



New Employee Information

Important: All fields below marked with (*) are mandatory fields as per SARS IRP5 requirements. Please ensure that all appropriate fields are completed accurately and in full. Missing or incomplete items will result in unnecessary payroll queries.**

Personal Information (***)

Date Engaged:	<table border="1"><tr><td>C</td><td>C</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td></tr></table>	C	C	Y	Y	M	M	D	D	Employee Code:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
C	C	Y	Y	M	M	D	D																						
Surname:	<input type="text"/>																												
Initials:	<input type="text"/>	Title:	<input type="text"/>																										
First Name:	<input type="text"/>	Second Name:	<input type="text"/>																										
Also Known As:	<input type="text"/>																												
Date of Birth:	<table border="1"><tr><td>C</td><td>C</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td></tr></table>	C	C	Y	Y	M	M	D	D	ID Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
C	C	Y	Y	M	M	D	D																						
Passport number: (only if not an RSA citizen)	<input type="text"/>		Passport Country:	<input type="text"/>																									
Cell Number:	<input type="text"/>	Fax Number:	<input type="text"/>																										
Home Number:	<input type="text"/>	Business Number:	<input type="text"/>																										
Email Address:	<input type="text"/>																												
Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed																									
Equity Group:	<input type="checkbox"/> African	<input type="checkbox"/> Coloured	<input type="checkbox"/> Indian	<input type="checkbox"/> White																									
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female																											

Emergency Contact Details (Next of kin)

Name & Surname:	<input type="text"/>		
Cell Number:	<input type="text"/>	Work Phone:	<input type="text"/>

Address Information (***)

RESIDENTIAL:

Unit Number:	<input type="text"/>	Complex:	<input type="text"/>
Street Number:	<input type="text"/>		
Street Name / Farm:	<input type="text"/>		
Suburb / District:	<input type="text"/>		
City / Town:	<input type="text"/>	Postal Code:	<input type="text"/>

POSTAL ADDRESS:

PO Box/ Private Bag / Postnet Suite/ Number:	<input type="text"/>		
Suburb / District:	<input type="text"/>		
City / Town:	<input type="text"/>	Postal Code:	<input type="text"/>

Employment Equity

Disabled : No Yes Nature of Disability

Citizenship : RSA Other

Type of Employment : Permanent Temporary

Group : African White Coloured Indian

Province : Gauteng Eastern Cape Free State Kwa-Zulu Natal
 Mpumalanga Northern Cape Limpopo North West

Occupational Category : Mngrs, Legis, Snr Off Professionals Techn, Ass Profess
 Clerks Serv & Sales Workers Agric & Fish Skilled
 Craft & Related Trades Plnt & Mach Op & Assm

Occupational Level : Top Management Senior Management Middle Mangement
 Junior Management Semi Skilled Unskilled

Job Function : Core/Operational Support

Office Use

Job Grade:	<input type="text"/>	Job Title:	<input type="text"/>
Job Title Code:	<input type="text"/>		
Division	<input type="text"/>	Cost Centre:	<input type="text"/>
Sub Division 1	<input type="text"/>		<input type="text"/>
Sub Division 2	<input type="text"/>		<input type="text"/>
Sub Division 3	<input type="text"/>		<input type="text"/>
Sub Division 4	<input type="text"/>		<input type="text"/>
Headcount 1	<input type="text"/>		<input type="text"/>
Temp / Operator / Staff	<input type="text"/>		<input type="text"/>
Group	<input type="text"/>		<input type="text"/>

Annual Leave Entitlement:	<input type="text"/>	Hours Per Month	<input type="text"/>	Hours Per Day:	<input type="text"/>
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Office Use - SAMED

SAMED Job Code:	<input type="text"/>		
SAMED Location Code:	<input type="text"/>	SAMED - Job Title	<input type="text"/>

Office Use - SETA

SETA OFO Code:	<input type="text"/>
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Signatures

Employee Signature:	<input type="text"/>	Payroll Administrator Signature:	<input type="text"/>	HRM Signature:	<input type="text"/>
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