

31 May 2023

INDUSTRY CIRCULAR

REMINDER: ADJUSTMENT TO ONLINE RETURNS FOR TEMPORARY EMPLOYMENT SERVICES

Further to the Industry Circular of 13 April 2023, this Circular reminds all Temporary Employments Services that the Council's online returns are being adjusted from the end of May 2023.

Returns for the month of May 2023, to be submitted before 20 June 2023, will thus be submitted through the adjusted system. Any entity with queries about what is required in this regard should contact their Local Agent for guidance.

TES employers that may, for the first time, designate certain employees as part-time employees, making use of the "P" code, will be required by the system to upload confirmation of the employment contract relating to that employee. This is to allow the Council an opportunity of verifying that the relevant employee is a part-time employee as defined in the Main Collective Agreement. This verification process may take up to 72 hours. TES employers that may be designating employees as part-time employees for the first time on their returns, should submit their returns before the 20th of the month to allow for this verification process.

Where employees were previously designated as part-time employees and this designation continues on returns, no immediate verification will be required by the system, but Local Agents will require verification in due course, unless documentation has already been submitted and verified in that regard. Where the correct contractual

provisions are not in place, compliance orders may be issued, and the employee will no longer be accepted on the system under the code “P”.

The adjustments to the system will not alter the manner in which temporary employees are captured on the system.

Yours Sincerely

Musa Ndlovu

National Secretary

(This document has been sent electronically and is therefore not signed)