



## MEMORANDUM

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**TO** : Transnet Engineering bargaining unit employees

**DATE** : **6 APRIL 2016**

**SUBJECT** : **NEW OVERTIME PAYMENT DATES**

### **PURPOSE:**

The aim of this communication is to inform Transnet Engineering Bargaining unit employees of the change in payment dates for overtime. With effect from 1 April 2016, overtime will be paid one month in arrears

### **BACKGROUND:**

TE has, up to date paid employee overtime from the 12<sup>th</sup> of the preceding month to the 11<sup>th</sup> of the current month. However, a number of changes listed below, necessitate that overtime be paid in arrears:

- The implementation of time and attendance. Within the time and attendance system, exceptions are created when employees do not work according to their stipulated work schedules. Paying overtime one month in arrears will allow line management sufficient time to clear the exceptions and to ensure that employees are paid correctly.
- The implementation of personnel cost planning. Personnel cost planning is a tool which will assist in the management of overtime. Overtime to be paid is matched to the available budget for the month. Therefore the fact that overtime will be paid in arrears means that PCP will aligned to the calendar month in which the time is worked.
- Alignment to other Transnet divisions. Most of the Operating Divisions within Transnet pay overtime one month in arrears.

### **IMPLEMENTATION:**

Overtime worked for the period from 12 March 2016 to 31 March 2016 will be paid in April 2016.

Overtime worked for the period of 1 April 2016 to 30 April 2016 will be paid together with salaries in May 2016.