

ANNEXURE D

RECORDS TO BE KEPT BY EMPLOYER

WEEK ENDING

	Identity number of worker	
	Name in Full	
	Occupation	
		Ordinary time worked (in hours or fraction thereof)
	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Total ordinary time for week i.e. excluding overtime	
	State whether on time work, peaceworker or incentive bonus work	
	If time worker state ordinary rate of wages per hour, per day, per week or per month	
	If peaceworker or incentive bonus worker, state legal minimum amount payable per week	
	Amount due for ordinary time worked	
	R	
	Sunday	
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Amount due for overtime worked	
	R	
	Amount due in respect of any allowances (specify kind of allowance)	
	R	
	Authorized deductions	
	R	
	Total amount paid for ordinary time and overtime	
	R	
	Total of overtime for week (hours)	
	R	
	Remarks	