

READ THIS FIRST



WHAT IS THE PURPOSE OF THIS DOCUMENT?

The Payslip is a record of information about remuneration.

WHO FILLS THIS DOCUMENT IN?

The employer.

WHERE DOES THIS DOCUMENT GO TO?

To the employee.

COMPULSORY CONTENTS OF A PAYSリップ

- Employer's name & address
- Worker's name & occupation
- Period for which the payment is made
- Total salary or wages
- Any deductions
- The actual amount paid
- If relevant to the calculation of pay:
 - Employee's pay & overtime rates
 - Number of ordinary & overtime hours worked
 - Number of hours worked on a Sunday or public holiday
 - The total number of ordinary & overtime hours worked in the period of averaging, if a collective agreement to average working time has been concluded.

Research - Investigation - Evidence

UPHANDO FORENSIC SERVICES
HR SERVICES



PAYSリップ

NAME OF EMPLOYER:
 ADDRESS:

 NAME OF EMPLOYEE:
 ID NUMBER:
 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	RANDS EARNED
ORDINARY HOURS WORKED
OVERTIME WORKED
SUNDAY TIME WORKED
PUBLIC HOLIDAYS TIME WORKED
PAYMENT IN KIND
ALLOWANCES (SPECIFY)
.....
.....
TOTAL			R
DEDUCTIONS: P.A.Y.E		
U.I.F		
UNION		
OTHER (FULL DETAILS)		
.....		
.....		
TOTAL	R		
TOTAL AMOUNT DUE			R

IMPORTANT!

THE PAYSリップ 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.