

**SOUTH AFRICAN**

**NURSING COUNCIL**

---

**STAKEHOLDERS FORUM**

**09 NOVEMBER 2022**



**South African Nursing Council**

Regulating nursing, advocating for the public

# 1. ANNUAL FEE PAYMENT THROUGH PERSAL DEDUCTIONS

## Background

- Resolution 3 of 2019 was signed on 9 September 2019 by the National Department of Health and major unions in PHSDSBC.
- This Resolution brought into effect the PERSAL deductions for all affected employees that fall under the PHSDSBC.
- This season will be the fourth year since the inaugural implementation, and we have seen a lot of improvements in the process.

# PERSAL DEDUCTIONS PROCESSES

The following are the processes that must be followed for PERSAL deductions:

## Step 1: Verification Process

- Employers need to send a deductions list (Excel Spreadsheet) of nursing staff in their employ to the SANC to verify their registration status and provide the amount that needs to be deducted from each employee.

## Step 2: Payment Process

- Once the annual fees have been deducted and a payment has been made to the SANC, the employer must send the final deductions list (MS Excel spreadsheet) and a PDF Salary Administration Report (**REPORT : SR0003**).

# STATUS OF 2023 ANNUAL FEES

- The 2023 annual fee payment season commenced on the 01 July 2022 and will close on the 31 December 2022.
- All payments related to annual fees must reach the Council's bank account on or before 31 December 2022 to be considered as paid on time.
- The departments listed overleaf had already submitted their employee lists for verification purposes and already had received their results:

| Department            | Date Received | Date Submitted to IT | Date Verified | Date Results were sent |
|-----------------------|---------------|----------------------|---------------|------------------------|
| KZN DSD               | 20 July 2022  | 20 July 2022         | 25 July 2022  | 25 July 2022           |
| Northern Cape DOH     | 02 Aug 2022   | 02 Aug 2022          | 05 Sep 2022   | 05 Sep 2022            |
| Eastern Cape DOH      | 02 Aug 2022   | 02 Aug 2022          | 15 Sep 2022   | 15 Sep 2022            |
| North West DSD        | 08 Aug 2022   | 10 Aug 2022          | 19 Sep 2022   | 19 Sep 2022            |
| Correctional Services | 15 Aug 2022   | 15 Aug 2022          | 30 Aug 2022   | 05 Sep 2022            |
| Free State DOH        | 30 Aug 2022   | 30 Aug 2022          | 18 Sep 2022   | 18 Sep 2022            |
| Free State DSD        | 15 Sep 2022   | 15 Sep 2022          | 19 Sep 2022   | 19 Sep 2022            |
| Mpumalanga DOH        | 07 Sep 2022   | 07 Sep 2022          | 19 Sep 2022   | 19 Sep 2022            |
| Western Cape DOH      | 15 Sep 2022   | 16 Sep 2022          | 21 Sep 2022   | 21 Sep 2022            |
| Gauteng DOH           | 14 Sep 2022   | 14 Sep 2022          | 27 Sep 2022   | 27 Sep 2022            |
| KZN DOH               | 16 Sep 2022   | 19 Sep 2022          | 29 Sep 2022   | 29 Sep 2022            |
| Western Cape DSD      | 28 Sep 2022   | 28 Sep 2022          | 29 Sep 2022   | 29 Sep 2022            |
| Limpopo DOH           | 06 Oct 2022   | 06 Oct 2022          | 10 Oct 2022   | 10 Oct 2022            |
| Gauteng DSD           | 07 Oct 2022   | 07 Oct 2022          | 12 Oct 2022   | 12 Oct 2022            |
| North West DOH        | 11 Oct 2022   | 11 Oct 2022          | 13 Oct 2022   | 13 Oct 2022            |
| National DOH          | 18 Oct 2022   | 18 Oct 2022          | 20 Oct 2022   | 20 Oct 2022            |
| Limpopo DSD           | 25 Oct 2022   | 25 Oct 2022          | 27 Oct 2022   | 27 Oct 2022            |

# CHALLENGES – 2023 PAYMENT SEASON

- **The following were the key issues that were encountered during the verification of data:**
  - The departments appear to have failed to take corrective action against Nurse practitioners who were previously identified to be practising whilst not registered.
  - Some departments did not update their records with the SANC reference numbers.
  - There appears to be lack of communication regarding PERSAL deductions between employers and their employees.

# CHALLENGES – 2022 PAYMENT SEASON

- Files were submitted in different formats and some did not contain required information.
- Some employers did not deduct fees from employees.
- Departments did not update the files with information from the SANC.
- Community service practitioners were included in the lists.
- Some payments made after due date and/or files not submitted on time.
- Annual Practising Certificates not distributed on time to individual nurses.
- Unavailability of officials responsible for the implementation of the resolution.

# CHALLENGES – REJECTED SUBMISSIONS

**Reasons behind rejected submissions include, but are not limited to:**

- Annual fee already paid;
- Nurse removed – non-payment;
- Nurse not registered;
- Nurse number/ID Number invalid;
- Nurse removed – Administrative; and
- Nurse removed – Disciplinary.




# WAY FORWARD

- Lists to be submitted to SANC on time to allow deductions to be implemented in line with the provisions of Resolution 3 of 2019.
- Deductions from employees' salaries to be made in October of each year or as agreed in Bargaining Council.
- The last batch of deductions must go through on 15 November 2022.
- Employers must communicate with their employees regarding PERSAL deductions.
- Employers to supply SANC with the names of individuals to whom APCs will be delivered.
- The employer must deliver these to the nurses on time.

# CONCLUSION

- Provinces are responsible for submission and investigation of all anomalies.
- The final date for receiving payments in the SANC bank account remains 31 December each year.
- The delivery of the APCs will be arranged with each province.
- Nurse practitioners are requested to update their details on the register.
- Provinces are required to inform the nurse practitioners that PERSAL deductions are ongoing as well timing thereof.

## 2. ANNUAL PRACTISING CERTIFICATES (APCs)

- Payments can be made from 01 July to the 31 December of each year.
  - Payments received after 31 December will be considered as late, restoration fees are payable in this regard.
  - **Nurse practitioners and employers must ensure that payments clear in the SANC bank account within the prescribed due date (31 December).**
  - Nurse practitioners and employers must use the correct payment reference number.
- 

### 3. PAYMENTS TO SANC

- The SANC receives a multitude of payments from Nurses and NEIs.
- An alarming number of these payments are not correctly referenced.
- This negatively affects service delivery and it causes unnecessary delays.
- All stakeholders are requested to assist resolve this problem.
- SANC uses a payment code and this payment reference code consists of two parts:
  - a) Your SANC reference number and NEI number.
  - b) A payment type code (**7 CAPITAL LETTERS**) written immediately after reference number.

### 3. PAYMENTS TO SANC (continued)

- Example of what a correct beneficiary/recipient reference will look like when an NEI pays for examination fees:

**S000EXAMFEE**

- The following serves as an example of an annual fee payment by a Nurse practitioner should look like:

**12434678ANLFEE - EXAMPLE**

- The Head of the NEI must ensure that payment of fees by their Provincial Department of Health or Head Office is made separately for each NEI/Campus and for each specific service.
- A list of payment type codes is available in our website [www.sanc.co.za](http://www.sanc.co.za)

# SERVICE-ORIENTED EMAIL ADDRESSES

- APC related enquiries: [apc@sanc.co.za](mailto:apc@sanc.co.za)
- Restoration enquiries: [restorations@sanc.co.za](mailto:restorations@sanc.co.za)

**END.**

**THANK YOU.**