

Presidential Youth Employment Intervention

EA/GSA Assistant - User Guide



PRESIDENTIAL
EMPLOYMENT
STIMULUS

Building 3
4 Karen Street
Bryanston
2191
South Africa

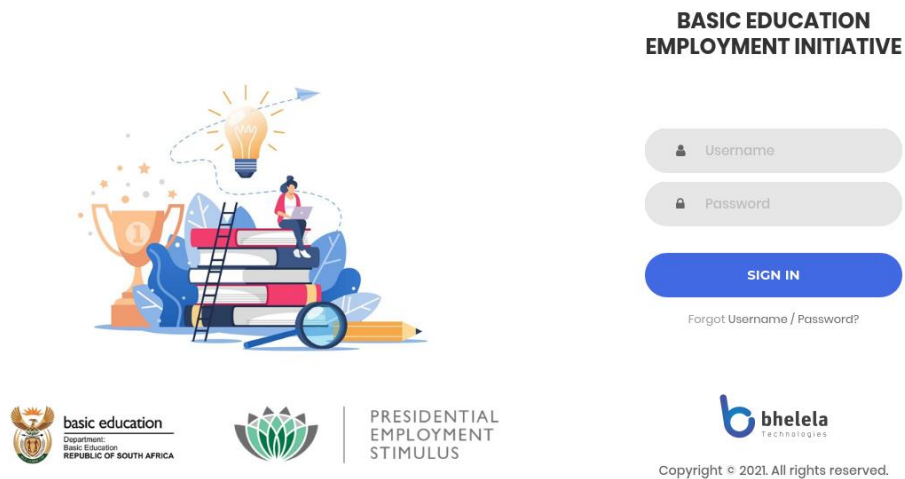
Telephone: 0861 2435352
International: +27 11 524 8680
Facsimile: +27 11 524 8620
Email: info@bhelela.com
Web: www.bhelela.com

Table of Contents

EA / GSA Log in Page	Page 3
Landing Page	Page 4
To do List	Page 5
Attendance and Performance Page	Page 6
Payroll	Page 7
Training Page	Page 7
Surverys & Certificates & viewing own documents	Page 8
Complaints	Page 9
Bank account details	Page 10
Opening a Standard Bank Account	Page 11
Support and helpdesk	Page 11
Notes page	Page 12

DMS EA/GSA Assistant User Guide

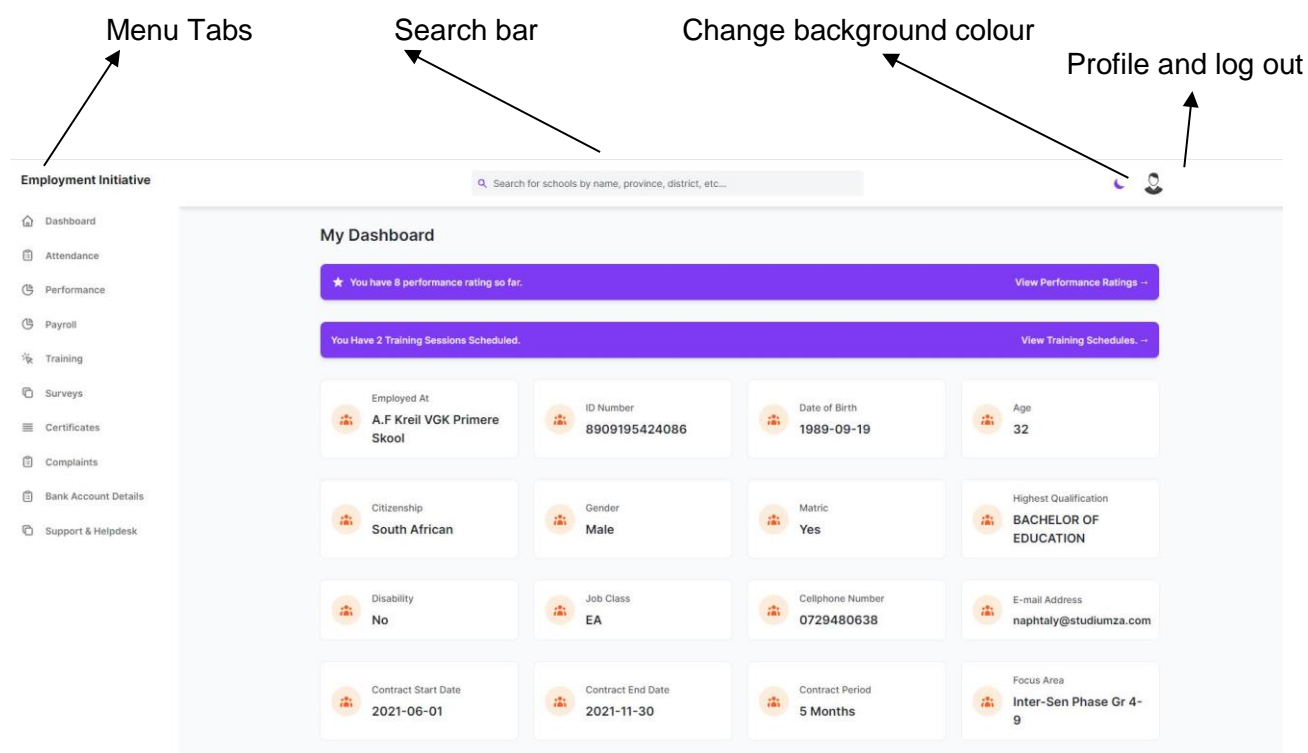
The PYEI-DMS system will send you the link with your log in and password. You will receive the Email from Basic Education Employment Initiative. The link to the system will take you to the following home screen.



Enter your user name and password and click sign in.

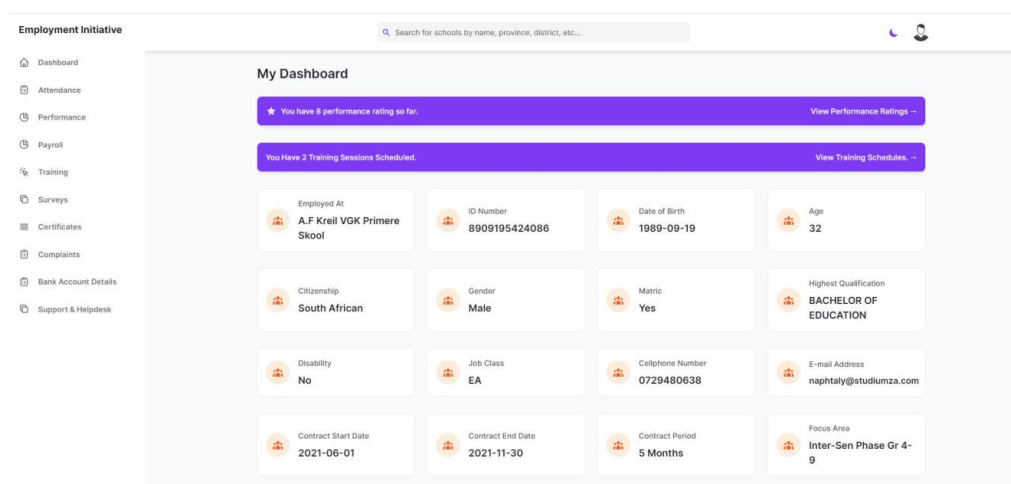
If you have forgotten your user name and password, click on the link below sign in to retrieve your details.

EA/GSA Assistant Landing page



Dashboard Tab

On logging in, the EA/GSA Assistant dashboard will open. This will give you a summary were you are employed at, ID Number, Date of birth, Age, Citizenship, Gender, Matric, Highest qualification, Disability, Job class, Cell phone, email address, Contract start and end date, Contract period and focus area.



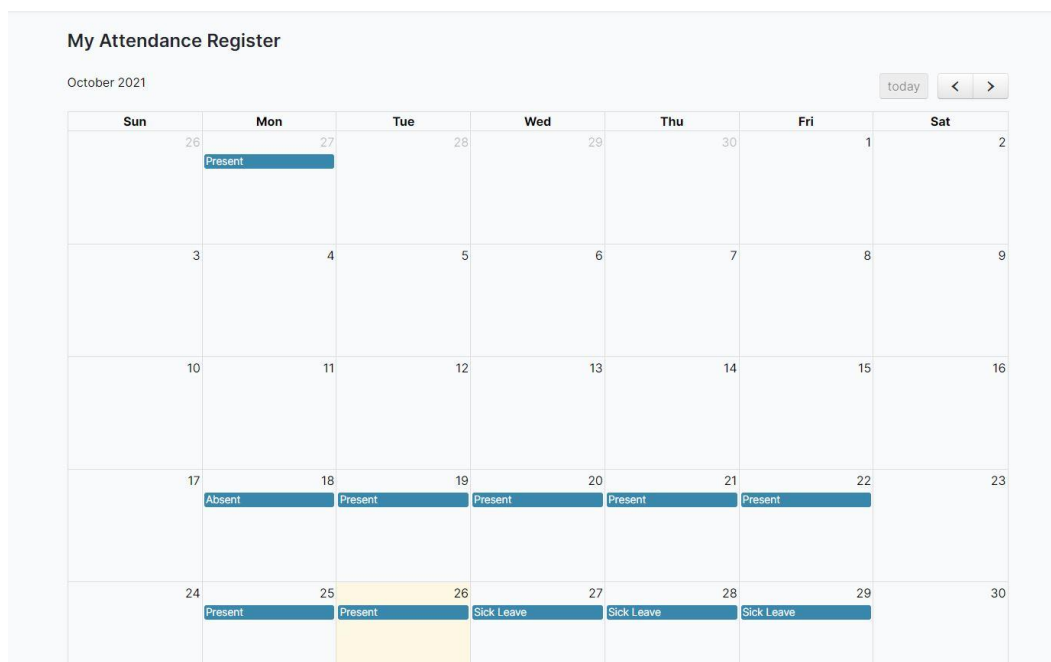
My to do list:

My To Do List						
October 2021						
today < >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
	go see the admin	trainig on tuesday	see principal at 10am	After school program	dont forget supporting do Go See mentor	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

This list will contain all reminders and training that needs to be completed.

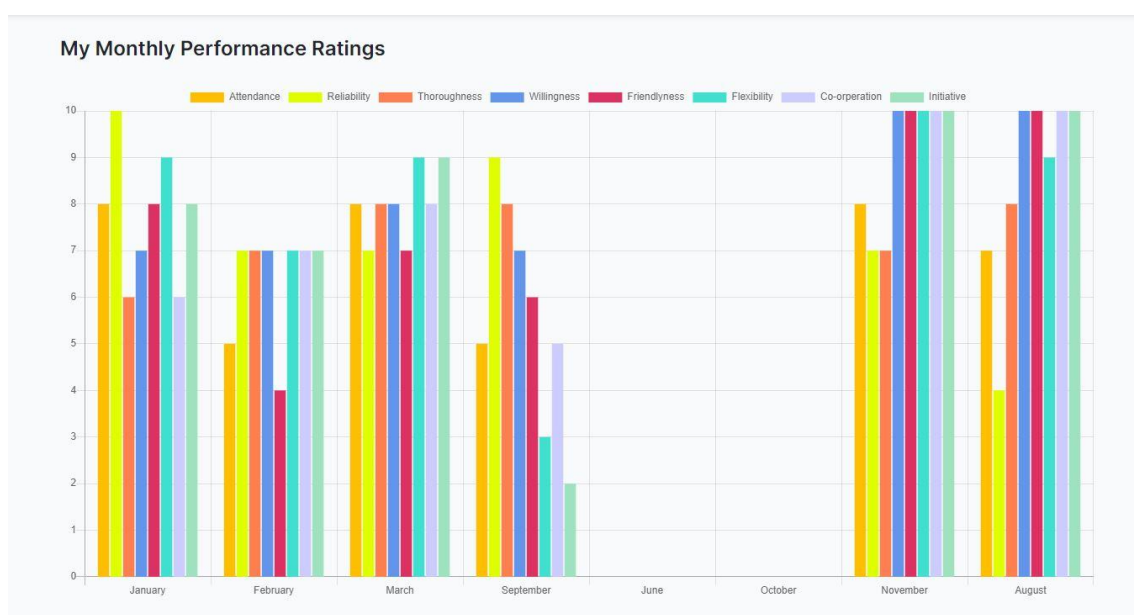
Attendance Tab

View Attendance register.



Performance Tab

View assistant's performance rating history



Payroll Tab

View assistants' payroll.

My Payroll History

Filter Payroll History By Year

2021

MONTH	YEAR	GROSS	UIF	DAYS ABSENT	NET	PROCESSED BY	DATE PROCESSED	RECIEVED SALARY
June	2021	R 3827.44	R 38.27	0	R 3789.17	Moloki Motshwaedi	2021-09-23 17:53:59	Recieved
November	2021	R 3827.44	R 38.27	0	R 3789.17	Moloki Motshwaedi	2021-09-23 14:25:43	Recieved
October	2021	R 3827.44	R 38.27	0	R 3789.17	Moloki Motshwaedi	2021-09-23 12:44:17	Recieved
September	2021	R 3827.44	R 38.27	4	R 3093.17	Moloki Motshwaedi	2021-09-22 13:02:05	Recieved
December	2020	R 3660.00	R 36.60	0	R 3623.40	Moloki Motshwaedi	2021-08-31 13:31:23	Recieved
January	2021	R 3660.00	R 36.60	15	R 1013.40	Riaan Eyssen	2021-08-06 11:49:09	Recieved
March	2021	R 3660.00	R 36.60	2	R 3275.40	Moloki Motshwaedi	2021-07-05 17:36:20	Recieved
February	2021	R 3660.00	R 36.60	0	R 3623.40	Moloki Motshwaedi	2021-07-02 12:20:42	Recieved
January	2021	R 3500.00	R 35.00	0	R 3465.00	Super Admin	2021-06-07 12:27:01	Recieved

Training Tab

View available course, enquire training course, book training course and also view training schedule.

My Training Schedule

[View Available Courses](#)

TRAINING NAME	TRAINING DATE	ATTENDANCE	FACILITATOR COMMENTS	FACILITATED BY	STATUS	VIEW CLASSES
Orientation (Compulsory)	2021-06-07 16:31:06	Present	Competent	Andre van den Berg	Registered	Completed
Financial Literacy	2021-08-02 14:30:00	Not Yet Captured	None	Andre van den Berg	Registered	Completed

Surveys Tab

View available surveys and also take a survey.

Available Surveys				
#	DATE CREATED	SURVEY CODE	SURVEY TITLE	TAKE SURVEY URL
1	Jul 29,2021 12:14 PM	5095035552	Last Test Survey	Take Survey
2	Jun 14,2021 08:19 AM	8003173069	Sample 102	Take Survey

Certificate Tab

View assistant documents.

My Certificates & Qualifications						
ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	View Certificates

View/Download assistants' documents.

My Certificates & Qualifications

ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	View Certificates

Certificates View (NaphtalySebetseba)

1. Matric Certificate [View / Download](#)
2. Bachelor of Education [View / Download](#)
3. IT Basics Training [View / Download](#)
4. ID Document [View / Download](#)

[Exit Certificate View](#)

Complaints Tab

View assistants' complaints list.

My Complaints

Add New Complaint

ASSISTANT NAMES	COMPLAINT TITLE	JOB CLASS	MENTOR	STATUS	COMPLAINT DATE	RESPONSES
Naphtaly Sebetseba	Resources	EA	Mentor Motshwaedi	Resolved	2021-10-26 08:29:29	View
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Resolved	2021-10-22 13:17:12	View
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	2021-10-22 13:15:16	View
Naphtaly Sebetseba	training	EA	Mentor Motshwaedi	Resolved	2021-10-22 12:41:23	View
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	2021-10-22 10:35:48	View
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	2021-09-21 14:47:23	View

Complaint action.

Complaint Action

Assistant Names:
Naphtaly Sebetseba

Complaint
Resources: please supply resources to my Grade 4 Class.

Complaint Date:
2021-10-26 08:29:29

Your Mentor
Mentor Motshwaedi

Complaint Status Action
Resolved

Complaint Comments

1. **Comment By:** Principal Motshwaedi
Level: Principal
Comment: Updated
Comment Date: 2021-10-26 08:42:14

Your Comments
Add Comment...

Update Complaint Status

and add a new complaint.

My Complaints

[Add New Complaint](#)

ASSISTANT NAMES	COMPLAINT TITLE	JOB CLASS	MENTOR	STATUS	COMPLAINT DATE	RESPONSES
Naphtaly Sebetseba					2021-10-26 08:29:29	View
Naphtaly Sebetseba					2021-10-22 13:17:12	View
Naphtaly Sebetseba					2021-10-22 13:15:16	View
Naphtaly Sebetseba					2021-10-22 12:41:23	View
Naphtaly Sebetseba					2021-10-22 10:35:48	View
Naphtaly Sebetseba					2021-09-21 14:47:23	View

Add New Complaint

Subject

Message

Complaint/Query details...

[Submit Complaint](#)

Bank Account Details Tab


View Banking details, add/edit banking details.

My Banking Details

[Add/Edit Your Banking Details](#)

BANK	ACCOUNT NUMBER	ACCOUNT TYPE	BRANCH CODE
Tymebank	98664564875754	Savings	678910

No Bank Account / Want to Switch Banks ??




Don't miss out on an opportunity to bank for less. Join a growing number of people who enjoy the benefits of affordable banking, today.

R 4.95
MONTHLY FEE

No
MONTHLY INCOME REQUIRED

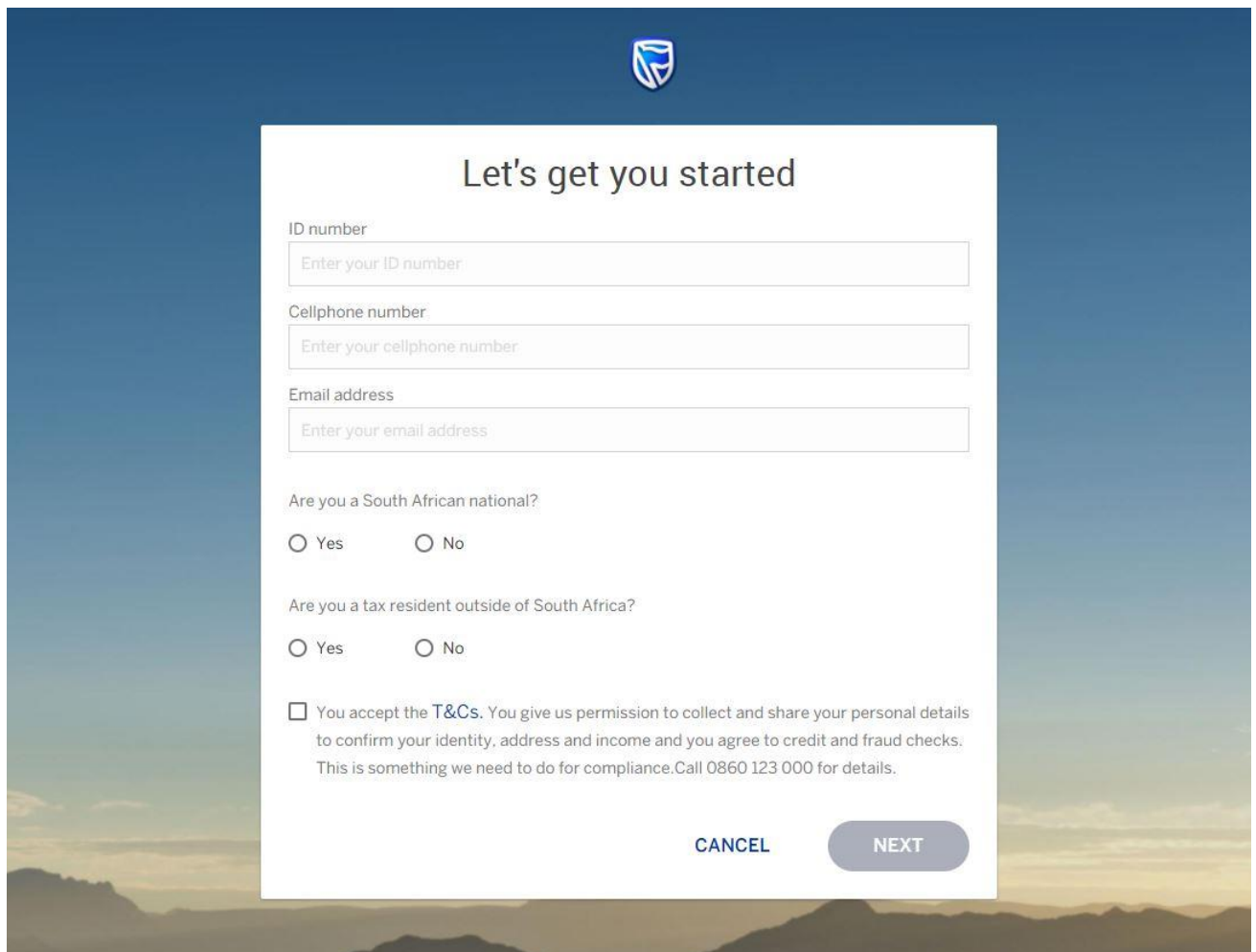
[OPEN ONLINE](#)



move to Capitec with a selfie
Open an account without visiting a branch

[More Info](#)

Open bank account with Standard Bank.



The image shows a registration form for Standard Bank. At the top, there is a Standard Bank logo. Below it, the heading "Let's get you started" is centered. The form contains several input fields: "ID number" with a placeholder "Enter your ID number", "Cellphone number" with a placeholder "Enter your cellphone number", and "Email address" with a placeholder "Enter your email address". Below these fields are two questions with radio button options: "Are you a South African national?" with "Yes" and "No" options, and "Are you a tax resident outside of South Africa?" with "Yes" and "No" options. At the bottom, there is a checkbox for accepting terms and conditions, followed by a disclaimer. The form has a "CANCEL" button and a "NEXT" button.

Let's get you started

ID number
Enter your ID number

Cellphone number
Enter your cellphone number

Email address
Enter your email address

Are you a South African national?
☐ Yes ☐ No

Are you a tax resident outside of South Africa?
☐ Yes ☐ No

☐ You accept the T&Cs. You give us permission to collect and share your personal details to confirm your identity, address and income and you agree to credit and fraud checks. This is something we need to do for compliance. Call 0860 123 000 for details.

CANCEL NEXT

Support and helpdesk Tab

Should you require any assistance from Bhelela Technologies please register on the support and helpdesk and log a ticket.

Notes: