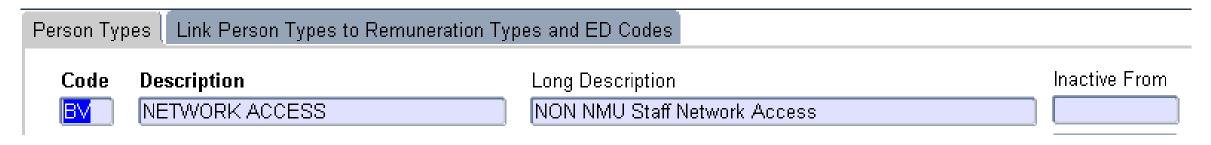# HOW TO CRATE A BV CONTRACT

FOR STAFF THAT DOES NOT DRAW A SALARY BUT NEED NETWORK ACCESS

Below is an outline of HR and ICT processes that must be followed in order for your employee to be issued with an active staff number and have network access.

STEP 1: HR REQUIREMENTS

HR and ICT created a new person type to assist departments to create a staff number via iEnabler system.

Please initiate a "contract" for access to the network using person type "BV". Kindly indicate a postcode that has a budget linked to within your department . The remuneration type should be "type U" with a Rand value of R1. The secretary of the department can capture the employees details on the Short Term contract system – Once this is completed then a staff record is automatically created on the HR system.

Person Types	Link Person Types to Remuneration Types and ED Codes		
Code	**Description**	Long Description	Inactive From
BV	NETWORK ACCESS	NON NMU Staff Network Access	

STEP 2: ICT REQUIREMENTS:

Once the contract is initiated and a staff number is activated, the initiator or secretary of the department is required to complete an Application for ICT services. The application can be accessed by clicking on the following link: http://webapps.mandela.ac.za/helpdesk . Please complete the application "Apply for ICT services" only.