



# Communiqué

## SUBMISSION DATES

### *Timetables – 2<sup>nd</sup> semester 2016*

#### **SR1 form**

To be send to the service delivery departments on **8 April 2016**.

#### **SR2 form**

The service delivery department needs to answer on the SR1 request, to the requesting department via SR2 form by **6 May 2016**.

#### **Excel format of timetables**

Will be send out by Facility Management on **18 May 2016**.

Departments need to work on the Excel format provided by Facility Management **(no excel timetables will be accepted if not in the format provided by Facility Management)**.

#### **Submission of timetables for the 2<sup>nd</sup> semester 2016**

The excel format, staff and student timetables to be submitted to Facility Management by **13 June 2016**.

#### **SR4 form**

The form need to be completed for additional venue requirements and should be submitted with the timetables on **13 June 2016**.

#### **Staff members assisting with timetables -**

##### **Mrs Anel Meyer**

- Faculty of Engineering and the Built Environment
- Faculty of Sciences – Pretoria Campus
- Faculty of Management Sciences

##### **Miss Zie Khuzwayo**

- Faculty of Science – Arcadia Campus
- Faculty of The Arts – Arts Campus
- eMahlaleni Campus
- Polokwane Campus
- Nelspruit Campus

##### **Mrs Tina Khanyezi**

- Faculty of Economics & Finance – Garankuwa Campus

##### **Mr Kenny Magolego**

- Faculty of ICT – Soshanguve South Campus
- Faculty of Humanities – Soshanguve South Campus
- Faculty of Humanities – School of Education – Soshanguve North Campus

All forms are available on the staff portal.

