

War on Leaks

Internal HR Communication for All Trainees

Introduction to INFOSLIPS

Trainees



#SAVEWATER



Introduction to Infoslips

We are upgrading our HR Systems to effectively deliver your payslip electronically from 01st April, 2016.



How ?

- **You will be requested by your RW Regional Coordinator to update your personal details.**

This is to ensure that you will receive the monthly electronic notification for the payment of your stipend via SMS. The notification also serves to inform you that your electronic payslip has arrived. This type of payslip is called an **INFOSLIP**.

- **Your Regional Coordinator will contact you within the next 48 hours for you to update your personal information.**



WHY ?

- **In order to notify you that your electronic Infoslip is available and that your stipend has been paid into your account.**

The update of your personal information is required i.e. Cell number & Email Address;



What do I need to do?

- Ensure that you update your personal details as required.
- For the next 3 months, your RW WOL Regional Coordinator will print and distribute your Infoslip to you as we change to the distribution of electronic Infoslips.



Infoslips: Thank you & Reminder

- Many of you have updated your personal information and we thank you for the updates.
- In the event that you have not updated your personal details, please contact your RW WOL Regional Coordinator urgently.
- *Remember!* Without the updates, you will not receive notification that your stipend has been paid into your account and that your monthly Infoslip is available.



Frequently Asked Questions 1 of 2

Question	Response
How will I get a paper copy of my Infoslip?	For the first three months, your Regional Coordinator will print a copy and distribute it to you.
How will I know that my Infoslip is ready?	You will receive a monthly SMS to notify you that the Infoslip is available online.
Will I still get a paper Infoslip?	For the first three months, a printed copy of your Infoslip will be available. Thereafter, you may access your own account via an email link and print copies as desired.
What happens if I do not have an email address?	Your Regional Coordinator will help you to set up a free email account and facilitate your access to your online Infoslip account
Why are you replacing the paper Infoslips?	The printing of paper uses a lot of trees and a lot of water. The War on Leaks programme is aimed at conserving water. By moving to electronic documents, we are saving water.
What if I don't have access to email	It is possible to access your Infoslip online from any Internet café, Postnet or Post Office with Internet services



Frequently Asked Questions 2 of 2

Question	Response
What happens if I change my contact details?	If you change your cell phone number, you will no longer receive your SMS notifications, however your Infoslip will still be available online via your email link If you change your email address, you will no longer receive your Infoslips To ensure there is no interruption of SMS notification and delivery of infoslips, <u>please notify your Regional Coordinator of any changes to your personal details immediately</u>
How long will my Infoslip be available for?	Your Infoslip is available online for 7 years.
What happens if I do not sign the manual personal information form?	<u>If the signed personal information form is not received within 15 days after being, there is a risk that your stipend will be interrupted from April.</u>
If I leave the programme, can I still access my Infoslip?	Each Infoslip is available for 7 years from date of issue.