

# ONLINE QUICK GUIDE

Version 5.0



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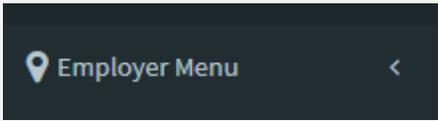
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- **GENERAL DETAILS**

\*The general details will contain the company contact information and is updatable.

- **Contact details**

\*Company contacts such as phone number, email address and physical address.

Company Details				
Levy Nr	Company			
<input type="text"/>	<input type="text"/>			
Trading As	Company Reg Nr	Reg Date	VAT Reg Nr	
<input type="text"/>	<input type="text" value="Company Reg Nr"/>	<input type="text" value="2019-01-09"/>	<input type="text" value="VAT Reg Nr"/>	

Contact Details				
Contact Name	Contact Email	Contact Nr		
<input type="text" value="Contact Name"/>	<input type="text" value="Email Address"/>	<input type="text" value="Contact Nr"/>		
Alternative Email	Mobile Nr	Fax Nr	Alternative Fax Nr	
<input type="text" value="Alternative Email Address"/>	<input type="text" value="Mobile Nr"/>	<input type="text" value="Fax Nr"/>	<input type="text" value="Alternative Fax Nr"/>	
Physical Address	Postal Address			
<input type="text" value="Address Line #1"/>	<input type="text" value="Address Line #1"/>			
<input type="text" value="Address Line #2"/>	<input type="text" value="Address Line #2"/>			
<input type="text" value="Address Line #3"/>	<input type="text" value="Address Line #3"/>			
<input type="text" value="Address Line #4"/>	<input type="text" value="Address Line #4"/>			
	Postal Code		Postal Code	
	<input type="text" value="Postal Code"/>		<input type="text" value="Postal Code"/>	

- **Bank Details**

\*This is where the company banking details are captured. The bank details have user level access control (refer to the User profile Menu section) and can be updated via this menu.

\*The correct Bank name needs to be entered, then the branch code will enter automatically.

Bank Details

<b>Bank</b>	Choose Bank
<b>Branch</b>	Choose Branch
<b>Account Type</b>	Please select
<b>Account Nr</b>	Account Nr
<b>Account Name</b>	Account Name

- **Configuration Menu**

\*The configuration option allows you to set the way information will be displayed.

\*All fields are compulsory and must be completed before the changes are saved.

Default Sort Sequences

Employee Enquiry sort sequence	D-Form sort sequence	Individual Payout sort sequence	Year End Payout sort sequence	Remittance Advice sort sequence
Select	Select	Select	Select	Select

- **Extra Configuration**

\*The administrator email address can be changed or updated here.

\*The importing of VIP, Accsys & Pastel payroll files can be activated here and will be covered under the Dform section.

Extra Configurations

<b>Admin Email</b>	<b>Softline VIP User</b>	<b>AccSys File Format</b>	<b>Pastel Payroll User</b>
Admin Email Address	Select	No	Select
<b>Current Period</b>	<b>Payroll Period Start</b>	<b>Holiday Pay Bonus Date</b>	
2019/01	0000-00-00	0000-00-00	



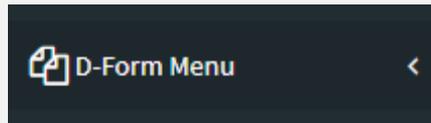
- **Requesting Shift Audit**

\*By clicking on the Apply for shift audit report for the employee will be downloaded.



for the employee will be downloaded.

Employee No	Clock Card	ID Nr/ Passport	Surname, Initials	Comm. Date	Term. Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2020-01-01	0000-00-00



- **D-Form**

\*The Dform menu gives a view of returns / D-forms that have been submitted. To edit a current return / D-form, click on the Edit icon. This will open the an active return / D-form.

\*The d-form totals will display a total summery of each D-form.

\*To upload a VIP, Accsys & Pastel payroll, click Import D-form.

\*The D-form can be downloaded or printed in PDF or excel format.

Create New D-Form + Import D-Form

D-Form search...

Show 10 entries

D-Form No	Date Created	Status	Total (Incl)	Print	Excel	PDF	Search	Delete	Edit
[Redacted]	2020-02-25 12:23:50	Active	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2020-02-20 10:11:23	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2020-01-23 10:28:27	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2019-12-18 10:36:43	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2019-11-15 13:42:19	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2019-10-22 09:32:38	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2019-09-19 10:24:17	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2019-08-16 15:17:39	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2019-07-22 11:46:24	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]	2019-06-21 10:57:51	Submitted	[Redacted]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

Showing 1 to 10 of 26 entries

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# Other Payroll Import file layout

- D-Form 3rd Party Payroll Import file layout.

• -----

- Textfields/varchar must be enclosed with "" (double quotes) as is the default in Microsoft Excel.
- Decimal fields may not contain currency signs or thousand abbreviators/ commas and must contain 2 decimal points only. IE. an amount of R1000 must be formatted as 1000.00.
- Boolean fields or fields with a varchar length of 1 with a specified format must be in UPPERCASE.
- Date fields must be formatted to CCYY-MM-DD, if this can't be accomplished then a date format of CCYYMMDD will also be accepted.

- Filename

• -----

- 12345CYMMM.csv
- 12345 = levy nr
- C = Council
- YMMM = period paying ie. 0901 (2009/01)
- File Layout

• -----

- Field Name Type Length Format

• -----

- levy nr varchar 5
- clock card varchar 13
- surname varchar 30
- initials varchar 5
- id nr varchar 13
- computer nr varchar 7
- prov fund member boolean 1 (Y/N)
- wage rate decimal 10,2
- wage frequency varchar 1 (M/W/F)
- category code varchar 2
- shift adjustment integer 3
- excess brought forward integer 3
- current shifts integer 3
- total shifts integer 3
- excess carried forward integer 3
- commencement date date 10 (CCYY-MM-DD/CCYYMMDD)
- termination date date 10 (CCYY-MM-DD/CCYYMMDD)
- termination reason varchar 3 (T = Terminated)
- trade union code varchar 3
- bank varchar 40
- branch varchar 6
- account nr varchar 25
- account type varchar 1 (1 = Cheq, 2 = Sav, 3 = Trans)

# Dform Calculations

## WEEKLY WAGES

Levy

Weekly wage \* Dform weeks \* 0.8%

Wellness

Weekly wage \* Dform weeks \* 2%

Sick Fund

Weekly wage \* 20% per weekly wage

Leave

Weekly wage \* 25% (1-5 years) 28.34% ( 5-10 years) & 33.30% ( 10 years and more) per weekly wage

Holiday Bonus

Weekly wage \* 36.08% per weekly wage

## MONTHLY WAGES

Levy

Monthly wage \* 0.8%

Wellness

Monthly wage \* 2%

Sick Fund

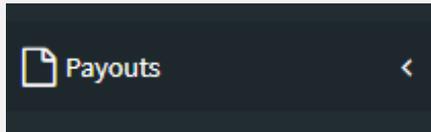
Monthly wage / 4.333 \* 20%

Leave

Monthly wage / 4.333 \* 25% , 28.34% or 33.30% depends on years of service

Holiday Bonus

Monthly wage / 4.333 \* 36.08%



- **Employee Pay-outs**

\*All submitted applications will be displayed.

\*The status of an application can be checked by clicking on the Status icon.

\*A submitted application can also be downloaded or you can view the application by clicking the pay-outs icon.

Application Date	Application Type	Employee	Clock Card	ID Nr/ Passport	Surname, Initials	Status			
2020-03-10	Leave Payment								
2020-03-09	Leave Payment								
2020-03-06	Sick Payout								
2020-03-05	Sick Payout								
2020-03-05	Leave Payment								
2020-03-02	Leave Payment								
2020-03-02	Sick Payout								
2020-03-02	Leave Payment								
2020-02-25	Sick Payout								
2020-02-24	Leave Payment								

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\*To create an application for an employee, click on the Create New Pay-out Icon.

\*Type in the Employee number / computer number of the employee and click on the employee and then click Create Pay-out Application.

Create New Payout +

**Choose Employee**

Choose Employee

Clear Create Payout Application +

\*By selecting the appropriate type of application that is being applied for, the document will change accordingly.

\*Sick notes can be uploaded with the Sick application.

\*The maximum allowed space for attachments is 2MB

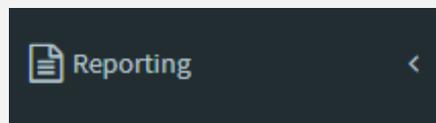
General Details

<b>Application Date</b> 2020-03-13	<b>Application Type</b> Choose Application Type Termination Payout Sick Payout Annexure A6 Payment Voucher	<b>Submitted By</b> [Redacted]
<b>Employee No</b> [Redacted]		<b>ID Nr/ Passport</b> [Redacted]

- **Year End Pay-outs**

\*The Year End Pay-outs menu will display all submitted applications.

\*Clicking on the Create new year end application will generate the application.



- **Employee Bank Details**

Where you will be able to view or download (PDF or Excel) report of all the employees bank details.

- **Employee Leave Days Balance**

\*View how many leave days an employee has available.

- **Employee Sick Bonus Due**

\*Which employee qualifies for a Sick Bonus.

- **Error Log Report**

\* Where you will be able to view, email or download (PDF) the Company error logs.

- **Remittance Advices**

\*Displays all remittances (proof of payment) and is downloadable in PDF.

 User Profiles

\*The User profiles menu displays all users for a levy number. New Users can be added here and existing User's detail can also be modified.

\*User level access control is implemented by the User Role section. Administrator will be Manager and Power user will be User. Each user level will have certain rights or access to specific menus.

User Details



**First Name**

**Surname**

**Mobile Number**

**Email Address**

Account Details

**Account Status**

**User Role**

**Linked Levies**

**Access Levies**

**Username**

**New Password** Change Password 

**Retype Password**

# User Level Access Control

User Level	Employer Menu			
	Company Details	Contact Details	Bank Details	Extra Configurations
Manager	X	X	X	X
User	X	N/A	N/A	N/A

User Level	Employee Menu						
	General Details	Wage Details	Edit Other Details	Bank Details	Trade Union Details	Sick Notes	Request Shift Audit
Manager	X	X	X	X	X	X	X
User	X	X	X	N/A	X	X	X

User Level	D-Form						
	Create New D-Form	Import D-form	Edit D-form	Download D-form	Delete Active D-form	View d-form Totals	Create AWOL Claims
Manager	X	X	X	X	X	X	X
User	X	X	X	X	N/A	X	X

User Level	Employee Pay-outs			
	Create New Pay-out	View Pay-out status	Download Pay-out	Delete Active Pay-out
Manager	X	X	X	X
User	X	X	X	N/A

User Level	Reporting			
	Employee Bank Details	Employee Leave Days Balance	Employee Sick Bonus Due	Remittance Advices
Manager	X	X	X	X
User	X	X	X	X

User Level	User Profile		
	Add New User	Edit Profile	Delete Profile
Manager	X	X	X
User	N/A	X	N/A

## Contact details for E-Business department

Kind regards,



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E-Business

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[http://www.nbcfl.org.za/documents/circulars/Circular to the Industry-Amendments Main Collective Agreement.pdf](http://www.nbcfl.org.za/documents/circulars/Circular%20to%20the%20Industry-Amendments%20Main%20Collective%20Agreement.pdf)

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Kind regards,



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