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)							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	Overtime worked (in hours or fraction thereof)							Amount due for overtime worked	Amount due in respect of any allowances (specify kind of allowance)	Authorized deductions	Total amount paid for ordinary time and overtime	Total of overtime for week (hours)	Remarks
			Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					R	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	R	R	R	R	R	