

23 October 2023

## **Circular to all Employers in the Road Freight & Logistics Industry**

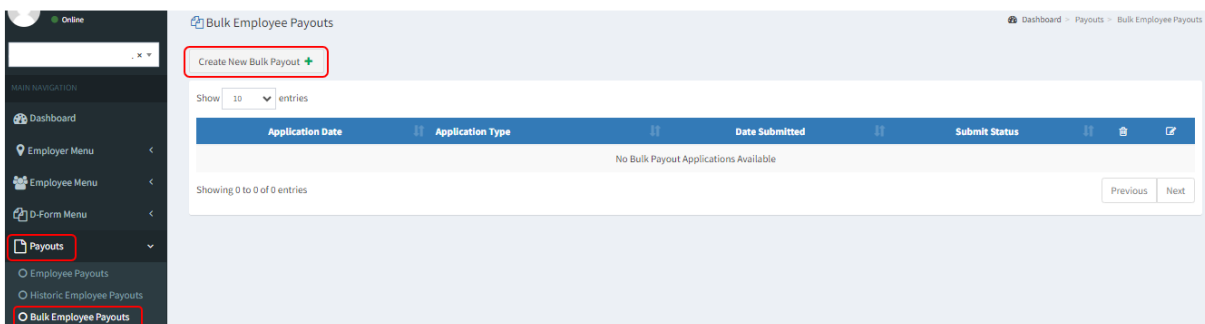
### **Re: Updates Relating to The Online E-Business Portal**

This is a notification to all Road Freight and Logistics Industry employers, of the following update related to the Online E-Business Portal. During our recent survey, employers requested that a bulk application process be made available on the Online E-Business Portal for daily Pay-out Applications to be submitted.

### **Bulk Application Process**

We are pleased to inform you that: A Bulk Application Process has now been included on the Online E-Business Portal.

- You will only be allowed to apply for Sick Leave, Occasional Leave and Annual Leave applications via this Bulk Application Process.
- You can access the Bulk Applications via the Pay-outs Menu by following the below steps:

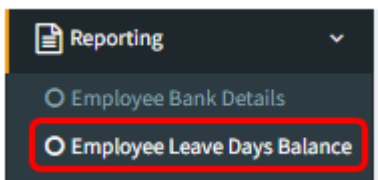


- Select the application type you would like to apply for. The next step is either you select “all” to apply for all employees or upload a csv file with the 7-digit employee number of Council for a specific group of employees that you are applying for.

- After the process above, please complete the requested information and submit your application.

Employers are also advised of the below updates in relation to **Individual Pay-outs Application:**

- You can access employees Annual and Occasional leave balances via the Reporting Menu, Employee Leave Balance Days Balance.



Employee No	Clock Card	ID Nr/ Passport	Surname, Initials	Comm. Date	Term. Date	Annual Leave Days	Occasional Leave Days
004	5231	0314****86	Mokwena, M	2012-04-27	0000-00-00	20	3

- When creating an application for annual or occasional leave the system will now indicate the number of days available for the employee. The system will not allow you to select more than the days available, resulting in the error message shown below:

**Application Date** 
**Application Type**

**Employee No** 
**Clock Card Nr** 
**Surname, Initials**

Application Details

**Application Details**

**Annexure A6 Payment Voucher Type**

Annual Leave 
 Sick Leave Bonus 
 Occasional Leave

**Total Days (Avail)** 
**Period From** 
**Period To**

**Application Date** 
**Application Type**

**Employee No** 
**Clock Card Nr** 
**Surname, Initials**

Application Details

**Application Details**

**Annexure A6 Payment Voucher Type**

Annual Leave 
 Sick Leave Bonus 
 Occasional Leave

**Total Days (Avail)** 
**Period From** 
**Period To**

Please note, Unsubmitted Applications will automatically be deleted after a week.

**Error:**  
 Invalid request.  
 Days Requested: 4  
 You cannot apply for more than 3 day(s) Occasional Leave.  
 Insufficient Leave days available

General Details

**Application Date** 
**Application Type** 
**Created By**

**Employee No** 
**Clock Card Nr** 
**Surname, Initials** 
**ID Nr/ Passport**

Application Details

**Application Details**

**Annexure A6 Payment Voucher Type**

Annual Leave 
 Sick Leave Bonus 
 Occasional Leave

**Total Days (Avail)** 
**Period From**

**Expected Pay Date**

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Clear

**Optional Details**

Include Saturday(s)

File Attachment(s)

Add File Attachment(s)

- Employers are reminded that the Main Collective Agreement rules are still applicable on all applications submitted.

For further queries or assistance please do not hesitate to contact the E-Business Section:

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Yours Faithfully

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National Secretary

***(This document has been sent electronically and is therefore not signed)***