POSTDOCTORAL

REACTIVATION/RENEWAL OF

RETURNING FELLOWS

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Purpose of the document

This document is designed to guide the POSTDOCTORAL RESEARCH FELLOWS to complete the Activity Guide on PeopleSoft.

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1. CONTENTS

2. ICONS & DESCRIPTIONS USED IN THE MANUAL

Throughout this document, the pictograms below are used to underline points or important notions.

	Important information
	Good to know - Tricks
ORACLE PeopleSoft	Student Administration System
PGFO	Postgraduate Funding Office
AG	Activity Guide

3. BACKGROUND

Previously all Postdoctoral Research Fellows (PDRF) had to complete a manual form and submit it to the Postgraduate Funding Office (PGFO) for enrollment. The Administrator (AA) verifies the information and manually captured the information onto PeopleSoft. There are different processes according to the status of the PDOC. E.g.

- New Local fellow
- Returning Local fellow
- New International fellow
- Returning International fellow

For an international fellow the Administrator contact and submit the various international documents to the International Office (IAPO) for fee clearance. The turn around time to verify the international documents consis approximately of five (5) to seven (7) working days.

4. REACTIVATION OF FELLOWS

All returning fellows who were enrolled in in the previous year, will be automatically receiving a Task on their PeopleSoft Profile. Each returning follow must complete the relevant steps and can edit their personal information where applicable.

5. AUTOMATED REACTIVATION OF ENROLLMENT TASK EMAIL

An automated email is generated by PGFO and sent to each returning fellow to inform them of the Task to be completed. This email is sent in the preceding year, e.g. 2023 for 2024.

6. FELLOW LOGGING ONTO PEOPLESOFT

- Navigate to PeopleSoft or click on
  https://studentsonline.uct.ac.za/psp/students/?cmd=login&languageCd=ENG&

- Enter the USER ID e.g. XXXXXX000
- Enter the Password
- The PeopleSoft home page will automatically default in

- Click on the Task icon

- Click on the PDOC Reactivation of Enrollment link

7. PDOC REACTIVATION OF ENROLLMENT

Activity guide with nine (9) steps will open for the Fellow to complete.

7.1 STEP 1 - INTRODUCTION

- The following Introduction page opens

 Read through the Introduction thereafter click the Next button

7.2 STEP 2 – PERSONAL DETAILS

Verify if your personal details are displaying correctly.

- Click on the Confirm button

- Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

7.3 STEP 3 – BIOGRAPHICAL DETAILS

Verfify if your details are displaying correctly.

- Click on the Confirm button

- Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

7.4 STEP 4 – CONTACT DETAILS

Verify if the contact details are correct if not you may edit the email address or phone numbers accordingly.

- Click on the Add a row button to Edit or Add a new email address or phone number

- Click on the Save button

- Click on the Confirm button

- Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

7.5 STEP 5 - ADDRESSES

Verify and update where applicable

- Click on the Confirm button

- Note once you confirm that your details are correct the Confirm button is greyed out.
- Click on the Next button

7.6 STEP 6 – DEMOGRAPHICS/MARITAL STATUS

All personal information e.g. Marital Status and Ethnic Group must be entered for reporting purposes.

- Select the relevant option for Marital Status and Ethnic Group

Marital Status	Ethnic Group

- Click on the Funding Information add a row button
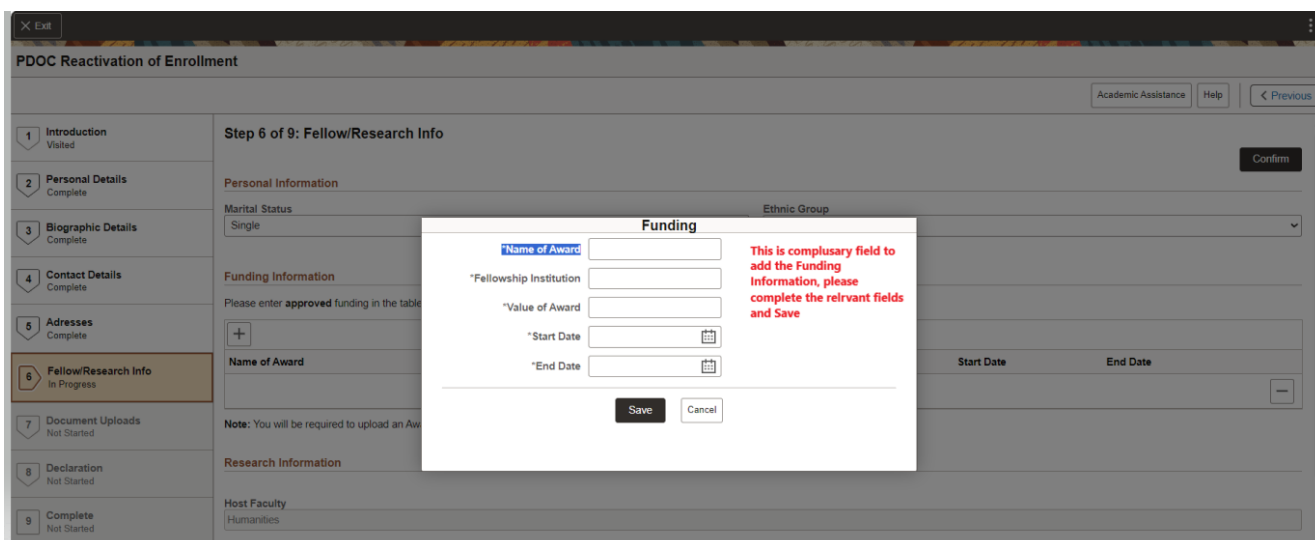
- Enter the Name of the Award
- Enter the Fellowship Institution
- Enter the Value of the Award
- Enter the Start Date
- Enter the End Date
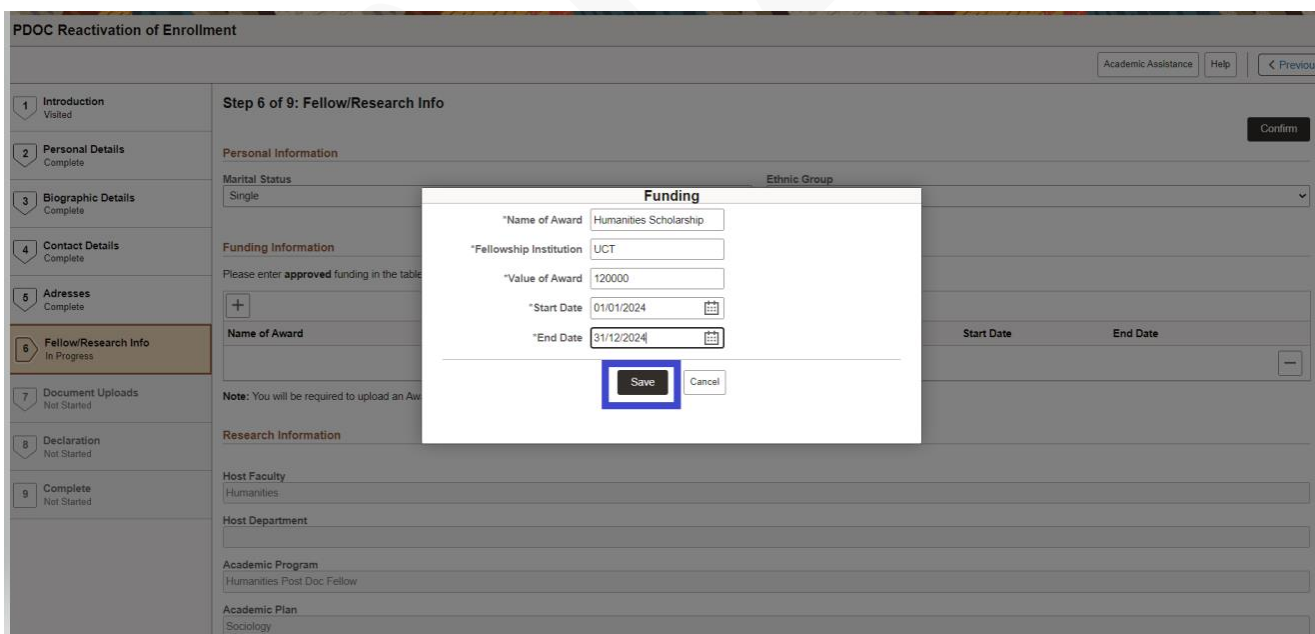
- Click the Save button

- Note all the Research Information populates in automatically

- Enter the Research Group
- Enter the Research Title
- Enter the Short Description of the Research Proposal
- Enter the Host Principal Investigator Name and Surname

- Scroll up and click the Confirm button

- Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

7.7 STEP 7 – DOCUMENTATION UPLOADS

These documentation is required and you won't be able to proceed until all is uploaded.

- Click the Upload button for the Identification Document option
- The following File Attachement window opens
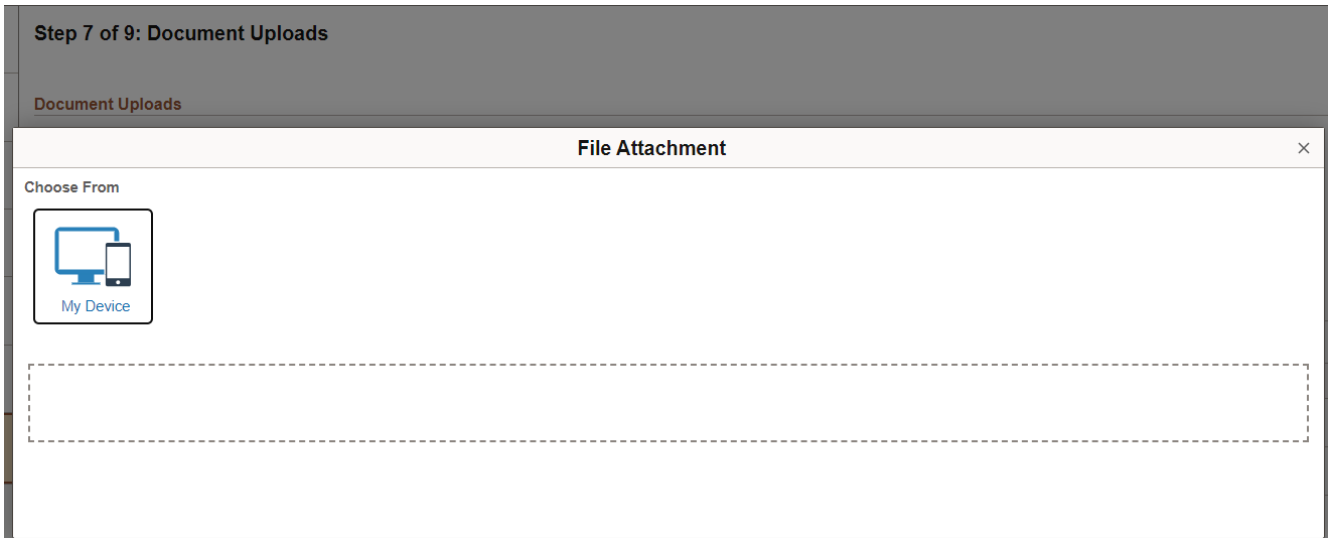
- Click on My Device
- Select the document from your repository
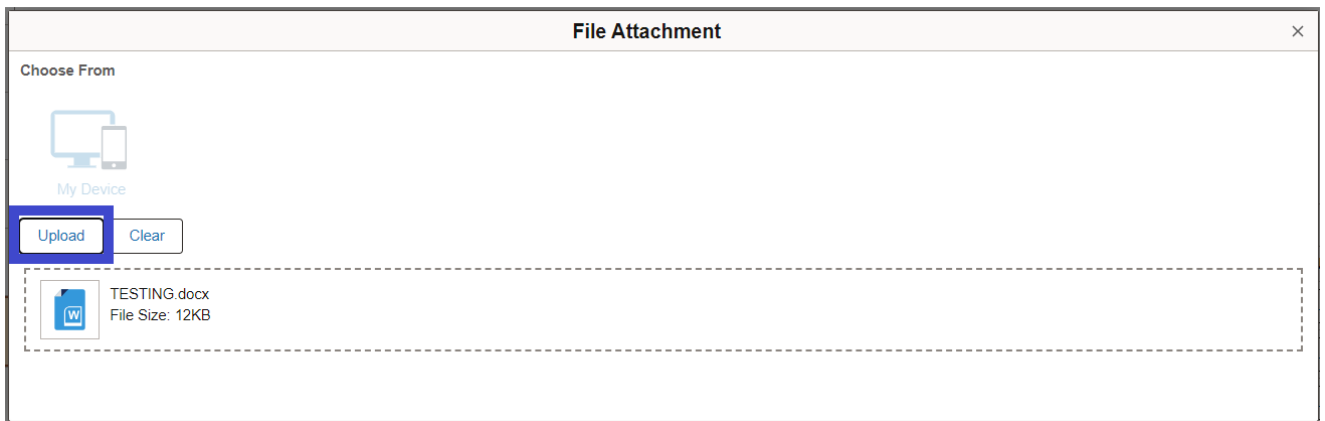
- Click on the Upload button
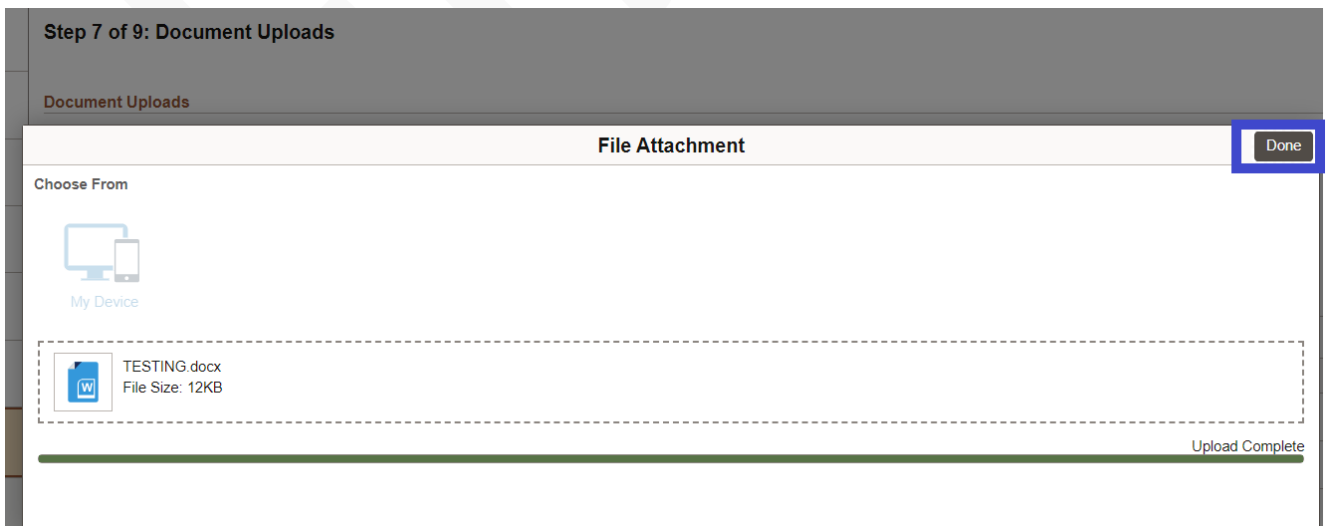
- Click on the Done button
- Note you can View or Delete the document if selected incorrectly

PDOC Reactivation of Enrollment

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Step 7 of 9: Document Uploads

Confirm

Document Uploads

The grid below shows document you can upload for supporting evidence to your application.

Required uploads are marked with *

You can only upload one file for each document. If you have multiple documents of the same type you'll need to combine them before uploading.

Only these file types are permitted: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.

If an optional document is deleted, click on the Reload button to refresh the page. This will allow one to upload any outstanding optional documentation.

**Upload your supporting documents**

Reload

Document	File	View	Upload	Delete
*Identification Document	TESTING.docx	View		Delete
*Award Letter			Upload	
*PHD Degree Cert			Upload	

- Click on the Upload button

- Repeat the steps on page 16 to upload the Award Letter and PhD Degree Certification

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Document	File	View	Delete
*Identification Document	TESTING.docx	View	Delete
*Award Letter	TESTING.docx	View	Delete
*PHD Degree Cert	TESTING.docx	View	Delete

- Click on the Confirm button

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If an optional document is deleted, click on the Reload button to refresh the page. This will allow one to upload any outstanding optional documentation.

Please note the CONFIRM button is not greyed because this allow you to go back to view or remove the documents if incorrectly uploaded by you.

Upload your supporting documents

Reload

Document	File	View	Delete
*Identification Document	TESTING.docx	View	Delete
*Award Letter	TESTING.docx	View	Delete
*PHD Degree Cert	TESTING.docx	View	Delete

- Note the Confirm button is not greyed out because it allows you to view and delete if you upload an incorrect document.
- Click on the Next button

7.8 STEP 8 – DECLARATION

Please read carefully through the PDOC Fellowship Reactivation of Enrollment. This is the binding contract between you and the university.

- Click on the Accept button

- Once you have accepted the declaration an Agreement Date will be added to this page.
- Click on the Next button

7.9 STEP 9 - COMPLETE

Read and confirm if the information is correct.

- Click on the Submit button
- After submitting it will open on PeopleSoft home page

- Note you will not have any Tasks to complete.

8. AUTOMATED EMAIL

After you submitted the Reactivation of Enrollment you will receive an automated Receipt of Reactivation of Enrollment email.

Receipt of Reactivation of Enrollment

NR no-reply@uct.ac.za
To O⬛⬛⬛⬛⬛

1:42 PM

Dear Fellow (⬛⬛⬛⬛)

We acknowledge receipt of your reactivation of enrollment. The requirements include the submission of a complete application form, along with the specified supporting documentation. If your reactivation application is found to be incomplete, we will contact you with a request for the outstanding documents.

For enquiries, please contact +27 21 650 5065 or send an email to pdocs@uct.ac.za

Note: If you are an international fellow, you will be required to create and submit a Fee and Immigration service request in PeopleSoft. For assistance please click here for a guideline document.

Kind Regards

Post-Doctoral Administration

- If you are an International Fellow please click on the hyperlink which will direct you to the IAPO website.