

NOTES ON THE COMPLETION OF THE MONTHLY RETURN AMENDMENT FORM

1. General

All possible amendments to the employers workforce must be captured on this form i.e. engagements, terminations, absences, etc.

2. Transaction Types Abbreviation:

E = Engagement

BA = Break Added

T = Termination

RCO = Rate Change Old

BD = Break deducted (Absence)

RCN = Rate Change New

3. Sex Codes Abbreviation:

M = Male

F = Female

4. Salary Per Week:

Commission must be included in the salary figure.

All monthly salaries must be converted to weekly salaries. The formula to be used is as follows:
(Monthly salary x 12 months)/ 52 weeks.

5. Commission Per Week:

All commissions must be converted to a weekly figure. (Same formula as at Salary per Week).

6. Period For Which Contributions Should Not Be Paid:

This only includes periods for Breaks deducted i.e. absences, sickness, and any unpaid leave. If 23 or more hours worked in any one week, full contributions for that week must be paid.

7. Reason for Termination:

When transaction type Termination (T) is used, the reason for termination must be stated eg:

1) Resignation 2) Termination, etc.

8. Reason For Absence:

When transaction type Break Deducted (BD) is used, the reason for the break or absence must be stated i.e. sick, absent without permission, unpaid leave, etc.

9. Contributions (General):

The Rand Value (Rand and Cents) must be entered in respect of all contributions payable.

The Rand Value must be the total of the Employer and the Employee contributions.

10. Council levies:

All employees covered by the Agreement excluding Apprentices must contribute.

11. Training Board Levies:

All SAMU members.

12. Union Fees Abbreviations:

Different are applicable for the following:

- SAMU (South African Motor Union)
- NUMSA (National Union Of Metal Workers Association)
- MISA (Motor Industry Staff Association)

13. Medical Funds Abbreviation:

AUTOMED = Auto Workers' Medical Aid Fund

MIMED = Motor Industry Medical Aid Fund

Notes:

M = Member

A = Adult

C = Child

The number and type of dependants ie A or C must be entered by marking the relevant block with the number applicable.

14. Sick Accident & Maternity Pay Fund:

Different rates exist for the following:

- Sick and Accident (males only)
- Sick & Accident & Maternity (females only)

15. Pension and Provident Funds Abbreviations:

AWPF = Auto Workers Pension Fund

MISA = Motor Industry Staff Association Pension Fund

MIPF = Motor Industry Pension Fund

MI/MISA PROV. = Motor Industry and Motor Industry Staff Association Provident Fund.

16. Additional Holiday Pay Abbreviations:- Apprentices

Year = The number of the current year of the contract i.e.If the employee is currently busy with the second year of his contract, 2 must be marked with a cross in the Year field.

17. Calculation of Total Rand Value of Contributions:

Total Rand Value Of Contribution Per Week = the total of all the contribution that are marked with an asterix (*).

No.of Weeks = the total number of weeks that must be used to calculate the total contribution for the specified period reporting on.

Total Rand Value of Contributions For The Period = The Total Rand Value Per Week (*) x the No. of Weeks.