

A farm worker's basic guide to pay slips

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

Sectoral Determination 13, Farm Worker Sector, applies to all workers on a farm, including domestic workers and security guards. It regulates wages, working hours and other basic conditions of employment for farm workers.

Employers may not deduct for training, tools and equipment, work clothing, and fines. Employers may deduct money from a worker's pay only if the worker agrees in writing to the deduction of a debt, the deduction is made in terms of a collective agreement, law, court order or arbitration award, or the employer overpaid the worker by mistake.

Employers may deduct no more than 10% of a worker's wage for each of the following: accommodation (subject to certain conditions), food, loans and advances, amounts paid to a third party, holiday, medical aid, and more.

Employers may only make deductions for accommodation if the worker is at least 18 years old, water, electricity and other services are not also deducted, and the amount deducted is not more than the cost to the employer. Where two or more workers share accommodation, employers may only deduct a total of 25% of the relevant minimum wage from all workers combined. Equal amounts must be deducted from each worker.

Deductions for damage or loss caused by the worker may only be made if the employer has followed a fair procedure and given the worker a chance to show why the deduction should not be made, the worker agrees in writing and the total deduction is not more than 25% of the worker's nett pay.

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, and the employer's registration number with the Unemployment Insurance Fund and the contribution to the fund.

If relevant to the calculation of pay, the written information must include the 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, and if an agreement to average working time has been concluded.

An employer must retain a copy or record of each statement for three years.

Source: Department of Labour 