

# Quality Payroll Services

Payroll and Human Resources Outsourcing

Tel: (031) 916 1595  
Fax (086) 2768258  
Cell: 076 092 6052

[www. qualitypay.wixsite.com/qualitypay](http://www.qualitypay.wixsite.com/qualitypay)  
info: [qualitypay@mweb.co.za](mailto:qualitypay@mweb.co.za)

## EMPLOYEE TAKE-ON FORM

EMPLOYMENT DETAILS			
Company Name		Employment Start Date	
Employment Type	Permanent / Fixed Term / Contractor	Employment End Date (Fixed Term)	N/A
Job Title		Job Grade	
Rate of Pay	R Per month/ Hour	Frequency	Daily / Weekly / monthly
Working Hours per Day		Working days per week	
Leave accrual per month	1.25 / 1.5 / 1 Hr for every 17 hours worked		

## PERSONAL DETAILS

Title	Mr / Mrs / Miss / Ms	Surname	
First Name		Number of dependants	
ID No.		Date of Birth	
Gender (Male / Female)		Marital Status	Single / Married / Divorced / Widowed
Home Language		Race	
Income Tax No.		Tax Office	
Residential Address		Postal Address	
Home Telephone		Cell No.	
Email Address			
Pension / Provident Fund		Start Date	
Medical Aid		Start Date	
Back pay hours due			

## PAYMENT / BANK DETAILS

Bank Name		Branch	
Bank Acc. No.		Branch Code	
Account Type			