

**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)	.....	.....	.....
.....	.....	.....	.....
<b>TOTAL</b>			<b>R</b>
<b>DEDUCTIONS: P.A.Y.E</b>			.....
<b>UIF</b>			.....
<b>UNION</b>			.....
<b>OTHER (Full details)</b>			.....
.....			.....
<b>TOTAL</b>			<b>R</b>
<b>TOTAL AMOUNT DUE</b>			<b>R</b>