

Presidential Youth Employment Intervention

Principal - User Guide



PRESIDENTIAL
EMPLOYMENT
STIMULUS

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Principal 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.



BASIC EDUCATION EMPLOYMENT INITIATIVE

SIGN IN

[Forgot Username / Password?](#)



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STIMULUS



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Enter your user name and password and click sign in.

Principal Landing Page

Profile and Logout

Search bar

Search for schools by name, province, district, etc...

School Dashboard

A.F Kreil VGK Primere Skool

EMIS Number 0127337447	Magisterial District Montagu	Circuit Manager Solomon, N	Section 21 Yes
School Type Primary School	Sector Ordinary	Quintile NQ1	Fee Status No Fee
Learners 42	New Circuit 1	Control Public	School Status Open
EA Total Allocations 9	GSA Total Allocations 23	Available EA Vacancies 7	Available GSA Vacancies 20

Appointed Assistants Statistics Overview

Dashboard Tab

On logging in, the Principal dashboard will open. This will give you a summary of your particular school's dashboard, appointed assistant's statistics overview and the funds allocation vs payroll overview.

Appointed Assistants Statistics Overview

Male EA Total 1	Female EA Total 1	Male GSA Total 0	Female GSA Total 3
Care and Support Workers 1	Sport and Enrichment Assistants 0	eCadre's 0	FET Phase Grade 10 - 12 0
Foundation Phase 1	Handyman 2	Inter-Sen Phase 4 - 9 1	Reading Champions 0

Fund Allocations vs Payroll Overview

The chart displays two data series: Fund Allocations (blue bars) and Total Payroll (green bars). The Y-axis represents a ratio or percentage, ranging from 0.7 to 1.0. The chart area is currently empty, suggesting no data is plotted.

Recruitment Tab

On the recruitment tab you are able to view the assistants awaiting appointment by name of assistant, School, Province and District. The criminal check will either be Cleared or Pending and ID Verification on Verified or Pending.

Assistants Tab

On the assistant's tab you are able to view the profiles of the assistants that have been appointed at your school, view and add to their attendance register and assign a mentor to each assistant.

ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW ASSISTANT	ATTENDANCE
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	View Profile	View / Add
Mo Sebetseba	01-10-1995	Female	South African Citizen	EA	Foundation Phase	View Profile	View / Add
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman	View Profile	View / Add
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman	View Profile	View / Add
Tsepo Mooi	17-12-1985	Female	Permanent Resident	GSA	CSW	View Profile	View / Add

Terminations Tab

On the terminations tab you are able to view the assistant's termination list, view or download an assistant termination/resignation letter and terminate an assistants contract.

Terminations & Resignations

Terminate Assistant's Contract

ASSISTANT NAMES	APPOINTMENT	TERMINATION REASON	TERMINATION DATE	TERMINATION LETTER
Naphtaly Smenyomfs	EA - FET Phase Grade 10 - 12	Got a better work offer.	2021-06-30	View
Noziphiwe Tshabalala	GSA - LSA	Got a better work offer.	2021-07-22	View
Akhona Dukuza	EA - Foundation Phase	Underperformance	2021-08-09	View
Naphtaly Sebetseba	EA - Foundation Phase	Got a better work offer.	2021-09-28	View
Naphtaly Sebetseba	EA - Foundation Phase	AWOL	2021-09-30	View
Songo Dukuza	EA - Foundation Phase	passed on	2021-10-22	View
Kiera Mawing	GSA - SEA	resigned	2021-10-22	View
Akhona Mbobo	GSA - Handyman	resigned	2021-10-20	View
Tello Khodumo	GSA - SEA	passed on	2021-10-25	View
Akhona Dukuza	GSA - SEA	death	2021-10-21	View

Performance Tab

On the performance tab you are able to view an assistant's performance rating and their performance rating history, and add an assistant's performance rating.

Assistant Performance

ASSISTANT NAMES	MENTORED BY	JOB CLASS	APPOINTMENT CATEGORY	VIEW PAST PERFORMANCES	ADD NEW PERFORMANCE
Naphtaly Sebetseba	William Bobo	EA	Inter-Sen Phase Gr 4-9	View Ratings	Add Rating
Mo Sebetseba	William Bobo	EA	Foundation Phase	View Ratings	Add Rating
Naphtaly Sebetseba	William Bobo	GSA	Handyman	View Ratings	Add Rating
Naphtaly Sebetseba	William Bobo	GSA	Handyman	View Ratings	Add Rating
Tsepo Mooi	William Bobo	GSA	CSW	View Ratings	Add Rating

Training Tab

On the training tab as a Principal, you are able to view the available training course list and view the Training course registered assistants.

Employment Initiative

Search for schools by name, province, district, etc...

Assistants Training Schedule

Available Courses on Academy

SCHOOL	COURSE	TRAINING FROM	VIEW REGISTERED ASSISTANTS
All	Orientation (Compulsory)	2021-06-07 16:31:06	View
All	SoP for COVID-19	2021-06-23 15:12:36	View
All	NSSF (Compulsory)	2021-06-23 15:13:11	View
All	ICT Skills (Compulsory)	2021-06-23 15:13:51	View
All	Curriculum	2021-06-23 15:14:08	View
All	eCadre (ICT)	2021-06-23 15:14:48	View
All	Handymen	2021-06-23 15:15:05	View
All	Reading Champions	2021-06-23 15:15:27	View
All	Learner Support Agents (LSA)	2021-06-23 15:16:10	View
All	Child and Youth Care Worker (CYCW)	2021-06-23 15:17:02	View
All	Financial Literacy	2021-07-02 10:52:17	View

Surveys Tab

On the Surveys tab you are able to view the available surveys and take surveys that are already available on the platform.

Employment Initiative

Search for schools by name, province, district, etc...

- Dashboard
- Recruitment
- Assistants
- Terminations
- Performance
- Payroll
- Training
- Surveys
- Certificates
- Complaints
- Notices
- Reports
- Support & Helpdesk

Principal Surveys

#	DATE CREATED	SURVEY CODE	SURVEY TITLE	TAKE SURVEY URL

Certificates Tab

On this tab the Principal is able to view the certificates dashboard, view appointed assistant’s documents list and view or download appointed assistant’s documents.

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Appointed Assistant Certificates & Qualifications

ASSISTANT NAMES	DATE OF BIRTH	GENDER	CITIZENSHIP	JOB CLASS	APOINTMENT CATEGORY	VIEW ASSISTANT
Naphtaly Sebetseba	1989-09-19	Male	South African	EA	Inter-Sen Phase Gr 4-9	View Certificates
Mo Sebetseba	01-10-1995	Female	South African Citizen	EA	Foundation Phase	View Certificates
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman	View Certificates
Naphtaly Sebetseba	21-11-1989	Female	South African Citizen	GSA	Handyman	View Certificates
Tsepo Mooi	17-12-1985	Female	Permanent Resident	GSA	CSW	View Certificates
Sinead Joubert	02-06-1989	Female	Permanent Resident	GSA	SEA	View Certificates

Complaints Tab

On the complaints tab you are able to view the Principal level complaint tab, view complaint details and update various complaint statuses.

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Assistant Complaints

ASSISTANT NAMES	COMPLAINT TITLE	JOB CLASS	MENTOR	STATUS	VIEW COMPLAINT / TAKE ACTION
Naphtaly Sebetseba	Resources	EA	Mentor Motshwaedi	Resolved	View Details
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Resolved	View Details
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	View Details
Naphtaly Sebetseba	training	EA	Mentor Motshwaedi	Resolved	View Details
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	View Details
Naphtaly Sebetseba	Payment	EA	Mentor Motshwaedi	Referred to Finance	View Details

Reports Tab

On this tab you are able to access school level reports, generate various reports and upload school documents on the system.

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School Reports & Downloads

[Upload School Documents](#)

Payroll Monthly Reports

Notes: