



8 November 2016

PAY ARRANGEMENTS FOR DECEMBER 2016

The purpose of this document is to confirm the arrangements for the December 2016 payment of salary and 13th cheque to qualifying employees.

As per the conditions of the wage agreement of 2013 (which continues to be relevant), the December payment for bargaining unit employees will be split to ensure separate payments for the 13th cheque and the December salary.

The 13th cheque will be paid on 15 December 2016 and the normal salary payment will take place on 23 December 2016.

The following categories of employees will receive a 13th cheque payment on 15 December 2016 and salary payment on 23 December 2016:

- Permanent bargaining unit employees and individuals in the bargaining unit risk pool (grade levels H to L); and
- First Line Managers, Specialists and Technicians (grade level G)

The management category (grade levels A to F) will receive salary and 13th cheque payment on 15 December 2016.

Bargaining unit employees on fixed term contract will receive salary and 13th cheque payment on 15 December 2016.

Please note the following important information:

- All termination actions for November 2016 must be completed by 21 November 2016.
- For the period 22 November 2016 to 11 December 2016, employees who received an OFF-CYCLE 13th Cheque Payment must not change their banking details as changes in banking details cannot be processed during this period.
- During the period 22 November 2016 to 11 December 2016, intercompany staff movements, i.e. transfers between different company codes and payroll areas cannot be done for Employees who received an OFF-CYCLE 13th Cheque Payment due to the off-cycle payroll run. Movements between different company codes and payroll areas must be delayed until 1 January 2017.

Please note the following dates for the dummy and main payroll runs for December 2016:

- 28 November 2016, Monday – off-cycle dummy payrun (for 13th cheque);
- 30 November 2016, Wednesday – off-cycle main payrun (for 13th cheque);

- 7 December 2016, Wednesday – dummy payrun (salary bargaining unit, management salary and 13th cheque);
- 11 December 2016, Sunday – main payrun (salary bargaining unit, management salary and 13th cheque).
- 15 December 2016, Thursday – payment of salary and 13th cheque for management, payment of 13th cheque to bargaining unit employees; and
- 23 December 2016, Friday – payment of monthly salary to permanent bargaining unit employees.

Please note the following dates for Advance Payments for December 2016:

- 04 December, Sunday – Advance run for Payment 06 December, Tuesday;
- 06 December, Tuesday – Advance run for Payment 08 December, Thursday;
- 13 December, Tuesday – Advance run for Payment 15 December, Thursday;
- 21 December, Wednesday – Advance run for Payment 23 December, Friday.

The following deductions will be made from the 13th cheque payment:

- PAYE;
- SDL;
- UIF;
- Deductions In Arrears (if applicable);
- Retirement Fund Contribution; and
- Refund on savings provision

Payslip distribution must take place from the 12th of December 2016 and it will also be available on ESS from this date.

Questions regarding the process and the December 2016 payment can be referred to Jacques Rossouw.

Please refer to Annexure A for the payment detail per Employee Group and Sub Group combination per date.



ANNEXURE A

Employee Group and Sub-Group – Detail of Payments and Date Combination

| EEGrp | Employee Group | ESgrp | Employee Subgroup | No of Employees Eligible for 13th Cheque | Paid |
|-------|----------------|-------|----------------------------|--|--|
| 1 | Permanent | E1 | ExecManagement | 95 | 13th Cheque and Salary 15/12/2016 |
| 1 | Permanent | P1 | Management | 5392 | 13th Cheque and Salary 15/12/2016 |
| 1 | Permanent | P2 | Brg Unit CTC | 5145 | 13th Cheque 15/12/2016 and Salary 23/12/2016 |
| 1 | Permanent | P3 | Brg Unit BBand | 37253 | 13th Cheque 15/12/2016 and Salary 23/12/2016 |
| 1 | Permanent | P4 | Brg Unit Level | 5777 | 13th Cheque 15/12/2016 and Salary 23/12/2016 |
| 2 | Non Permanent | E3 | FTH ExeMan Op/Capex | 1 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | N1 | FTM BrgUnitCTC Opx | 18 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | N2 | FTM BrgUnitBB Opx | 96 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | N3 | FTM BrgUnitLevel Opx | 1 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | N7 | FTH BrgUnitCTC Opx | 1 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | N8 | FTH BrgUnitBB Opx | 453 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NA | FTM Specialist Capex | 19 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NB | FTM BrgUnitCTC Cap | 11 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NC | FTM BrgUnitBB Cap | 9 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NI | FTH Specialist Capex | 2 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NJ | FTH BrgUnitCTC Cap | 25 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NK | FTH BrgUnitBB Cap | 1555 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NM | FT Advised | 1 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | NR | FTM Specialist Opx | 3 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | T1 | FTM BrgUnitCTC Tem | 5 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | T2 | FTM BrgUnitBB Tem | 70 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | T9 | FTH BrgUnitLevel Tem | 1738 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | TN | FTM BUnitBB Temp | 8 | 13th Cheque and Salary 15/12/2016 |
| 2 | Non Permanent | TO | FTM BUnitBB Opx | 428 | 13th Cheque and Salary 15/12/2016 |
| 3 | Trainee | TB | Engineer in training | 122 | 13th Cheque and Salary 15/12/2016 |
| 3 | Trainee | TC | Technician training | 45 | 13th Cheque and Salary 15/12/2016 |
| 3 | Trainee | TD | Trainee Accountant | 13 | 13th Cheque and Salary 15/12/2016 |
| 3 | Trainee | TE | Graduate in Training | 7 | 13th Cheque and Salary 15/12/2016 |
| 3 | Trainee | TL | Young Professionals | 16 | 13th Cheque and Salary 15/12/2016 |
| 4 | Benefits | E5 | III Health Exec Management | | 13th Cheque and Salary 15/12/2016 |
| 4 | Benefits | B1 | III Health Management | | 13th Cheque and Salary 15/12/2016 |
| 4 | Benefits | B2 | III Health Management FST | | 13th Cheque 15/12/2016 and Salary 23/12/2016 |
| 4 | Benefits | B3 | III Health Bargaining Unit | | 13th Cheque 15/12/2016 and Salary 23/12/2016 |

Plummer
8/11/2016