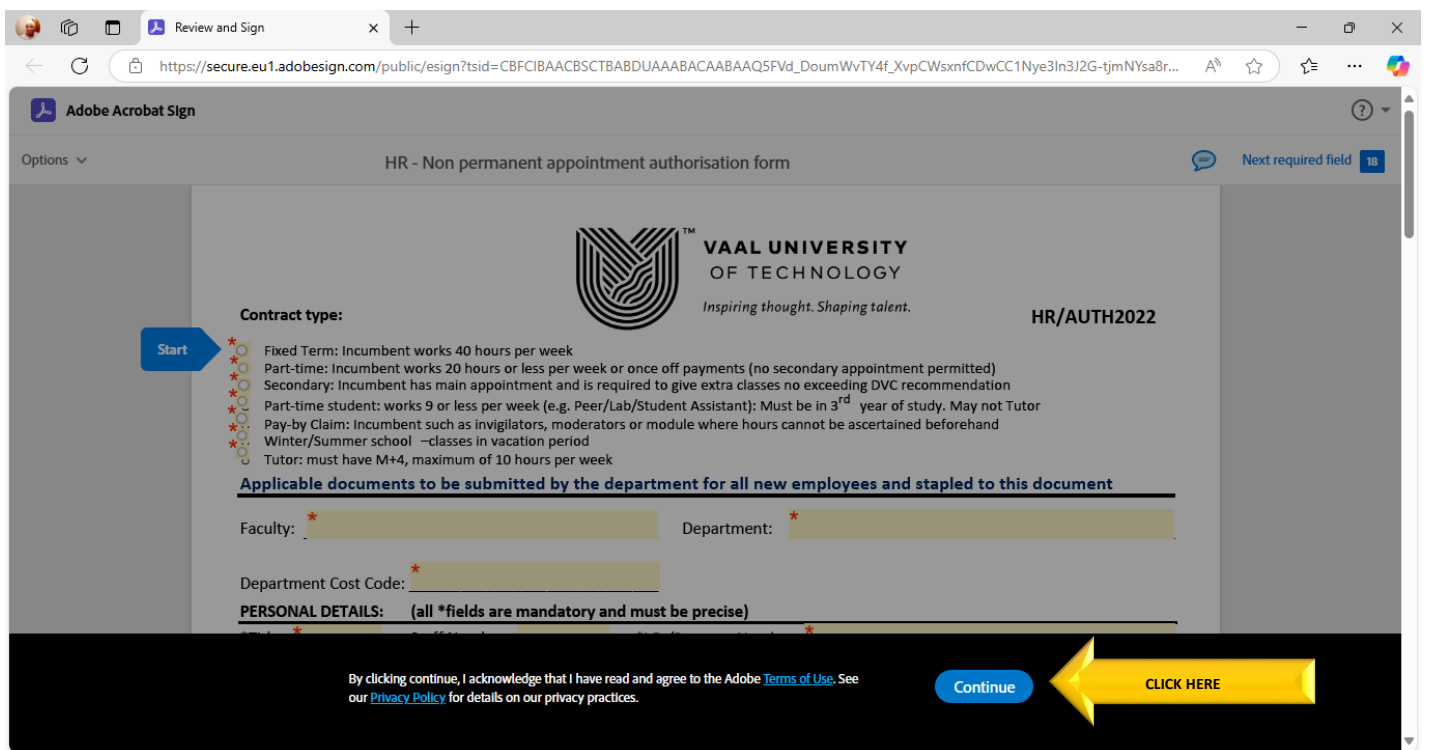
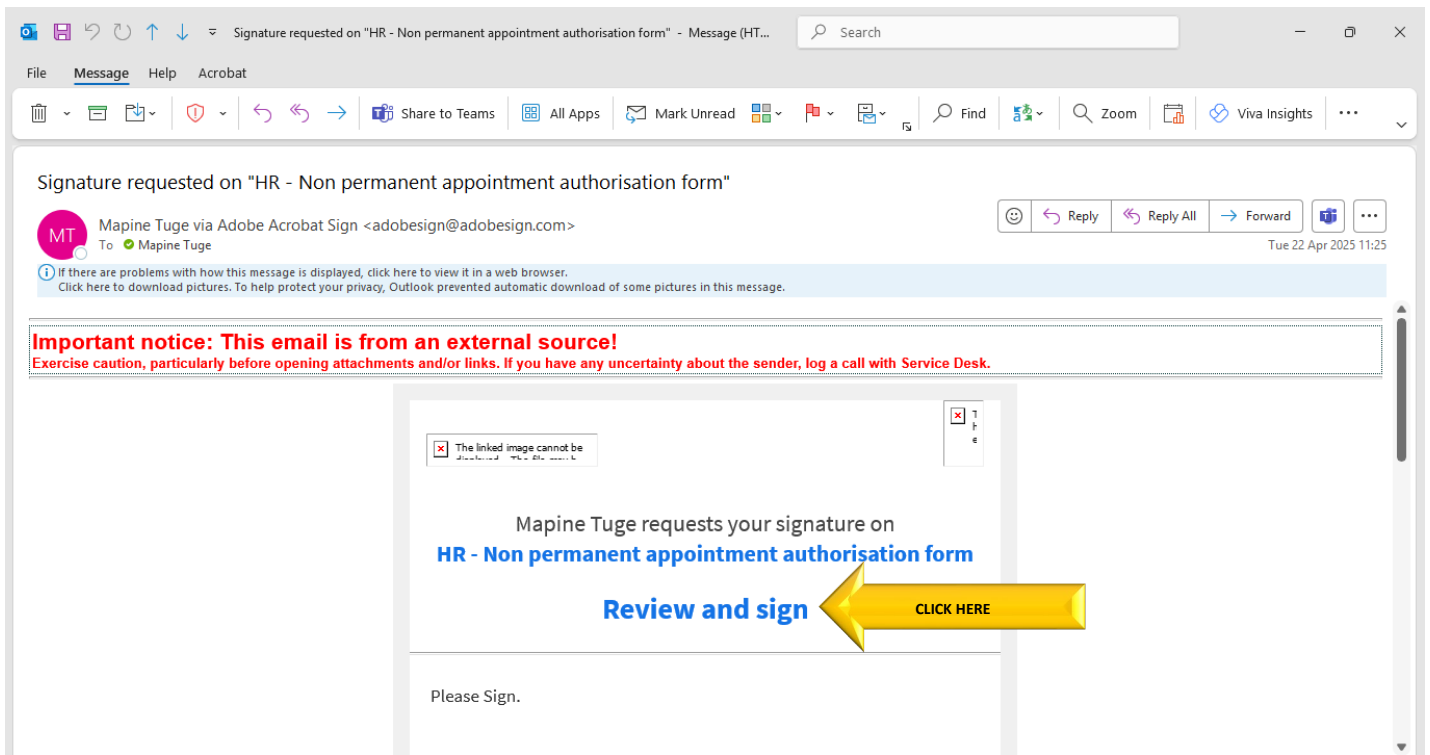
Options

Set Reminder

Files

Document * non permanent appointment a uthorisation form

Send



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Adobe Acrobat Sign

Options ▾

HR - Non permanent appointment authorisation form

Next required field 18

Follow the arrows

Click start and fill all the yellow blocks.

Start

Contract type:

- Fixed Term: Incumbent works 40 hours per week
- Part-time: Incumbent works 20 hours or less per week or once off payments (no secondary appointment permitted)
- Secondary: Incumbent has main appointment and is required to give extra classes no exceeding DVC recommendation
- Part-time student: works 9 or less per week (e.g. Peer/Lab/Student Assistant): Must be in 3rd year of study. May not Tu
- Pay-by Claim: Incumbent such as invigilators, moderators or module where hours cannot be ascertained beforehand
- Winter/Summer school –classes in vacation period
- Tutor: must have M+4, maximum of 10 hours per week

Applicable documents to be submitted by the department for all new employees and stapled to this document

Faculty: * Department: *

Department Cost Code:

PERSONAL DETAILS: (all *fields are mandatory and must be precise)

*Title: * Staff Number: *I.D./Passport Number: *

Language English: US

Review and Sign

https://secure.eu1.adobe.com/public/esign?tsid=CBFCIBAAACBSCTBBDUAAABACAABAAQ5FVd_DoumWvTY4f_XvpCWxnfCDwCC1Nye3In3J2G-tjmNysa8r...

Adobe Acrobat Sign

Options ▾

HR - Non permanent appointment authorisation form

HUMAN RESOURCES (Recruitment)

Post number: _____

Print name _____ Signature _____

FINANCE (Payroll)

Funds available: _____

Print name _____ Signature _____

OFFICE USE ONLY

CV * **Click to Attach File ...** Certified ID/Passport* **Click to ...** Certified Qualification* **Click to ...** Certified Support **Click to ...**

Certified Work Visa* **Click to ...** Biological Questionnaire **Click to ...** Banking details Form* **Click to A...** Tax Number* **Click to At...**

Certified Marriage/Divorce Doc* **Click to Attach File ...** **Click to Att...** **Click to Attach ...** **Click to Attac...**

CAPTURING

Recruitment Administrator: _____

Print Name _____ Signature _____ Date _____

Signature:

Email: mapinet@vut.ac.za

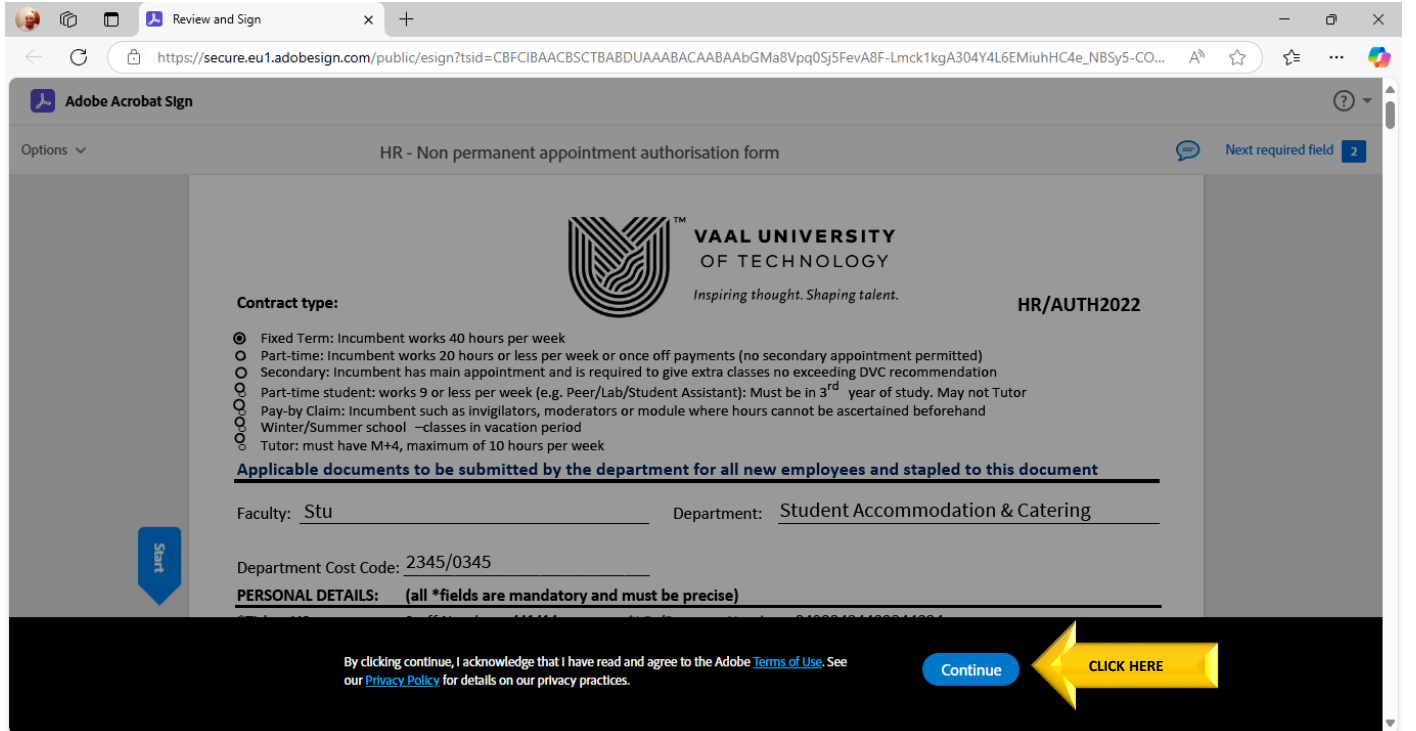
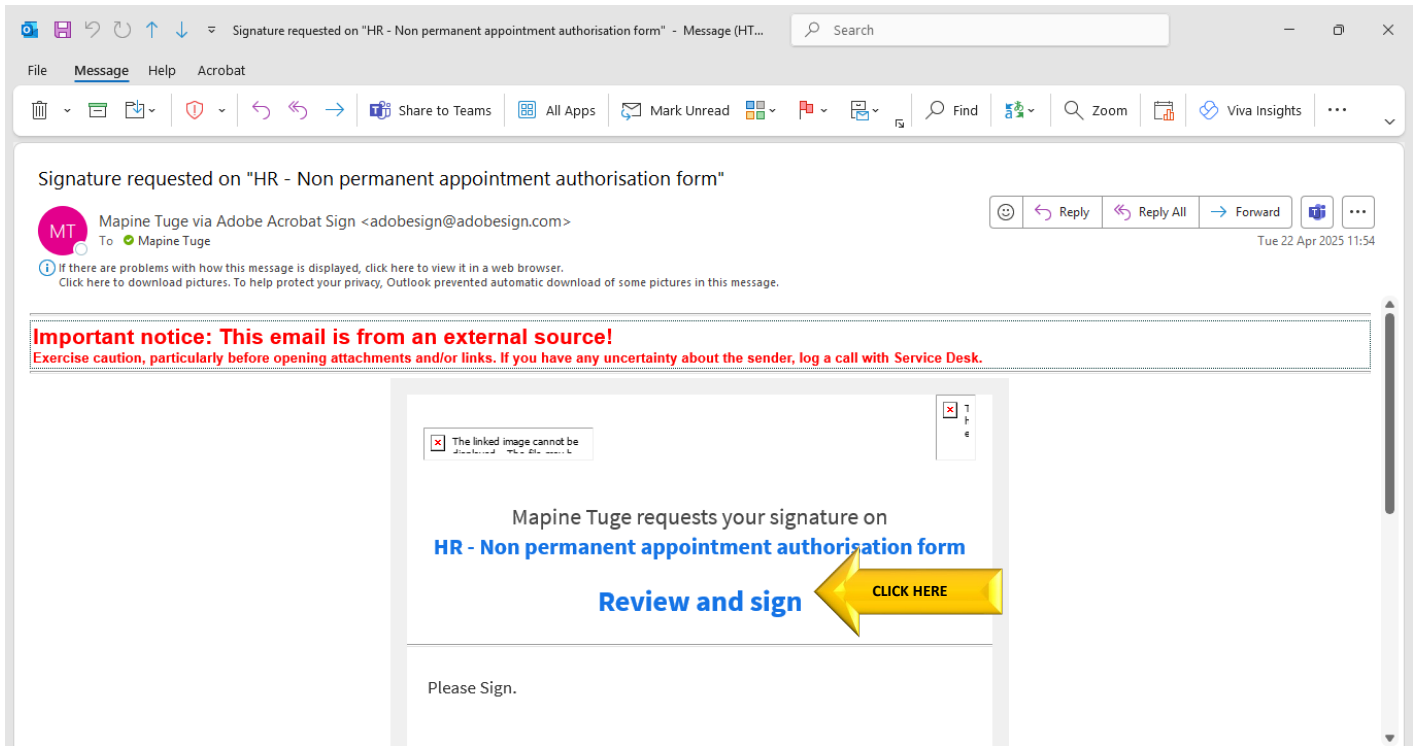
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Attached all the necessary supporting documents.

2. Faculty – Line Manager

Line manager will receive the email below.



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Adobe Acrobat Sign

Options ▾

HR - Non permanent appointment authorisation form Required fields completed

***Period of Employment:** Start date: 01 May 2025 End date: 30 Dec 2025

***Total hours worked per MONTH:** 160 Salary: _____ Hour/Month/Once

***Please write the amount (salary) in words:** _____

***Highest qualification:** Grade - 12

***Duties & Responsibilities:** Cleaning residence rooms and offices

VERIFICATION AND APPROVAL

Line manager: Faith *Faith* Apr 22, 2025
Print name Signature Date

Executive Approval: _____
Print name Signature Date

VC/DVC Approval: _____
Print name Signature Date

HUMAN RESOURCES (Recruitment)

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Review the information

Click start and fill all the yellow blocks.

3. HR-BP Process

HR-BP will receive the email below.

Signature requested on "HR - Non permanent appointment authorisation form" - Message (HT...)

File Message Help Acrobat

Share to Teams All Apps Mark Unread Find Zoom Viva Insights

Signature requested on "HR - Non permanent appointment authorisation form"

Mapine Tuge via Adobe Acrobat Sign <adobesign@adobesign.com>
 To: Mapine Tuge

Tue 22 Apr 2025 12:02

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 Exercise caution, particularly before opening attachments and/or links. If you have any uncertainty about the sender, log a call with Service Desk.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Mapine Tuge requests your signature on
HR - Non permanent appointment authorisation form

Review and sign **CLICK HERE**

Please Sign.

Review and Sign

https://secure.eu1.adobesign.com/public/esign?tsid=CBFCIBAACBSCTBBDUAAAACAAABAAR57rfxLn9sm-S72-mET_K2PTqR6aOuYP0d9BXIHpvJvP9XKQqCMhP...

Adobe Acrobat Sign

Options ▾

HR - Non permanent appointment authorisation form Required fields completed ✓

VERIFICATION AND APPROVAL

Line manager: Faith *Faith* Apr 22, 2025
Print name Signature Date

Executive Approval: _____
Print name Signature Date

VC/DVC Approval: _____
Print name Signature Date

HUMAN RESOURCES (Recruitment)

Post number: 4321 Judas *Judas* Apr 22, 2025
Print name Signature Date

FINANCE (Payroll)

Funds available: _____
Print name Signature Date

OFFICE USE ONLY **CAPTURING**

CV Certified ID/Passport* Certified Qualification* Certified Passport*
 Certified Work Visa* Biological Questionnaire* Banking details Form* Number*

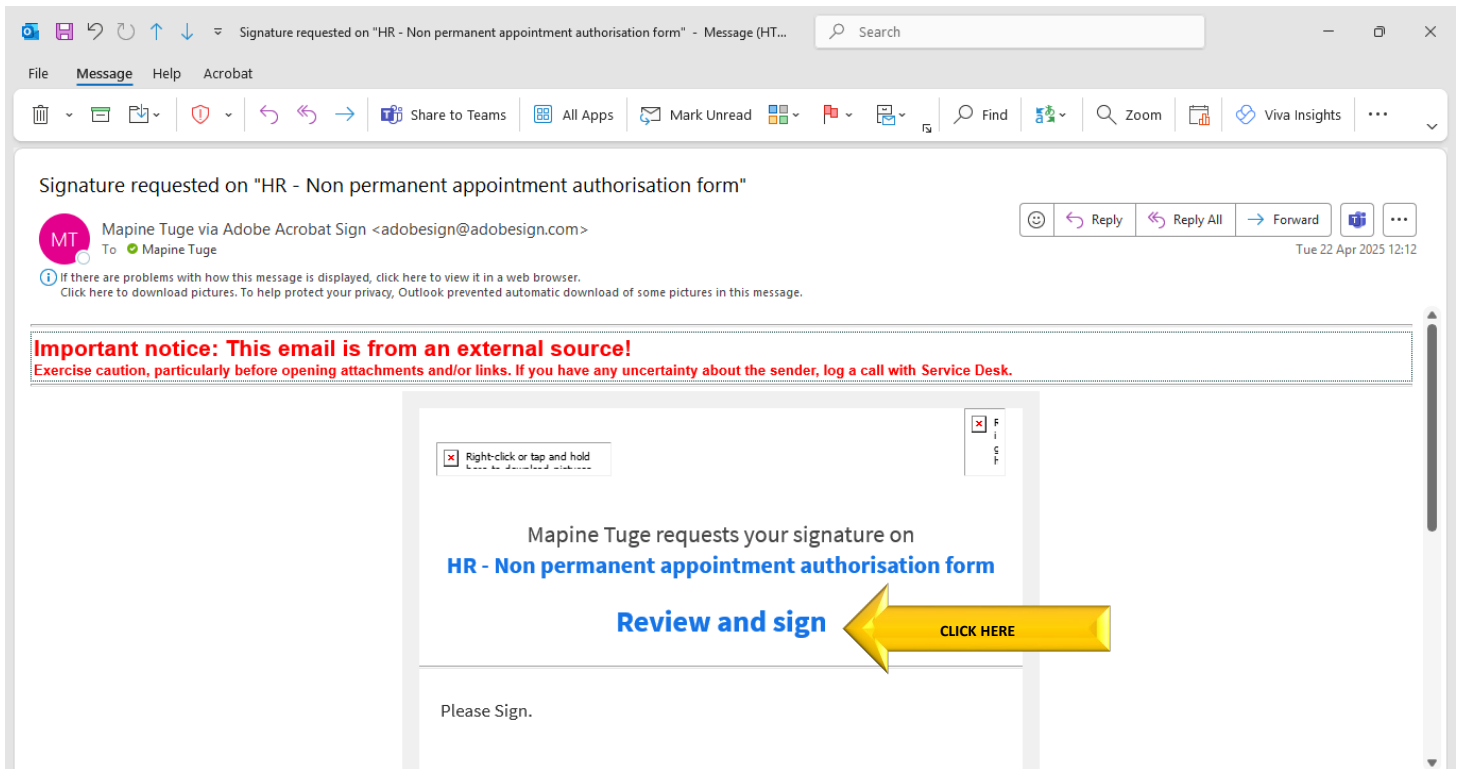
Certified Marriage/Divorce Doc*

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CLICK HERE

4. Payroll Process

Payroll will receive the email below.




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Adobe Acrobat Sign

Options ▾ HR - Non permanent appointment authorisation form Next required field 2



VAAL UNIVERSITY OF TECHNOLOGY
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Contract type: HR/AUTH2022

- Fixed Term: Incumbent works 40 hours per week
- Part-time: Incumbent works 20 hours or less per week or once off payments (no secondary appointment permitted)
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- Winter/Summer school –classes in vacation period
- Tutor: must have M+4, maximum of 10 hours per week

Applicable documents to be submitted by the department for all new employees and stapled to this document

Faculty: Stu Department: Student Accommodation & Catering

Department Cost Code: 2345/0345

PERSONAL DETAILS: (all *fields are mandatory and must be precise)

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

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Adobe Acrobat Sign

Options ▾ HR - Non permanent appointment authorisation form Next required field 2

Follow the arrows

Click start and fill all the yellow blocks.

Executive Approval:

Print name _____	Signature _____
Print name _____	Signature _____

HUMAN RESOURCES (Recruitment)

Judas _____	Judas _____
Print name _____	Signature _____

FINANCE (Payroll)

Funds available: 	* 	* Click here to sign
Print name _____	Signature _____	Date <u>Apr 22, 2025</u>

OFFICE USE ONLY

<input type="checkbox"/> CV *	<input type="checkbox"/> Certified ID/Passport*	<input type="checkbox"/> Certified Qualification*	<input type="checkbox"/> Certified Passport*
<input type="checkbox"/> Certified Work Visa*	<input type="checkbox"/> Biological Questionnaire*	<input type="checkbox"/> Banking details Form*	<input type="checkbox"/> Tax Number*
<input type="checkbox"/> Certified Marriage/Divorce Doc*			

Recruitment Administrator:

Print Name _____	Signature _____	Date _____
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1 / 10

Language English: US

Review and Sign

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Adobe Acrobat Sign

Options ▾

HR - Non permanent appointment authorisation form

Required fields completed ✓

Executive Approval:

Print name	Signature	Date

VC/DVC Approval:

Print name	Signature	Date

HUMAN RESOURCES (Recruitment)

Post number: 4321

Print name	Signature	Date
Judas	Judas <small>Judas (Apr 22, 2025 12:11 GMT+2)</small>	Apr 22, 2025

FINANCE (Payroll)

Funds available: R 110 000.00

Print name	Signature	Date
Nombu	Nombu <small>Nombu (Apr 22, 2025)</small>	Apr 22, 2025

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CAPTURING

CV *
 Certified ID/Passport*
 Certified Qualification*
 Certified Passport*

Certified Work Visa*
 Biological Questionnaire*
 Banking details Form*
 Tax Number*

Certified Marriage/Divorce Doc*

Recruitment Administrator:

Print Name	Signature

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Click to Sign

CLICK HERE

5. ED Process

ED will receive the email below.

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File Message Help Acrobat

Share to Teams All Apps Mark Unread Find Zoom Viva Insights

Signature requested on "HR - Non permanent appointment authorisation form"

Mapine Tuge via Adobe Acrobat Sign <adobesign@adobesign.com>
To: Mapine Tuge

Tue 22 Apr 2025 12:24

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Please Sign.

Review and Sign

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 Adobe Acrobat Sign

Options ▾ HR - Non permanent appointment authorisation form Next required field 1



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Contract type: HR/AUTH2022

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PERSONAL DETAILS: (all *fields are mandatory and must be precise)

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 Adobe Acrobat Sign

Options ▾ HR - Non permanent appointment authorisation form Next required field 1

Please write the amount (salary) in words: _____

Grade: 12

Activities: Cleaning residence rooms and offices

VERIFICATION AND APPROVAL

Executive Approval:

Print name	<u>Faith</u>	<u>Faith</u>	Date
		<small>Faith (Apr 22, 2025 12:02 GMT+2)</small>	<u>Apr 22, 2025</u>
		Click here to sign	

VC/DVC Approval:

Print name	Signature	Date

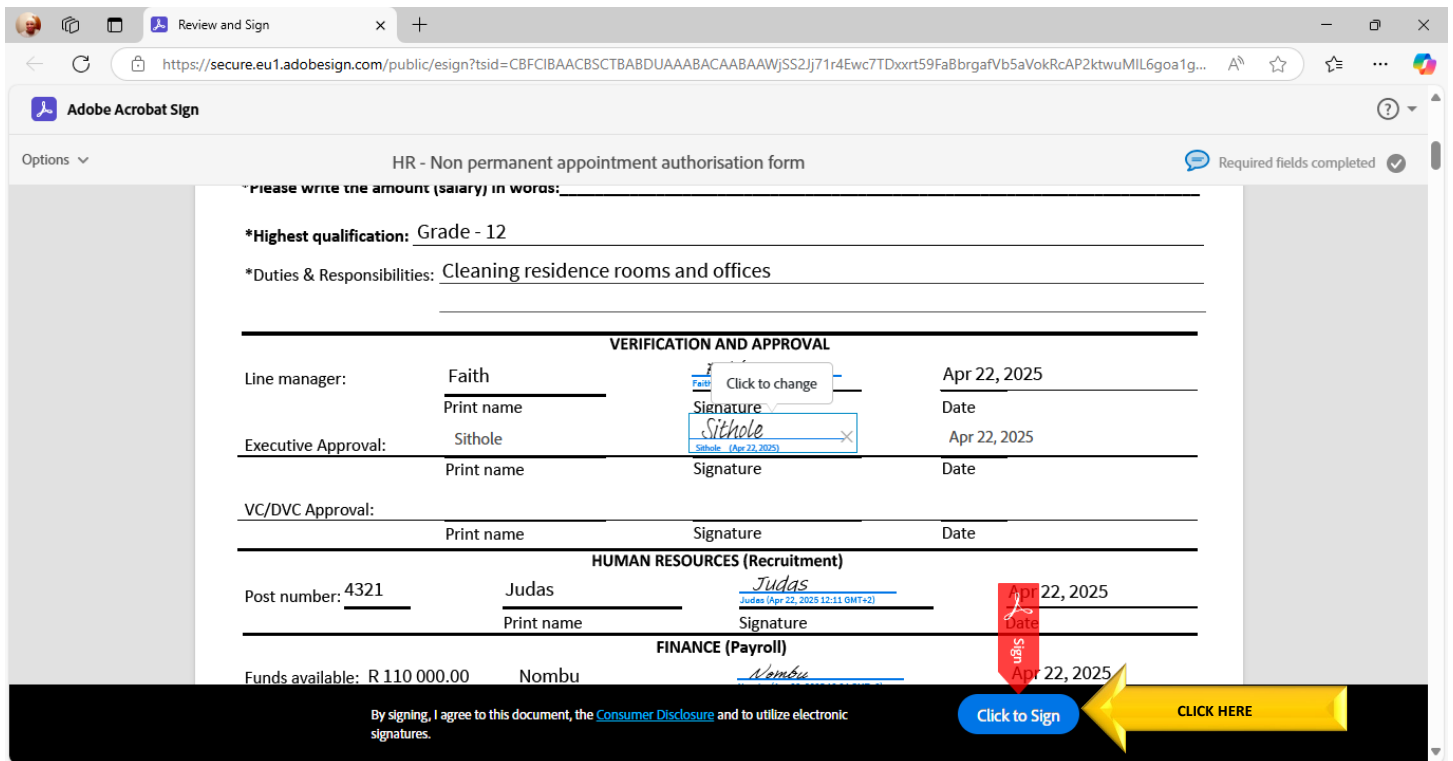
HUMAN RESOURCES (Recruitment)

Post number: <u>4321</u>	Print name: <u>Judas</u>	Signature: <u>Judas</u>	Date: <u>Apr 22, 2025</u>
		<small>Judas (Apr 22, 2025 12:11 GMT+2)</small>	

FINANCE (Payroll)

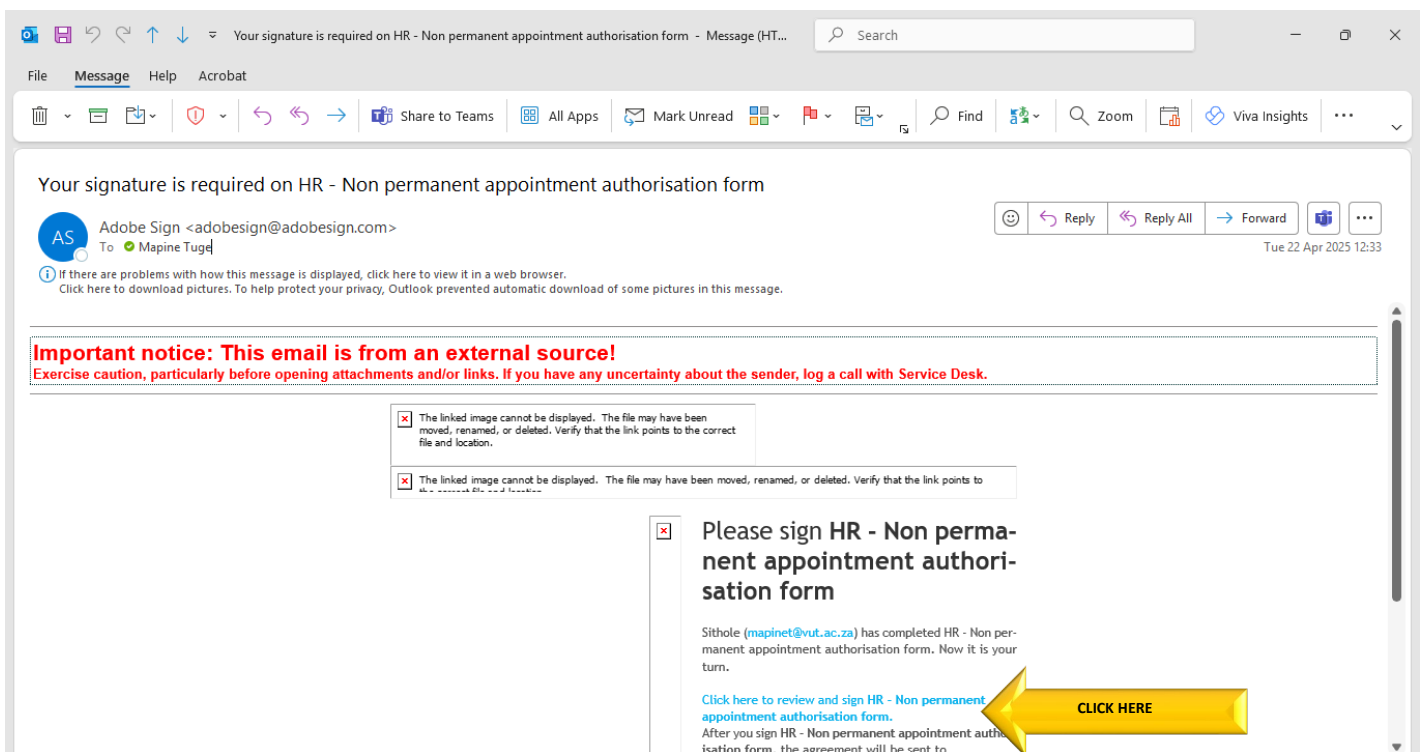
Funds available: <u>R 110 000.00</u>	Print name: <u>Nombu</u>	Signature: <u>Nombu</u>	Date: <u>Apr 22, 2025</u>
		<small>Nombu (Apr 22, 2025 12:24 GMT+2)</small>	

Language: English: US



6. VC/DVC – Process

VC/DVC will receive the email below.




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Options ▾ HR - Non permanent appointment authorisation form Next required field 1



VAAL UNIVERSITY OF TECHNOLOGY
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Contract type: HR/AUTH2022

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Adobe Acrobat Sign

Options ▾ HR - Non permanent appointment authorisation form Next required field 1

VC/DVC Approval: _____

Print name	Signature
HUMAN RESOURCES (Recruitment)	
Judas	<u>Judas</u>
Print name	Signature
FINANCE (Payroll)	
Available: R 110 000.00	Nombu
Print name	Signature

OFFICE USE ONLY

CV Certified ID/Passport* Certified Qualification* Certified Passport*

Certified Work Visa* Biological Questionnaire* Banking details Form* Tax Number*

Certified Marriage/Divorce Doc*

CAPTURING

* Click here to sign

Signature: MTUge

Date: Apr 22, 2025

Recruitment Administrator: _____

Print Name Signature Date

Signature: MTUge

Language English: US

