



UCT New Employee Onboarding

Staff Member Resource Guide



About this guide

Let's get started

The UCT New Employee Onboarding Resource Guide provides an overview of key policies, programmes, benefits, and guidelines for staff members at the University of Cape Town (UCT). Staff members play a critical role in supporting the University's academic and operational functions. It outlines expectations for job performance and behavior, ensuring alignment with UCT's mission to excel in research, teaching, and service to our society.

Who should use this guide

This guide applies to UCT staff members across Permanent and Temporary (T1 and T2) employment, categories including:

- Academic Staff
- Professional and Administrative Support and Services (PASS) Staff, including Scientific and Technical Officers
- Managerial and Executive Staff.

Guide navigation features

- Utilise the clickable Contents page for easy access to sections. To return to the Contents page, click on the UCT logo at the bottom left of each page.
- Links to internal and external resources (underlined text and Resource Hub), are provided throughout this guide. You are encouraged to use these resources to stay informed about updates and detailed guidelines.
- The term "line manager" refers to any individual with supervisory responsibilities, regardless of title.

Questions and Additional Information

For any questions not covered in this guide, staff members should:

1. Contact their line manager
2. Visit the [UCT Human Resources](#) website for the latest information
3. Reach out to their [HR Business Partner](#) or [HR team](#) for HR related support.

Disclaimer

While this guide serves as a summary of UCT's employment policies and practices, it does not constitute a contract or guarantee of continued employment. UCT reserves the right to modify policies, benefits, or procedures without prior notice. For the latest updates, visit the [UCT Human Resources](#) website or consult with your line manager.

Each faculty or department within UCT may adopt additional policies specific to its operations. Staff members are responsible for familiarising themselves with any additional policies and practices that apply to their roles.



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Our Mission

Let's start with "why"

UCT is committed to engaging with the key issues of our natural and social worlds through outstanding teaching, research and scholarship. We seek to advance the status and distinctiveness of scholarship in Africa through building strategic partnerships across the continent, the global south and the rest of the world.

UCT provides a vibrant and supportive intellectual environment that attracts and connects people from all over the world.

We aim to produce graduates and future leaders who are influential locally and globally. Our qualifications are locally applicable and internationally acclaimed, underpinned by values of engaged citizenship and social justice. Our scholarship and research have a positive impact on our society and our environment.

We will actively advance the pace of transformation within our University and beyond, nurturing an inclusive institutional culture which embraces diversity.

Vision and Mission approved by UCT Council: 10 December 2016

***"If you want to go fast, go alone.
If you want to go far, go together."***

**Professor Mosa Moshabela
Vice-Chancellor**



Our Vision

Unleash Human Potential to Create a Fair and Just Society

UCT's **Vision 2030** is the result of inclusive and transformative leadership at the University of Cape Town (UCT). It was developed to give expression to UCT's massive transformative purpose – “Unleash human potential to create a fair and just society” – in the core academic functions, the cross-cutting responsibilities of transformation and social responsiveness, and the systems that support and sustain UCT's work. It belongs to and is the responsibility of every member of the UCT community.

There are three pillars (goals) at the core of Vision 2030:



Our dream is to draw from the extraordinary social and cultural diversity, creativity and capacity for innovation of all our staff and students to contribute to making the 21st century the Afrikan century.

UCT will:

- attract students with exceptional potential from our country, our continent and our world
- offer a transformative and socially engaged undergraduate and postgraduate education
- provide both contact and digitally mediated education
- expand its capacity to offer continuous education and micro-credentials
- produce research that answers the complex problems of today and tomorrow.

[UCT's Strategy 2030](#)

Our Values

We commit ourselves to

Institutional culture

- **inclusiveness**, embodying respect for cultural, religious, linguistic, political, and other differences and acknowledgement of the value of diversity in society
- **fairness, consistency, and integrity** in both academic and other work, and in all personal and institutional relationships
- **build on the best of UCT's legacy**, while interrogating the historical values and assumptions that inform our institutional culture and the academic project
- **refrain from speech or conduct that demeans or humiliates people**
- **recognise the value of** the role played by the **professional and administrative support staff** in supporting the academic project and the quality of the student experience
- **advance the principle of collegiality, open governance and to be fully accountable** for our actions, decisions, and the stewardship of the University's resources and mission

Academic values

- **excellence** in research, teaching and innovation
- ensuring that **research informs all our activities** including teaching, learning and service to the community
- the importance of **all types of research** from basic to applied and creative
 - **advancing and disseminating knowledge** that addresses the key challenges facing society - South African, continental and global
 - protecting "**curiosity driven research**"
 - nurturing and valuing creativity in the arts including the performing and creative arts
- a **high quality** and **holistic student experience**
- a **culture of learning and development**, which is reflective and is supportive of students, scholars, teachers and PASS staff
- **intellectual honesty**, rigour in debate, openness to alternative ideas and **respect for other views, ways of being, beliefs and opinions**
- promote the **academic interrogation** of boundaries, knowledge traditions and power relations
- promote **academic freedom**, including the creation of spaces for the contestation of ideas
- **advance knowledge about the African continent** and academics on the continent as international thought leaders
- **enable access for academically eligible students** regardless of their financial circumstances

Environment, health and safety, institutional resources

- the **protection and responsible use of the University's assets and resources**, including access to its repositories of knowledge and the stewardship of intellectual property
- the **protection and conservation of the environment and natural resources**
- the **promotion of the health and wellbeing and personal safety** of all members of the community

Statement of Values: Approved by Council 10 December 2016



Our Story in a Timeline

The boys' high school that became Africa's top-rated university.

- **1829** The South African College (SAC), UCT's predecessor, started as a private secondary school for boys in 1829.
- **1873** The University of the Cape of Good Hope opened, and the SAC began preparing its pupils for tertiary education, moving its junior classes to the newly created South African College School (SACS).
- **1887** Along with the country, the SAC grew steadily and admitted women for the first time.
- **1900** The SAC transferred all of its school pupils to SACS, in effect becoming a university college under the University of the Cape of Good Hope.
- **1918** The new University of Cape Town (UCT) made teaching its first priority with the establishment of five new faculties.
- **1928** The bulk of UCT's campus moved to the Groote Schuur Estate, and its student body swelled by 65% to over 4 200 students.
- **1950** While UCT gave increasing support to teaching and research, the apartheid regime barred black students from enrolling without government permission.
- **1968** The number of black students at UCT fell to 411, from 552 just 10 years earlier. When UCT revoked the appointment of a black lecturer, Archie Mafeje, student outrage boiled over, resulting in a nine-day sit-in at the Bremner building.
- **1969–1985** UCT students increasingly opposed apartheid policies, clashing more directly with police both on and off campus. Despite this turbulent environment, UCT strengthened teaching and research by providing more facilities and new buildings to house them.
- **1985–2023** The waning of apartheid opened the way for increasingly rapid transformation of the campus community, even before the first democratic elections in 1994. Making a sustainable, positive impact in higher education and society now drives the university's vision. This is supported by three pillars that are the very foundations of the academic project: excellence, transformation and sustainability.



Our Management Structure

UCT's Leadership Lekgotla

UCT's management team (Leadership Lekgotla) is responsible for the leadership of the university as a whole, including the implementation of the strategic goals, the University's overall financial health, the institution's academic standing, as well as transformation and social justice interventions. The management team comprises 23 positions, including the Vice-Chancellor, (VC) three Deputy Vice-Chancellors (DVC's), the Chief Financial Officer (CFO), the Chief Operating Officer (COO), the Registrar, seven Deans, nine Executive Directors (ED's) and the Director of the Graduate School of Business (GSB).

Vice-Chancellor



Professor Mosa Moshabela
Vice-Chancellor & Principal

Executive



Professor Brandon Collier-Reed
Deputy Vice-Chancellor:
Teaching and Learning



Professor Jeff Murugan
Acting Deputy Vice-Chancellor:
Research and
Internationalisation



Professor Elelwani Ramugondo
Deputy Vice-Chancellor:
Transformation, Student Affairs
and Social Responsiveness



Associate Professor Kathy Idensohn
Interim Registrar



Mr Vincent Mohau Motholo
Chief Financial Officer



Mr Richard van Huissteen
Acting Chief Operating Officer

Deans



Associate Professor Kasturi Behari-Leak
Dean: Centre for Higher
Education Development



Professor Danwood Chirwa
Dean: Faculty of Law



Dr Catherine Duggan
Director: Graduate School of
Business



Professor Suki Goodman
Dean: Faculty of Commerce



Associate Professor Lionel Green-Thompson
Dean: Faculty of Health Sciences



Professor Shose Kessi
Dean: Faculty of Humanities



Professor Aubrey Mainza
Dean: Faculty of Engineering &
the Built Environment



Professor Hussein Suleman
Dean: Faculty of Science

Executive directors



Ms Sarah Archer
Executive Director: Development
and Alumni



Mr Pura Mgolombane
Executive Director: Student
Affairs



Ms Juliet Mhango
Executive Director: Human
Resources



Ms Libo Msengana-Bam
Executive Director:
Communication and Marketing



Dr Linda Mtwisha
Executive Director: Research



Mr Mughtar Parker
Executive Director: Properties
and Services



Ms Ujala Satgoor
Executive Director: University
Libraries



Mr Richard van Huissteen
Executive Director: Information
and Communication Technology
Services

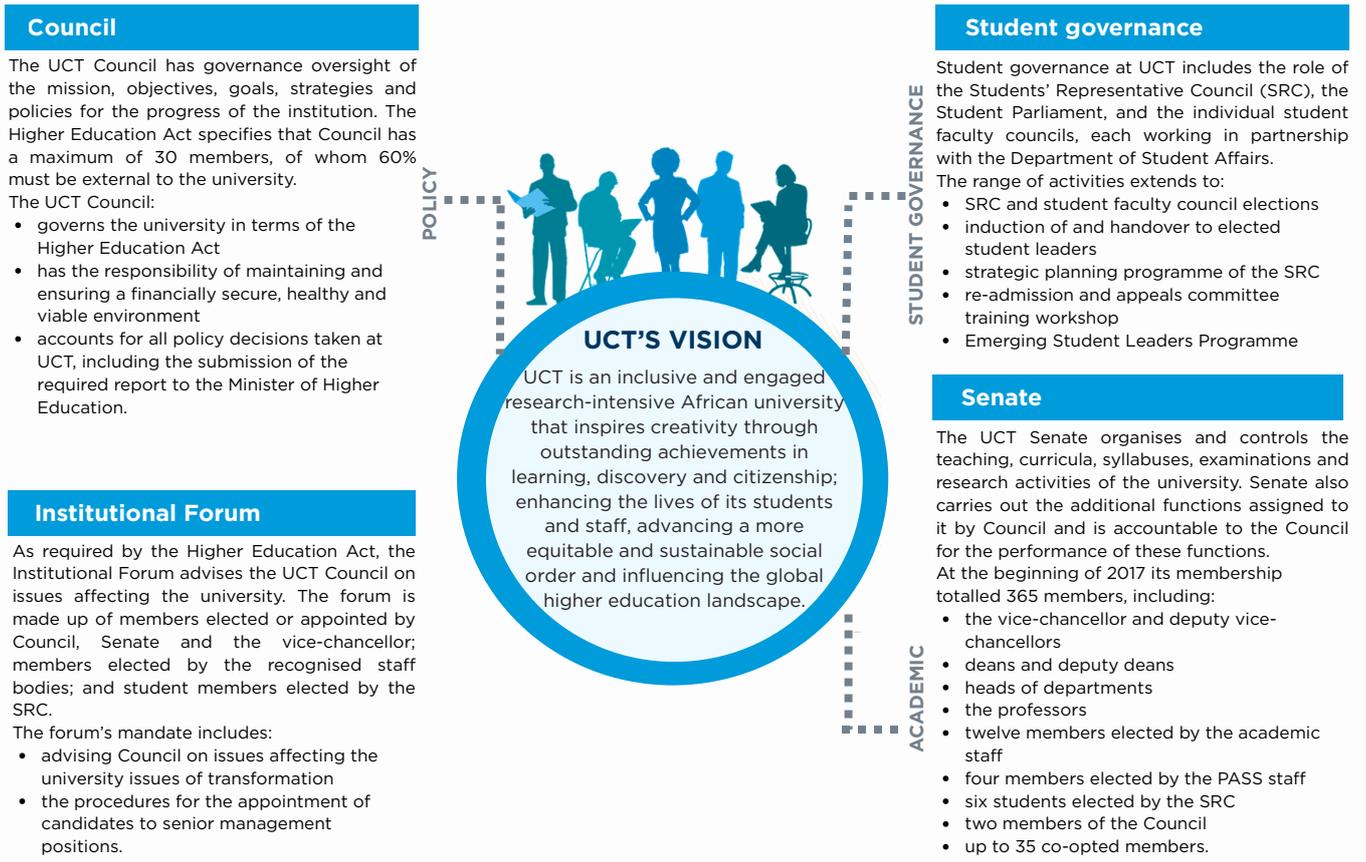
[UCT Management](#)



Governance

Institutional decision-making

The University of Cape Town is a community of thousands of different people – more than 28 000 students served by almost 5 000 staff members. Managing such a community and all its needs, as well as meeting our institutional legal requirements, involves the efforts of a committed network of working groups, faculties, departments and governance structures. We are strengthened by the core values that we share, as well as our respect for differences of opinion and the need to discuss the various points of view to be considered in every decision.



[Download Fact Sheet](#)

Committee structures

UCT committees and groups are organised in clusters, giving expression to the principles of simplicity, accountability and defined responsibilities. There are clusters for Academic Management, Audit and Risk, Human Resources, Information and Communication Technology, Finance, Strategy and Institutional Planning, Student Development, Research, and Properties and Services.

- Project groups** are temporary task groups convened from any appropriate part of the university to provide expert advice to the formal, decision-making committee systems.
- Working groups** add value to the formal decision-making committee system, and they deal with generic issues, or sets of issues.
- Management advisory groups** are primarily concerned with aiding lateral approaches to management processes and interventions.



What to Expect

“Umntu ngumuntu ngabantu” -

“I am what I am because of who we all are”.

UCT has a vibrant, diverse, cosmopolitan community. Our staff and students come from many different communities in South Africa, as well as more than 100 countries across Africa and the rest of the world. Every person has something to contribute to UCT’s quality and growth, and our goal is to ensure that everyone feels at home during their time here.

UCT is a community of exceptionally talented students, teachers and researchers – and a wide range of professional, administrative support and service staff – all of whom are committed to help change this world for the better.

We encourage one another to work hard, not only to earn degrees or public recognition, but also to be leaders in this increasingly changing world.

Despite the many challenges we face as a university and a country, we believe that this is a great time to be at UCT. This is a time that offers the prospect of making real change happen.



Our Conduct Standards

UNIVERSITY OF CAPE TOWN CODE OF CONDUCT

This code of standards outlines and provides for conduct, actions and or omissions that warrant disciplinary action by the University of Cape Town.

ACTS OF MISCONDUCT

Whilst the below list is not an exhaustive list, UCT recognises the following instances as misconduct, which, depending on the circumstances, may result in the termination of an employee's employment.

- Dishonesty;
- Falsification of any documents, claim forms or records;
- Wilful damage of UCT property;
- Unauthorised possession of, removal, or attempts to remove from UCT premises, property belonging to UCT, employees, customers, visitors or students;
- Theft / unauthorised use/possession of UCT property;
- Disclosing confidential information, other than a disclosure contemplated by the Protected Disclosure Act 26 of 2000, belonging to the employer that relate to his/her duties;
- Unauthorised absence from work;
- Incompetence, negligence or gross negligence in the performance of duties;
- Drunkenness and intoxication while on duty or when reporting for duty;
- Failure of an employee to notify their employer about their absence;
- Participation in or incitement of unprotected industrial action or labour unrest;
- Sexual or racial harassment or violence;
- Intimidation of employees, clients or visitors or students;
- Victimisation of employees, clients or students;
- Insubordination or insolence;
- Assault , and attempted or threatening assault;
- Disregard of or wilfully failure to carry out a lawful order given by an authorised person;
- Use of abusive language;
- Conflict of interest;
- Knowingly giving false evidence;
- Operating a scheme aimed at lending money to fellow employees for which interest is charged;
- Failure to comply with UCT policies and procedures;
- Making false accusations against an employee with intention to annoy, embarrass or harm the employee or in bad faith; or
- Failure by any line manager to institute disciplinary action where it is warranted.

The list of offences stipulated in the Code of Conduct is not exhaustive but merely a guideline for disciplinary action applicable to certain offences.

- Where an employee is found guilty of misconduct, such misconduct may warrant the imposition of a disciplinary sanction.
- The severity of the disciplinary sanction will depend on the circumstances of each case and mitigating, and aggravating circumstances will be taken into account.
- The appropriateness of the sanction will also depend on the impact of the act of misconduct on workplace relationships

[Code of Conduct, Annexure A](#)



Our Benefit Offerings

Something for everyone

At UCT, we are committed to supporting our staff members with competitive remuneration packages as well as a comprehensive range of benefits designed to enhance well-being, professional growth, and work-life balance. UCT is dedicated to creating an environment where our people are able to thrive personally and professionally while contributing to the institution's pursuit of excellence.

Leave Benefits:

Comprehensive leave options, including annual leave, parental leave, and study leave.

[PASS Leave](#) | [Academic Leave](#)

Retirement and Financial Planning

Retirement savings plans and financial advisory services to help secure your future.

[UCTRE](#) | [Retirement Financial Planning](#)

Health and Wellness

Access to medical aid cover, on-site clinics, pharmacy, counselling, employee assistance programs, family planning and wellness initiatives to support physical and mental health.

[Healthcare](#) | [Counselling](#) | [Family Planning](#) | [Primary Healthcare Clinic](#) | [UCT Lifestyle Challenge](#) |

[UCT Employee Health & Wellness Programme \(EHWP\)](#)

Professional Development & Learning

Opportunities for formal education for you and your family through our staff tuition benefit, training, skills development, and access to LinkedIn Learning to grow your career.

[Staff Tuition Benefit](#) | [UCT Online High School Tuition Benefit](#) | [Staff Education Bursary Scheme](#) | [Learning and Development](#) | [Linked-In Learning](#) | [SuccessFactors Learning](#)

View and create your [Personalised Learning Plan](#).

Lifestyle

Discounts on gym memberships, access to world-class sports facilities, and accommodation and dining benefits at UCT-affiliated venues.

[UCT Gym](#) | [Sports Science Institute of South Africa \(SSISA\)](#) | [Sports Clubs](#) | [Protea Hotel Waterfront Breakwater Lodge](#) | [Stay&Connect](#)

Community and Social Networks

UCT staff can join a variety of clubs and societies. Although these are positioned as student offerings, staff are also welcome to explore interests, network, and engage in hobbies. From sports and arts to cultural and professional groups, there's something for everyone to enjoy and connect with others on campus.

[Societies and Organisations](#)



Our Benefit Offerings

and the list continues....

Restaurants, cafeteria's and coffee shops

Whether you're looking for a quick coffee break, a casual lunch spot, or a sit-down dining experience, UCT's campus has it all conveniently located for staff to relax and recharge.

[Food&Connect](#) | [Baxter Restaurant](#) | [Jean's Kitchen](#)

Knowledge Resources

Whether you're conducting research, staying updated with the latest news, or looking for leisure reading, UCT libraries and PressReader are valuable tools to enrich your professional and personal interests whereas UCT's Gartner subscription provides access to support strategic planning, research, and decision-making in business and technology.

[UCT Library](#) | [PressReader](#) | [Gartner at UCT](#)

UCT Educare

UCT Educare offers quality early childhood care and education for the children of staff and students. With qualified educators and a safe, stimulating environment, it ensures children are engaged and cared for during working hours, giving parents peace of mind.

[UCT Educare](#)

Theatre and museum

UCT's theatres and museum provide staff with access to vibrant cultural and artistic experiences. From captivating performances at campus theatres to rich exhibitions at the museum, these spaces offer opportunities to explore creativity, history, and innovation right on campus.

[Baxter Theatre](#) | [Little Theatre](#) | [Irma Stern Museum](#)

Social Assistance

The Social Assistance Unit at UCT supports staff with access to housing loans and subsidies, healthcare services, financial and legal aid, and social grants. Staff can also benefit from preferential banking rates from major banks, funeral and insurance cover options. Additional perks also include loyalty programs from Sanlam and Momentum.

[Social Assistance](#)

Recognition

UCT recognises the exceptional contributions of its staff through various awards that celebrate excellence in teaching, research, leadership, and service. Key awards include the Distinguished Teacher Award, honoring outstanding educators, and the Long Service Awards, recognising staff with significant tenures. Other awards focus on innovation and mentorship across faculties, highlighting staff who positively impact the university community. For full details on nomination processes and eligibility, visit the UCT HR website for more information.

[Distinguished Teacher Awards](#) | [UCT Staff Awards](#) | [Long Service Awards](#) | [Vice-Chancellor's Excellence Awards](#)



Arrival and Parking

Navigate with ease

UCT Shuttle

UCT has its own bus service called the UCT Shuttle and is free to all UCT students and staff on presentation of your valid staff card. UCT Shuttle's run to a strictly controlled schedule. Each bus is fitted with a monitoring system that allows its location to be constantly checked. The scheduled service is available on weekdays, weekends and holidays, during both term time and vacations. It also includes a late-night service.

The UCT Shuttle app can be downloaded for Android and iOS. To access the app use your standard issued UCT system login details (staff number and current password).

Minibus taxis

Minibus taxis pick up and drop off passengers along virtually every main route in the city. The Mowbray and Claremont UCT Shuttle stops are a few steps away from minibus taxi hubs, and there are multiple stops near some UCT residences

Campus parking

Staff who wish to park on any University campus must purchase a parking disc for an annual fee from the Traffic Office on the Upper Campus Madiba Circle Road. Those based at the Medical School should contact the Traffic Office in the front of the Barnard Fuller Building upfront, as parking is limited.

- Red or yellow bays are allocated to all staff. Please refer to the application form (TA01) for information about applying for a parking disc.
- All staff with disabilities who have met the criteria issued by the disability service, may purchase a red parking disc endorsed as disabled, for an annual fee. This allows them park in a disabled bay. Disabled parking discs are available through the Disability Service.



Trains

Cape Town's rail service fans out across the city. The southern line stops at Mowbray, Observatory, Rosebank and Rondebosch stations - all within walking distance of UCT's lower, middle and upper campuses.

[Fare details and timetables](#)

[Campus maps](#)



Your First Day

Start strong, settle In

We are delighted to have you join our community and are here to ensure you feel supported as you begin your journey with us. This day is all about familiarising yourself with UCT's environment and values, connecting you with colleagues, and introducing you to the inspiring work happening across campus. We know there is a lot to absorb and we have all been new to UCT. We encourage you to ask questions (there are no silly questions) as you settle in. Colleagues are here to support you, and are always happy to help with any information or guidance you may need.

01

Arrival, meet and greet

As part of your first day at UCT, your line manager will arrange a welcome meet-and-greet with you. Your line manager is here to support you, provide guidance, and ensure you feel right at home as you settle in.

02

Access to campus

To help you get started, you can collect your UCT staff identity card at the Access Control Office, located in the new Properties and Services Building, just above the Traffic Office on Upper Campus. The office is open from 08:00 to 16:30 on weekdays. When you visit, please bring along a form of ID, such as your RSA ID document, driver's license, passport, or proof of employment. Should you be using your private vehicle to access campus, You may also want to use the opportunity to hand in your [TAO1](#) parking disk application form while you are already at upper campus. You may also e-mail this form if not wanting to pay upfront.

03

Office tour

An office tour and introductions to your new colleagues will be arranged and will be done by your Induction Facilitator or line manager. This is a great opportunity to get familiar with the office, including [health and safety procedures](#), meet the team, and learn about the people and roles that make up our community and give you a sense of how we work together to support each other.

04

Your workstation

As a new member of UCT staff, your line manager will ensure your workspace is set up and ready for you. This includes providing a computer workstation with standard UCT software, arranging a working network or wireless connection, and equipping you with a headset and extension number for calls via Microsoft Teams. Your contact details will automatically be added to the [UCT central directory](#). Ensure that your information is updated at all times as this will be accessible to colleagues. Additionally, they will confirm that you have access to a printer, so you're fully prepared to hit the ground running. Use the [ICT Checklist](#) and [ICTS Staff Guide](#) for assistance and ensure that you have watch the [ICT Services at UCT - Orientation Video](#).

05

Onboarding Administration Forms

Completing all onboarding forms is crucial for a seamless start. Please make sure to finish any outstanding forms and submit them promptly. This will guarantee access to essential resources and systems from day one, making your integration into UCT much smoother. Use the [Onboarding Administrative Form Checklist](#) to ensure that you have completed all the necessary documentation.



Occupational Health, Safety and Environment (OHSE)

Safety first, together - creating a secure and healthy workplace for everyone

At UCT, your health and wellbeing matters. Whether you're working on campus or remotely, our OHSE Division is here to support you in creating a safe, healthy, and productive work environment.

What You Need to Know

Essential Resources & Training

Start your journey with confidence by exploring key topics like:

- [Health & Safety Induction](#) (compulsory for all staff) & Safety Laws
- [UCT's Health & Safety Policy](#).

Access short, informative recordings and complete your role specific online induction via [SuccessFactors Learning](#) under [OHSE Course Offerings](#).

Policies & Emergency Procedures

- Review [UCT's Health & Safety Procedures](#)
- Learn about [Emergency Preparedness](#) across campus
- Note that all UCT premises are **non-smoking zones** in line with the [UCT Smoking Policy](#).

Injuries & Emergencies

Contact [Campus Protection Services](#) (CPS) at **080 650 2222** (24-hour toll-free number). Staff can contact this number even if they have no airtime on their phones.

In a medical emergency, CPS will provide qualified personnel to transport the affected person to the hospital if required.

For private medical emergencies, CPS will contact an external service provider to transport the affected person to the hospital. The cost for this transport will be for that person's medical aid or personal account.

Need a health check or support?

Book an appointment by emailing ps-assist@uct.ac.za.

Your Role in Safety

Your proactive involvement helps keep UCT safe for everyone. Whether it's reporting hazards, completing training, or simply staying informed, your contribution makes a difference.

If you have questions or need support, don't hesitate to reach out to the [OHSE Division](#).



The Office for Inclusivity and Change

Shaping society and inspiring change

The Office for Inclusivity & Change (OIC) at UCT addresses transformation, sexual and gender-based violence (SGBV), disability, and cultural change. Their vision is to create an inclusive environment where change is celebrated. The OIC's mission includes providing support and promoting collaborative leadership through evidence-led inclusivity programs focusing on curriculum, disability services, cultural change, SGBV prevention, policy, and research.

Disability Service

The Disability Service is dedicated to removing obstacles faced by disabled students and staff at UCT. This includes providing reasonable accommodations such as:

- Workspace adjustments
- Assistive devices
- Accessible transport
- Disabled parking
- Access to the built environment
- Sign-language interpreters

Additionally, the service addresses policy, informational, and attitudinal barriers to support the community through special orientation and induction and training and developmental initiatives.

Should you require any assistance or accommodation contact your line manager or contact Disability services directly: 021 650 2427/ e-mail: disabilityservice@uct.ac.za

Institutional Culture Initiatives

The OIC is dedicated to integrating social justice themes into the core curricula, enabling both students and staff to engage critically through culture-change processes, training, and tailored interventions, both groups are equipped with the necessary skills and knowledge to foster understanding and engagement.

The following training will be assigned to you on SuccessFactors Learning and must be completed within the first 12 months of joining UCT:

Months 1-3

- Sexual Misconduct Training
- Disability Services for Teaching, Learning, and Research

Months 4-6

- Critical Diversity Training
- Unconscious Bias Training

Months 7-9

- Anti-Racism Policy Training
- Employment Equity Training



Our Policies

We are all responsible

Please note that this is not an exhaustive list of all policies and procedures in effect. Instead, it highlights those that are particularly relevant during the initial phase of your employment. By engaging with these policies, you are taking an important step in understanding your rights, responsibilities, and the values that guide our Institution. Note that additional policies may apply depending on your role, department or faculty, and specific circumstances.



Occupational Health, Safety and Environmental (OHSE)



Transformation



Human Resources



- **Anti-Racism**
- **Sexual Misconduct**
- **Bullying**



Information Technology



Mediation



Finance



Whistleblowing



Fraud and Risk Management



Research



Teaching and Learning



Social Responsiveness



Privacy and Data Protection



Conflict of Interest

Resource Hub

Check it out



- [UCT Acronyms](#)
- [Campus Communications](#)
- [Fact Sheets](#)



- [HR Employee Self-Service](#)
- [HR Employee Self-Service - Help](#)



- [ICTS Service Desk](#)
- [E-mail signatures](#)



- Conditions of Service
- [Academic](#)
 - [PASS](#)



- Performance Management
- [Academic](#)
 - [PASS](#)



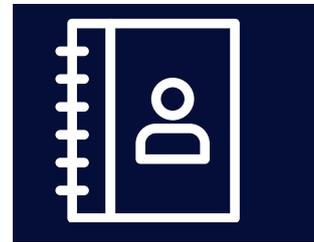
- [HR SuccessFactors learning](#)
- [UCT Competency Framework](#)



- [Staff Learning Programme](#)



- Cost of Employment and Ranges
- [Academic](#)
 - [PASS](#)



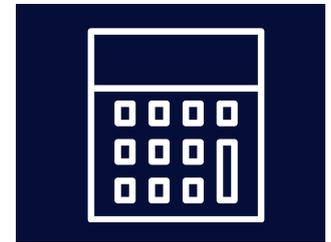
- [Staff Directory](#)
- [UCT Organisational Chart](#)



- [Campus Maps](#)
- [Virtual Campus Tours](#)



- [Understanding your UCT Payslip](#)



- [COE Calculator](#)



- [Buildings, Departments and Offices](#)



- [Emergency Contacts](#)



- [UCT Administrative Forms](#)



- [Staff Bodies](#)

Onboarding Administrative Forms

Checklist

Ensure that you have certified copies of your ID, Valid Passport, drivers licence, qualifications, proof of banking and proof of medical aid membership as a dependant (if applicable) which may be required when submitting forms.

New appointments **without** a tax number who have a valid South African ID will be required to register for their tax number via the [SARS website](#).

NOTE: BEFORE YOU CAN BE PAID, ALL FORMS RELATING TO YOUR APPOINTMENT MUST BE RETURNED TO THE HR PERSON RESPONSIBLE FOR PROCESSING YOUR APPOINTMENT (SEE LETTER OF APPOINTMENT).

General

Personal Credential Disclosure Form (MIE Form)

HR101 - Personal Details

HR136 - HEMIS Data Collection

UCT Staff Declaration of Interest Form

(e-form on ServiceNow - log in with UCT credentials)

INS04 - Assets all risk - staff transit insurance

(Note: only if relocating to Cape Town and subject to approval)

Parking

TA1 - Staff parking application & renewal form

TA2 - Staff parking - Change of / additional vehicle

The [UCT Benefit Information Sessions](#) for new staff are held on the first Monday (for PC01-P08, In-person, 10h00 - 14h30) or Tuesday (for PC09+ and Academics, MS Teams, 10h00 - 12h00) of every month. Watch the [UCT Benefit Information Session recording](#) if you are unable to attend on the days scheduled.

Healthcare

HR301 - Discovery Health - Application to transfer an existing member to an employer group

HR302 - Discovery Health - Application to join as part of an employer group

(Note: Only applicable if joining within the first 90-days of appointment)

HR303 - Discovery Health - Applying to become a member (full application) Application for membership - with medical disclosure

(Note: To be used if joining after the first 90-days of appointment)

HR304 - Kaelo - New membership & Addition of Dependents form

(Note: Only applicable to staff on T2 or permanent conditions in PC2-6)

Declaration of Medical Aid Membership as a dependant (Check with Appointment Officer)

Gap Cover

AMBLEDOWN 2025 (PSG) - UCT Application form

Retirement

Watch the [New Member Forms video](#) for an explanation on how to complete the retirement fund forms below.

UCTRF Separate Group cover conversion to individual policy

HR150 - UCTRF Investment Choice Form

HR151 - UCTRF Nomination of Beneficiaries

HR154 - UCTRF Death Cover Options

HR213 - UCTRF Family Funeral Cover - Opt Out Form





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