



FURNITURE BARGAINING COUNCIL

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CIRCULAR 11/22

TO ALL EMPLOYERS IN THE INDUSTRY

ANNUAL LEAVE PAY AND HOLIDAY BONUS FUND PAYOUT: OUTSTANDING MONIES AND RETURNS: MANUAL RETURNS VS EPIC RETURNS

The current contribution year (October 2021 to September 2022), will come to an end on 30 September 2022. In order for the office to pay out all the monies due to the employees concerned, it is critical that the office receive all outstanding returns, fees, levies and contributions up until September 2022 in time. By way of example, the returns, fees, levies and contributions for the last contribution month of this year namely September 2022, must be received by the Council, in terms of the Main Collective Agreement, by no later than the 10th of October 2022.

It is important to note, as previously communicated, that the Council historically resolved that any monies received on behalf of an establishment, shall automatically be allocated by the Council system to the oldest outstanding debt of such establishment.

In order for the Council to perform a successful pay-out in 2022, the Council needs to receive **all outstanding monies and returns**, up until September 2022 but not later than 10 October 2022. This is critical to ensure timeous processing and allocating of monies due to the employees of your establishment. The Council can **ONLY** allocate and pay-out monies for which it has received returns and applicable monies, up to date.

Online return submissions via EPIC can only be performed for returns from July 2020 and onwards. Any prior outstanding returns must be submitted to Council as always by e-mail or by hand. The Council has allocated additional resources to assist you either way, as long as you make the required information available.

The EPIC on-line submission portal (<https://epic.furnbed.co.za>), as explained in Circular 03/22 and refined in Circular 04/22, which is available with all circulars on our website at www.furnbed.co.za, is currently the method through which monthly return information must be submitted by the establishments to the Council. The EPIC on-line submission system was activated early January 2022.

The Council became aware that some establishments experienced challenges or problems related to the monthly return submissions by the establishments in the Industry. Regardless of the problems experienced we urge establishments to approach the Council, as additional resources have been made available to assist establishments with resolving any difficulties which may experience;

In an attempt to assist the establishments with any problems, Council has made the following arrangements:

- ✓ An extended EPIC support help desk at all three (3) offices of the Council Johannesburg at (011) 242-9200, Pretoria at (012) 323-2700 and Bloemfontein at (051) 447-1807;
- ✓ Available work stations in Johannesburg to render support for any employers who wish to visit the office to gain assistance with the capturing and import of the EPIC or the prior outstanding returns;
- ✓ An EPIC help desk for WARP users at (011) 242-9206 / (011) 242-9208;
- ✓ An after-hours EPIC help desk from 18:00 until 20:00 Mondays to Thursdays on cell phone number of Kutlwano at 064 056 6484 or e-mail address at kutlwano@furnbed.co.za ;
- ✓ A weekend help desk for Saturdays and Sundays between 09:00 and 13:00 to contact Kutlwano on his cell phone number at 064 056 6484 or his e-mail address at kutlwano@furnbed.co.za, is available.

It is important to note that the Council can, for the interim, in an effort to get you on board with the EPIC migration or to help you to catch-up with any other prior outstanding capturing, assist you ONLY if you supply the Council with the under mentioned critical information for all the weeks in a particular month.

You do not have to supply any calculations in Rand value pertaining to your fees, levies and contributions. The Council will capture and process the information and then make the results available as a validation report for you to approve. The required critical information for the employee is the following:

- Surname;
- Full names;
- Occupations Skills Level;
- Gender;
- ID or passport number or other identification number;
- Date of birth;
- Nationality;
- Union affiliation;
- Newly Employed Employee Concession (NEEC) level (1 to 4 or full member);
- Start date;
- End date if applicable;
- Rate of Pay (ROP);
- Maximum hours of establishment;
- Hours worked by the employee;
- Overtime hours worked by the employee;
- Paid sick leave hours;
- Paid family responsibility hours.

The above information may be sent to Council via e-mail to returns@furnbed.co.za or contributions@furnbed.co.za, where Council staff will receive and channel it to the assessors to capture, process and contact you.

You may also access our website at www.furnbed.co.za and obtain a sample of the format of the EPIC-template by clicking [HERE](#), reflecting the required information, which you may complete and send to Council via e-mail to returns@furnbed.co.za or contributions@furnbed.co.za .

You may also deliver the information by hand to one of the offices of the Council or come and sit with a Council user at one of the available work stations at the Council office, for assistance to capture the information.

We appeal to you to contact any of the Council offices for assistance if you experience a problem, other than what was discussed above.

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.

30 August 2022