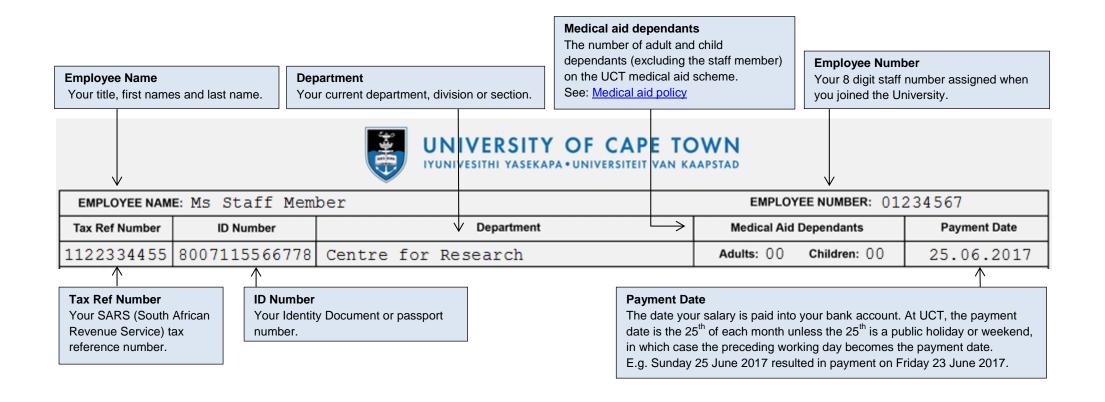
Understanding your UCT payslip

This payslip guide covers the 4 main sections of your UCT payslip. Only a selection of possible earnings and deductions are reflected in these examples.

				CAPE TOWN ERSITEIT VAN KAAPSTAD	
4	EMPLOYEE NAME: Ms University Sta	MBER: 01234567			
1	Tax Ref Number ID Number		Department	Medical Aid Depend	dants Payment Date
	1122334455 8007115566778 Cent	tre for Res	search	Adults: 00 Child	ren: 00 25.06.2017
2	EARNINGS	QUANTITY	AMOUNT	DEDUCTION	AMOUNT
	Cash Salary		41,435.90	1	9,369.08
				UIF EE Contribution MA Discovery Health -	148.72 EE 2,007.00
				Parking UCT	79.65
				Vitality	219.00
				16	
		TOTAL FARMINGS	41 425 00	TOTAL DE	TOLICTIONS 11 002 45
		TOTAL EARNINGS	41,435.90		DUCTIONS 11,823.45
3	COST OF EMPLOYMENT	TOTAL EARNINGS	AMOUNT	TAX YEAR ACCUMULATIONS (IRF	P5) AMOUNT
3		TOTAL EARNINGS		TAX YEAR ACCUMULATIONS (IRF	25) AMOUNT 165,743.60
3	COST OF EMPLOYMENT	TOTAL EARNINGS	AMOUNT	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef	165,743.60 bt 338.59 it 35,335.76
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER	TOTAL EARNINGS	50,531.58 9,095.68	TAXYEAR ACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De	165,743.60 bt 338.59 it 35,335.76
3	COE: Monthly	TOTAL EARNINGS	50,531.58	TAXYEAR ACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben	165,743.60 bbt 338.59 it 35,335.76 ffit 810.79
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER	TOTAL EARNINGS	50,531.58 9,095.68	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef	165,743.60 bt 338.59 it 35,335.76 fit 810.79
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER	TOTAL EARNINGS	50,531.58 9,095.68	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration	25) AMOUNT 165,743.60 338.59 35,335.76 fit 810.79 204,970.32 n 204,970.32
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER	TOTAL EARNINGS	50,531.58 9,095.68	TAXYEAR ACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding	165,743.60 bt 338.59 it 35,335.76 fit 810.79
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER	TOTAL EARNINGS	50,531.58 9,095.68	TAXYEAR ACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration	165,743.60 bt 338.59 it 35,335.76 fit 810.79 204,970.32 204,970.32 38,464.45
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER	TOTAL EARNINGS	50,531.58 9,095.68	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration	165,743.60 bt 338.59 iit 35,335.76 fiit 204,970.32 204,970.32 38,464.45 1,212.00
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary	<u></u>	9,095.68 41,435.90	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneratio Tax MA Tax Credit Deducted	165,743.60 bt 338.59 iit 35,335.76 fiit 204,970.32 204,970.32 38,464.45 1,212.00
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER	TOTAL EARNINGS	9,095.68 41,435.90	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneratio Tax MA Tax Credit Deducted	165,743.60 bt 338.59 iit 35,335.76 fiit 204,970.32 204,970.32 38,464.45 1,212.00
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary DFA (Monthly)	75.00	AMOUNT 50,531.58 9,095.68 41,435.90 40,425.26	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Fayment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneratio Tax MA Tax Credit Deducted Prov. Fund Tax Exempti	## AMOUNT 165,743.60 338.59 1t 35,335.76 ## 810.79 204,970.32 204,970.32 38,464.45 1,212.00 on 35,335.76
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary DPA (Monthly) Bank: 012001 / Bank of South 1	75.00	AMOUNT 50,531.58 9,095.68 41,435.90 40,425.26	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Fayment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneratio Tax MA Tax Credit Deducted Prov. Fund Tax Exempti	## AMOUNT 165,743.60 338.59 1t 35,335.76 fit 810.79 204,970.32 204,970.32 38,464.45 1,212.00 on 35,335.76 NET PAY 29,612.45
3	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary DFA (Monthly)	75.00	AMOUNT 50,531.58 9,095.68 41,435.90 40,425.26	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration Tax MA Tax Credit Deducted Prov. Fund Tax Exempti	204,970.32 204,970.32 38,464.45 1,212.00 205,743.60 338.59 35,335.76 204,970.32 38,464.45
	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary DPA (Monthly) Bank: 012001 / Bank of South Annual Leave: Compulsory 0.00	75.00	AMOUNT 50,531.58 9,095.68 41,435.90 40,425.26	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration Tax MA Tax Credit Deducted Prov. Fund Tax Exempti	## AMOUNT 165,743.60 338.59 it 35,335.76 fit 810.79 204,970.32 204,970.32 38,464.45 1,212.00 on 35,335.76 **NETPAY** 29,612.45 HR Administrator
	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary DPA (Monthly) Bank: 012001 / Bank of South Annual Leave: Compulsory 7.83	75.00	AMOUNT 50,531.58 9,095.68 41,435.90 40,425.26	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration Tax MA Tax Credit Deducted Prov. Fund Tax Exempti	## AMOUNT 165,743.60 338.59 it 35,335.76 fit 810.79 204,970.32 204,970.32 38,464.45 1,212.00 on 35,335.76 **NETPAY** 29,612.45 HR Administrator
	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary DPA (Monthly) Bank: 012001 / Bank of South Annual Leave: Compulsory 7.83	75.00	AMOUNT 50,531.58 9,095.68 41,435.90 40,425.26	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration Tax MA Tax Credit Deducted Prov. Fund Tax Exempti	## AMOUNT 165,743.60 338.59 it 35,335.76 fit 810.79 204,970.32 204,970.32 38,464.45 1,212.00 on 35,335.76 **NETPAY** 29,612.45 HR Administrator
	COST OF EMPLOYMENT COE: Monthly UCTRF Total ER Cash Salary DPA (Monthly) Bank: 012001 / Bank of South Annual Leave: Compulsory 7.83	75.00	AMOUNT 50,531.58 9,095.68 41,435.90 40,425.26	TAXYEARACCUMULATIONS (IRF 3601 Income - Taxable 3808 Payment of EEs De Prov. DC Taxable Benef ER paid Ins Fringe Ben Retirement Funding 3699 Gross Remuneration Tax MA Tax Credit Deducted Prov. Fund Tax Exempti	## AMOUNT 165,743.60 338.59 it 35,335.76 fit 810.79 204,970.32 204,970.32 38,464.45 1,212.00 on 35,335.76 **NETPAY** 29,612.45 HR Administrator

1. Information about the staff member



2. Earnings and Deductions

Earnings

Earnings may be recurrent and non-recurrent. Recurrent earnings are paid to the staff member every month. Non-recurrent earnings include once-off payments such as overtime.

Deductions

These include statutory deductions such as tax and UIF. Other deductions are specific to the staff member e.g. medical aid, parking, union deductions, Vitality, student fee account. Any deductions made in respect of a prior month are shown with the date the deductions were effective.

√ EARNINGS	QUANTITY	AMOUNT		DEDUCTION	AMOUNT
Overtime X 1.50 11.2015	9.00	785.43	Total	Tax 11.2015	141.38
Cash Salary		10,650.77			104.99
			ı	E Contribution	107.26
				scovery Health - EE	2,444.00
				ng UCT	76.00
All the current month's earnings are listed in this			ı	U Union	57.00
section. Arrear earnings are shown with the month the earnings were effective e.g. 11.2015.			NEIEW	U Burial Scheme	553.00
TOTAL	EARNINGS	11,436.20		TOTAL DEDUCTIONS	3,483.63

2. Earnings and Deductions (continued)

EE indicates an employee (staff member) contribution.

EARNINGS	QUANTITY	AMOUNT	DEDUCTION	AMOUNT				
Cash Salary		21,935.55	Total Tax	3,253.08				
Acting Allowance			UIF EE Contribution	148.72				
Cell Phone Allowance		•	MA Discovery Health - EE	5,420.00				
			Parking UCT	76.00				
			Vitality	249.00				
			Employee's Union	40.00				
TOTAL	EARNINGS	23,935.55	TOTAL DEDUCTIO	ONS 9,186.80				
TOTAL	EARNINGS	23,935.55	TOTAL DEDUCTIO	9,186.80				
Total earnings								
The total earnings for the month are shown at the bottom	of the earnii	ngs amount column.	The total deductions for the month (including	•				

shown at the bottom of the deductions amount column.

3. Cost of Employment (COE) and Tax year accumulations

Cost of Employment

Shows all the components of the staff member's Cost of Employment (COE) package.

Tax year accumulations

Shows the accumulated earnings for tax purposes. The accumulation is for the period 1 March of the current year to the last day of February of the following year.

Each month's payslip shows accumulated earnings from March up to and including the current month.

<u> </u>				\bigvee				
COST OF EMPLOYMENT				AMOUNT	TAX YEAR ACCUMULATIONS (IRP5)			AMOUNT
COE: Monthly			33	,294.75	3601 Income - Taxak	ole		110,705.04
					3808 Payment of EEs	s D	ebt	209.15
UCTRF Total ER	·		5	618.49	Prov. DC Taxable Be	ene	fit	21,827.25
					ER paid Ins Fringe	Ве	nfit	500.84
Cash Salary			27	,676.26				
UCTRF Total ER					Retirement Funding			140,544.99
The monthly contributio	n to the UCTRF. ER indic	cates an			3699 Gross Remunera	ati	on	140,544.99
•	paid by the employer on b							
member.				Tax			19,011.60	
	Bank and Account Nu	ımher			MA Tax Credit Deduc	te	d	3,240.00
Details of the bank account into which the			salary is p	aid.	Prov. Fund Tax Exem	npt	ion	21,827.25
			, , ,		Tax year accumulations			
DPA (Monthly)		75.00	24	,971.06	Certain items in this section will	anne	ar on the IRF	25 and match the staff
	\downarrow				member's tax return.	аррс		o and material and stair
Bank: 012001 /	Bank of South	Africa	A	nt Number	123456789		NET PAY	16,778.10
Bank. 012001 /						\rightarrow		-
	Annual Leave: Compulsory 0.00 Study & Research			0.00	Payslip Queries To Telephone Extension			nistrator
Annual Leave: Accumulative 28.08					relephone Extension		1234	

Net pay

The net pay for the month is equal to the total earnings minus the total deductions. This is the amount paid into the staff member's bank account.

3. Cost of Employment (COE) and Tax year accumulations (continued)

Payment of EEs Debt

For UCT Retirement Fund (UCTRF) members, a running total of premiums paid in the current tax year for lump sum death and disability cover (separate Group Life Assurance). This premium is included in the total UCTRF contribution.

ER paid Ins Fringe Benefit

For UCT Retirement Fund (UCTRF) members, a running total of premiums paid in the current tax year for disability income cover. This premium is included in the total UCTRF contribution.

COST OF EMP	OVMENT			AMOUNT	TAY VEAD ACCUMULATIONS (III	one.	AMOUNT	
COST OF EMP	LOTMENT			AMOUNT	TAX YEAR ACCUMULATIONS (IF	(P5)	AMOUNT	
COE: Monthly			32	,588.33	3601 Income - Taxable		96,126.28	
1					3808 Payment of EEs D		204.70	
UCTRF Total ER			5.		Prov. DC Taxable Bene		26,589.69	
UCTRF Purchased Serv	ri ce				ER paid Ins Fringe Be		490.21	
COLKE FULCTIONS OF SELV	VICE		-	302.72	EN paid ins filinge be	IIII C	450.21	
Cash Salary			24	021 57	Retirement Funding		125,168.28	
_					_		-	
Bonus Provision ←			1	754.76	3699 Gross Remunerati	.on	125,168.28	
1								
					Tax		14,809.75	
					MA Tax Credit Deducte	d	1,212.00	
							26,589.69	
					Prov. Fund Tax Exempt	.1011	20,309.09	
DD3 (Month3-1)								
DPA (Monthly)		75.00	24	,441.25				
	5 6 13	7.5					40.460.46	
Bank: 012001 / Bank o	of South	Africa	Accou	nt Number	123456789	NET PAY	18,168.12	
Annual Leave: Compulsory	25.13	25.13 Study & Research		0.00	Payslip Queries To	HR Admi	R Administrator	
Annual Leave: Accumulative	41.99				Telephone Extension	1234		
						•		

DPA

Deemed Pensionable Amount (DPA) is a percentage of COE e.g. 75%. DPA is used to calculate UCTRF retirement contributions for permanent and T2 staff. See: Remuneration appendix.

Optional Bonus Provision

For permanent and T2 staff, UCT offers an optional annual service bonus which forms part of the staff member's monthly COE and is paid annually in November (or pro-rata on termination). See: Optional annual service bonus.

3. Cost of Employment (COE) and Tax year accumulations (continued)

Retirement funding

Shows the running total of earnings for the current tax year. This appears on payslips for all UCT staff, not only those who are UCTRF members. If total retirement fund contributions (e.g. pension fund, provident fund, retirement annuity) exceed 27.5% or R350 000 of your total earnings for the tax year, SARS will tax the excess.

Note: This figure is NOT the balance in the UCTRF savings account; visit the UCTRF website to find out how to view the savings account balance.

COST OF EMPLOYMENT		AMOUNT	TAX YEAR ACCUMULATIONS (IF	RP5)	AMOUNT
COE: Monthly	32,	588.33	3601 Income - Taxable		96,126.28
			3808 Payment of EEs D	ebt	204.70
UCTRF Total ER	5,	499.28	Prov. DC Taxable Bene	fit	26,589.69
UCTRF Purchased Service	1,	302.72	ER paid Ins Fringe Be	nfit	490.21
Cash Salary	24,	031.57	Retirement Funding \leftarrow		125,168.28
Bonus Provision	1,	754.76	3699 Gross Remunerati	on	125,168.28
			Tax		14,809.75
		\longrightarrow	MA Tax Credit Deducte	d	1,212.00
			Prov. Fund Tax Exempt	ion	26,589.69
DPA (Monthly) 75.00	24,	441.25			
Bank: 012001 / Bank of South Africa	Accour	t Number	123456789	NET PAY	18,168.12
Annual Leave: Compulsory 25.13 Study & Research Leave Annual Leave: Accumulative 41.99		0.00	Payslip Queries To Telephone Extension	HR Adm: 1234	inistrator

MA Tax Credit Deducted

SARS (South African Revenue Service) offers a rebate in the form of a Medical Scheme Fees Tax Credit which is a fixed monthly amount that increases according to the number of dependants. For members of the UCT medical aid scheme, the tax credit is taken into account when calculating the amount of tax to be deducted from the staff member's remuneration. See: Remuneration appendix.

Payslip Queries

The Human Resources staff member to contact for queries about items on the payslip.

4. Leave balances and payslip messages

PASS annual leave balances For information on compulsory and accumulative annual leave, see PASS annual leave. Note that when viewing annual leave balances online on SAP Employee Self-Service (ESS) you are always viewing the current leave balance and NOT the balance at the time the payslip was issued. You will only be able to see previous leave balance history on a previously printed or saved payslip. For more information see the **ESS Frequently Asked Questions**. 8.16 HR Administrator Study & Research Leave 0.00 Payslip Queries To Annual Leave: Compulsory Telephone Extension **Annual Leave: Accumulative** 1234 42.00 Message: Message Payslip messages will appear at the bottom of the payslip Academic study & research leave balance The study & research leave balance reflects in calendar days but should be divided by 30.42 to determine the current available balance in months. See: Study & research and contact leave 0.00 HR Administrator Study & Research Leave 261.27 **Payslip Queries To** Annual Leave: Compulsory **Annual Leave: Accumulative** Telephone Extension 1234 0.00 Message: