



**VAAI 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](http://www.vut.ac.za)**

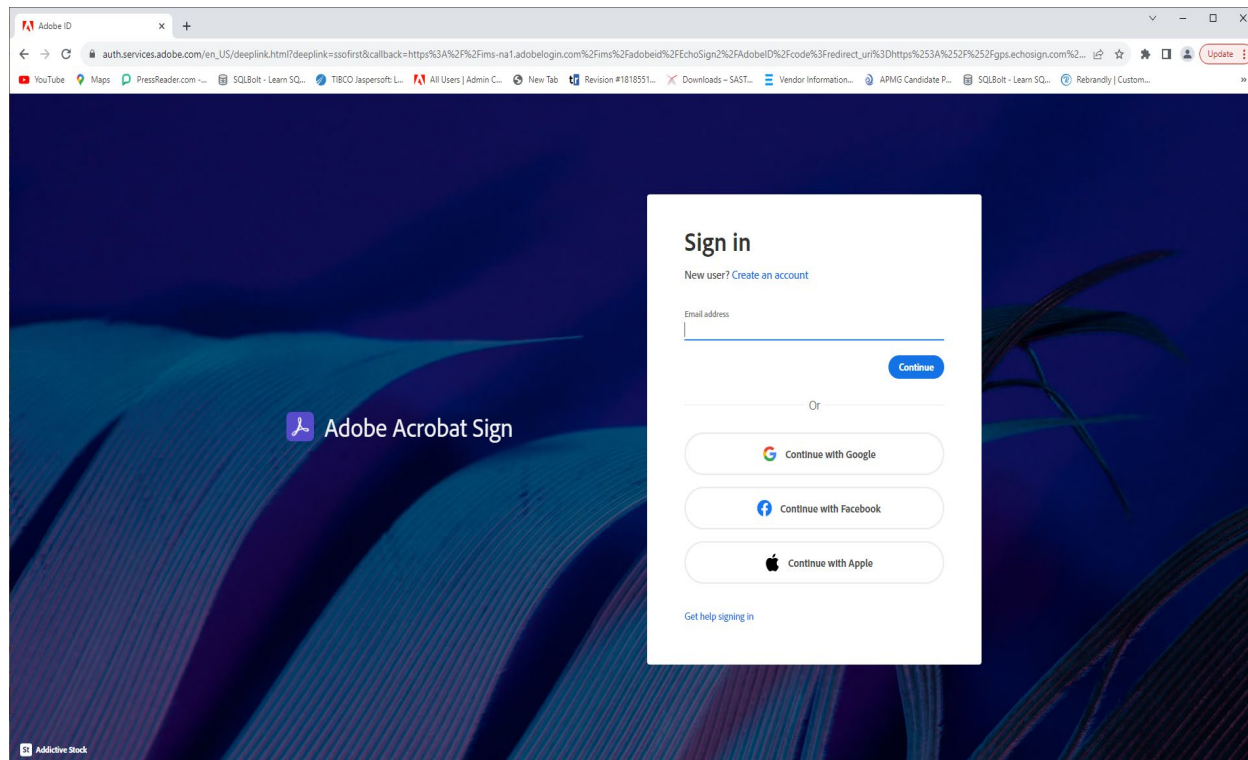


## **PERMANENT AUTHORISATION APPLICATION FORM USING ADOBE SIGN.**

Open any preferred browser

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

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



# Sign in

New user? [Create an account](#)

Email address


Type your  
VUT Email


Continue

CLICK HERE

Or

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New user? [Create an account](#)

Email address

mapinet@vut.ac.za

Contin

CLICK HERE

Or



Continue with Google



Continue with Facebook



Continue with Apple

# Select an account

Email address  
mapinet@vut.ac.za



Personal Account



Company or School Account



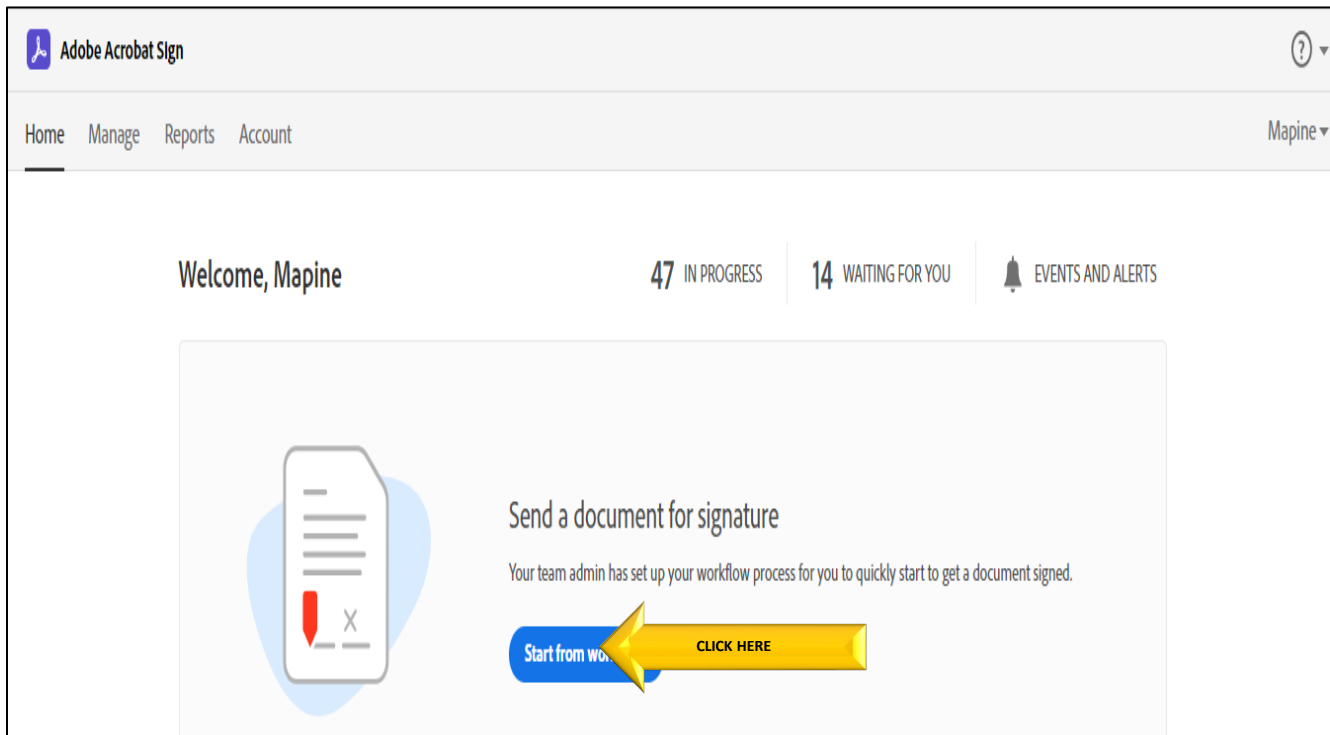
**VAAAL UNIVERSITY  
OF TECHNOLOGY**

*Inspiring thought. Shaping talent.*

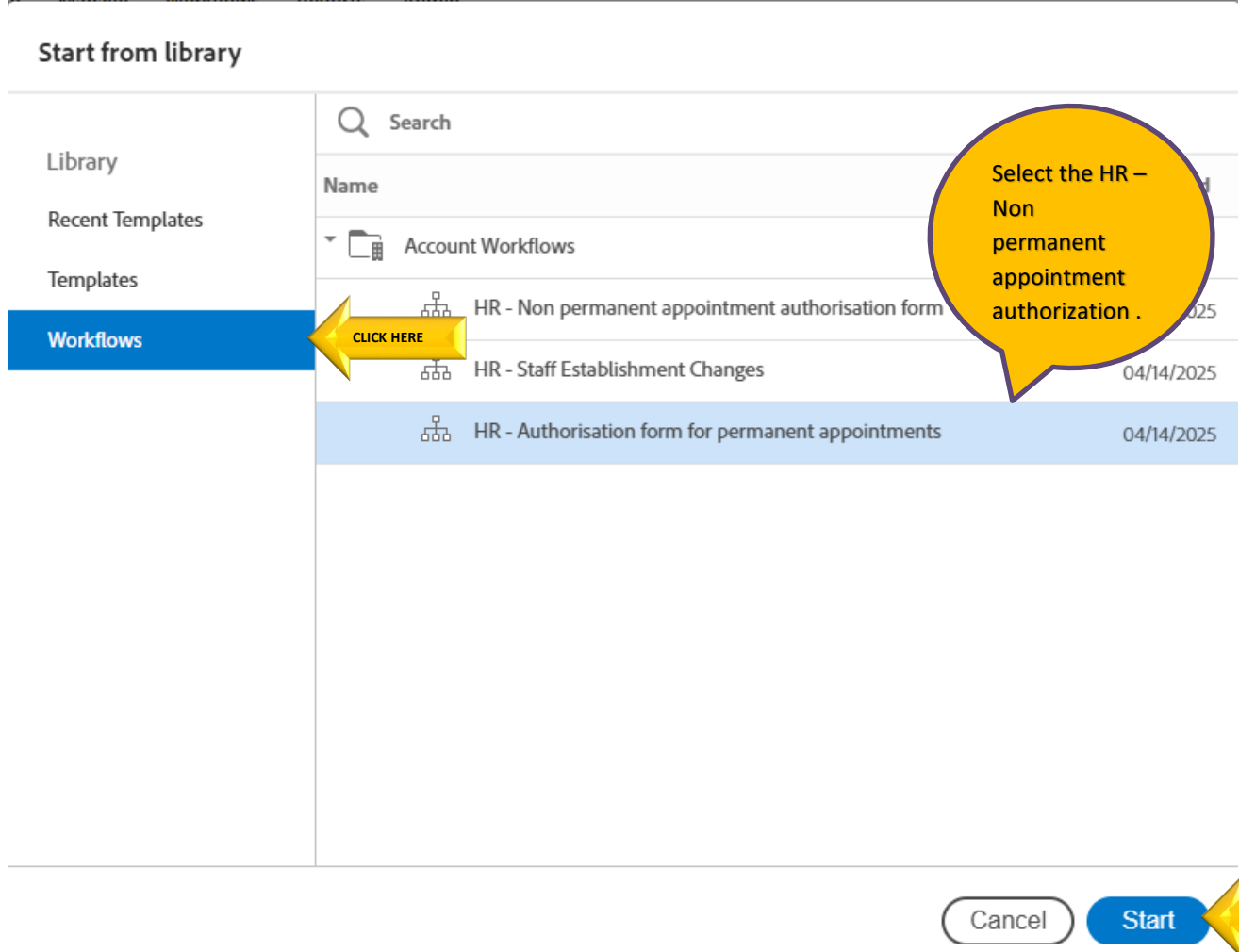
Sign in

Type your  
VUT Email and  
Email  
Password





## 1. Line Manager – Application process



# HR - Authorisation form for permanent appointments

How this workflow works?  
Enter instruction for sender...

## Recipients



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/DVD/VC\*

Type ED/DVC/VC email.

Enter ED/DVD/VC email

None

HR-PRACTITIONER\*

Type HR-Practitioner email.

Enter HR-PRACTITIONER email

None

CC | [Hide](#)

Cc

Enter CC's emails

Document Name \*

HR - Non permanent appointment authorisation form

Options



☐ Set Reminder

Message \*

Please Sign.

## Files

Document \*



non permanent appointment a  
uthorisation form

Send

CLICK HERE

Review and Sign

https://secure.eu1.adobe.com/public/esign?aid=CBJCH8CAABAHLr5XpTp8kiVugDjcZ97gNPQK9mCmq&pid=CBJCH8CAABAHLr5XpTp8kiVugDjcZ97gNPQK9mCmq

Adobe Acrobat Sign

Options

Authorisation form for permanent appointments

**AUTHORISATION FOR ADVERTISING PERMANENT APPOINTMENT**  
(For advertising purposes only)  
(Without alterations/ corrections)

UNIVERSITY OF TECHNOLOGY

Follow the arrows

Start

Click start and fill all the yellow blocks.

<b>Faculty/Division/Department</b>	*		<b>Cost Code</b>	*	*	*	*	*	*	*	*	*	*
<b>Post Title</b>	*		<b>Subject Code (where applicable)</b>										
<b>Highest Qualification Required</b>	*												
<b>Competencies Required</b> (skills, abilities and knowledge requirements for competent performance in the job)	*												

Language: English: US

Review and Sign

https://secure.eu1.adobe.com/public/esign?aid=CBJCH8CAABAHLr5XpTp8kiVugDjcZ97gNPQK9mCmq&pid=CBJCH8CAABAHLr5XpTp8kiVugDjcZ97gNPQK9mCmq

Adobe Acrobat Sign

Options

HR - Authorisation form for permanent appointments

Required fields completed

Job Profile: FILE: Lecturer-in-Financial-Accounting-010...

**VERIFICATION AND APPROVAL**

	Print Name	Signature	Date
<b>Line Manager</b> (not below HOD or Executive Director/Director/Registrar levels)	Mapine		Apr 23, 2025
<b>Human Resources</b>			
Post No.			
Grade			
<b>Finance</b>			
Available Funds			

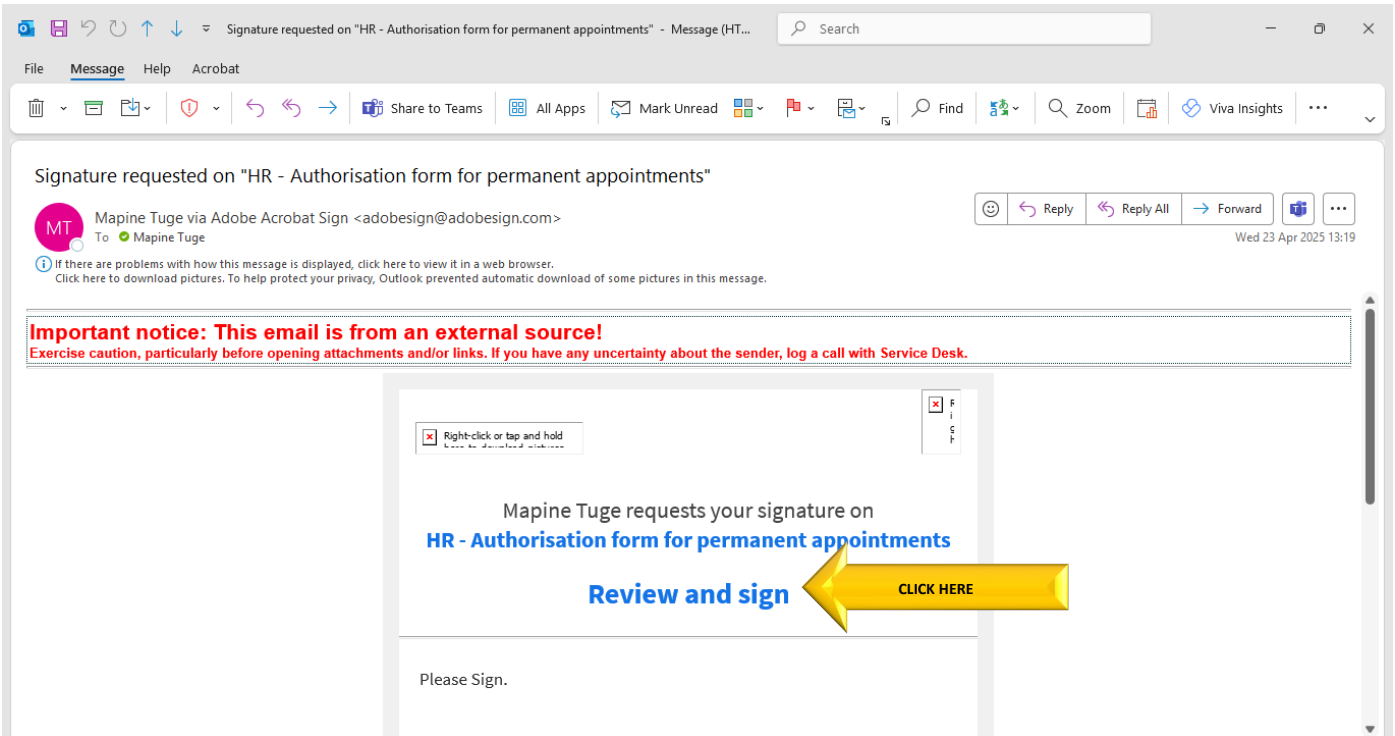
By signing, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

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## 2. HR-BP Process

HR-BP will receive the email below.



Review and Sign

https://secure.eu1.adobesign.com/public/esign?tsid=CBFCIBAACBSCTBABDUAAABACAABAAjNH8Xp2zNS9HsHKWuB8vdXBsEMpJz52ZCDtvlTqq\_JKmroyGx7pw...

Adobe Acrobat Sign

Options

HR - Authorisation form for permanent appointments

Next required field 4

**AUTHORISATION FOR ADVERTISING PERMANENT APPOINTMENT**  
(For advertising purposes only)

{Without alterations/ corrections}

Faculty/Division/Department	Accounting Sciences	Cost Code	2	7	3	8	1	1	4	8
Post Title	Lecturer	Subject Code (where applicable)								
Highest Qualification Required	Masters									
Competencies Required	and knowledge or competent performance in the job)									

Start **CLICK HERE**

Language: English: US



Review and Sign

https://secure.eu1.adobeesign.com/public/esign?tsid=CBFCIBAACBSCTB8BDUAAABACAABAAjNH8Xp2zNS9HsHKWuB8vdXBsEMpJz52ZCDtvtTqq\_JKmroyGx7pw...

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Options ▾

HR - Authorisation form for permanent appointments

Next required field 4

Job Profile:

**VERIFICATION AND APPROVAL**

Print Name Signature

Mapine

Click start and fill all the yellow blocks.

Follow the arrows

Executive (Registrar levels)

Human Resources

Post No.

Grade

Click here to sign

Apr 23, 2025

Finance

Available Funds

Approval

Next

Saved

Language English: US

Review and Sign

https://secure.eu1.adobeesign.com/public/esign?tsid=CBFCIBAACBSCTB8BDUAAABACAABAAjNH8Xp2zNS9HsHKWuB8vdXBsEMpJz52ZCDtvtTqq\_JKmroyGx7pw...

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Options ▾

HR - Authorisation form for permanent appointments

Required fields completed

Job Profile:

**VERIFICATION AND APPROVAL**

Print Name Signature Date

Line Manager (not below HOD or Executive Director/Director/Registrar levels)

Mapine

Click to Sign

Human Resources

Judas

Post No. 4576

Grade 7

Judas

Apr 23, 2025

Finance

Available Funds

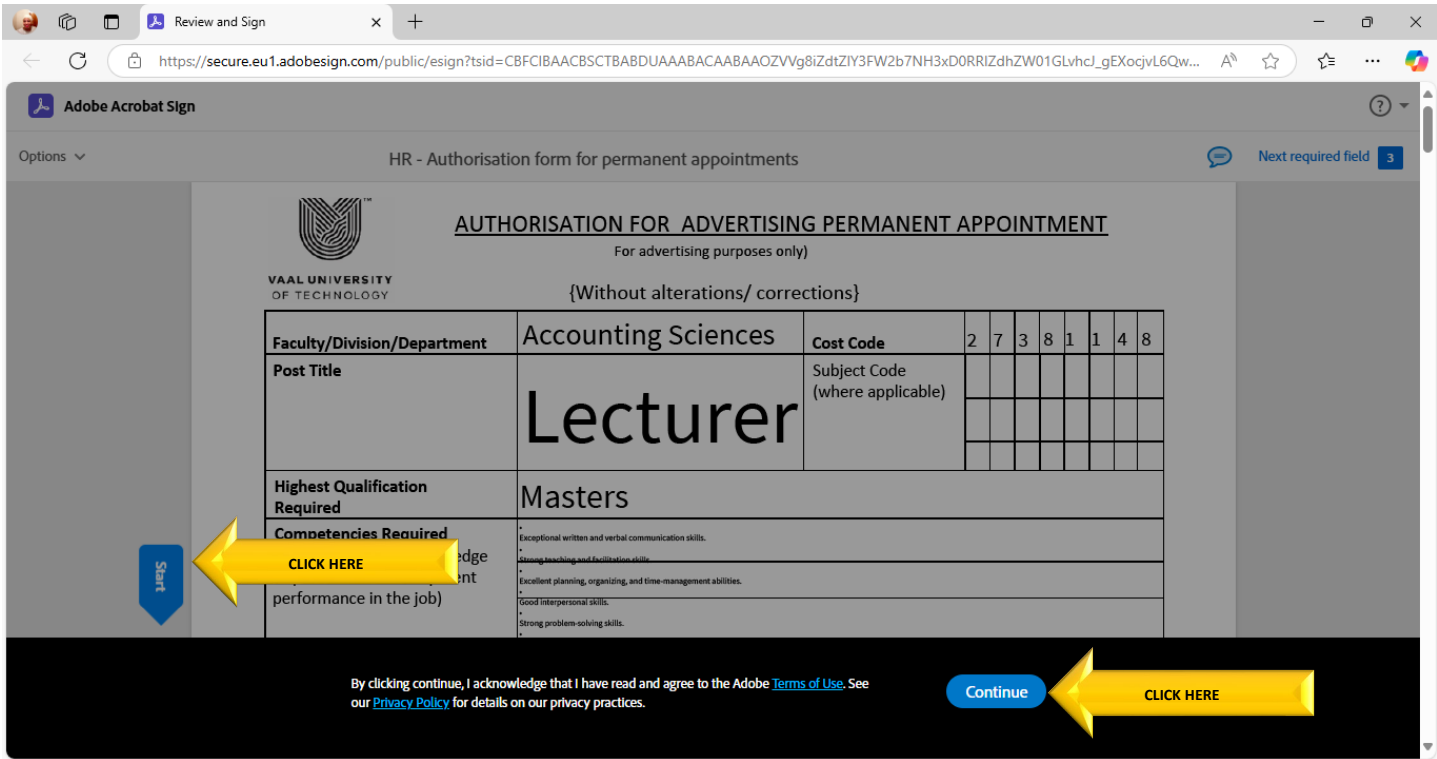
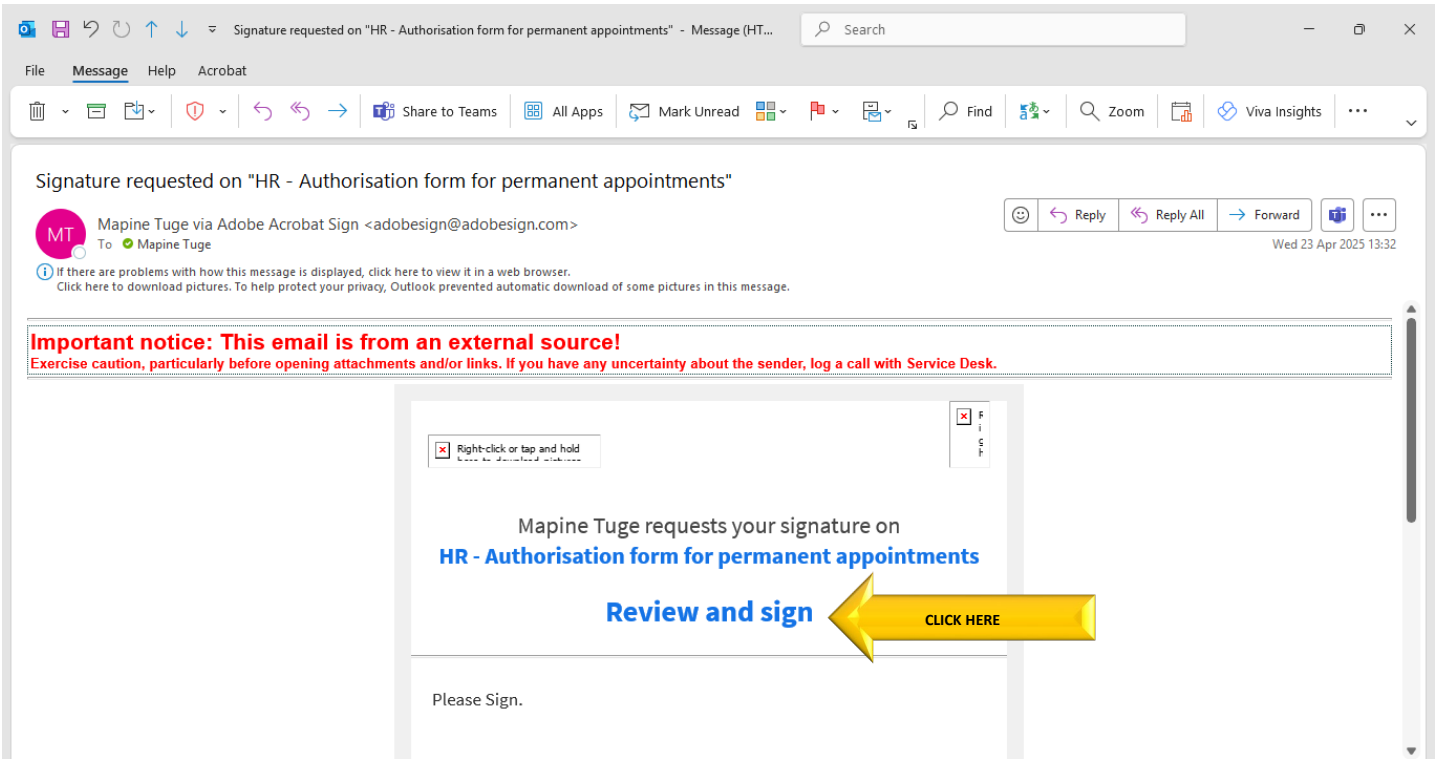
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### 3. Payroll Process

Payroll will receive the email below.



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Adobe Acrobat Sign

Options ▾

HR - Authorisation form for permanent appointments

Next required field 3

Follow the arrows

Click start and fill all the yellow blocks.

Next

<b>Finance</b> Available Funds		*	*	Click here to sign	Apr 23, 2025
<b>Approval</b> (Executive Dean/Executive Director, DVC or VC)					
<b>Human Resources</b>					
Captured by					

Language English: US ▾

Review and Sign

https://secure.eu1.adobesign.com/public/esign?tsid=CBFCIBAACBSCTBBDUAAABACAABAOZVVg8iZdtZIY3FW2b7NH3xDORRIZdhZW01GLvhcl\_gEXocjvL6Qw...

Adobe Acrobat Sign

Options ▾

HR - Authorisation form for permanent appointments

Required fields completed ✓

Click to change

<b>Human Resources</b> Post No. 4576 Grade 7		Judas	Judas <small>Judas (Apr 23, 2025 13:31 GMT+2)</small>	Apr 23, 2025
<b>Finance</b> Available Funds R500 000.00		Nombu	Nombu <small>Nombu (Apr 23, 2025)</small>	Apr 23, 2025
<b>Approval</b> (Executive Dean/Executive Director, DVC or VC)				
<b>Human Resources</b>				
Captured by				

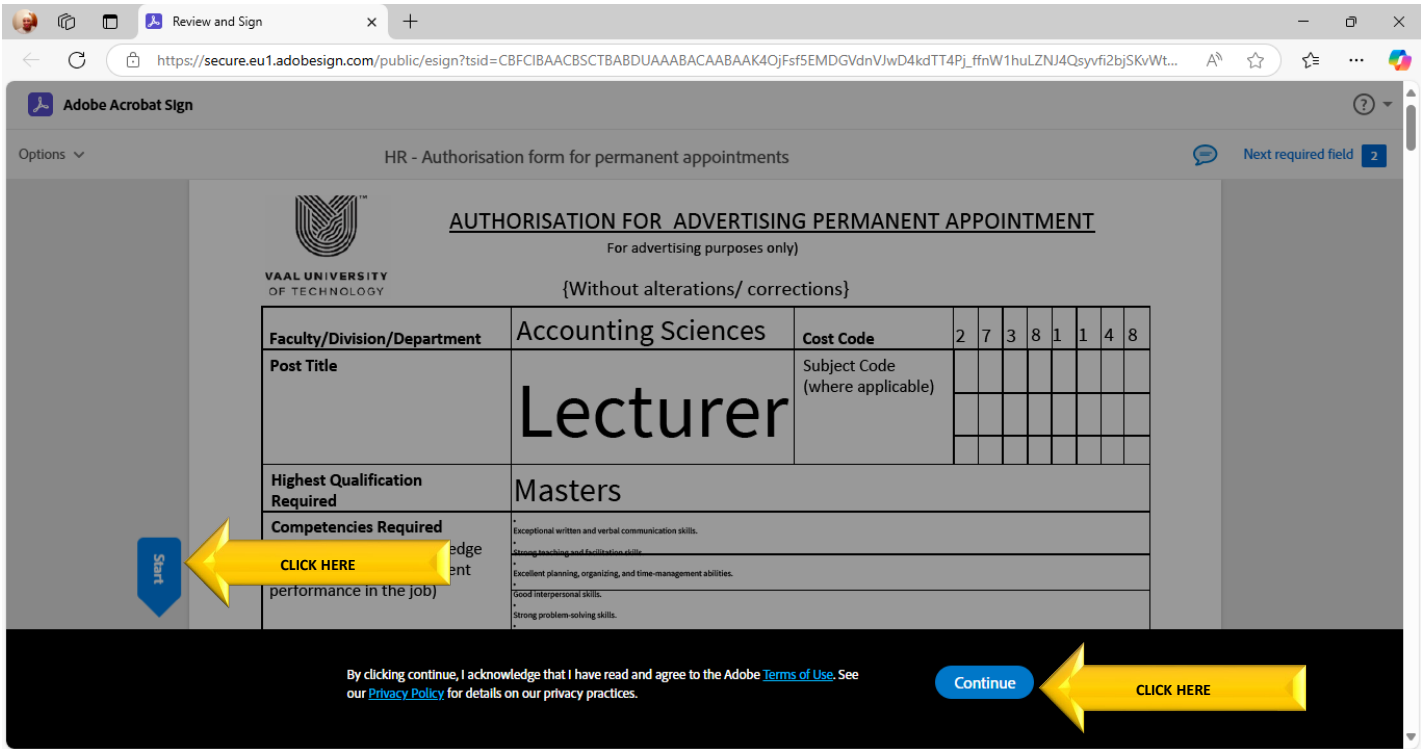
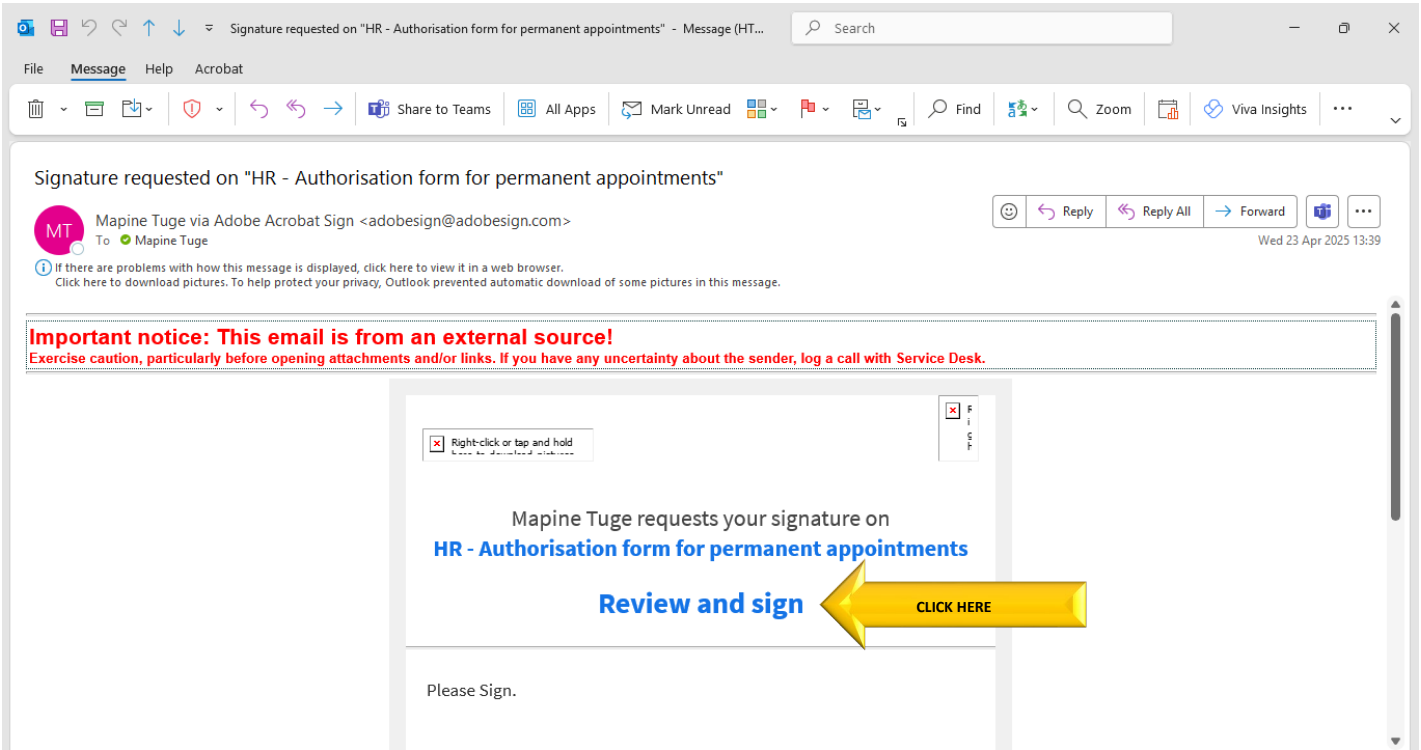
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5. ED/DVC/VC Process

ED/DVC/VC will receive the email below.



Review and Sign

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Adobe Acrobat Sign

Options ▾

HR - Authorisation form for permanent appointments

Next required field 2

human Resources

Post No.	4576	Judas	Apr 23, 2025
	7		

Nombu

R500 000.00

Apr 23, 2025

Approval  
(Executive Dean/Executive Director, DVC or VC)

Click here to sign

Apr 23, 2025

Human Resources

Captured by

Date advertised: \_\_\_\_\_ Closing date: \_\_\_\_\_ Media: \_\_\_\_\_

Follow the arrows

Click start and fill all the yellow blocks.

Next

Language English: US

Review and Sign

https://secure.eu1.adobe.com/public/esign?tsid=CBFCIBAACBSCTBABDUAAABACAABAAK4OjFsf5EMDGVdnVJwD4kdTT4Pj\_ffnW1huLZNJ4Qsyvfi2bjSKvWt...

Adobe Acrobat Sign

Options ▾

HR - Authorisation form for permanent appointments

Required fields completed

human Resources

Post No.	4576	Judas	Judas (Apr 23, 2025 13:31 GMT+2)	Apr 23, 2025
Grade	7			

Finance

Nombu

Nombu

Nombu (Apr 23, 2025 13:39 GMT+2)

Apr 23, 2025

Available Funds

R500 000.00

Approval  
(Executive Dean/Executive Director, DVC or VC)

Kganya

Kganya

Kganya (Apr 23, 2025)

Apr 23, 2025

Human Resources

Captured by

Date advertised: \_\_\_\_\_ Closing date: \_\_\_\_\_ Media: \_\_\_\_\_

Saving...

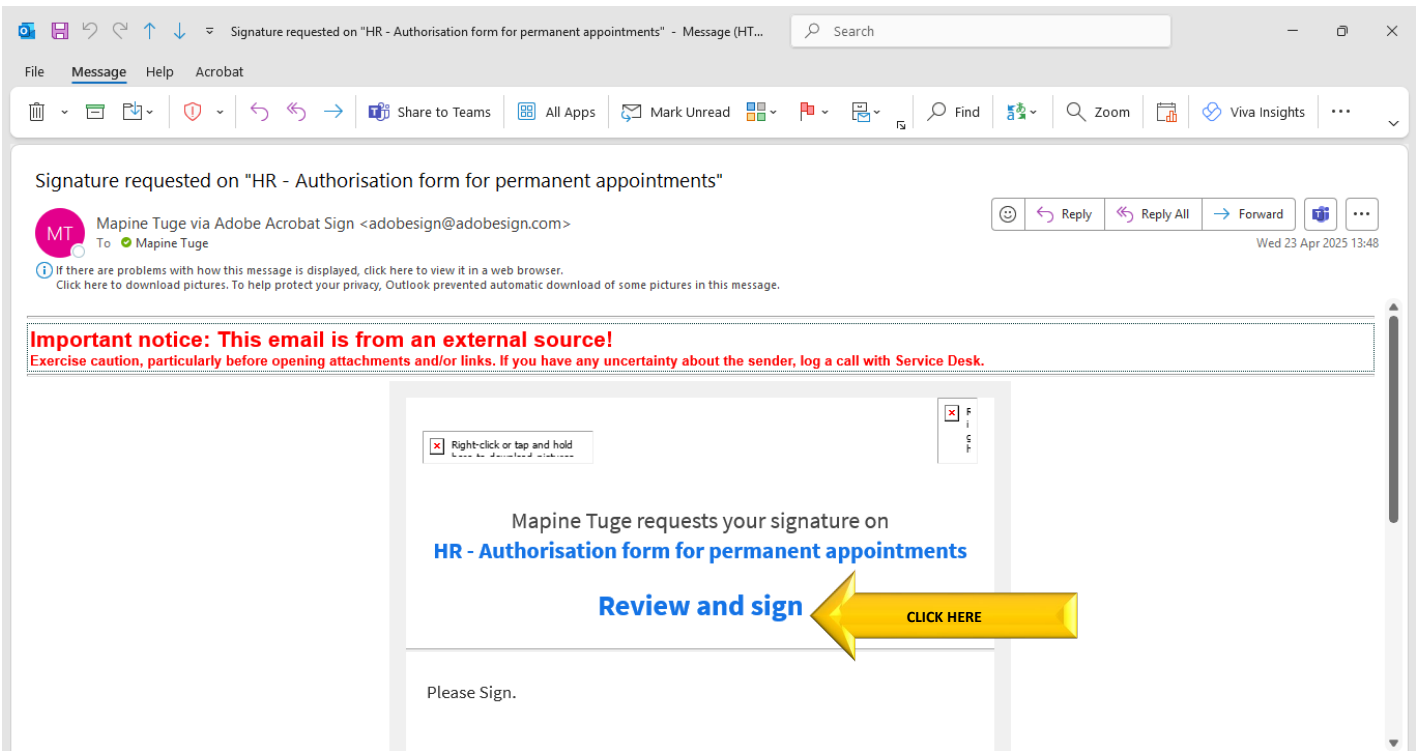
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## 5. HR Practitioner – Process

HR Practitioner will receive the email below.



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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https://secure.eu1.adobe.com/public/esign?tsid=CBFCIBACBSCTBBDUAAABACAABAAfVdTvgy51R6alm6RFgCuV-IFPrHRxM7tWacb8wA8fBpWo-nlFKX56...

Adobe Acrobat Sign

Options ▾

HR - Authorisation form for permanent appointments

Next required field 2

Follow the arrows

Click start and fill all the yellow blocks.

Next

<b>Finance</b>	Nombu	<i>Nombu</i> Nombu (Apr 23, 2025)
R500 000.00		
	Kganya	<i>Kganya</i> Kganya (Apr 23, 2025)
Executive Director, VEC		

**Human Resources**

Captured by		Click here to sign	Apr 23, 2025
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Date advertised: Closing date: Media:

Language English: US

Review and Sign

https://secure.eu1.adobe.com/public/esign?tsid=CBFCIBACBSCTBBDUAAABACAABAAfVdTvgy51R6alm6RFgCuV-IFPrHRxM7tWacb8wA8fBpWo-nlFKX56...

Adobe Acrobat Sign

Options ▾

HR - Authorisation form for permanent appointments

Required fields completed ✓

Saved

<b>Finance</b>	Nombu	<i>Nombu</i> Nombu (Apr 23, 2025 13:39 GMT+2)	Apr 23, 2025
Available Funds	R500 000.00		
<b>Approval</b> (Executive Dean/Executive Director, DVC or VC)	Kganya	<i>Kganya</i> Kganya (Apr 23, 2025 13:47 GMT+2)	Apr 23, 2025

**Human Resources**

Captured by	Glenda	<i>Glenda</i> Glenda (Apr 23, 2025)	Apr 23, 2025
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Date advertised: 23 Apr 2025 Closing date: 07 May 2025 Media: VUT website

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CLICK HERE

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

