

**BASIC CONDITIONS OF
EMPLOYMENT ACT, 1997**
Section 33

PAYSLIP

READ THIS FIRST



**WHAT IS THE PURPOSE
OF THIS FORM?**

This form is a record of information about remuneration.

**WHO FILLS IN THIS
FORM?**

The employer.

**WHERE DOES THIS FORM
GO?**

To the employee.

INSTRUCTIONS

This information must be given to each employee –

- At the workplace or at a place agreed to by the employee; and
- during the employee's ordinary working hours or within 15 minutes of the commencement or conclusion of those hours.
- The full value of remuneration including payment in kind must be specified.
- *This is only a model and not a prescribed form.* Completing a document in another format containing the same information is sufficient compliance with the regulation.

NAME OF EMPLOYER:

ADDRESS:

NAME OF EMPLOYEE:

ID NO: EMPLOYEE NUMBER:

OCCUPATION/GRADE:

PAY PERIOD: FROM TO

BASIC WAGE:

MANNER OF PAYMENT: PER HOUR PER DAY PER WEEK

PER FORTNIGHT PER MONTH

	Rate	No of hours	Rand earned
Ordinary hours worked
Overtime worked
Sundays time worked
Public holidays time worked
Payment in kind
Allowances(specify)
.....
.....
TOTAL			R
DEDUCTIONS:			
P.A.Y.E		
UIF		
UNION		
OTHER (Full details)		
.....		
TOTAL			R
TOTAL AMOUNT DUE			R