


[Home](#)
[About Us](#) | [Contacts](#) | [Services](#) | [Media Desk](#) | [Tenders](#) | [Vacancies](#)
[Site Map](#)

## Basic Guide to Pay Slips

Each time workers are paid, employers must give them a pay slip containing certain details.

### Application

The Basic Conditions of Employment Act applies to all **employers** and **workers**, but not -

- members of the -
  - National Defence Force,
  - National Intelligence Agency, or
  - South African Secret Service; or
- unpaid volunteers working for charity.

The section of the Act that regulate **working hours** does not apply to:

- workers in senior management
- sales staff who travel and regulate their own working hours
- workers who work less than 24 hours in a month
- workers who earn in excess of an amount stated in terms of section 6 (3) of the Act
  - workers engaged in emergency work are excluded from certain provisions.
- workers engaged in emergency work are excluded from certain provisions.

### See

- Basic Conditions of Employment Act

Applies to all employers and workers and regulates leave, working hours, employment contracts, deductions, pay slips, and termination

### Contents of Pay Slips

Employers must give workers the following information in writing when they are paid:

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

*Based on Legislation in Section 23, of the Basic Conditions of Employment Act*

### Related Links

- [Basic Guide to Collective Agreements](#)  
The Labour Relations Act provides for agreements that alter conditions of employment
- [Basic Guide to Deductions](#)  
The Basic Conditions of Employment Act allows for deductions from a worker's pay only under certain conditions.
- [Basic Guide to Overtime](#)  
The Basic Conditions of Employment regulates overtime working hours and pay for such hours.
- [Basic Guide to Pay Slips](#)  
The Basic Conditions of Employment Act stipulates that employers must give workers certain details each time they are paid.
- [Basic Guide to Public Holidays](#)  
The Basic Conditions of Employment stipulates the conditions for working on Public Holidays for workers.
- [Basic Guide to Working Hours](#)  
The Basic Conditions of Employment Act regulates working hours and rest periods for workers.
- [Basic Guide to Working on Sundays](#)  
The Basic Conditions of Employment prescribes the wages for working on a Sunday.
- [Form BCEA4 - Pay Slip](#)  
Employers must give their workers pay slips so they can keep record of their pay details.