

# VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

## Pay Day Policy

1<sup>st</sup> July 2020– 30<sup>th</sup> June 2021

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## **1. DEFINITIONS**

"working day" means Monday to Friday as per the council official working hours.

## **2. PURPOSE**

The purpose of the policy is to regulate the date on which councilors and employees of the Victor Khanye Local Municipality will be paid.

## **3. OBJECTIVES OF THE POLICY**

The objectives of this policy are to:

- 3.1 To regulate the pay day practices used in the past;
- 3.2 regulate the pay day as to when remuneration and /or allowances Will be paid; and
- 3.3 To ensure all employees and councilors understand the pay day Principles.

## **4. SCOPE OF THE POLICY**

This policy will apply to all:

- 4.1 Councilors
- 4.2 Permanent employees;
- 4.3 Contractual employees;
- 4.4 Temporary employees;
- 4.5 Fixed term contract employees; and
- 4.6 Seasonal workers

## **5. LEGISLATIVE FRAMEWORK**

This policy must be read in conjunction with the-

- 5.1 Remuneration of Public Office Bearers Act, Act 20 of 1998, as Amended.
- 5.2 Basic Conditions of Employment Act, Act 75 of 1997, as amended
- 5.3 Main Collective Agreement (MCA).

6. **POLICY PRINCIPLES**

- 6.1 The employer will pay to an employee his/her remuneration in South Africa Rand monthly by means of a cheques or by direct deposit into an account designated by the employee whichever is applicable
- 6.2 The remuneration payable must be no later than seven (7) days after:
- (i) The completion of the period for which the remuneration is payable; or
  - (ii) The termination of the contract of employment
- 6.3 Subsection 5.2 does not apply to any corrections and adjustments to the remuneration payable of an employee.

7. **COUNCILLORS AND PERMANENTS EMPLOYEES**

- 7.1 For newly elected councilors the pay day for the first month will be on the 25<sup>th</sup> of the first month
- 7.2 For newly appointed permanent appointed employees, the pay day on the 25<sup>th</sup> of the first month:
- 7.2.1 Submission of the time sheet and /or attendance register.
  - 7.2.2 Submission of SARS income tax number.
- 7.3 Thereafter pay day will be on the 25 day of each month, or the last working day before the 25 should pay day fall on a:
- 7.3.1 Saturday
  - 7.3.2 Sunday
  - 7.3.3 Public holiday; or
  - 7.3.4 Day after public holiday
- except for Monday, the pay day will fall on the Friday.
- 7.4 For the month of December is every in year pay day will be five (5) working days before the 25 with the exception of circumstances as set out in paragraphs 6.1, 6.2 and 6.3.

7.5 For outgoing councilors and resigning / dismissed / retiring

Permanent employees, pay day for the last month will be no the last working day of the day month subject to:

7.5.1 Duly authorized exit form was received.

7.5.2 All types of leave forms were submitted and processed

7.5.3 Submission of time sheet until last working day.

7.5.4 All required tools of trade were handed in.

7.5.5 Handover of duties and / or outstanding work to immediate supervisors.

7.6 Failure to submit the information in 6.6 three (3) working days before last working day may result that the last payment is with held on the last working day expect for 6.6.3 which must be submitted on last working day.

7.7 No leave must be granted in the notice period for resigning, retiring permanent employees

7.8 Because permanent employees are paid on the 25 day of the each Month in advance of the period for which remuneration is payable at least five (5) days accrued leave or pro-rata leave days should be kept and be available at all times

7.10 Should these days not be available , such employees will be paid on The last working day of the month

8. **CONTRACTUAL EMPLOYEES**

8.1 Pay day contractual employees will be on last working day of every month, but no later than seven (7) working days after the day on which work was performed subject to:

8.1.1 Timeous submission of time sheet and/or attendance registers.

8.1.2 Submission SARS income tax number.

9. **TEMPORARY EMPLOYEES**

9.1 Pay day for temporary employees will be on the last

Working day of month, but later than seven (7) working days

Of the day on which work was performed subject to:

9.1.1 Timeous submission of time sheet and /or attendance

Registers

9.1.2 Submission of SARS income tax number

10. **GENERAL ADMINISTRATION**

10.1 Pay slips will submitted a day before the pay of each month.

10.2 Salary enquiry day will be the first Tuesday of every month or as

determined from time to time

10.3 Submission of employment contract, overtime and or any other related salary information which will influence the pay of an employee must be submitted the relevant directorate no later than the 17<sup>th</sup>.

10.4 The payroll will be closed on the 17<sup>th</sup> of each month or last working

day before the 17<sup>th</sup>. Any Information received after this date will be

dealt with the next payroll.

11. **CORRECTIONS/OMMISIONS FROM PAYROLL**

11.1 Any omissions, corrections to the payroll and /or individual and / or group of employees will only be done with the next pay month

11.2 No corrections will be made during pay periods. (Last pay date to next pay date)

11.3 Director's and / or supervisors must submit information on any type of incorrect pay to the salary office by the 10<sup>th</sup> of the next month or last working day before the 10<sup>th</sup>.

12. **IMPLEMETION ND REVIEW PROCESS**

12.1 This policy will be reviewed at least annually or when required by way

Of a council resolution

13. **SHORT TITLE**

13. 1 This policy shall be called the Pay Day Policy of the Victor Khanye Local Municipality.

**PAY DAY WORKFLOW FOR PERMANENT EMPLOYEES**

- Submission of overtime forms by 10th of each month.
- Submission of any omission, corrections from previous payroll by 10th of each month.
- Payroll closes 17th of each month, any information received after this date will be
- Referred to the next payroll run.
- Processing and auditing of payroll.
- Balancing of payroll and test run day before the final run.
- Payroll final run two working days before pay day.
- Submission of pay slips one day before the pay day.
- Pay day 25<sup>th</sup> of each month or as determined in terms of the policy.
- Payroll closes until beginning of new month.