

2010 PAYOUT CIRCULAR – PORT ELIZABETH

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, **11th 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. PAYOUT ADVICES AVAILABLE TO EMPLOYERS IN PORT ALFRED, GRAHAMSTOWN, QUEENSTOWN AND SOUTHERN CAPE AREAS

3.1 INDIVIDUAL CHEQUES:

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

3.2 BULK PAYMENT:

All employers requesting bulk payment will be paid PER ELECTRONIC TRANSFER into their respective bank account. Release date **Thursday, 2 December 2010**.

4. PAYOUT ADVICES AVAILABLE TO EMPLOYERS IN PORT ELIZABETH AND UITENHAGE AREAS

4.1 INDIVIDUAL CHEQUES:

Cheques and listings can be **collected** by employers who have requested **individual cheques** for their employees at the office of the council.

4.2 BULK PAYMENT:

All employers requesting bulk payment will be paid **PER ELECTRONIC TRANSFER** into their respective bank account. Release date **Thursday, 2 December 2010**.

Employers can collect their advices and listings from **Wednesday, 1 December 2010** at the office of the Council, 169 Haupt Street, Sidwell, Port Elizabeth from **07h30 to 15h30**. Kindly ask for **MRS CHERYL JONKER OR MS DOROTHY VAN ANTWERP** in the main building when calling.

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 LAID-OFF 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 venues 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 2009 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. ANNUAL LEAVE PERIOD 2009/2010

ALL AREAS:

From closing time on: **FRIDAY, 10 DECEMBER 2010**

Until starting time on: **MONDAY, 10 JANUARY 2011**

PLEASE READ THE PAYOUT 2009 VENUES & DATES.

T.M. VERSCHUUR

Office of the Council Secretary

Ref.: G2/2010