

27 October 2015

CIRCULAR TO THE INDUSTRY

NEW 2015 HOLIDAY BONUS 13TH CHEQUE APPLICATION PROCESS CHANGE REMINDER

Please Take Note of the Following Important Changes

1. It is mandatory for employers to submit an **Expected Pay Date** on behalf of employees by 06 November 2015 through the e-Business online solution www.nbcrfionline.org.za
2. Employers can submit the Expected Pay Date from 01 September 2015.
3. Should an Expected Pay Date not be received by 06 November 2015, an automatic Expected Pay Date will be selected based on the employers previous year's holiday bonus application submitted.
4. **NOTE: Employers will not complete a Holiday Bonus 13th Cheque application; payments will be made to all employees listed on October (10/2015) monthly return, provided that the employer has submitted valid banking details for all employees.**
5. No payments will be made until the OCTOBER 2015 monthly returns have been received and processed by the Council.
6. The 13th cheque (holiday pay bonus) will be paid directly to the employees. Without the correct details, it will not be possible for Council to pay-out these 13th cheques.
7. Employers and Employees need to be mindful that banking details completed on the E-Business online system will be used for payment. The NBCRFLI will not be held responsible for incorrect/non-payment where banking details are changed once payment calculations have been finalized. Banking details loaded after calculation of applications will not be utilized for year-end payouts.
8. Once the October 2015 monthly returns have been received and processed by the Council, a notification will be sent to employers to Query / Confirm

calculations online, within **72 Hours**. If no feedback is received from the employer within 72 hours after the notification has been sent, calculations will automatically be confirmed and processed for payment only where verified banking details have been received for employees.

9. Individual payments will only be released on the Expected Pay Date selected per employer instruction or based on last year's instruction if a 2015 instruction was not received. Once the Expected Pay Date is submitted no changes will be allowed.

Should you require any assistance please do not hesitate to contact our e-Business regional helpdesk on **(regional helpdesk email address to be inserted)** or your local designated agent.

Agent's Name:	
Tel:	
Fax:	
Email:	
Cell:	

Your compliance with the above procedure is appreciated as it will ensure the smooth processing of applications and payments.

Yours Faithfully

National Secretary

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