

NGQUSHWA LOCAL **MUNICIPALITY**



PAY DAY POLICY

2022/2023

Summary

Publication Date	01 July 2020
Review Date	19 March 2022
Related Legislation/Applicable Section of Legislation	Municipal Finance Management Act 56 of 2003
Related Policies, Procedures, Guidelines, Standards, Frameworks	
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Position)	
Policy Officer (Phone)	
Policy Sponsor (Position)	
Department Responsible	Budget and Treasury Office
Unit responsible	Budget and Reporting
Applies to	All Ngqushwa Local Municipality Employees and Councillors
Key Words	Pay day
Status	Reviewed
Council approval date	
Version	Version 1

REVISION RECORD

Date	Version	Revision Description
Feb 2020	Version 1	Pay Day Policy 2020

Contents

1. DEFINITIONS	3
2. PURPOSE	3
3. NAME OF POLICY	3
4. OBJECTIVES OF THE POLICY	3
5. SCOPE OF THE POLICY	3
6. LEGISLATIVE FRAMEWORK.....	4
7. POLICY PRINCIPLES.....	4
8. COUNCILLORS AND PERMANENT EMPLOYEES.....	4
9. CONTRACTUAL EMPLOYEES	6
10. TEMPORARY EMPLOYEES AND SEASONAL WORKERS	7
11. GENERAL ADMINISTRATION	7
12. CORRECTIONS / OMMISIONS FROM PAYROLL	7
13. IMPLEMENTATION AND REVIEW	8

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 Ngqushwa Local Municipality will be paid.

3. NAME OF POLICY

This is the Payday Policy of the Ngqushwa Local Municipality

4. OBJECTIVES OF THE POLICY

The objectives of this policy are to:

- 4.1 To regulate the pay day practices used in the past;
- 4.2 To regulate the pay day as to when remuneration and/or allowances will be paid; and
- 4.3 To ensure all employees and councilors understand the pay day

5. SCOPE OF THE POLICY

This policy will apply to all:

- 5.1 Councilor’s;
- 5.2 Permanent employees;
- 5.3 Contractual employees;
- 5.4 Temporary employees;
- 5.5 Fixed term contract employees; a n d

5.6 Seasonal workers.

6. LEGISLATIVE FRAMEWORK

This policy must be read in conjunction with the -

6.1 Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998) and

6.2 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)

6.3 South African Local Government Bargaining Council (SALGBC) Main Collective Agreement (MCA).

7. POLICY PRINCIPLES

7.1 The employer will pay to an employee his/her remuneration in South African Rand monthly by means of direct deposit into an account designated by the employee.

7.2 The remuneration payable must be paid 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.

7.3 Sub-paragraph 7.2 does not apply to any corrections and adjustments to the remuneration payable of an employee.

8. COUNCILLORS AND PERMANENT EMPLOYEES

8.1 For newly elected councillor's the pay day for the first month will be on the 25th day of the month in which such appointment began subject to:

7.2.1 Submission of time sheet and/or attendance register to determine the actual days served as a councillor.

7.2.2 Submission of SARS income tax number

8.2 For newly appointed permanent appointed employees, the pay day will be on the 25th day of the month in which such appointment began subject to:

7.2.3 Submission of time sheet and/or attendance register to determine the actual days worked.

7.2.4 Submission of SARS income tax number.

7.3 Pay day should only take place on the 25th day of each month, or the last working day before the 25th, 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 a public holiday.

except for Mondays, the pay day will fall on the Saturday.

7.4 For the month of December in every year pay day will be three (3) working days before the 25th with the exception of circumstances as set out in paragraphs 6.1, 6.2 and 6.3.

7.5 All newly elected councilor's and permanent appointed employees will be paid upon the verification of the existence of such employee and/or councillor.

7.6 For outgoing councilor's and resigning / dismissed / retiring permanent employees, pay day for the last month will be on the last working day of the month subject to:

7.6.1 Submission of a duly authorized exit form and which form was received.

- 7.6.2 All types of leave forms were submitted and processed.
- 7.6.3 Submission of time sheet until last working day.
- 7.6.4 All required tools of trade were handed in.
- 7.6.5 Handover of duties and /or outstanding work to immediate supervisors.
- 7.7 Failure to submit the information in 7.6 three (3) working days before last working day may result that the last payment is withheld on the last working day except for 7.6.3 which must be submitted on last working day.
- 7.8 No sick leave must be granted in the notice period for resigning and retiring permanent employees.
- 7.9 Because permanent employees are paid on the 25th day of 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.

9. CONTRACTUAL EMPLOYEES

- 9.1 Pay day for contractual employees will be on the 25th day of each month, unless otherwise specified within their employment contract, but no later than seven (7) working days after the last day on which work was performed subject to:
 - 9.1.1 Submission of time sheet and/or attendance register to determine the actual days worked submission of time sheet and/or attendance registers.
 - 9.1.2 Submission of SARS income tax number

10. TEMPORARY EMPLOYEES AND SEASONAL WORKERS

10.1 Pay day for temporary employees and seasonal workers will on the 25th day of each month, unless otherwise specified within their employment contract but no later than seven (7) working days of the last day on which work was performed subject to:

10.1.1 Submission of time sheet and/or attendance register to determine the actual days worked submission of time sheet and/or attendance registers.

10.1.2 Submission of SARS income tax number.

11. GENERAL ADMINISTRATION

11.1 Pay slips will be available on the pay day of each month.

11.2 Salary enquiry day will be within the first week after pay day or as determined from time to time.

11.3 Submission of overtime and or any other related salary information which will influence the pay of an employee must be submitted by the relevant directorate no later than the 20th of each month or last working day before the 20th.

11.4 The payroll will be closed on the 20th of each month or last working day before the 20th. Any Information received after this date will be dealt with the next payroll.

12. CORRECTIONS / OMMISIONS FROM PAYROLL

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

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

12.3 Director's and/or supervisors must submit information on any type of incorrect pay to the salary office by the 10th of the next month or

last working day before the 10th.

13. IMPLEMENTATION AND REVIEW

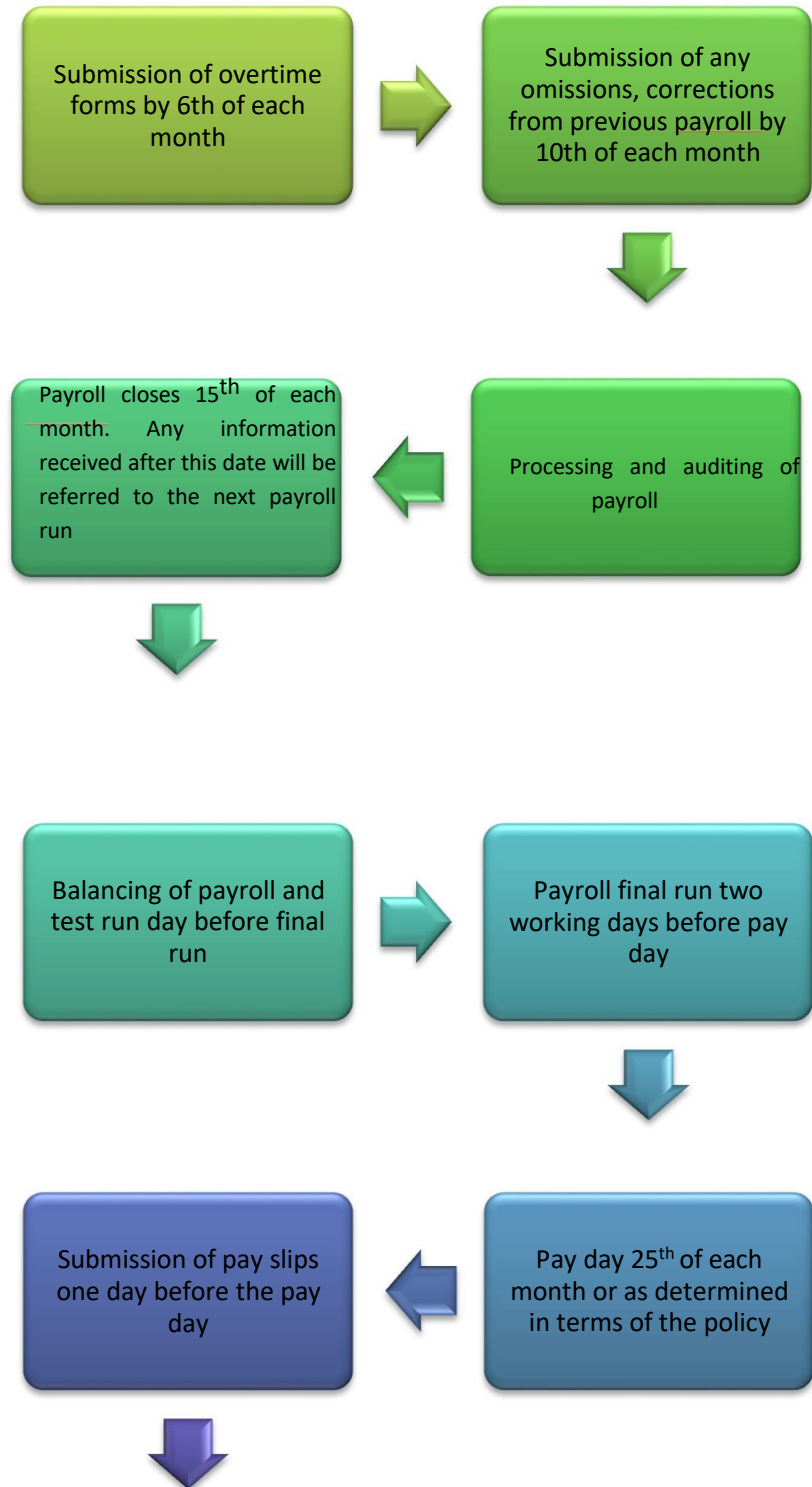
This policy may be reviewed at least annually or when required by way of a council resolution.

**REVIEWED BY COUNCIL ON.....2022 UNDER ITEM
NO.....**

MUNICIPAL MANAGER

MAYOR OBO COUNCIL

PAY DAY WORKFLOW FOR PERMANENT EMPLOYEES



Payroll closes
(Interfacing occurs) until
beginning of new month