



UNIVERSITY OF VENDA

POLICY ON SALARY PAYMENT

TITLE AND COPYRIGHT

Title Policy on Salary Payments
Date 27 November 2009
Author Mr T J Manenzhe
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1. DEFINITIONS AND APPLICATION

The University of Venda pay salaries to its staff, including staff appointed on part-time basis by electronic funds transfer on the 15th and the 27th of each month respectively. This policy therefore provides guidelines on the payment of salaries of staff. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1 DEFINITIONS

1.1.1 “Public holiday” means a national public holidays determined by the State.

1.1.2 “Weekend” means Saturday and Sunday.

1.2 APPLICATION

This policy applies to all members of staff appointed on permanent, fixed term contract, donor funded projects , part time and temporary staff.

2 PURPOSE

The purpose of this policy is to provide guidelines and time frames within which the salaries of staff shall be paid.

3 POLICY STATEMENTS

The University of Venda is committed to ensuring timeous payment of salaries to all members of staff appointed at the University.

4 POLICY GUIDELINES

4.1 Salary payments for all staff at the University of Venda shall be made by an electronic funds transfer. The salary of an employee whose service has been terminated for whatever reason will be issued by cheque and shall be withheld by the Department of Finance until the employee pays all outstanding monies or returns property due to the University.

- 4.2 All contract and permanent employees including those appointed on part-time basis who are on the University payroll will be paid by electronic funds transfer on the 15th and 27th day of each month respectively.
- 4.3 In the event of the 15th or the 27th day of the month falling on a weekend or public holiday, salaries will be paid on the Friday prior to that weekend or the day before the public holiday.
- 4.4 Payment date for December salaries will be decided each year.
- 4.5 All documents related to salary adjustments must be submitted to the Department of Human Resources on or before the 10th of each month.

5. RELATED POLICIES AND DOCUMENTATIONS

- 5.1 Policy on Salary Deductions
- 5.2 Policy on Payment of benefits
- 5.3 Policy on Leave
- 5.4 Policy on Overtime



6. REGULATORY FRAMEWORK

- 6.1 Pension Fund Act

7. REVIEW DATE

The policy will be reviewed after three years or as and when the need arises.

8. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

9. LIST OF ABBREVIATIONS AND ACRONYMS

HR.....Human Resources
 WWW.....World Wide Web
 UNIVEN.....University of Venda



01 December 2009

 Vice Chancellor & Principal

 Date