

## **2010 PAYOUT CIRCULAR – EAST LONDON**

### **VERY IMPORTANT NOTICE TO ALL EMPLOYERS AND WAGE CLERKS**

Employers are requested to please ensure that this circular is also read by the person[s] responsible for the submission of their monthly stamp contribution return forms.

#### **1. EMPLOYMENT RETURN FORMS: SUBMISSION DATES**

All employers are advised that the holiday pay will be calculated on contributions paid up to:

**THURSDAY, 23 SEPTEMBER 2010**

It is therefore, of the UTMOST IMPORTANCE, that EMPLOYMENT RETURN FORMS AND PAYMENT of the consolidated stamp contributions for the year ending 23.09.2010 are received ON OR BEFORE:

**FRIDAY, 8 OCTOBER 2010**

Processing will commence on MONDAY, 11<sup>th</sup> OCTOBER 2010 and employers must be pertinently aware that holiday money cannot be processed for payment in December if employers submit their returns and payment AFTER 8 OCTOBER 2010.

#### **2. PAYMENT OPTIONS AVAILABLE TO EMPLOYERS**

**Two (2) payment options are available:-**

##### **Option 1: Individual member cheques**

Individual employee cheques are printed in addition to a control listing in the format as requested by the employer.

##### **Option 2: Bulk Payment to employer – Statement**

Individual employee statements are printed in addition to a control listing in the format as requested by the employer. The Council will E.F.T. the total amount into the employer's bank account and the employer then transfers the funds into the individual employee's bank account.

**Format A:** In Employee Council registration number order; or

**Format B:** In alphabetical order; or

**Format C:** In company/clock number order. [If on record]

### **IMPORTANT**

**IF YOU CHOOSE OPTION 2 – PLEASE ENSURE THAT YOUR LATEST BANKING DETAILS ARE REGISTERED WITH THE COUNCIL.**

**A Payout Option Form will be attached to your September “MONTHLY RETURN FORM”.** For further details contact Mrs. H. Jacobs at telephone 041 453 2751 on or before **Friday, 8 October 2010**, failing which individual cheques in

registration number order will be provided.

### **3. BULK PAYMENT ADVICES AVAILABLE TO EMPLOYERS**

All employers requesting bulk payment will be paid **PER ELECTRONIC TRANSFER** into their respective bank account, on Thursday, **2 December 2010**. Payment advices and listings will be **posted** to employers on **Thursday, 18 November 2010**.

### **4. CHEQUES AVAILABLE TO EMPLOYERS**

Payment advices and listings will be posted to employers in the EAST LONDON area who have requested individual cheques for their employees on Thursday, **18 November 2010** by “**REGISTERED MAIL**” and must be collected at the post office.

### **5. COLLECTION OF CHEQUES ON BEHALF OF EMPLOYEES**

Employers, or persons authorized by employers to collect holiday pay cheques on behalf of employees in their employ, will be handed such cheques only on production of acceptable identification. Identification documents must be produced and the person authorized to collect the cheques will have to sign for the cheques. An authorization letter on your company letterhead will be required.

**N.B. KINDLY ENSURE THAT THE CHEQUES ARE DEPOSITED ON THE DAY THE CHEQUES ARE DATED AND NOT BEFORE!**

### **6. PAYMENT OF EMPLOYEES WHO HAVE LEFT YOUR EMPLOY OR HAVE BEEN LAID-OFF**

#### **6.1 EMPLOYEES WHO LEAVE YOUR EMPLOY AFTER 23.09.2010**

Employees who leave your employ after **23 September 2010**, must please be instructed to collect their holiday pay from you during December on the dates you decide to pay your employees.

#### **6.2 EMPLOYEES WHO HAVE LEFT YOUR EMPLOY OR HAVE BEEN LAIDOFF BEFORE SEPTEMBER 2010**

Employees who have left your employ or have been laid-off before September 2010 and who have not worked for any other employer, must be advised that their holiday pay cheque can be collected at the relevant venue listed. [**READ THE PAYOUT 2010 – VENUES & DATES**]

### **7. POSTING OF CHEQUES TO EMPLOYEES**

Employees who request to have their cheques posted must note that the cheque will be posted by “**REGISTERED MAIL**” and must be collected at the nearest post office. Cheques will only be posted if a proper postal address is supplied.

### **8. EMPLOYEES WHO ARE NOT REGISTERED WITH THE COUNCIL**

Employees who are not registered with the Council, will not appear on the payout listing supplied to the employer, neither will there be a Holiday Pay advice for such

an employee.

Employers are, therefore, urgently requested to ensure that all their employees whose information appears on their September 2010 employment return forms, are in fact registered with the Council.

## **9. ASSISTANCE WITH EMPLOYEE INFORMATION**

Employers are urgently requested to assist the Council by ensuring that the information appearing on their September 2010 return is correct. [e.g. Names, I.D. No.'s & Registration No.]

### **IMPORTANT**

**KINDLY CONTACT THE COUNCIL'S OFFICE IF YOU ARE UNSURE ABOUT THE INFORMATION REQUIRED BY THE COUNCIL, IN ORDER TO GUARANTEE THAT THE EMPLOYEE IS CORRECTLY REGISTERED.**

## **10. UNCLAIMED HOLIDAY PAY**

### **10.1 2010 HOLIDAY PAY**

All unclaimed holiday pay must be returned to the offices of the Council, as soon as possible after your payout, by no later than 15h00 [i.e. 3:00 pm] on Friday, 10 December 2010. Employees will want to collect their money and the Council will not be able to effect any payment if the money has not been received back from the employer. You are therefore, urgently requested to return all unclaimed monies to the Council's offices as soon as possible.

### **10.2 PRIOR YEARS' HOLIDAY PAY**

Prior years unclaimed holiday pay will be payable on request.

## **11. RECOMMENDED ANNUAL LEAVE PERIOD 2010/2011**

From closing time on: **FRIDAY, 10 DECEMBER 2010**  
Until starting time on: **MONDAY, 3 JANUARY 2011**

**PLEASE READ THE PAYOUT 2010 – VENUES & DATES.**

T.M. VERSCHUUR

Office of the Council Secretary

Ref.: [EL1/2010](#)