

**BASIC CONDITIONS OF EMPLOYMENT ACT, 1997**

**Section 31**

**READ THIS FIRST**



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

This form is a record of the calculation of remuneration.

**WHO FILLS IN THIS FORM?**

The employer.

**WHERE DOES THIS FORM GO?**

Must be kept in employer's possession.

**INSTRUCTIONS**

- Records must be kept by the employer for a period of three years from the date of the last entry [section 31(2)].
- No person may make a false entry in a record maintained in terms of subsection (1) [section 31(3)].
- An employer who keeps a record in terms of this section is not required to keep any other record of time worked and remuneration paid as required by any other law [section 31(4)].
- Every employee has the right to inspect and to request for a trade union representative or a labour inspector to inspect any record kept in terms of this Act that relates to the employment of that employee [section 78(1)(g)].

*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.*

**WAGES REGISTER**

NAME OF EMPLOYEE: .....

IDENTITY NO: ..... EMPLOYEE NUMBER: .....

PAY PERIOD: ..... BASIC WAGE: ..... OCCUPATION .....

MANNER OF PAYMENT:     PER HOUR     PER DAY     PER WEEK  
                                   PER FORTNIGHT     PER MONTH

CALCULATION OF WAGES		
Ordinary hours worked .....	Amount due	R
Overtime worked .....	Amount due	R
Hours worked on Sundays	Amount due	R
Hours worked on Public holidays	Amount due	R
Allowances: Shift .....		
Housing .....		
Transport .....		
Medical .....		
Other: (specify) .....		
.....		
<b>Total</b>		R
<b>Total</b>		R
Authorised deductions: P.A.Y.E .....		
UIF .....		
Union .....		
Medical .....		
Retirement .....		
Other (Full details) .....		
.....		
<b>Total</b>		R
<b>TOTAL AMOUNT DUE</b>		R

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE