



## FURNITURE BARGAINING COUNCIL

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### **CIRCULAR 04/22**

### **TO ALL EMPLOYERS**

#### **VERSION 2 OF THE EPIC TEMPLATE**

Establishments and/or employers who have not yet been engaged by the Council to start with the migration to the EPIC web application, are expected to continue to complete their returns in the old manner and send it to the Council as usual until the Council contacts you to participate in the migration process. The office will be processing returns on a first-come-first-serve-basis. As soon as a return from a non-EPIC user establishment is received and processed, the 3-step approach as explained in Circular 3 of 2022 will be followed. We suggest that you look at Circular 3 of 2022 again, which you can find on our website or contact the office to obtain another copy.

Establishments and/or employers who have already started their migration to the EPIC web application, irrespective of the progress made, are requested to **carefully note** the following information.

Version 1 of the EPIC template did not make provision for specific Industry requirements. Version 2 of the EPIC template accommodates these requirements namely **a start date for an Occupation Skills Level, a start date for trade union affiliation, the effective date for the current NEEC level and the 4- and 5-week average weighted wage rates.**

In order to allow for the above specific requirements, the Council was compelled to urgently develop a version 2 release of the EPIC template. This version 2 of the EPIC template was finalised and tested sufficiently to proceed with the release.

**The switch-over will be activated at midnight on Friday 25 March 2022.**

A message will appear on the system when any user makes use of the EPIC system. The message explains to any current users on EPIC, what must be performed and/or expected before and after midnight on Friday 25 March 2022. The latter message is attached to this Circular as an Annexure and must be read in conjunction with this Circular.

**Please note that any questions or difficulties may still be referred to the national EPIC Help Line available in Johannesburg at (011) 242-9200 or the Help Line at the Pretoria office (012) 323-2700 or the Bloemfontein office at (051) 447-1807.**

**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.**

23 March 2022

**Message on the system for the “Upgrade to version 2 of the EPIC template”**

**IMPORTANT MESSAGE**

Additional Industry requirements necessitated the development and release of version 2 of the EPIC template, enabling users to:

1. Perform a once off mapping for an additional 8 columns, by including Occupation Skills Level date, Trade Union Affiliation date, NEEC effective date, Average Weighted Wage Rates date for 5 weeks. The remainder of the process will stay the same namely
2. Populate new template with data amendments;
3. Import new version 2 EPIC template information, onto the FBC system. **An attempt to import with version 1 EPIC template will fail;**
4. Perform reconciliation;
5. View and save validation report; and finally
6. Approve the return.

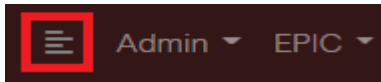
Upon release of version 2 of the EPIC template, it shall immediately and completely replace version 1 of the EPIC template. All unapproved or partially approved version 1 EPIC reconciliation information, will automatically be removed, deleted and/or lost from the system. Unapproved information will have to be repeated on version 2 of EPIC.

Immediately after the upgrade, version 2 of the EPIC template will be available for use to import and perform reconciliations successfully. **The switch-over will be activated at midnight on Friday 25 March 2022.**

**What is the process!!!???**

*“IN ORDER TO AVOID THE LOSS OF PARTIALLY COMPLETED RECONCILIATIONS, FIRST COMPLETE ANY UNAPPROVED RECONCILIATIONS ON VERSION 1 BEFORE MIDNIGHT **Friday 25 March 2022.** ALTERNATIVELY, YOU **MAY REPEAT** THE PROCESS FOR IMPORT AND RECONCILIATION OF THAT UNAPPROVED RECONCILIATIONS WITH VERSION 2 OF EPIC AFTER MIDNIGHT”.*

The new template can be generated by selecting the icon highlighted in red and then click on reports and select “Reports/EPIC Template Extract – Web”



The mapping may be performed by you by selecting and click on EPIC “EPIC/Administration/File Format Mapping”, or you may contact the FBC EPIC Helpdesk or your area agent and/or assessor, to assist you remotely online. Johannesburg (011) 242-9200, Pretoria (012) 323-2700 and Bloemfontein (051) 447-1807