



## FURNITURE BARGAINING COUNCIL

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### CIRCULAR 03/22

#### TO ALL EMPLOYERS

#### EPIC MIGRATION

The Council is excited to announce that it has commenced its roll-out of the much-anticipated web application called EPIC.

Access to and use of EPIC and/or any applicable assistance is available at no cost to all establishments. This web application allows for the remote electronic on-line submission of Council returns by establishments/owners/wage clerks/secretaries, in an electronic format directly onto the Council's system. EPIC is accessible via any web browser by typing in the website details <https://epic.furnbed.co.za>. The EPIC web application furthermore grants the establishment access to generate specific reports e.g. validation reports, EPIC template population, etc. In future this application will be extended to include additional reports such as your statement of account.

At the release of this Circular, it is confirmed that that to date, 58% of the registered active establishments and 70% of all active employees have been engaged in the EPIC migration process. The majority of the latter establishments are already processing their EPIC return without Council's assistance.

Control of real time data input, concurrent results to the establishment and a paperless environment are some of the benefits achieved by this mandatory migration. It was resolved by the Governing Body of the Council that all EPIC migrations must be finalised by end of April 2022.

In brief, the migration process onto the EPIC platform may be summarised as a 3-step approach:

- Step 1:** The Council pre-populates the EPIC template on behalf of all the establishment in-house, based on the latest returns received from the establishments.
- Step 2:** The Council partners with the establishments to familiarise and assist them with the process to update their EPIC template and submit and approve the contribution months' due. User access details and a manual will be made available to the establishments.
- Step 3:** The Council assists the establishments, if required, with the process to update the EPIC template and submit and approve the following contribution months' due.

In addition to a national EPIC Help Line available in Johannesburg at (011) 242-9200. Council has in addition established regional Help Lines at the various Council offices Pretoria - (012) 323-2700 and Bloemfontein (051) 447-1807.

This EPIC on-line portal is **NOT** an additional system to be used and is **NOT** replacing the establishment's payroll system or the Council-owned payroll system known as WARP, which automatically generates an updated template in the process.

**Kindly ensure that all provisions of this Circular are complied with. Please contact the Council's Inspectorate Department should you require any additional information or clarity regarding this Circular.**

**Please do not contact any junior staff members of the Council for any additional information or clarity regarding this Circular.**