

The background features a white space with a thin, dark grey curved line arching from the left towards the top right. On the right side, there is a stylized bar chart with several vertical bars of varying heights, colored in shades of yellow and orange, suggesting growth or data trends.

Funds Administration & E-Business



Funds Administration and E-Business : Effectively and efficiently administer all benefit funds within the NBCRFLI in line with the Main Collective Agreement. Ensuring the Council provides a user-friendly e-business platform and system that facilitates submissions, and payments accurately and timeously.

Focus areas to be presented:

- Banking Details Update.
- Online Bulk application process.
- Online Death Claims application process.
- Online Employee Portal.
- Administrative Challenges

Banking Details Update

- To ensure effective and timeous payouts, it is imperative that the correct details be provided to the Council.
- All employees must ensure their bank accounts are **FICA** compliant.
- Where Foreign Nationals have changed passport numbers, they must ensure new passport details have also been updated with the relevant bank.
- Council does not pay to any third-party bank account i.e spouse, family member bank account.
- All employee bank accounts are verified with relevant banks, prior to payments being processed.
- Verification is done matching an employee ID/Passport number against the bank account number. If these details do not match, banking details will be rejected and cleared from councils' system.

Edit Employee details:

The screenshot shows the 'Employees' management page. At the top, there are buttons for 'Add New Employee +', 'Export Employee Data', and 'Import Employee Data'. A search bar is on the right. Below the search bar, there's a 'Show 10 entries' dropdown and a 'Fetch Latest Employee Data' button. The main content is a table with the following columns: Employee No, Clock Card, ID Nr/ Passport, Surname, Initials, Comm. Date, Term. Date, TRF, D/F+, YEP+, and an edit icon. Three rows of data are visible, with the first row having an 'Edit Employee' button highlighted.

Employee No	Clock Card	ID Nr/ Passport	Surname, Initials	Comm. Date	Term. Date	TRF	D/F+	YEP+	
	15158	*****88		2022-04-04	0000-00-00	=	+		Edit Employee
	14787	*****87		2020-11-09	0000-00-00	=	+	+	
	14055	*****89		2018-03-01	0000-00-00	=	+	+	

Edit Employee Banking Details:

The screenshot shows the 'Bank Details' form. It contains five input fields: 'Bank' (dropdown), 'Branch' (dropdown), 'Account Type' (dropdown), 'Account Nr' (text), and 'Account Name' (text). Below the form is the 'Trade Union Details' section, which is currently empty. At the bottom right, there are 'Clear' and 'Update Employee' buttons.

Bank Details

Bank: Choose Bank

Branch: Choose Branch

Account Type: Choose Account Type

Account Nr: Account Nr

Account Name: Account Name

Trade Union Details

Clear Update Employee ✓

View outstanding banking details online:

The screenshot shows the NBCRFLI web application interface for viewing Employee Bank Details. The header includes the NBCRFLI logo, the user name 'Luigi Wilson', and the period '2023/08'. The main content area displays a table of employee banking details with columns for Employee No, Clock Card, ID Nr/ Passport, Surname, Initials, NBC Paycard, Bank, Branch, Account Type, and Account No. A dropdown menu is open, showing options for 'Non EBU Employees with missing bank details', 'All Employees', and 'Non EBU Employees with missing bank details'. The table shows 5 entries, with the first entry being '035' for 'Nkomo, MP'. The interface also includes a sidebar with navigation options like 'Dashboard', 'Employer Menu', 'Employee Menu', 'D-Form Menu', 'Payouts', and 'Reporting', and a footer with 'Previous', '1', and 'Next' navigation buttons.

Employee No	Clock Card	ID Nr/ Passport	Surname, Initials	NBC Paycard	Bank	Branch	Account Type	Acc
035		810824****83	Nkomo, MP					
075		03****81	MNGADI, K		MNGADI			03****81
081		21****84	METU, T		METU T			21****84
1925		16****82	MBATHA, NS					
053		108****84	MPINGWANE, S		MPINGWANE S			18****84

- Once banking details have been updated/changed on Councils' online system, details will be sent to the various banks for banking details verification.
- Rejection Letters are sent to employers and details cleared from council system on rejection of banking details verification.

Bulk Applications Process

Bulk application available for Sick, Annual and Occasional leave only.

The screenshot shows the 'Bulk Employee Payouts' dashboard. On the left is a dark sidebar with a user profile for 'Luigi Wilson' (Online) and a main navigation menu with options: Dashboard, Employer Menu, Employee Menu, D-Form Menu, Payouts (selected), Employee Payouts, Historic Employee Payouts, Bulk Employee Payouts (selected), Year End Payouts, and Year End Calculations. The main content area has a breadcrumb trail 'Dashboard > Payouts > Bulk Employee Payouts'. Below the breadcrumb is a 'Create New Bulk Payout +' button. A 'Show 10 entries' dropdown is present. A table with columns 'Application Date', 'Application Type', 'Date Submitted', and 'Submit Status' is shown, but it is empty with the message 'No Bulk Payout Applications Available'. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

The screenshot shows the 'Bulk Employee Payouts' form. The breadcrumb trail is 'Dashboard > Payouts > Bulk Employee Payouts'. The form is titled 'Payout Selection'. It has two main sections: 'Payout Type' and 'Employees'. The 'Payout Type' section has a dropdown menu with the following options: 'Choose Payout Type', 'Annexure A6: Annual Leave', 'Annexure A6: Sick Leave Bonus', 'Annexure A6: Annual + Sick Leave Bonus', 'Annexure A6: Occasional Leave', and 'Sick Payout'. The 'Employees' section has a radio button for 'All Employees' (which is selected) and a radio button for 'Upload File with Employee Nrs'. At the bottom right of the form, there are 'Clear' and 'Generate Bulk Payout +' buttons.

Employer can upload a .csv file listing employees NBC member numbers or select all active employees.

Bulk Employee Payouts Dashboard > Payouts > Bulk Employee Payouts

Payout Selection

Payout Type
Annexure A6: Annual Leave

Employees
All Employees Upload File with Employee Nrs

Attachment
Upload File with Employee Nrs

Upload File with Employee Nrs ×

Select from files

No file chosen

Bulk Employee Payouts Dashboard > Payouts > Bulk Employee Payouts

Payout Selection

Payout Type
Annexure A6: Annual Leave

Employees
All Employees Upload File with Employee Nrs

Attachment
1_08616-Testing.csv

- Employees selected will be populated on the bulk application.
- Employer can view days available, and would be required to update leave period, days applied and expected pay date.
- Incl Sat Y/N
- Pay Employer Y/N – If Yes, please upload proof of payment.
- Submit Bulk Employee Pay-out

Submit Bulk Employee Payout ✓

Employee search...

Show 10 entries

Employee	ID Nr/ Passport	Surname, Initials	Days (Avail)	Period From	Period To	Days (Applied)	Exp. Pay Date	Incl. Saturday	Pay Employer	Attachment(s)		
231	9010C	THELA, MT	2.50	0000-00-00	0000-00-00	0	0000-00-00	N	N			
231	92091	GAANABO, CP	5.00	0000-00-00	0000-00-00	0	0000-00-00	N	N			
231	90055	LECHE, TG	5.00	0000-00-00	0000-00-00	0	0000-00-00	N	N			
231	92072	BOLKE, JF	6.25	0000-00-00	0000-00-00	0	0000-00-00	N	N			
230	8003	JONES, LM	7.44	0000-00-00	0000-00-00	0	0000-00-00	N	N			
3030	741001	VAN ZYL, G	4.94	0000-00-00	0000-00-00	0	0000-00-00	N	N			
584	77031	MASWANA, M	12.20	0000-00-00	0000-00-00	0	0000-00-00	N	N			
797	7408	DU PLESSIS, J	14.57	0000-00-00	0000-00-00	0	0000-00-00	N	N			
7078	950	KING, RS	4.75	0000-00-00	0000-00-00	0	0000-00-00	N	N			
70188	881205	MAFUXWANA, SJ	11.01	0000-00-00	0000-00-00	0	0000-00-00	N	N			

Bulk Employee Payouts (Annexure A6: Occasional Leave)

Dashboard > Payouts > Bulk Employee Payouts > Annexure A6: Occasional Leave

Submit Bulk Employee Payout ✓

Employee search...

Show 10 entries

Employee	ID Nr/ Passport	Surname, Initials	Days (Avall)	Period From	Period To	Days (Applied)	Exp. Pay Date	Incl. Saturday	Pay Employer	Attachment(s)		
1057	901007	THELA, MT	2.50	2023-10-16	2023-10-17	2	2023-10-17	N	N			
20131	85041	RATLOU, TN	7.91	2023-11-13	2023-11-17	5	2023-11-13	N	N			
236	8811C	MATSHONA, S	9.50	2023-12-04	2023-12-06	3	2023-12-04	N	N			

Showing 1 to 3 of 3 entries

Previous 1 Next

Employer

Success.
Bulk Employee Payout was submitted successfully

Bulk Employee Payouts

Create New Bulk Payout +

Show 10 entries

Application Date	Application Type	Date Submitted	Submit Status		
2023-08-02	Sick Payout	2023-08-02 09:59:57	Submitted		

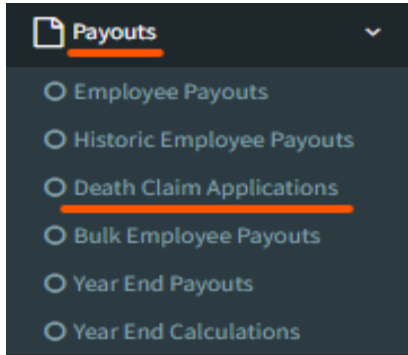
Showing 1 to 1 of 1 entries

Previous 1 Next

Online Death Claims application process

We are pleased to announce the implementation of the online submissions of death claim applications to ensure quick and efficient processing of claims.

- Employers can access the applications via the Online E-Business portal utilizing the Death Claim Applications option per below.



- The standard documents required to process a claim must be uploaded on the Online E-Business portal on submission of the application.
- A detailed application guide has been made available on the Online E-Business portal

Online Employee Portal

Introduction of the employee portal which can be accessed on a desktop/laptop or smart phone.

Enquiry system linked to members NBCRFLI account.

Members (Employees) can register using the link provided on emailer or SMS sent

:<https://ury.io/SZB6T6>

Introducing the
**Road Freight and Logistics
Industry Employee Portal**

**The enquiry system is
linked to members**

- NBCRFLI member number
- Current and previous employment history
- Wellness benefit available
- Member wellness status
- Leave and sick days available
- Sick bonus due date
- Remittance advices on payments processed.
- NBCRFLI and affinity (wellness service provider) contact details
- Link to NBCRFLI website
- Request a call back

REGISTER HERE

NBCRFLI
National Bargaining Council for the Road Freight and Logistics Industry
Your Road Freight Partner.
nbcrlfi.org.za



Sign in to start your session

I accept the [Terms & Conditions](#) of this website.

[I forgot my password](#) | [Register a new profile](#)

Click to register a new profile.



Sign in to start your session

I accept the [Terms & Conditions](#) of this website.

[I forgot my password](#) | [Register a new profile](#)

Already a user please Sign in.



Enter Company name as per payslip

Job Description as per payslip

Please complete the following Registration Information.

Name

Current Employer

Job Description

Surname

First Name

Surname

Cell No

Mobile Number

ID/ Passport Number

ID/Passport

Password

Password

Retype Password

Retype password

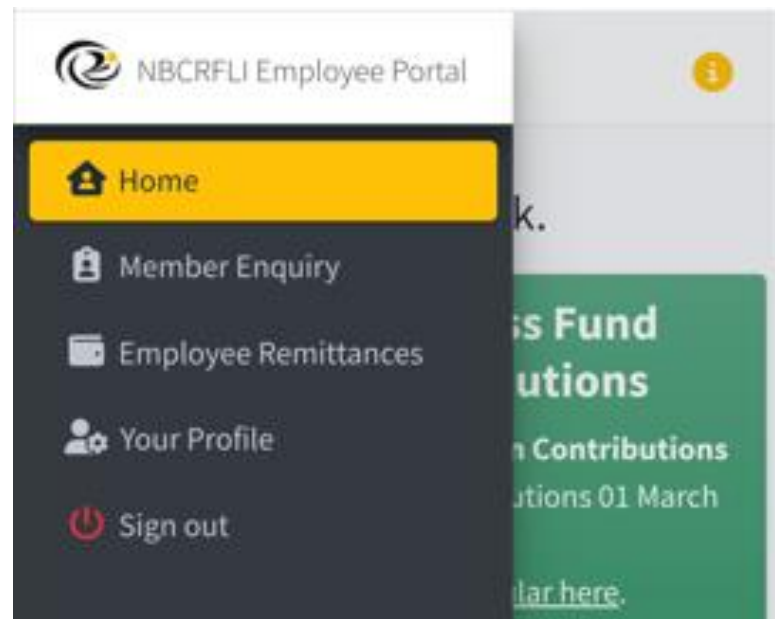
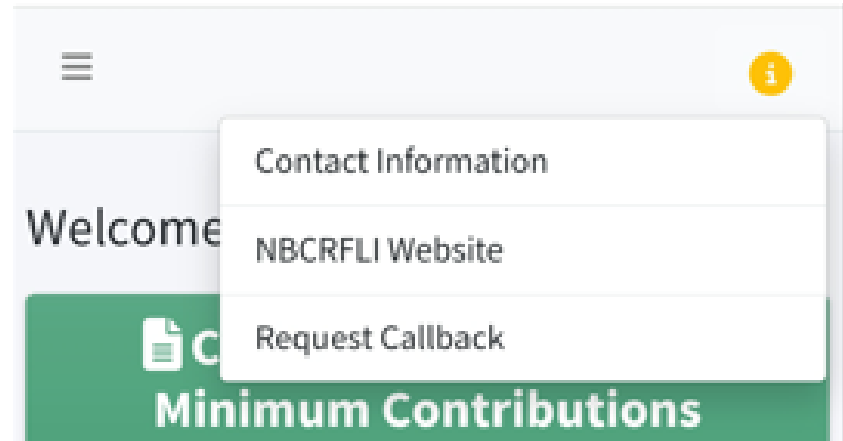
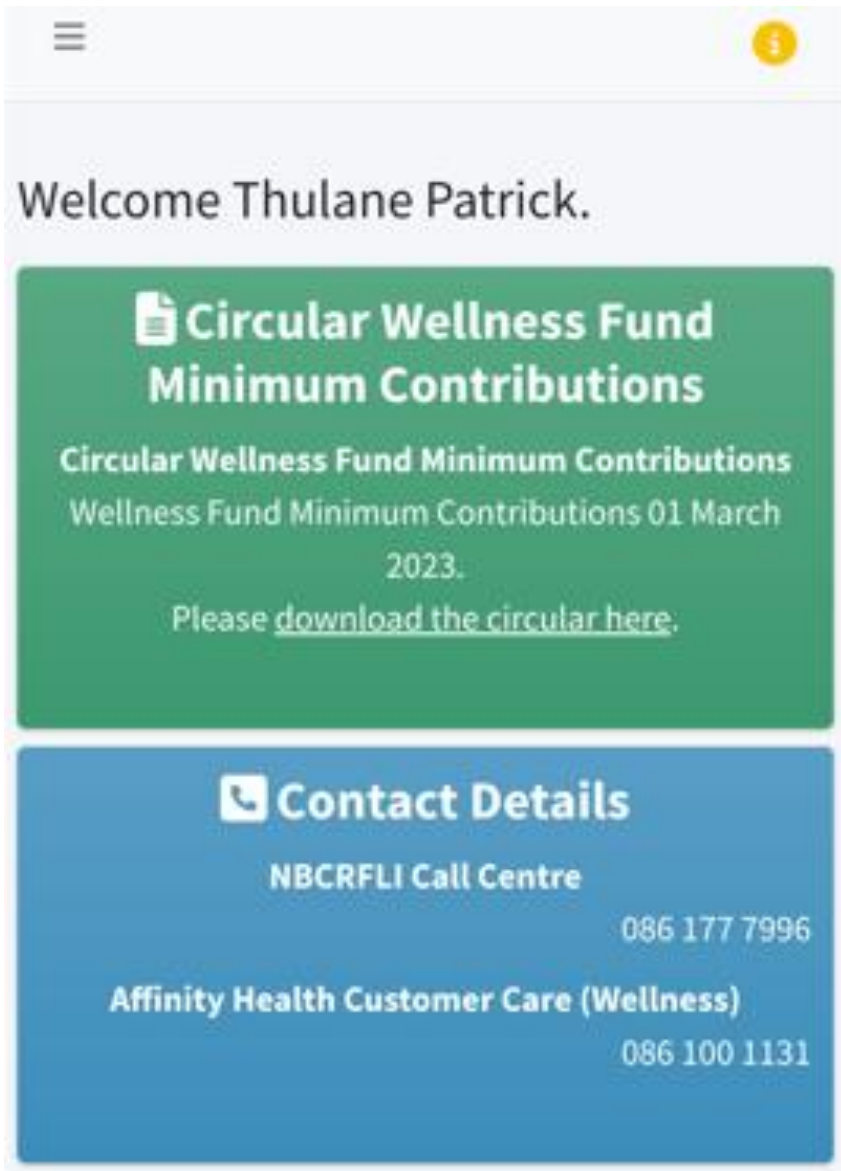
I accept the Terms & Conditions of this website.

Reset

Submit Registration

Submit for Registrations

[I already have a profile](#)



Employment Details

Computer No	1633807	Levy Nr	13009
Surname	NGWENYA, TP	Employer	VUKAPANDA TR.
Wellness Status	Active		

Previous Employment Details

Levy Nr	Comm Date	Term Date
WESTPOINT TR.	24/08/17	14/12/17

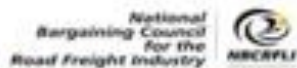
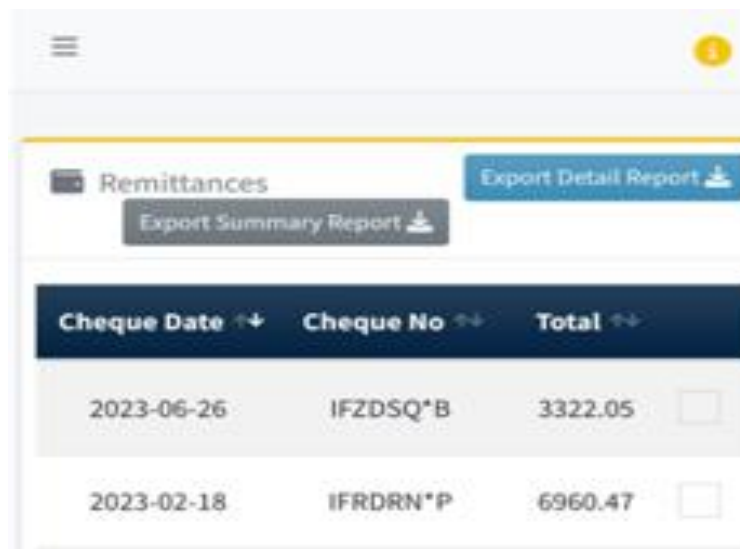
Sick Bonus

Sick Days Available	16.79
Sick Bonus Due Date	28/02/24
Last Sick Ben Period	

Leave Benefit

Leave Days Available	18.79
Last Leave Period	10/02/23 - 24/02/23

View a list of all payments processed to employee directly and download the related remittance advice.



Remittance Advice Detail for 1633807 26/06/23

Personal Details		Banking Details		Payment Details	
Employee No	1633807	Bank	NED	EFT Date	2023-06-26
Clock Card	00014824	Branch	150705	EFT Ref	IFZDSQ*B
ID No/ Passport	7904****083	Acc No	168****512		
Surname, Initials	NGWENYA, TP	Acc Name	7904****083		
Employer No	13008				
Employer Name	YUKAPANDA TRANSPORT SERVICES				

**** PLEASE NOTE THAT IF YOU HAVE DRAWN A SICK BENEFIT SINCE YOUR LAST LEAVE (Refer Note Below), YOUR SICK FUND BONUS WILL BE REDUCED. ****

Dates Leave Taken	
No. Leave Days Paid	5
Sick Fund (I) Bonus	R 0.00
Sick Fund (II) Benefit	R 1,253.00
Holiday Pay Bonus	R 0.00
Leave Pay	R 0.00
Trust Fund	R 0.00
Total	R 1,253.00

Sick Benefits Paid		
EFT	Amount	Date
IFARFR	R 1,253.00	2023/06/07



Region Administrative Challenges

- Online Returns – Employers to ensure ALL employees are included on the Dform/Return to avoid manual Dform submission. Correct payment reference numbers to be utilized.
- Notice Claims – Employers are requested to ensure notice claims are submitted timeously as termination applications must be processed within 30 days of submission of application.
- AWOL Claims and Employer Re-imburesements – Employers are requested to submit claims timeously as terminated employee funds will be processed resulted in no payments to employer.
- Sick Bonus : Auto sick bonus payments will be processed for employees with verified banking details.
- Employer Details : Employers to ensure correct contact information is updated for communication i.e contact number, contact person, email address ect.

Thank You