



13 March 2024

NEWSLETTER: KEEPING OF RECORDS

Employers are mostly unsure of what records has to be kept by employers and for how long. Below is a outline of the records that has to be kept. (please also ensure that all records kept be done so in accordance to the POPI act)

KEEPING OF RECORDS:

1. Every employer must keep a record containing at least the following information:

- a. The employee's FULL NAMES AND SURNAME and occupation; (we suggest a ID copy to be kept – this is more convenient when there is an injury on duty to have on hand when completing forms as this is something that the employer has to submit with the claim form)
- b. the time worked by each employee;
- c. the remuneration paid to each employee;
- d. the date of birth of any employee under 18 years of age; and
- e. any other prescribed information.

In addition to the above we also recommend you have the following on file:

A document signed and dated by the employee with the personal information completed by him/her and confirming the information. Also include in this document the bank details of the employee, so that you have proof of information received. The best case scenario would be to have a bank confirmation letter on file.

* attached is a document to use for this drafted by our offices

2. A record in terms of subsection (1) must be kept by the employer for a period of three years from the date of the last entry in the record.

Please note that we have seen that the Department of Labour insists on 4 years worth of information when asking for salaries when completing UIF forms, therefore we suggest that salary information be kept for 4 years.

Many times we have queries of periods past, we therefore recommend scanning all documents and storing this in a cloud or electronically before destroying it.



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3. No person may make a false entry in a record maintained in terms of subsection (1).

 4. An employer who keeps a record in terms of this section is not required to keep any other record of time worked and remuneration paid as required by any other employment law, this includes SARS directions and other legislation. (do check with your accountant on periods of these to be kept)

If you have any questions and or queries, please contact our offices at 0876302070 or by email.

Regards

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