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| **HC060F** | **Mensekapitaal: Oracle Registrasie** |

* Stuur oorspronklike voltooide vorm aan MK Vergoedingsbestuur en Organisasieontwerp (MK:VOO), Interne Bussie 612

**AFDELING A: PERSONEELLID INLIGTING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Personeellid se Naam** |  | | | | | | | | | | | | **NWU Nr** | | |  |  | |  |  |  |  |  | | |  |
| **Kampus (merk toepaslik)** | Institusioneel | | |  | Mafikeng | | | | | |  | | Potchefstroom | | |  | | Vaaldriehoek | | | | | |  | | |
| **Fakulteit/Divisie** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Skool/Departement** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Vakgroep** |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Uitbreiding** |  |  |  | | |  | |  | |  | |  | | | | | | | | | | | | | | |
| **Posisie Inligting** | Permanent | | | | | |  | | Vaste Termyn Aanstelling(>/=2 jaar) | | | | |  | TydelikAanstelling (1 jaar of minder) | | | | | | | | | |  | |
|  | | | | | | | | Periode: | | | | | | Periode tot: | | | | | | | | | | | |

**AFDELING B: TIPE VERANTWOORDELIKHEID**

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| **1. Mensekapitaal Werknemers** | | | | | | | | | | | | | | | | | | | | | | |
| **Verantwoordelikheid** | “Administrative” | | | | |  | | | | “Manager” | | |  | | | | | | | | | |
| “HR Admin” | |  | “HR Leave” | | | |  | “HR Payroll” |  | “HR ER” |  | | | “HR EE & Wellness” | | | | | |  | |
| **Data Wysiging** | Ja | |  | Nee | | | |  |  | | | | | | | | | | | | | |
| **Discoverer Verslae** | Ja | |  | Nee | | | |  |  | | | | | | | | | | | | | |
| **Ander (spesifiseer)** |  | | | | | | | | | | | | | | | | | | | | | |
| **OF** | | | | | | | | | | | | | | | | | | | | | | |
| **Dieselfde verantwoordelikheid as** | **Naam** | |  | | | | | | | | **NWU Nr** |  | |  | |  |  |  |  |  | |  | |
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| **2. FAV en SAS Kantoor werknemers** | | | | | | | | | | | | | | | | | | | | | | |
| **Verantwoordelikheid** | | HR Admin | | |  | |  | | | | | | | | | | | | | | | |
| **Ander (spesifiseer)** | |  | | | | | | | | | | | | | | | | | | | | |

**AFDELING C: MOTIVERING: *Moet deur lyn bestuurder voltooi word***

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| **Motivering vir Oracle registrasie op Mensekapitaalstelsel** |  |

**AFDELING D: GOEDKEURING**

***Neem asseblief kennis van die volgende belangrike inligting:***

1. **Die Wet op die Beskerming van Persoonlike Inligting (Wet 4 van 2013) plaas ‘n regsplig op die NWU om die persoonlike inligting van ons belanghebbendes vertroulik te hanteer.** Inligting op ‘Oracle HR’ is streng vertroulik en dissiplinêre stappe mag geneem word teen enige persoon wat die inligting wanaanwend of misbruik. Die inligting op ‘Oracle HR’ mag slegs aangewend word vir die doel van mensekapitaalbestuur of vir aangeleenthede verbandhoudend met bestuursaangeleenthede.
2. Die inligting mag onder geen omstandighede nie vir studie- of navorsingsgeleenthede aangewend word nie
3. Die aansoeker mag onder geen omstandighede sy/haar gebruikersid en/of wagwoord aan enige ander persoon bekend maak en/of gee om namens hom/haar te gebruik nie.
4. Indien u Oracle rekening vir langer as 60 dae onaktief is, word toegang geblok.
5. Indien u, u Oracle wagwoor vergeet skakel asseblief vir Tharina van der Walt (X99 4607) of vir Marinda Riekert (x99 4606)

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|  | **Voorletters en Van** | **Handtekening** | **Datum** |
| **Aansoeker** |  |  |  |
| **Lyn Bestuurder** |  |  |  |
| **Oorgeskikte Bestuurder (direkteur of hoër)** |  |  |  |

**AFDELING E: *Slegs vir kantoorgebruik***

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| **Wagwoord** |  | |
| **Kontrak Eind Datum** |  | |
| **Verantwoordelikhede Toegeken** |  |  |
|  |  |
| **Verantwoordelikheid gegee deur** |  | |

Oorspronklike gegewens: Tharina van der Walt (2026482) NWU SHARE/Human Capital Documentation\Oracle Registration Form for HC\_e\_F\_HC060.docm  
29 Julie 2013

Lêerverwysing: 3.18.4