

Year End Application Help Guide

Applications are to be submitted from 11 October 2022 to **21 November 2022**. No applications will be considered after this date.

How to Select the Holiday Bonus 13th Cheque expected pay date

Holiday Bonus 13th Cheque Expected Pay Date

It seems you have not submitted your Holiday Bonus 13th Cheque Expected Pay Date. Please update it by editing the *Extra Configurations* settings [here](#).

- You will find the below on your Dashboard, in order to select your expected pay date before the 21 November 2022, please Click [here](#)

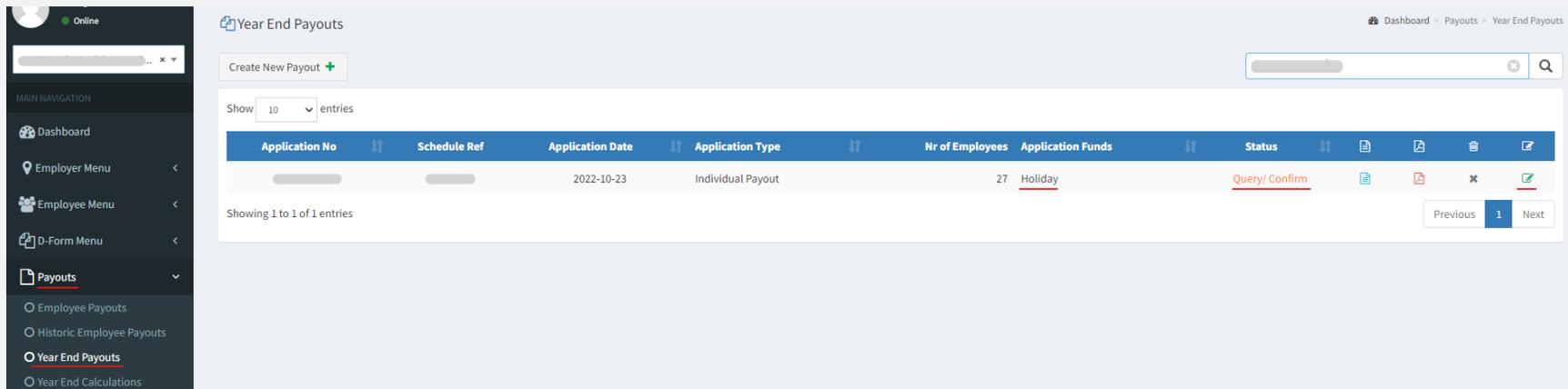
Extra Configurations

Admin Email	Softline VIP User	AccSys File Format	Pastel Payroll User
<input type="text"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>
Current Period	Payroll Period Start	Holiday Pay Bonus Date	
<input type="text" value="2022/07"/>	<input type="text" value="0000-00-00"/>	<input type="text" value="0000-00-00"/>	

- Only focus on **Holiday Pay Bonus date**, ignore everything else. Once done, click **Update Employer**

Automated 13th cheque / Holiday bonus year end application

Figure 1:



The screenshot displays a web application interface for 'Year End Payouts'. On the left is a dark sidebar with navigation options: Dashboard, Employer Menu, Employee Menu, D-Form Menu, and Payouts (selected). The main content area shows a 'Year End Payouts' header with a 'Create New Payout +' button and a search bar. Below this is a table with columns: Application No, Schedule Ref, Application Date, Application Type, Nr of Employees, Application Funds, and Status. A single entry is visible with Application Date '2022-10-23', Application Type 'Individual Payout', Nr of Employees '27', and Application Funds 'Holiday'. The Status column for this entry is 'Query / Confirm'. The table also includes a 'Showing 1 to 1 of 1 entries' message and 'Previous', '1', and 'Next' navigation buttons.

Application No	Schedule Ref	Application Date	Application Type	Nr of Employees	Application Funds	Status
		2022-10-23	Individual Payout	27	Holiday	Query / Confirm

- After you have selected your Holiday Pay bonus date and we have received your October return fully paid and processed.
- You will be notified by email that your Holiday Pay bonus is now ready for checking as the status will show **Query / Confirm – Figure 1**
- To view calculations, please see **Figure 2**.
- To complete the application, please see **Figure 3**.

Figure 2:

The screenshot shows a web application interface for 'Year End Payout Calculations'. On the left is a dark sidebar with navigation options: Dashboard, Employer Menu, Employee Menu, D-Form Menu, Payouts (selected), Employee Payouts, Historic Employee Payouts, Year End Payouts, and Year End Calculations. The main content area has a breadcrumb trail: Dashboard > Payouts > Year End Calculations. Below the breadcrumb is a 'Show 10 entries' dropdown. A table with columns 'Application No', 'Schedule Ref', 'Application Date', 'Application Type', 'Nr of Employees', 'Application Funds', and 'Total' is displayed. One row is visible with the date '2022-10-23' and 'Individual Payout' type, with '27' employees and a 'Holiday' status. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Figure 3:

The screenshot shows a confirmation dialog box with a red title 'Are you sure?' and a close button (X) in the top right corner. The main text asks: 'Are you sure that ALL AWOL Claims have been submitted and finalised? Year End Payout Application cannot be confirmed before this step is complete.' At the bottom, there are two buttons: a grey 'Cancel' button and a green 'Yes, I confirm. Continue to Year End Payout Application' button with a checkmark icon.

Year End Payout Edit

Download Year End Payout Submit Year End Payout

Application No: [redacted] Application Date: [redacted]
 Expected Pay Date: 2022-12-14 Period: [redacted]

Show 10 entries

Employee: [redacted] Clock Card: [redacted] Surname, Initials: [redacted] ID Nr/ Passport: 730913****86 Mobile Nr: [redacted] Payment Details: Employee's Bank Account Calculation Status: Queried

Calculation Query Reason

Please type a reason why you are querying the Calculations for this Employee.

The information you type in here, will be related to your query

cancel Submit Calculation Query Reason

Year End Payout Edit

Download Year End Payout Submit Year End Payout

Employee search...

Application No: [redacted] Application Date: 2022-10-23 Application Type: Individual Payout | 27 Employees Application Funds: Holiday
 Expected Pay Date: 2022-12-14 Period: 2021/11 - 2022/10 Application Status: Query/ Confirm Created By: user:0 user:PICK: YEAR END PAYOUT FILE [redacted].create.csv

Show 10 entries

Employee: [redacted] Clock Card: [redacted] Surname, Initials: [redacted], TP ID Nr/ Passport: 730913****86 Mobile Nr: [redacted] Payment Details: Employee's Bank Account Calculation Status: Confirmed

Year End Payout Edit

Download Year End Payout [Submit Year End Payout ✓](#)

Application No	<input type="text"/>	Application Date
Expected Pay Date	2022-12-14	Period

Show 10 entries

Are you sure?

Are you sure you are ready to submit this Year End Payout Application?
Please type "yes".

[cancel](#) [Submit Year End Payout Application ✓](#)

Year End Payouts

Dashboard > Payouts > Year End Payouts

Create New Payout +

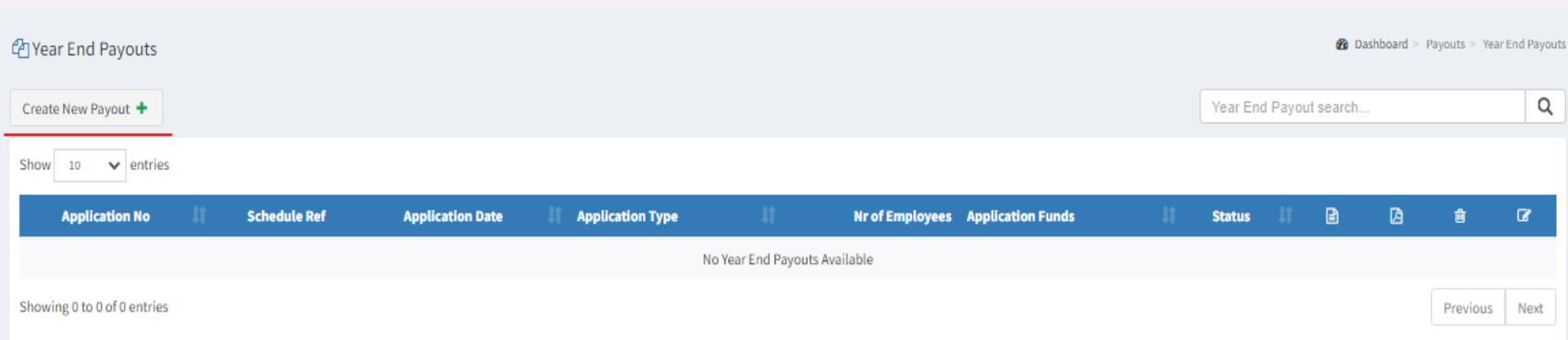
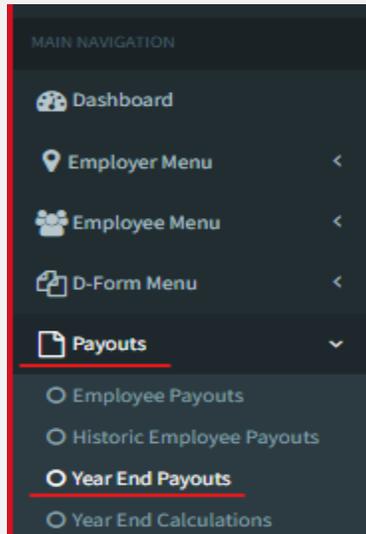
Show 10 entries

Application No	Schedule Ref	Application Date	Application Type	Nr of Employees	Application Funds	Status				
<input type="text"/>	<input type="text"/>	2022-10-23	Individual Payout	27	<u>Holiday</u>	<u>Submitted</u>				

Showing 1 to 1 of 1 entries

Previous 1 Next

How to create the Year End Pay-out for Leave / Sick Bonus, where the employer shuts down during the December period or Employees are due for a Sick bonus.



- Payouts > Year End Payouts > Create New Payout

Please Note
You have the following outstanding Months/ Invoices

<u>Outstanding Months</u>	<u>Outstanding Invoices</u>
	- 09/12/21 - R 10.52
	- 14/12/21 - R 549.16

[Download List](#)
[Email List](#)
[Continue to Application](#)

- You are able to view outstanding months and outstading invoice but just click continue to application to proceed with the application

Year End Payout Create Dashboard > Payouts > Year End Payouts > Year End Payout Create

Application Details

Application No	Application Date	Submitted By		
<input type="text"/>	<input type="text" value="2022-11-04"/>	<input type="text" value="Luigi Wilson"/>		
Application Type				
<input type="text" value="Individual Payout Application"/>				
Nr of Employees	Period From	Period To	Expected Pay Date	Payout Funds
<input type="text" value="0"/>	<input type="text" value="2021/11"/>	<input type="text" value="2022/10"/>	<input type="text" value="2022-12-01"/>	Sick Leave Bonus <input type="text"/> Leave Pay <input type="text"/>

[Clear](#)
[Create Application](#)

- Complete and verify below marked in red.

Leave Pay

Year End Payout Create

Dashboard > Payouts > Year End Payouts > Year End Payout Create

Application Details

Application No

[Redacted]

Application Date

2022-11-04

Submitted By

Luigi Wilson

Application Type

Individual Payout Application

Nr of Employees

0

Period From

2021/11

Period To

2022/10

Expected Pay Date

2022-12-01

Payout Funds

Sick Leave Bonus

Leave Pay

Does the Company have an Annual Shutdown in December? Yes No

- If the company does not shutdown in December, select **No**.
- If you have certain employees going on leave during the December period, please apply for them through the normal pay-outs process, via Employee Pay-outs.

Application Details

Application No	Application Date	Submitted By			
<input type="text"/>	<input type="text" value="2022-11-04"/>	<input type="text" value="Luigi Wilson"/>			
Application Type					
<input type="text" value="Individual Payout Application"/>					
Nr of Employees	Period From	Period To	Expected Pay Date	Payout Funds	
<input type="text" value="0"/>	<input type="text" value="2021/11"/>	<input type="text" value="2022/10"/>	<input type="text" value="2022-12-01"/>	Sick Leave Bonus <input type="checkbox"/>	Leave Pay <input checked="" type="checkbox"/>
Does the Company have an Annual Shutdown in December? Yes <input checked="" type="radio"/> No <input type="radio"/>					
Annual Shutdown Date From	Annual Shutdown Date To				
<input type="text" value="2022-12-15"/>	<input type="text" value="2023-01-05"/>				

- If the company does shutdown in December, select **Yes** and you will have the option to continue with the application.
- Please also enter an **Expected Pay Date**.
- Complete **Annual Shutdown Date from** & **Annual Shutdown Date To** as shown below.

Download Year End Payout

Submit Year End Payout

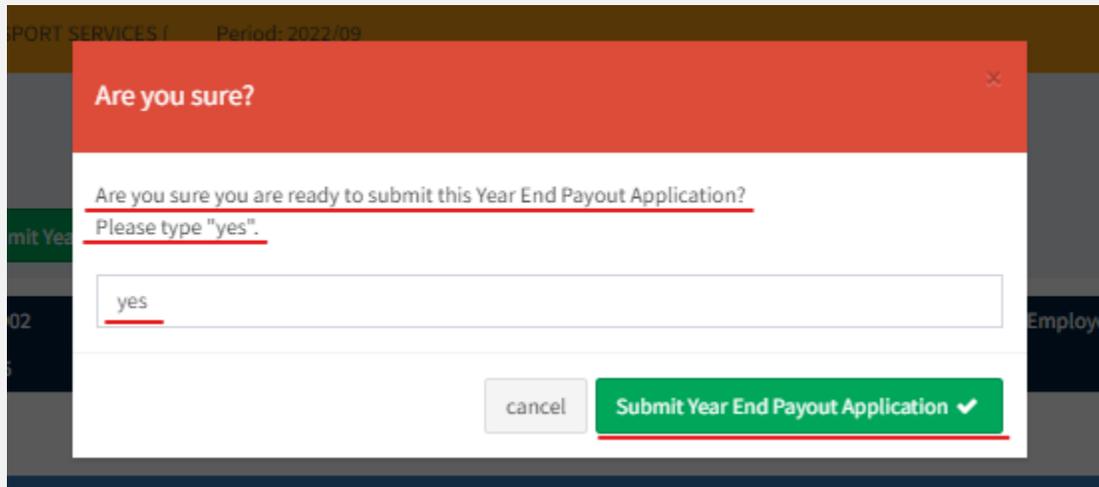
Employee search...

Application No	2022-02	Application Date	2022-10-26	Application Type	Individual Payout 1 Employee	Application Funds	Leave
Expected Pay Date	2022-12-15	Period	2021/11 - 2022/10	Application Status	Active/ Unsubmitted	Created By	userid:3 user:Luigi Wilson
Show 10 entries							
Employee	Clock Card	Surname, Initials	ID Nr/ Passport	Mobile Nr	Payment Details	Days Entitlement	
201	15158	RATLOU, TN	850419*****88	073:	Employee's Bank Account	15	

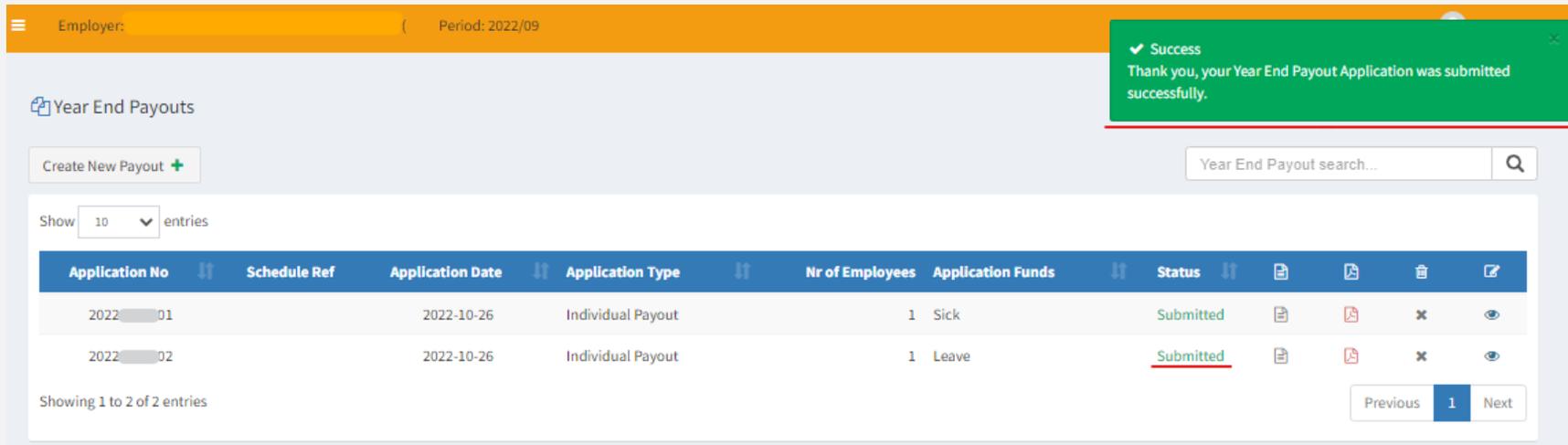
- Enter how many days the employee will be going on leave for (**Days entitlement**) – Then click tick boxes to confirm banking details and to confirm the days



- Verify the information and then click **Submit Year End Pay-out**.



- Type yes in lower case (small letters).



- If submitted successful, status will show submitted.

Sick leave bonus

Year End Payout Create

Dashboard > Payouts > Year End Payouts > Year End Payout Create

Application Details

Application No	Application Date	Submitted By		
<input type="text"/>	<input type="text" value="2022-11-04"/>	<input type="text" value="Luigi Wilson"/>		
Application Type				
<input type="text" value="Individual Payout Application"/>				
Nr of Employees	Period From	Period To	Expected Pay Date	Payout Funds
<input type="text" value="0"/>	<input type="text" value="2021/11"/>	<input type="text" value="2022/10"/>	<input type="text" value="2022-12-01"/>	Sick Leave Bonus <input checked="" type="checkbox"/> Leave Pay <input type="checkbox"/>

- **Sick Leave Bonus** - This should only be selected if the employees qualify for Sick Leave Bonus.
- This option can be selected together with **Leave Pay**

Year End Payout Edit

Dashboard > Payouts > Year End Payouts > Year End Payout Edit

Download Year End Payout

Submit Year End Payout

Employee search...

Application No	2022-10-19	Application Date	2022-10-19	Application Type	Individual Payout 1 Employee	Application Funds	Leave
Expected Pay Date	2022-12-19	Period	2021/11 - 2022/10	Application Status	Active/ Unsubmitted	Created By	userid:2759 user:Anisha govender

Show 10 entries

Employee	Clock Card	Surname, Initials	ID Nr/ Passport	Mobile Nr	Payment Details	Days Entitlement
		NDINDE, T	CN04**90			

Showing 1 to 1 of 1 entries

Previous 1 Next

- If there are no banking details for the employee, you will see by the orange warning rectangular sign and no details by **payment details**.

Download Year End Payout

Submit Year End Payout

Employee search...

Application No	2022-01	Application Date	2022-10-26	Application Type	Individual Payout 1 Employee	Application Funds	Sick
Expected Pay Date	2022-12-01	Period	2021/11 - 2022/10	Application Status	Active/ Unsubmitted	Created By	userid:3 user:Luigi Wilson

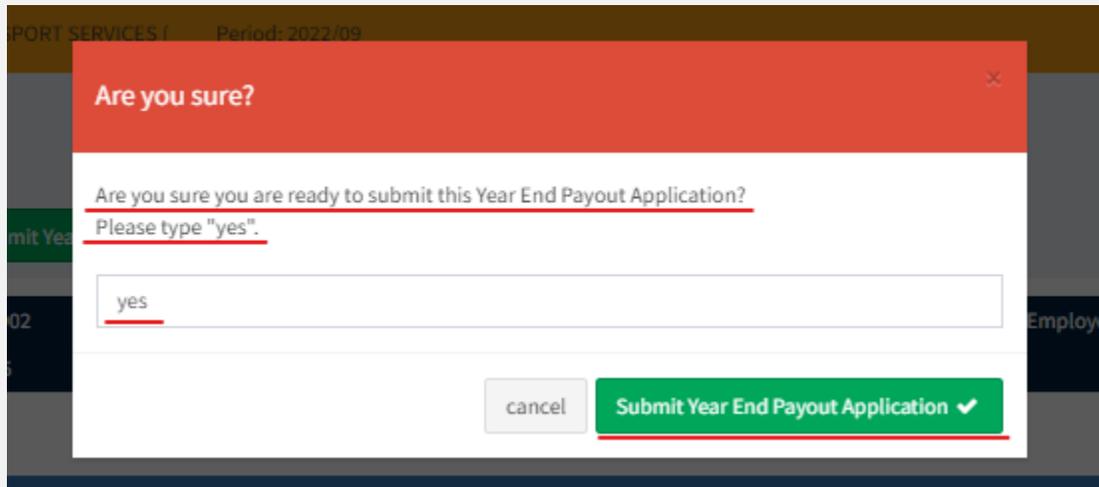
Show 10 entries

Employee	Clock Card	Surname, Initials	ID Nr/ Passport	Mobile Nr	Payment Details		
201	15158	RATLOU, TN	850419*****88	073	Employee's Bank Account		

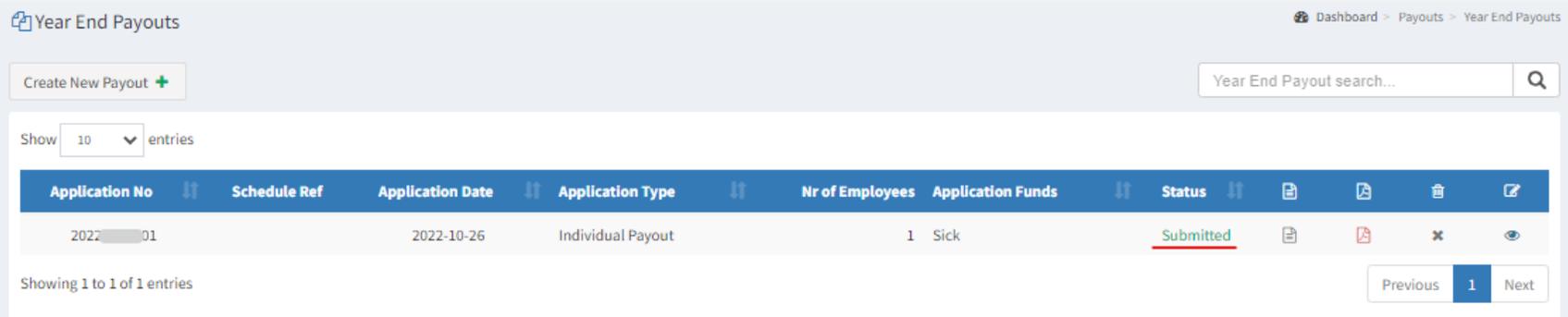
- View **Employee banking account**



- **Confirm banking details** and **confirm employee** by ticking the boxes
- If employees have banking details, you will see there is **Employee's bank account** by payment details.
- View **Employee banking account**



- Type in yes in lower case (small letters).



- If submitted successful, status will show **submitted**.

Application No	Schedule Ref	Application Date	Application Type	Nr of Employees	Application Funds	Status				
2022-01		2022-10-19	Individual Payout	27	Leave	<u>Application Processed</u>				
2022-02		2022-10-19	Individual Payout	4	Sick	<u>Application Processed</u>				
2022-01		2022-10-23	Individual Payout	27	Holiday	<u>Application Processed</u>				

- Once calculations are done by the NBCRFLI, the company contact person will get an email.
- The Employer will then be able to verify by either **Query/Confirm** the application/s and then submit it when you're 100% satisfied with the calculations.
- When the application shows as **Application processed**, you should know the application is complete and will be paid.
- Send yourself a remittance advise by clicking 
- Download application by clicking PDF 
- View application by clicking 

Online

MAIN NAVIGATION

- Dashboard
- Employer Menu
- Employee Menu
- D-Form Menu
- Payouts**
 - Employee Payouts
 - Historic Employee Payouts
 - Year End Payouts
 - Year End Calculations**

Year End Payout Calculations

Dashboard > Payouts > Year End Calculations

Show 10 entries

Application No	Schedule Ref	Application Date	Application Type	Nr of Employees	Application Funds	Total
2022-01		2022-10-19	Individual Payout	27	Leave	
2022-02		2022-10-19	Individual Payout	4	Sick	

Showing 1 to 2 of 2 entries

Previous 1 Next

- Here you can view how much all employees will be getting via the menu below Payouts > Year End Calculations

View Application Calculations

Dashboard > Payouts > Year End Calculations > View Application Calculations

Download Summary Calculations 

Export Summary .csv 

Employee search...



Show 10 entries

Employee	Clock Card	Surname, Initials	ID Nr/ Passport	Mobile Nr	Sick	Holiday	Leave	Total	Old Money
165	W/S	SEB	7201017***088		0.00	0.00	.00	.00	

- You can download the calculated amount report for all employees in PDF or excel format, or view each employee by the 

NTS (PTY) LTD Period: 2022/23

Year End Payout Application Calculation Details for Application No : 2021-01 - Employee No :

Month Paid	Leave Pay Bonus
B/F	0.00
21/11	\$
21/12	\$
22/01	\$
22/02	\$
22/03	L
22/04	L
22/05	L
22/06	L
22/07	L
22/08	L
22/09	L
22/10	L
Total	.00

Leave Pay Bonus	
Leave Days Applied For	20
Leave Days Paid Out	19.50
Leave Days Paid Out x Daily Rate	
	19.50 x 373.98
	.00

Download Calculations  Email Calculations 

- If you clicked on the  , you will be able to see the below screen on total amount to be paid and how it was calculated.

For E-Business related queries, please contact us on the below

Kind regards,



Leroy Seshabela

E-Business Assistant
E-Business

Leroy.seshabela@nbcfli.co.za

Tel 011 703 7000 ext. 1013

Cell no. 081 385 4951

Online returns <https://www.nbcflionline.org.za>

Website <http://www.nbcfli.org.za>

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

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Kind regards,



Luigi Wilson

E-Business Manager
E-Business Department

luigi.wilson@nbcfli.co.za

Tel: 011 703 7000 ext. 1192

Cell: 083 303 5218

Fax: 086 789 3832

Online returns <https://www.nbcflionline.org.za>

Web site <http://www.nbcfli.org.za>

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

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you!



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E-BUSINESS