

**CAPRICORN COLLEGE
FOR
TECHNICAL, VOCATIONAL EDUCATION & TRAINING
ISO 9001:2008 CERTIFICATED**



PAYROLL ADMINISTRATION POLICY

**CENTRAL OFFICE
CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

Policy Developed: 01/09/2020

**Approved by
Management: 25/09/2020**

**Approved by
Council: 30/03/2021**

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1. Legislative framework and best practice regulations

Key principles contained in the following legislation and best practices were applied to develop this policy:

- a) CET Colleges Act No.16 of 2006, as amended (the "Act")(formerly the FET Act);
- b) Public Finance Management Act, 1999 (Act No 1 of 1999 as amended by Act 29 of 1999) (PFMA);
- c) National Treasury Regulations, March 2005;
- d) National Treasury Regulations Gazetted 30 November 2012;
- e) Payroll Deduction Regulation 2000;
- f) Accounting Officers Guide to the PFMA; and
- g) Basic Conditions of Employment Act (BCEA).

Further, the following Department recommended policies are integral to this policy:

- a) Accounting Records Policy; and
- b) Subsistence and Travel Policy.

2. Purpose

- 2.1. To ensure the College pays Employees by electronic funds transfer in an accurate and timely manner, so that the amount, method, and timing of salary and wage payments comply with the legislative framework outlined above, as well as the contractual obligations contained in the letters of appointment and conditions of service.
- 2.2. To ensure the College implements an effective system of internal controls that complies with legislation and statutory requirements;
- 2.3. To ensure that adequate segregation of duties exist.
- 2.4. To ensure that statutory deductions are processed accurately and in accordance with legislation and to ensure that where discretionary deductions, including 3rd party payments are warranted, these will be processed in accordance with strict guidelines as enforced by the College's policy. Discretionary deductions will only be allowed under exceptional circumstances.
- 2.5. To ensure that all parties are aware of, and adheres to the College's policy that staff loans are not permitted and that salary advances are to be recovered in full at the next salary date.
- 2.6. To create a framework for the documentation of procedures as it relates to administration of salaries, timekeeping, payroll schedules and payment methods.
- 2.7. To establish sound human resource approaches, systems, standards and practices within the Payroll department.

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3. Definitions, acronyms and abbreviations

Unless otherwise indicated, the following definitions, acronyms and abbreviations will apply in this policy:

- 3.1 "Accounting Officer" – is the College Principal.
- 3.2 "Act" – is the CET Colleges Act No.16 of 2006, as amended.
- 3.3 "College" – is a Public TVET College (formerly known as a FET College).
- 3.4 "Department; "DHET" – is the Department of Higher Education and Training.
- 3.5 "DPSA" – the Department of Public Service and Administration.
- 3.6 "EFT" – electronic funds transfer.
- 3.7 "Employee" - is any official, employed at the College, irrespective of grade, full-time or part-time, Council or Department appointed, or paid on a salaried or an hourly/daily individual basis.
- 3.8 "Employer" – the Department or the College is the employer.
- 3.9 "Line Manager" – is anyone whose duties in the main involve responsibility for the work of others. The term includes not only those who are usually referred to as managers because they are members of the so-called "management echelon" but also all first-line supervisors.
- 3.10 "Minister" – is the Minister of the Department of Higher Education, Science and Technology.
- 3.11 "Payroll Manager" – a senior Employee within the Human Resources function, responsible for the Payroll administration as defined in paragraph 7.
- 3.12 "PFMA" – Public Finance and Management Act.
- 3.13 "TVET" – is Technical and Vocational Education and Training.
- 3.14 "VCET" – is Vocational and Continuing Education and Training.

4. Scope

The Responsibility for Payroll Administration falls both within the Human Resources Function as well as the Finance Function. The scope of this policy covers the responsibilities of the Payroll Administration function within the Finance Function.

This policy applies to all employees of the college and to any system through which College's payroll is processed, including Persal.

Reference to the Human Resources Payroll Administration processes are considered necessary as these processes impact on the Finance Payroll administration processes.

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5. Background

The College's payroll comprises a significant component of the College's annual budget. The PFMA requires each Accounting Officer to ensure that the personnel cost of all appointees, as well as promotion and salary increases, are properly authorized, are accurate and can be met within the budgetary allocation of the College.

6. Human Resources policies and procedures

The accuracy and efficiency of payroll administration is dependent on effective policies and procedures within the Human Resources function. Management must ensure that effective Payroll administration policies and procedures are in place.

7. Payroll Administration

7.1 All Finance Employees involved with payroll processing must sign a confidentiality and non-disclosure agreement specifically with regards to payroll information.(Refer Annexure A) and must ensure that sensitive information required to process the payroll is safe-guarded;

7.2 The Payroll department must ensure that all payroll information is submitted on the approved forms and templates provided by Human Resources which could include but is not limited to Employee Information change request forms, payroll deduction authorization forms, garnishee order forms, change in bank detail forms etc

7.3 All requests for amendments to the payroll may only be processed if duly approved by the Human Resources Manager and Deputy Manager Expenditure.

7.4 The Human Resources Manager will provide an annual payroll Calendar which will stipulate the following

- a) The monthly deadlines for the submission of all documentation and information to the payroll department by management and staff including letters of appointment, notification of salary increase or promotions, approved leave forms, EEA2 forms, Tax Reference numbers;
- b) The monthly or bi-monthly dates that payroll will be paid into the Employees bank account.

7.5 The Payroll department must ensure that payroll is processed according to the annual payroll calendar as provided by the Human Resources Manager.

7.6 The payroll department should report to the Human Resources Manager should the required information not be submitted timeously to the Payroll Department.

7.7 The Payroll department must ensure that the payroll system used is regularly updated and kept in line with changes to the tax legislation.

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7.8 The Deputy Manager Expenditure (Based on the information provided by the Human Resources department) verify that the Payroll Department has accurately captured the following information on the Payroll system:

- 7.8.1 New employees;
- 7.8.2 Changes in Employee information;
- 7.8.3 Changes to the Employees bank account;
- 7.8.4 Salary information.
- 7.8.5 Allowances
- 7.8.6 Statutory Deductions
- 7.8.7 Non Statutory Deductions only if written consent from the employee and approved by the HR Manager
- 7.8.8 Travel Advances and reimbursement of expenses incurred by an employee

7.9 The Deputy Manager Finance must check and approve all master data changes and ensure that changes and the subsequent approval of these changes are well documented.

7.10 The Deputy Manager Expenditure must perform a monthly reconciliation of the payroll reports to the general ledger and the bank accounts;

7.11 The Deputy Manager Expenditure must ensure that non-statutory deductions (e.g. garnishees) are paid timeously to third parties.

8 Payroll approval and payment

8.1 On completion of the payroll processing, the payroll must be reviewed and approved for payment by the Deputy Manager Expenditure and the Deputy Principal: Finance

8.2 Supporting documentation and payroll changes must be submitted to the Deputy Principal: Finance for approval;

8.3 Salaries are paid by EFT transfer only. All Employees are required to have bank accounts and to submit bank approved banking details to the payroll department within a week of their appointment;

8.4 Final payment via EFT transfer must be released by two authorized bank account signatories.

9 Payroll Certification and Confirmation of Employees

9.1 The Payroll manager must distribute the payroll reports to the various pay points together with the pay slips on the salary payment date.

9.2 College department managers must certify that all Employees listed on their respective payroll reports are in the employ of the College and are entitled to payment.

9.3 The Payroll reports must be returned to the Deputy Principal: Finance within 10 days of the salary payment date.

9.4 The Payroll register must be updated to reflect the return of the payroll reports.

9.5 College Department Managers must report unknown employees to the human resources department within 10 days of receiving their payroll reports, for follow-up action and rectification.

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10 Approval of policy

This policy is effective from the date on which it is approved by the Council

11 Availability of payroll policy

A copy of this policy and other relevant documentation should be made available on the College website.

12 Annual review of policy

This policy will be subject to an annual review by College management to ensure its relevance.

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ANNEXURE A: CONFIDENTIALITY AGREEMENT WITH SPECIFIC REFERENCE TO INFORMATION AND DATA WITHIN OR PERTAINING TO ANY PAYROLL FUNCTION, DEPARTMENT OR SYSTEM TO WHICH ANY EMPLOYEE OR OTHER PERSON MAY HAVE LAWFUL OR UNAUTHORISED ACCESS.

Note: Unless the context indicates otherwise, the definitions in paragraph 3 of the Department's recommended payroll policy apply to this Annexure A.

WHEREAS (Full Name) is an Employee as defined or is a Person contracted to provide payroll services to (Name of College)

it is recorded that said Employee or Person is bound hereby to maintain all information, data, statistics, reports and all other matters that may come to his or her attention by any means whatsoever IN THE STRICTEST CONFIDENCE and may not divulge any such information and / or the like to any Person, whether in a subordinate or supervisory position relative to the Employee, or any other Person, unless specifically required to do so by reason of the Employee's written job description or the Person's service agreement with the College (to which, in either event, this agreement shall be appended).

Breach of this agreement by the Employee or Person named in 1 above may result in disciplinary procedures in the case of an Employee or legal action against a Person contracted to supply payroll services to the College, including but not limited to cancellation of said service contract in its entirety.

THIS SIGNED AT ON THE DAY OF 20....

By (Employee or other Person)

Witness 1 (Name)(Signature)

Witness 2 (Name)(Signature)

THIS SIGNED AT ON THE DAY OF 20....

By (Accounting Officer, duly authorised)

Witness 1 (Name)(Signature)

Witness 2 (Name)(Signature)

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