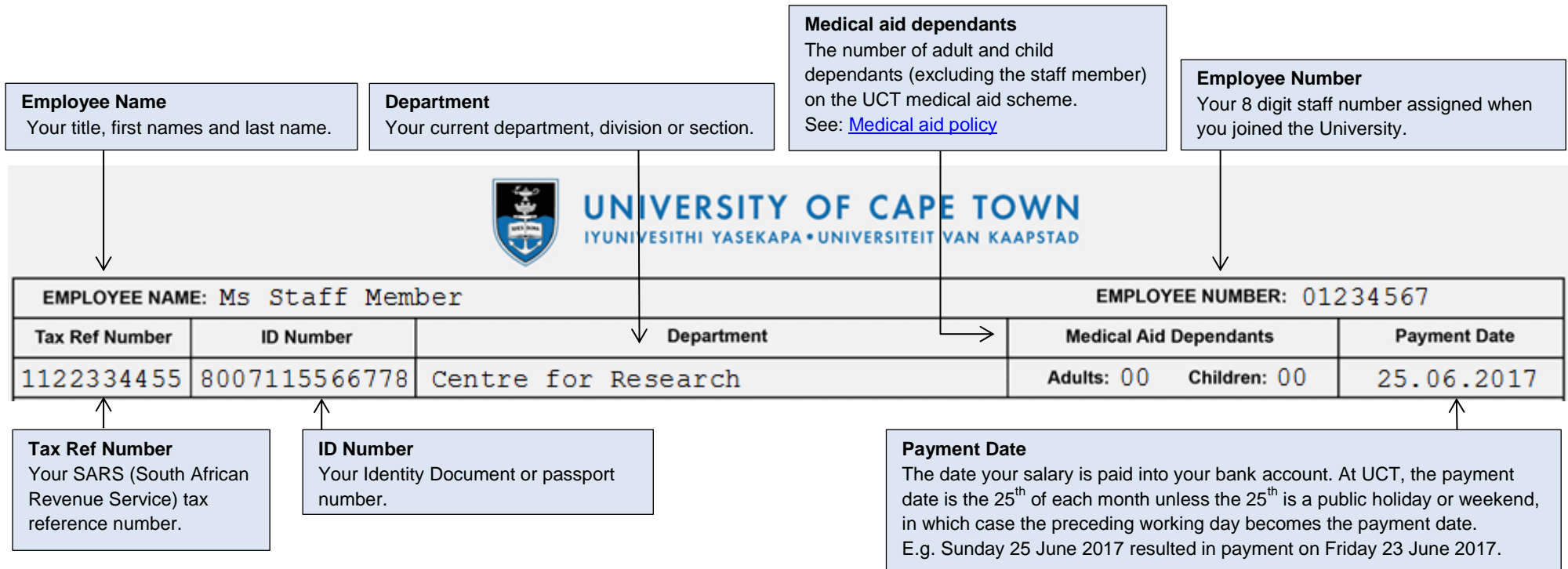


Understanding your UCT payslip

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.

EMPLOYEE NAME: Ms University Staff Member		EMPLOYEE NUMBER: 01234567			
Tax Ref Number	ID Number	Department	Medical Aid Dependents	Payment Date	
1122334455	8007115566778	Centre for Research	Adults: 00 Children: 00	25.06.2017	
EARNINGS		QUANTITY	AMOUNT	DEDUCTION	AMOUNT
Cash Salary			41,435.90	Total Tax	9,369.08
				UIF EE Contribution	148.72
				MA Discovery Health - EE	2,007.00
				Parking UCT	79.65
				Vitality	219.00
TOTAL EARNINGS			41,435.90	TOTAL DEDUCTIONS	11,823.45
COST OF EMPLOYMENT		AMOUNT	TAX YEAR ACCUMULATIONS (IRP5)		AMOUNT
COE: Monthly		50,531.58	3601 Income - Taxable		165,743.60
UCTRF Total ER		9,095.68	3808 Payment of EEs Debt		338.59
Cash Salary		41,435.90	Prov. DC Taxable Benefit		35,335.76
			ER paid Ins Fringe Benfit		810.79
			Retirement Funding		204,970.32
			3699 Gross Remuneration		204,970.32
			Tax		38,464.45
			MA Tax Credit Deducted		1,212.00
			Prov. Fund Tax Exemption		35,335.76
DPA (Monthly)		75.00	40,425.26		
Bank: 012001 / Bank of South Africa		Account Number	123456789	NET PAY	29,612.45
Annual Leave: Compulsory	0.00	Study & Research Leave	0.00	Payslip Queries To	HR Administrator
Annual Leave: Accumulative	7.83			Telephone Extension	1234
Message:					

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	Total Tax		104.99
				UIF EE Contribution		107.26
				MA Discovery Health - EE		2,444.00
				Parking UCT		76.00
				NEHAWU Union		57.00
				NEHAWU Burial Scheme		553.00
TOTAL EARNINGS			11,436.20	TOTAL DEDUCTIONS		3,483.63

All the current month's earnings are listed in this section. Arrear earnings are shown with the month the earnings were effective e.g. 11.2015.

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.

COST OF EMPLOYMENT		AMOUNT	TAX YEAR ACCUMULATIONS (IRP5)	AMOUNT	
COE: Monthly		33,294.75	3601 Income - Taxable	110,705.04	
UCTRF Total ER ←		5,618.49	3808 Payment of EEs Debt	209.15	
Cash Salary		27,676.26	Prov. DC Taxable Benefit	21,827.25	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>UCTRF Total ER The monthly contribution to the UCTRF. ER indicates an employer contribution, paid by the employer on behalf of the staff member.</p> </div>			ER paid Ins Fringe Benefit	500.84	
			Retirement Funding	140,544.99	
			3699 Gross Remuneration	140,544.99	
			Tax	19,011.60	
			MA Tax Credit Deducted	3,240.00	
			Prov. Fund Tax Exemption	21,827.25	
DPA (Monthly)		75.00	<div style="border: 1px solid black; padding: 5px;"> <p>Tax year accumulations Certain items in this section will appear on the IRP5 and match the staff member's tax return.</p> </div>		
		24,971.06			
Bank: 012001 / Bank of South Africa		Account Number	123456789	NET PAY	16,778.10
Annual Leave: Compulsory	0.00	Study & Research Leave	0.00	Payslip Queries To Telephone Extension	
Annual Leave: Accumulative	28.08			HR Administrator 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)

COST OF EMPLOYMENT		AMOUNT	TAX YEAR ACCUMULATIONS (IRP5)	AMOUNT
COE: Monthly		32,588.33	3601 Income - Taxable	96,126.28
UCTRF Total ER		5,499.28	3808 Payment of EEs Debt	204.70
UCTRF Purchased Service		1,302.72	Prov. DC Taxable Benefit	26,589.69
Cash Salary		24,031.57	ER paid Ins Fringe Benfit ←	490.21
Bonus Provision ←		1,754.76	Retirement Funding	125,168.28
			3699 Gross Remuneration	125,168.28
			Tax	14,809.75
			MA Tax Credit Deducted	1,212.00
			Prov. Fund Tax Exemption	26,589.69
DPA (Monthly) ←	75.00	24,441.25		
Bank: 012001 / Bank of South Africa	Account Number	123456789	NET PAY	18,168.12
Annual Leave: Compulsory	25.13	Study & Research Leave	0.00	Payslip Queries To Telephone Extension
Annual Leave: Accumulative	41.99			HR Administrator 1234

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.

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 (IRP5)	AMOUNT	
COE: Monthly		32,588.33	3601 Income - Taxable	96,126.28	
UCTRF Total ER		5,499.28	3808 Payment of EEs Debt	204.70	
UCTRF Purchased Service		1,302.72	Prov. DC Taxable Benefit	26,589.69	
Cash Salary		24,031.57	ER paid Ins Fringe Benefit	490.21	
Bonus Provision		1,754.76	Retirement Funding ←	125,168.28	
			3699 Gross Remuneration	125,168.28	
			Tax	14,809.75	
			MA Tax Credit Deducted →	1,212.00	
			Prov. Fund Tax Exemption	26,589.69	
DPA (Monthly)	75.00	24,441.25			
Bank: 012001 / Bank of South Africa		Account Number	123456789	NET PAY	18,168.12
Annual Leave: Compulsory	25.13	Study & Research Leave	0.00	Payslip Queries To	HR Administrator
Annual Leave: Accumulative	41.99			Telephone Extension	1234 ↑

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](#).

Annual Leave: Compulsory	8.16	Study & Research Leave	0.00	Payslip Queries To Telephone Extension	HR Administrator 1234
Annual Leave: Accumulative	42.00				
Message:					
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Message Payslip messages will appear at the bottom of the payslip</p> </div>					

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](#)

Annual Leave: Compulsory	0.00	Study & Research Leave	261.27	Payslip Queries To Telephone Extension	HR Administrator 1234
Annual Leave: Accumulative	0.00				
Message:					