



NEWS

APRIL 2009

Our contact telephone numbers
 Cape Town 021 943 6200
 Pretoria/Gauteng
 012 440 1004/5/6/8 or
 440 7688
 Limpopo 015 290 3865
 Bloemfontein
 051 448 2641/5
 Lowveld 013 741 4440
 Pietermaritzburg
 033 845 3949
 George 044 873 6200

GENERAL NEWS

Caring is our business

We would like to thank all MHR employees for their continued loyal support, hard work and dedication. Please ensure that you familiarise yourself with the following important points.

1. Payments during April

If a public holiday falls in a week the payday is on the following Saturday. Please take note of the following pay dates: 11 April, 18 April, 2 May 2009.

2. Recruitment fee

Due to the nursing shortage in South Africa, a decision was made to pay a tax-free recruitment fee from 1 April 2008 to our panel members for recruiting any category of nursing personnel. The recruitment fee is only applicable if the person successfully completes the selection and orientation process and has worked for the agency for more than 60 hours. Please contact your local MHR office to apply for this fee should you qualify according to the policy.

3. Professional licences and indemnity

Please renew your professional council licence (SANC, HPCSA, Pharmacy Council) as well as your indemnity as soon as possible. Without a licence or indemnity we cannot place you. Please note that if we do not receive your SANC licences by 1 April 2009, you will be made "inactive" on the system. According to statutory requirements this means that despite the fact that you get booked by the hospital, you will not get paid. Should you need clarity or assistance, please do not hesitate to contact your local office.

4. IRP5

All panel members of the Western Cape and Lowveld Regions will receive a minimum of two IRP5s this year due to the change-over to the new system. All panel members who have also had a tax status change during the tax year will also receive more than one IRP5. Please take note that the tax year 2008/2009 was finalised on 22 February 2009. It is important that you provide

your correct ID- and tax reference number to us as SARS requires this as mandatory for the IRP5. Please note that you will not receive an IRP5 if any of these numbers are outstanding.

5. Availability

We would like to urge our panel members to inform your local office about your availability as this will assist us in ensuring placements.

6. Uniforms

A decision was made to revert back to the previous Medi-Nurse/Staff uniforms. Uniforms are now available for purchase at your local office. Navy scrubs are available for our theatre, critical care and trauma nurses.

7. Personal information

Please inform us timeously of any changes in personal details or qualifications, so that we can make the necessary adjustments and therefore prevent payment of incorrect tariffs. An IRP2 was sent to all our panel members late last year or early this year. Please complete and send back to your local office.

8. Penalty fees (Western Cape only)

As of 1 May 2009 a penalty fee will be implemented for all panel members who do not comply with the Cancellation by Panel Member Policy. It is a disciplinary offence to cancel late or not to show up for duty and can lead to dismissal.

9. Time and Attendance Register

Accurate completion of the register is important to prevent unnecessary delays of payments. Please

ensure that your job description, e.g. Registered Nurse ICU Qualified, is correct on the register. A register entry will not be processed if all information is not included, especially if your panel member number has been omitted or is incorrect.

10. Continuous Professional Development

We would like to urge our panel members to attend at least three workshops per year. Workshop dates for the year are available at clients and local MHR offices.

11. MHRM Central Region

Medi-Nurse/Staff Central Region is implementing a new booking and placement system. The new system will improve booking and placement of our panel members and will also ensure that there are fewer payment problems. The go-live date is 4 May 2009. A memo will be placed on the notice boards of clients, so please familiarise yourself with this important information. Please ensure that you inform us about your availability well in advance to ensure successful booking and placement.

12. MN/MS Payslips

Payslips will only be printed and forwarded to you if it is flagged on our system, please inform us if you want to receive your payslip

All regions except Northern Region

Payslips can also be e-mailed, so please provide us with your e-mail address if you want to make use of this function. Please familiarise yourself with the layout and contents of the new payslip.

For career opportunities in nursing and administration visit our website at www.mhr.co.za or please contact your local office for assistance.

| Confidential/Vertroulik | | Pay Advice | | Bank Name: VOLKSKAS BANK | | Current bank details | |
|--|--------------------------|---------------------------|-------|------------------------------------|-----------------|--|------------------------|
| MS SOMEBODY, SM 18 7TH AVENUE KENSINGTON 7530 | | MEDI-NURSE | | Branch Name: WYNBERG CAPE | | Branch Code: 334209 | |
| Employee Number: 124 | | | | Account Number: 12345 | | Account Type: Savings | |
| Payperiod End Date: 13/07/2008 | | Paid Date: 13/07/2008 | | Paypoint: CONSTANTBERG MEDI-CLINIC | | Payslip distribution point | |
| Earnings | | | | | | | |
| Date | Shift | Hrs Worked | Leave | Tariff/Hr | Total Tariff/Hr | Total | Client |
| 20/05 | Salary Adjustment Amount | 11.00 | 2.00 | 32.00 | 34.00 | 20,000.00 | WORCESTER MEDI-CLINIC |
| 01/07 | Day Shift | 50.00 | 2.35 | 37.65 | 40.00 | 374.00 | WORCESTER MEDI-CLINIC |
| 01/08 | Night Shift | | | | | 2,000.00 | VERGELEGEN MEDI-CLINIC |
| | | 61.00 | | | | 22,374.00 | Ward E Ward F |
| | | | | Total Earnings | | | |
| | | | | Leave included in tariff | | | |
| Deductions | | | | | | | |
| 350 | | P.A.Y.E. | | | | 3,652.73 | |
| 360 | | U.I.F. | | | | 28.80 | |
| | | Total Deductions | | | | 3,681.53 | |
| | | Nett Pay | | | | 18,692.47 | |
| Statistical Data | | | | | | | |
| 3 | STATUTORY | | | | | 22,374.00 | |
| 13 | Normal Income | | | | | 28.80 | |
| 14 | U.I.F. EE | | | | | 3,652.73 | |
| | | Total Tax | | | | To determine % tax by dividing total tax into normal income, e.g. 3 652,73 ÷ 2 2374,00 | |
| Payroll number for reference purposes | | | | | | | |
| MHRM 66 111 | | | | | | | |