



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



Home

[About Us](#) | [Contacts](#) | [Services](#) | [Media Desk](#) | [Tenders](#) | [Vacancies](#)

[Site Map](#)

Basic Guide to Employee Records

Employers must maintain a record of certain information for each worker. These records must be kept for 3 years after termination.

Application

The Basic Conditions of Employment Act applies to all **employers** and **workers**, but not -members of the -

- National Defence Force,
- National Intelligence Agency, or
- South African Secret Service; or
- unpaid volunteers working for charity.

The section of the Act that regulate **working hours** does not apply to:

- workers in senior management
- sales staff who travel and regulate their own working hours
- workers who work less than 24 hours in a month
 - workers who earn in excess of an amount stated in terms of section 6 (3) of the Act
 - workers engaged in emergency work are excluded from certain provisions.

The provisions for employee records do not apply to -

- workers who work less than 24 hours a month
- employers who employ less than 5 workers

See

- Basic Conditions of Employment Act

Applies to all employers and workers and regulates leave, working hours, employment contracts, deductions, pay slips, and termination

Contents of Employee Records

Employers must keep a record of the following information for each worker:

- Worker's name and occupation
- Time worked
- Pay received
- Date of birth (if under 18 years of age)
- Any other prescribed information

Based on Legislation in Section 31, of the Basic Conditions of Employment Act