

PROVISIONAL SALARY PAYDATES FOR THE YEAR 2022

MONTH	HUMAN CAPITAL ADMINISTRATION DATE (Final date for submission of documents to HC Administration)	PAYROLL DATE (Final date for submission of documents to Payroll)	PAYDATE
January 2022	Mon – 06/12/21	Thu – 06/01/22	Tue - 25/01/22
February 2022	Fri – 14/01/22	Fri – 04/02/22	Fri – 25/02/22
March 2022	Fri – 18/2/22	Fri – 04/03/22	Fri – 25/03/22
April 2022	Fri – 18/3/22	Mon – 04/04/22	Mon – 25/04/22
May 2022	Fri – 15/4/22	Thu – 05/05/22	Wed – 25/05/22
June 2022	Tues – 17/5/22	Fri – 03/06/22	Fri – 24/06/22
July 2022	Wed – 15/6/22	Tue – 05/07/22	Mon – 25/07/22
August 2022	Fri -15/7/22	Thu– 04/08/22	Thu – 25/08/22
September 2022	Wed – 17/8/22	Mon – 05/09/22	Fri – 23/09/22
October 2022	Thurs – 15/9/22	Wed – 05/10/22	Tue – 25/10/22
November 2022	Mon – 17/10/22	Fri – 04/11/22	Fri – 25/11/22
December 2022	Fri – 4/11/22	Fri– 18/11/22	Thu – 15/12/22

The payroll process is **deadline driven** and it is imperative that the dates above be adhered to in order for the Payroll Section to deliver a service of excellence. The Payroll Section's objective is to ensure that each staff member receives the correct salary on time each month.

- All information relating to **HC changes** should reach the HC department well **before the due dates** stipulated in the **first column**.
- All information relating to **Payroll changes** or claims should reach the Payroll Department **well before the due date** stipulated in the **second column**.
- A legal contract needs to be issued for each new employee on acceptance of employment. It is imperative that the HC department receive all the relevant documentation before the final HC submission dates stipulated above.
- Ensure that all information/forms that are sent to the Payroll and HC Departments are **fully completed and duly signed and approved**. **Incomplete** forms will be returned to your department **without being processed**.
- If you are, at any stage, unsure of the process to be followed, or at which department you should hand in your documentation, please feel free to contact Payroll Section or HC Department well before the final submission dates. We will gladly be of assistance.

PLEASE RESPECT OUR DUE DATES

NB: IF INFORMATION OR CLAIMS ARE RECEIVED AFTER THE FINAL SUBMISSION DATES, PAYMENT WILL ONLY BE PROCESSED IN THE FOLLOWING MONTH