



Hire employees in South Africa
simply, compliantly, and hassle-free

Table of contents



What you need to know for employing in South Africa



Benefits



Employment Contracts



Onboarding



Leaves



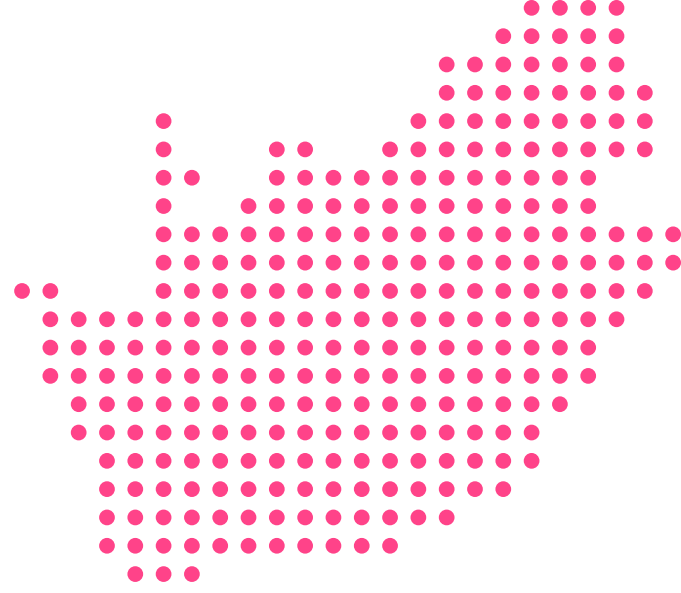
Payroll & Tax



Terminations



Invoice Schedule



What you need to know for employing in South Africa

Employ remote teams worldwide with Omnipresent's Employer of Record (EOR) service. We combine human expertise with automation to deliver your compliance, payroll, benefits, and HR support needs.



Currency: South African rand (R, ZAR)



Language(s): Afrikaans, English, Southern Ndebele, Northern Sotho, Southern Sotho, Swazi, Tswana, Tsonga, Venda, Xhosa, Zulu



Employer costs: Low



Termination: Hard



Onboarding Timeline: ~18 calendar days



Payroll Frequency: Monthly

Benefits

What we offer	Mandatory	Supplementary
Healthcare		✓
Dental Insurance		✓
Vision Insurance		✓
Workers' Compensation	✓	
Travel Insurance		✓
Unemployment	✓	

Health

Medical benefits are provided through the state health system in South Africa. The level of care is not considered sufficient. It is extremely common for employers in South Africa to provide supplementary Health Insurance. Most employees will expect this supplementary benefit.

Omnipresent offers supplementary Health Insurance through our partner SafetyWing. There are 2 plans covering emergency room care, hospital stays, surgeries, prescription medications, lab tests and diagnostic studies in the hospital. The premium plan includes dental and vision. Dependents can be added on request.

In addition, employees are covered for travel insurance through SafetyWing when on plan.

Retirement

Omnipresent is looking closely at a solution for supplementary Retirement Benefits in South Africa as this is a highly sought after. In lieu of this benefit, we recommend an allowance above salary that employees may use to personally invest.

Employment Contracts

We offer indefinite, fixed-term, and part-time contracts in South Africa.

Contract Requirements

Written employment contracts are mandatory and should outline the terms and conditions of employment and provide clarity for both employers and employees. Omnipresent ensures that all necessary key terms are included in the employment contracts we provide.

Contract language: English

Signature requirement: Simple electronic signature

Backdating: Not possible as per Omnipresent's policy

Contract Customisation

We provide optional clauses for customisation when adding an employee to our platform. This allows you to tailor certain contract aspects, such as additional time off or extra-legal sick days. However, certain contract elements cannot be customised due to compliance risks or Omnipresent's policy. Examples include overtime, restrictive covenants, and stylistic changes.



Probation

During the probation period, employers evaluate an employee's suitability for the role they have been hired for. It gives the employer an opportunity to assess their performance and determine if they are a good fit for the company. We believe that this process benefits both the employer and the employee.

Here are some key points to know about the probation period:

- The duration of the probationary period should be in accordance with the job's specific requirements and the time needed to evaluate the employee's suitability. Typically, this period lasts **between 3 and 6 months** as per common practice.

Please note, as a rule, we always include the probation period in our employment contracts, and that the only exception to our policy is in the case of a transfer of the employment relationship.

Onboarding

Timeline

Our normal onboarding timeline for South Africa is **around 18 calendar days**. The onboarding steps involved are: Platform Setup, Right-to-Work Check, Employment Contract, Benefits and Payroll enrollment. This timeline does not include exceptions such as visas and medical & background checks.

Registration & Approvals

In South Africa, there is no requirement for local registration, and the employment contract can be signed as close as 24 hours before the start date.

Immigration & Visas

We currently don't offer visa support in South Africa via our own entity. If needed, you can contact us since we are able to offer visas for employees on the entity of our local partner.

Right-to-Work

We will carry out right to work (RTW) checks on all prospective employees before they are employed. Employees are required to provide an identification document, which can be in the form of a birth certificate, South African ID document, or a passport.

When moving your employees from another EOR to Omnipresent

If the employee has previously worked for you, whether in another country or through another EOR provider, we can recognise their length of service. This recognition of seniority will need to be mentioned in the employment contract.

Leaves

Annual Leave Entitlement

South Africa offers a minimum of 15 working days paid annual leave, excluding public holidays.

Annual Leave Carryover

An employer must allow an employee to utilize annual leave up to twelve months after the annual leave cycle in which it accrues, failing which such leave will be forfeited. This means that the employee must take the accrued leave within the 12 subsequent months from its acquisition with no carry-over entitlements.

Maternity Leave

Maternity leave in South Africa typically spans a period of four months, starting four weeks prior to the expected due date of birth and extending for at least six weeks after the birth of the child. It is important to note that maternity leave is generally unpaid, unless there is a different arrangement agreed upon by both the employer and the employee.

Paternity Leave

Employees are entitled to a total of 10 consecutive days of unpaid paternity leave.

Sick Leave

Employees are entitled to 1 day of paid sick leave for every 26 days worked within the initial four months of employment. After this period, they become eligible for up to 6 weeks of paid sick leave (or 30 days for those on a five-day workweek) over a 36-month leave cycle.

Public Holidays

South Africa currently has 12 regular holidays:

1. 1 January (New Year's Day)
2. 21 March (Human Rights Day)
3. Good Friday
4. Family Day (Easter Monday)
5. 27 April (Freedom Day)
6. 1 May (Workers' Day)
7. 16 June (Youth Day)
8. 9 August (National Women's Day)
9. 24 September (Heritage Day)
10. 16 December (Day of Reconciliation)
11. 25 December (Christmas Day)
12. 26 December (Day of Goodwill).



Payroll & Tax

Payroll Cycle

The payroll cycle in South Africa is monthly.

- Payroll runs from the **1st of the month to the end of the month**.
- Payroll cut-off date is **6th** of the month (any changes to payroll or variables must be shared with Omnipresent by this date).
- Payment date is the last working day of the month (this is when employees will receive their salary payment).

Extra Payments

(Bonus, Commission etc.)

There is no statutory entitlement to bonuses.

Hourly Wage

Omnipresent is unable to accept employees on an hourly wage.

Minimum Wage

The national minimum wage is ZAR 25.42 per hour.

Standard Work Schedule

The Standard work schedule in South Africa consists of 8 hours per day and 40 hours per week, with the work week running from Monday to Friday.

Employer Costs

The employer costs depend on a variety of employee variables. A guiding number is **~2%** of the employee salary. To get a more detailed estimate based on the employee salary use the [OmniCalculator](#), or contact us for further information.

Terminations

Termination Process

Before proceeding with a termination (including verbal discussion with the employee about the risk of termination) you must first get in touch with Omnipresent. We will then provide guidance on next steps. You can read our [full guidance here](#). To initiate a termination, you need to submit a termination request through the OmniPlatform after which our relevant teams will assess the case and plan a compliant termination process.

Involuntary Termination

In South Africa, termination without a justified reason is generally not allowed.

Termination can occur for the following reasons:

- Termination without notice for misconduct
- Termination due to incapacity, which could be related to poor performance, typically after giving the employee an opportunity to meet performance standards.
- Termination due to operational requirements.
- Termination by a mutual agreement.

Severance Pay

As a reference, in South Africa, severance pay is typically calculated at a rate of 1 week's pay for each year of service. This compensation is generally granted for redundancy situations and is not typically provided for other forms of dismissal.

Notice Period

Notice periods are determined by the length of an employee's service:

- For those with less than 6 months of service, the minimum notice period is 1 week.
- Employees who have served between 6 months and 1 year are entitled to a minimum notice period of 2 weeks.
- Those with more than 1 year of service have a minimum notice period of 4 weeks.

Invoice Schedule

Setup Fees:

Once Terms are signed, Omnipresent begins deploying resources for the setup process.

Trigger [*Employee Details Added*]

Deposits:

Payable when the local employment contract is ready for signature. The deposit enables Omnipresent to move forward securely to sign the local employment contract with the employee.

Trigger [*Employee Details Added*]

Initial Salary Prepayment:

The first month's estimated labour costs are invoiced on the first day of employment.

Trigger [*Employment Start Date*]

Ongoing monthly Employment Costs and Fees:

Thereafter, we invoice monthly in arrears for labour costs - once the final payroll, taxes, insurance, social security contributions, expenses and deductions have been calculated. Each monthly invoice will include our monthly service fee, deposit insurance (if applicable), and an FX fee (if applicable).

Trigger [*Payroll Date*] Typically the last working day of the month, but varies by country.



Explore how Omnipresent simplifies global team growth.

Explore the effortless solution for your global hiring, payment, and management needs with Omnipresent. We simplify complex processes like onboarding, legal contract drafting, expense management, benefits allocation, and a whole lot more. Start your journey towards compliant international business practices.

TALK WITH AN EXPERT

