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## STANDARD OPERATING PROCEDURE

### Mibco Returns

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**Produced by Jan du Plooy**

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## **1 HOW TO ACCESS THE APPLICATION**

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### **1.1 Online users**

#### **1.1.1 E-mail with Remote App and Installation Instructions**

After registering Online users get an e-mail with two attachments, the Remote App and the Installation instructions. The e-mail also gives the User name and password for the Remote App credentials and the User id and password for the Returns logon.

Follow the instructions in the e-mail and the pdf document to save the Remote App to your desktop and then to connect to the Online Returns web page.



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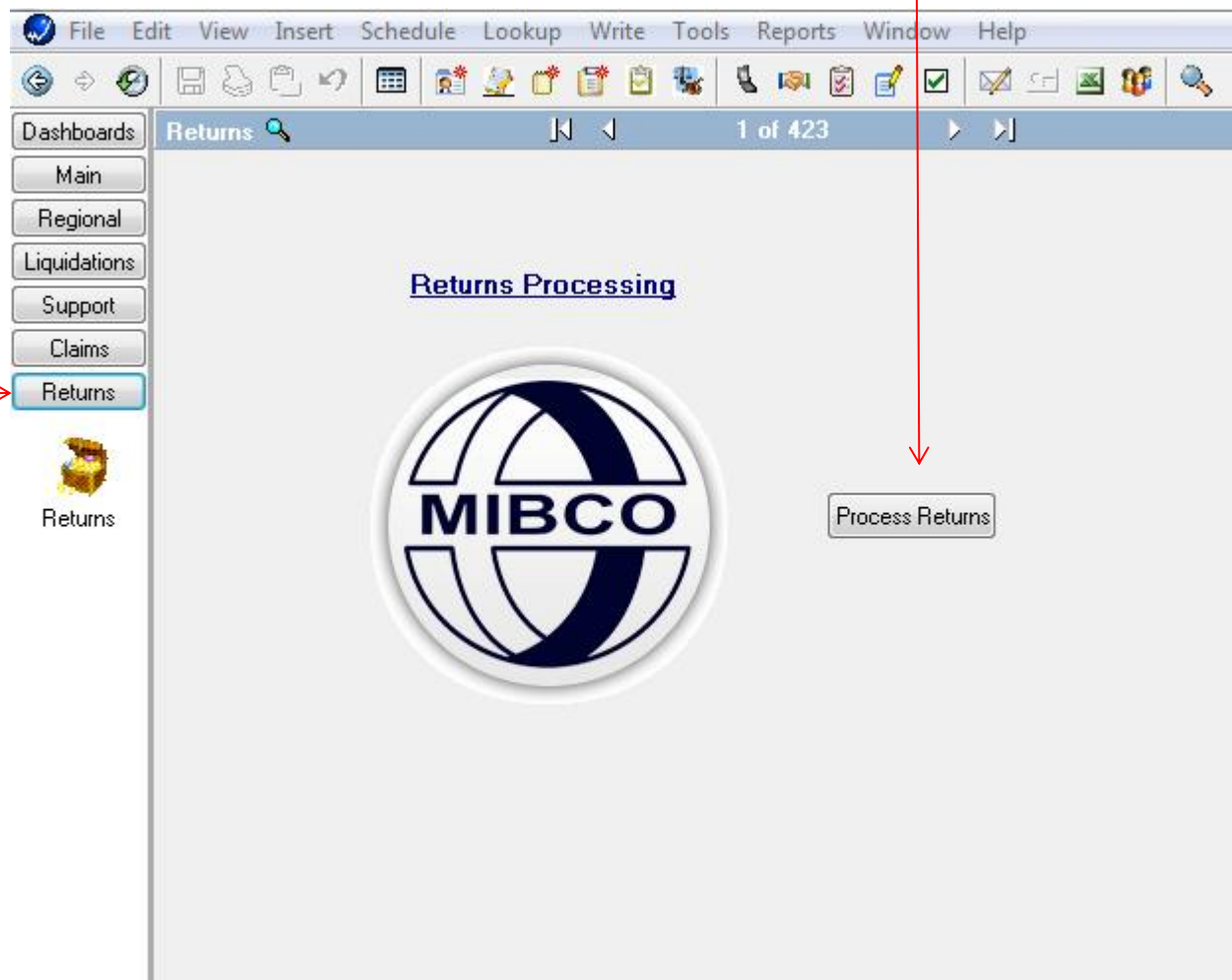
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## 1.2 Mibco users

Click on the **Returns** tab in SalesLogix.

The **Returns Processing** form opens.

Click on the **Process Returns** button.





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### 1.3 Online Users - Logging onto the Mibco web site

After using the Remote App on your desktop to connect to the Mibco server the **Online Returns Logon** page on the Mibco web site displays.

Enter your User Id and Password and click on **Logon**.

The screenshot shows the 'Online Returns Logon' page. At the top, there is a blue header with the MIBCO logo and the text 'Motor Industry Bargaining Council'. Below the header is a grey bar with the text 'Online Returns Logon'. The main content area has a blue bar with the text 'User id', 'Password', and 'Logon'. A red arrow points to the 'User id' input field. The background is light grey with a large MIBCO logo.

## 1.4 Online users – Processing employers

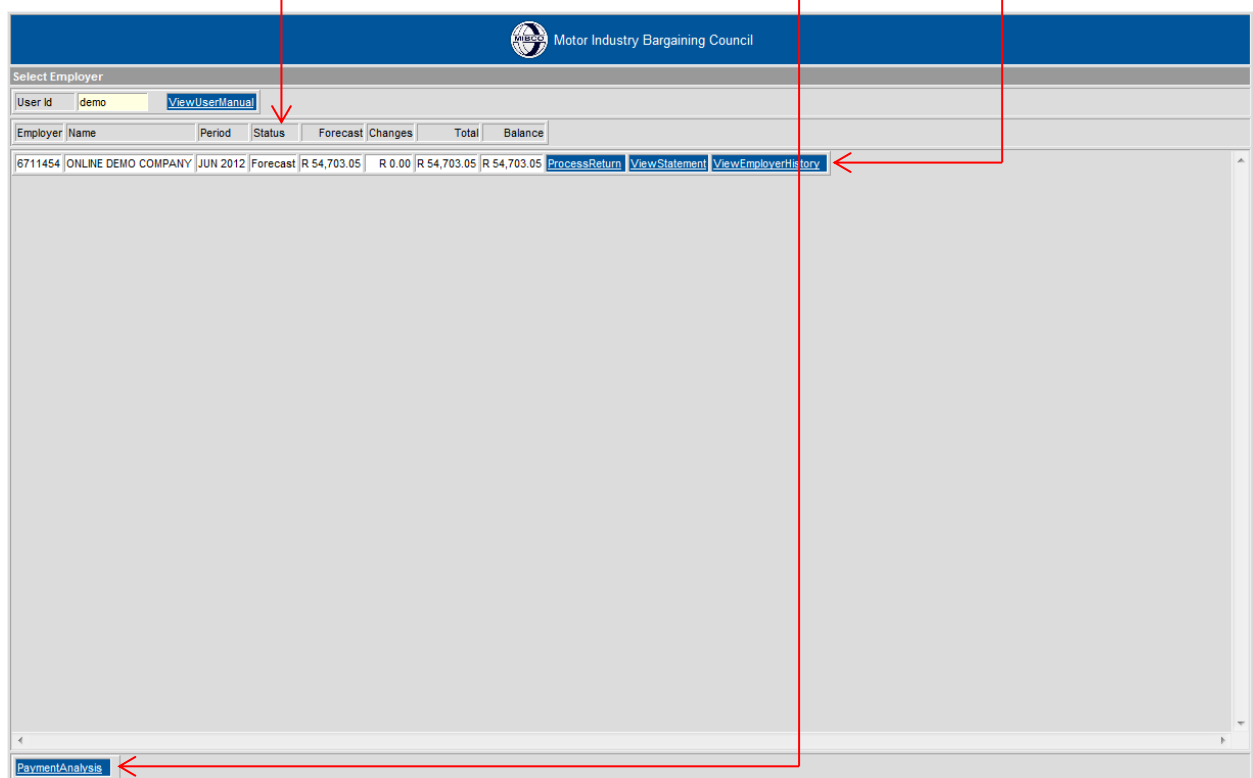
After logging in the **Select Employer** page displays.

The User Id and the link to view the user manual displays on top.

The forecasts available for processing for all the employers of the user are shown.

Use these links to execute the functions available for each employer.

The link to show the **Payment Analysis** page displays.



Select Employer

User Id: demo [ViewUserManual](#)

Employer	Name	Period	Status	Forecast	Changes	Total	Balance	
6711454	ONLINE DEMO COMPANY	JUN 2012	Forecast	R 54,703.05	R 0.00	R 54,703.05	R 54,703.05	<a href="#">ProcessReturn</a> <a href="#">ViewStatement</a> <a href="#">ViewEmployerHistory</a>

[PaymentAnalysis](#)

The **ProcessReturn** and **ViewStatement** functions are also available on the **View Employer History** page. Further explanations of these functions are explained when discussing the **View Employer History** page.

The **PaymentAnalysis** is discussed later on in the **Payment Analysis** section.



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## 1.5 Mibco users – Processing employers

After clicking on the **Process Returns** in SalesLogix, the **Select Employer** page displays.

Enter the Employer No and click on **Find**.

The screenshot shows a web application interface. At the top is a blue header bar containing the MIBCO logo and the text 'Motor Industry Bargaining Council'. Below this is a grey bar with the text 'Select Employer'. The main content area has a blue bar with the text 'Employer No' and a text input field, followed by a 'Find' button. A large MIBCO logo is centered in the background of the main content area. A red arrow points from the text 'Enter the Employer No and click on Find.' to the 'Employer No' input field.



## 2 VIEW EMPLOYER HISTORY

### 2.1 Page Layout

This page is accessed by Mibco users when they click on **Find** on the **Select Employer** page.

It can be accessed by Online users by clicking on **ViewEmployerHistory** on the **Select Employer** page.

It can also be accessed by all users from the **Process Return** and **View Return** pages by clicking on **ViewEmployerHistory**.

The employer no and name and the link to view the user manual is displayed.

The summaries of all the forecasts and returns of the employer are displayed.

Links are available to Process, View or Reset the Forecasts and Returns for each period, as well as a link to View the Statements.

Click on the **SelectEmployer** link to go back to the **Select Employer** page.

Click on the **SetOrientation** button to indicate what orientation you use for printing.

Period	Status	Bfwd	Forecast	Changes	Total	Interest	Sundries	U/Payments	Transfers	ReturnTotal	Payments	Balance	Outstanding		
JUL 2012	Forecast	R 0.00	R 43,762.44	R 0.00	R 43,762.44	R 0.00	R 0.00	R 0.00	R 0.00	R 43,762.44	R 0.00	R 43,762.44	R 98,465.49	<a href="#">ViewForecast</a>	<a href="#">ViewStatement</a>
JUN 2012	Forecast	R 0.00	R 54,703.05	R 0.00	R 54,703.05	R 0.00	R 0.00	R 0.00	R 0.00	R 54,703.05	R 0.00	R 54,703.05	R 54,703.05	<a href="#">ProcessReturn</a>	<a href="#">ViewStatement</a>
MAY 2012	Processed	R 0.00	R 43,762.44	R-43,762.44	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
APR 2012	Processed	R 0.00	R 43,762.44	R-43,762.44	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
MAR 2012	Processed	R 0.00	R 54,703.05	R-54,703.05	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
FEB 2012	Processed	R 0.00	R 43,762.44	R-43,762.44	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
JAN 2012	Processed	R 0.00	R 43,762.44	R-43,762.44	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
DEC 2011	Processed	R 0.00	R 54,695.45	R-54,695.45	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
NOV 2011	Processed	R 0.00	R 43,756.36	R-43,756.36	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
OCT 2011	Processed	R 0.00	R 43,756.36	R-43,756.36	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
SEP 2011	Processed	R 0.00	R 54,668.47	R-54,668.47	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
AUG 2011	Processed	R 0.00	R 43,648.44	R-43,648.44	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
JUL 2011	Processed	R 0.00	R 50,256.40	R-50,256.40	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
JUN 2011	Processed	R 0.00	R 22,710.04	R-22,710.04	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
MAY 2011	Processed	R 0.00	R 22,710.04	R-22,710.04	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
APR 2011	Processed	R 0.00	R 28,387.55	R-28,387.55	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
MAR 2011	Processed	R 0.00	R 22,710.04	R-22,710.04	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
FEB 2011	Processed	R 0.00	R 22,710.04	R-22,710.04	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>
JAN 2011	Processed	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	<a href="#">ViewProcessed</a>	<a href="#">ViewStatement</a>



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## 2.2 Explanation of links

1. ViewForecast
  - a. To view returns with a status of *Forecast* but which are not yet available for processing due to there being older returns on *Forecast* status.
2. ProcessReturn
  - a. To process the return. This is the oldest return which is on *Forecast* status.
3. ResetReturn
  - a. This link is only available for returns which have been submitted, are on *Return* status, and no changes have been done on the next return, which will be on *Forecast* status with a *ProcessReturn* link for it. This return can still be reset and changes to it then made.
4. ViewReturn
  - a. To view returns which are on *Return* status with the following returns being in process or on *Return* status.
5. ViewProcessed
  - a. To view returns which have been processed by Mibco and are on *Processed* status.
6. SelectEmployer
  - a. To go back to the **Select Employer** page.

Only the oldest return on *Forecast* status can be processed and has a link of *ProcessReturn*.

When a return gets submitted, its link changes to *ResetReturn* and the link of the next return changes to *ProcessReturn*. If a return does get reset, its link changes back to *ProcessReturn* and the link of the next return, which was *ProcessReturn*, changes back to *ViewForecast*.

The link of *ResetReturn* changes to *ViewReturn* as soon as changes are made to the next return, which will have a link of *ProcessReturn*.

## 2.3 Set orientation.

See the **Set Orientation** section for an explanation of the function of the **SetOrientation** button.



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### 3 PROCESS RETURN

#### 3.1 Page Layout

This page is accessed from the **View Employer History** page, and also from the **Select Employer** page for Online users, by clicking on the **ProcessReturn** link.

The employer no and name, the forecast period and status, the class of the employer and the link to view the user manual is displayed.

This is the area where the data is entered.

The transactions of the employees are displayed.

These are the buttons for selecting transactions.

The values as forecasted, the values of the changes made, and the total values are shown.

The buttons applicable to the return as a whole are here.

Links to other pages are here.

The screenshot displays the 'Process Return' interface for the Motor Industry Bargaining Council. At the top, it shows the employer information: '6711454 ONLINE DEMO COMPANY' for the forecast period of 'JUN 2013'. Below this is a table of transactions with columns for StartDate, EndDate, CouncilNo, Id/PassportNo, Name, G, Occ, Sa/Wage, Comm/Per, Levy, Prov, Union, Saf, Ahp, Wspf, FcTotal, Id/PassportNo, Name, Occ, Tr, Br, Ds. The table lists various employees such as ASHER L, BELL M, GORDON PR, etc. Below the main table, there are summary rows for 'Forecast', 'Changes', and 'Total' with columns for Levy, R, Prov, R, Union, R, Saf, R, Ahp, R, Wspf, R, Mspf, R, Med, R, TrLevy, R, Total, R, NoTrans, and a count. At the bottom, there are several buttons for actions like 'Engagement', 'ReEngagement', 'ClearChanges', 'Notes', 'SubmitReturn', 'UseMultiSelect', 'UseBulkProcessing', 'Refresh', 'SelectEmployer', 'ViewEmployerHistory', 'ViewStatement', 'SetOrientation', 'NotesToEmployer', 'ViewNotifications', 'DefaultDates', 'SetRuleForCommission', and 'SetWeekly/Monthly'.

The ReEngagement button does not display for Online users, only for Mibco users.



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### 3.2 Rate, Fund, Occupation and Payment Interval changes

Select the transaction for the employee by clicking on the **Tr** button on the line of the transaction to be changed.

TransType	StartDate	EndDate	CouncilNo	G	Salary	Comm Per	Levy	Prov	Union	Saf	Ahp	WspF	WkTotal/W	FcTotal	Id/PassportNo	Name	Occ	Tr	Br	Da	
Forecast	2012-07-02	2012-07-29	9000083015	F	70861.70	0.00	MNTH	4.70	2534.67	0.00	0.00	0.00	2539.37	4	10157.48	7909280038888	ASHER L	TS	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="Da"/>
Forecast	2012-07-02	2012-07-29	9000083010	M	47067.50	0.00	WEEK	4.70	7295.46	0.00	0.00	0.00	7300.16	4	29200.64	5608085038888	BELL M	TE	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="Da"/>
Forecast	2012-07-02	2012-07-29	9505223362	M	5037.93	0.00	MNTH	4.70	180.20	13.00	0.00	0.00	197.90	4	791.60	8108165023089	DEXTER R	TD	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="Da"/>

The transaction modification form displays and the data of the transaction selected is transferred to the form.

A yellow informational box shows the engagement date, years' experience and the fund rules applicable to the employee.

StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Sal/Wage	Comm Per	Levy	Prov	Union	Saf	Ahp	WspF	Reset	History	
2013-06-03	2013-06-30	9000083010	5608085038888	BELL M	M	TE	10861.73	0.00	WEEK	000	H70	000	000	000	Update	Clear	Employee

Engaged 2011-01-03 / TE experience 0.92 Years / Council Levies not payable / Provident compulsory / Union Fees optional / Saf not payable / Ahp not payable / WspF optional

Access the fields by clicking in them or by tabbing through them.

To change the Start Date, Salary/Wage and Commission, enter the applicable values.

To change the other fields, click on the arrow to activate the dropdown and then choose the applicable value.

The Main Agreement fund rules are applied to the funds and only the values allowed are given in the dropdowns.

You can click on the **Reset** button to reset the values back to those when the transaction was originally displayed.

Click on the **Update** button to commit the transaction to the database. You can also tab through the fields until the cursor is on the **Update** button end then press **Enter** to activate the update.

#### Note

If your screen width is 1024 pixels or you are using Internet Explorer 7 or 8 the form displays over two lines. Please see the **Browsers and Screen Resolution** section for the explanation for this.



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### 3.2.1 Transaction generation

Transactions are generated as follows:

1. Only rate or fund changes done in the input form are applied. Changes are therefore not made to the history for fields that were not changed.
2. Reversals.
  - a. Reversals are generated for every period for backdated transactions where changes are applied.
3. Council levies.
  - a. If the salary/wage was changed it is checked against the earnings ceiling and the employee is put onto or removed from council levies as applicable.
4. AHP.
  - a. If the occupation was changed backdated to that of an apprentice it is checked for every period and the fund changed when the year for a contribution level expires.
5. SAF.
  - a. If the SAF code was changed backdated it is checked for every period and changed if necessary according to the according to the rules applicable for each period.
6. Payment Intervals.
  - a. If only the payment interval on a transaction was changed, the existing transactions are merely re-generated with the new interval, with no extra transactions being generated.



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### 3.3 Breaks

Select the transaction for the employee by clicking on the **Br** button on the line of the transaction for which a break is to be entered.

TransType	StartDate	EndDate	CouncilNo	G	Salary	Comm Per	Levy	Prov	Union	Saf	Ahpl	Wsprf	WkTotal	W	FcTotal	Id/PassportNo	Name	Occ	Tr	Br	Da
Forecast	2012-07-02	2012-07-29	9000083015	F	70861.70	0.00	MNTH	4.70	2534.67	0.00	0.00	0.00	2539.37	4	10157.48	7909280038888	ASHER L	TS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast	2012-07-02	2012-07-29	9000083010	M	47067.50	0.00	WEEK	4.70	7295.46	0.00	0.00	0.00	7300.16	4	29200.64	5608085038888	BELL M	TE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast	2012-07-02	2012-07-29	9505223362	M	5037.93	0.00	MNTH	4.70	180.20	13.00	0.00	0.00	197.90	4	791.60	8108165023089	DEXTER R	TD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The break form displays with a default Start Date, End Date and Break Reason.

StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Break Reason	Reset
2012-10-01	2012-10-28	9000083010	5608085038888	BELL M	M	TE	ShortTime	<input type="button" value="Reset"/>
							<input type="button" value="Update"/>	<input type="button" value="Close"/>

Change the Start and End Dates by entering the applicable values.

Select the Break Reason by clicking on the arrow and choosing the applicable reason.

You can click on the **Reset** button to reset the values back to those when the break was originally displayed.

Click on the **Update** button to commit the break to the database.

You can click on the **Close** button to close the break form.

The fields as updated are stored and will be used as the default values for the next break.



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### 3.4 Discharges

Select a transaction for the employee by clicking on the **Ds** button on one of the transactions of the employee to be discharged.

TransType	StartDate	EndDate	CouncilNo	G	Salary	Comm Per	Levy	Prov	Union	Saf	Ahp	Wspfr	WkTotal	W	FcTotal	Id/PassportNo	Name	Occ	Tr	Br	Ds
Forecast	2012-07-02	2012-07-29	9000083015	F	70861.70	0.00	MNTH	4.70	2534.67	0.00	0.00	0.00	2539.37	4	10157.48	7909280038888	ASHER L	TS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast	2012-07-02	2012-07-29	9000083010	M	47067.50	0.00	WEEK	4.70	7295.46	0.00	0.00	0.00	7300.16	4	29200.64	5608085038888	BELL M	TE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast	2012-07-02	2012-07-29	9505223362	M	5037.93	0.00	MNTH	4.70	180.20	13.00	0.00	0.00	197.90	4	791.60	8108165023089	DEXTER R	TD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The discharge forms displays, with the Last Working Day defaulting to the last day of the forecast period and with a default Discharge Reason.

LastWorkingDay	CouncilNo	Id/PassportNo	Name	G	Occ	Discharge Reason	Reset
2012-10-01	9000136226	5912290093088	DUGMORE HD	F	BG	Resignation	<input type="button" value="Reset"/>
							<input type="button" value="Update"/> <input type="button" value="Close"/>

Change the Last Working Date to the last day when the employee was still employed by entering it.

Select the Discharge Reason by clicking on the arrow and choosing the applicable reason.

You can click on the **Reset** button to reset the values back to those when the discharge was originally displayed.

Click on the **Update** button to commit the discharge to the database.

You can click on the Close button to close the discharge form.

The Discharge Reason as updated is stored and will be used as the default value for the next discharge.



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### 3.5 Engagements

Click on the **Engagement** button.

Engagement	ReEngagement	ClearChanges	Notes	SubmitReturn	UseMultiSelect	UseBulkProcessing	Refresh
SelectEmployer	ViewEmployerHistory	ViewStatement	SetOrientation	NotesToEmployer	DefaultDates	SetRuleForCommission	SetWeeklyMonthly

The engagement search form displays.

Id No	Passport No	From Date	Surname	Names	Initials	G	BirthDate	Occ	Sal/Wage	Comm/Per	Prov	Saf	Ahp	Search	Reset
														Update	Close

Enter the Id No or the Passport No to search

You can close the engagement search form by clicking on the **Close** button.

Enter the Id No or Passport No and click on **Search**.

The database is searched, and the engagement form displays.

If an employee record was found with the Id or Passport No entered the data of the employee displays, and the yellow informational box shows the years' experience and the fund rules applicable to the employee. If a Passport No was entered the form looks slightly different and includes a field for the Nationality.

Id No	Passport No	From Date	Surname	Names	Initials	G	BirthDate	Occ	Sal/Wage	Comm/Per	Prov	Saf	Ahp	Search	Reset		
7206016053080		2012-10-01	NYAPHUDI	KEKANTSE KENNETH	KK	M	1972-06-01	BG	1153.85	0.00	WEEK	B70	000	000	Update	Close	
BG experience 2.46 Years / Council Levies compulsory / Provident compulsory / Union Fees compulsory (Numsa member) / Saf optional / Ahp not payable / Wspf optional																	
Passport No	Nationality	FromDate	Surname	Names	Initials	G	BirthDate	Occ	Sal/Wage	Comm/Per	Prov	Union	Saf	Ahp	Search	Reset	
CTR/002977/06		2013-06-03	NVAMWERA	JOHN DZIGUMU	JD	M	1980-05-09	BZ	5436.56	0.00	MNTH	B70	000	000	000	Update	Close
BZ experience > 3 Years / Council Levies compulsory / Provident compulsory / Union Fees optional / Saf not payable / Ahp not payable / Wspf optional																	

If no employee record was found the form displayed is mostly empty. Only the Id No or Passport No, the From Date, and the Gender and Birth Date if an Id No was used, contain data. The yellow informational box displays as soon as an Occupation has been selected.

Id No	Passport No	From Date	Surname	Names	Initials	G	BirthDate	Occ	Sal/Wage	Comm/Per	Prov	Saf	Ahp	Search	Reset		
8601065338080		2012-10-01					M	1986-01-06		0.00	0.00	WEEK	000	000	000	Update	Close
Passport No	Nationality	FromDate	Surname	Names	Initials	G	BirthDate	Occ	Sal/Wage	Comm/Per	Prov	Union	Saf	Ahp	Search	Reset	
MW215211		2013-06-03							0.00	0.00	MNTH	000	000	000	000	Update	Close

If no employee record was found select the Nationality and enter the Surname, Name(s) and Initials, and the Gender and Birth Date if a Passport No was used for the search, and select an Occupation.

Enter or change the Salary/Wage, the Commission if applicable and the Occupation.

The funds are defaulted according to the fund rules applicable to the employee, but you may be able to change the Provident, SAF and AHP if the rules allow it.



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Click on the **Update** button to commit the engagement to the database.

You can click on the **Reset** button to clear the engagement form and display the engagement search form.

**Note**

If your screen width is 1024 pixels or you are using Internet Explorer 7 or 8 the form displays over two lines. Please see the **Browsers and Screen Resolution** section for the explanation for this.



### 3.5.1 Transaction generation for backdated engagements

When doing backdated engagements the minimum wages, ceilings and fund rules as at the engagement date are used for setting the form fields.

Transactions are then generated as follows:

1. Salary/Wage.
  - a. Rate changes for the salary/wage are created on the dates of the annual wage increases. The new rate is calculated using the percentage for the occupation of the wage increase and applying it to the salary/wage as entered in the form. You can change these generated rates by selecting the applicable transactions and changing the salary/wage.
2. Commission.
  - a. If commission was entered in the form, a commission transaction is generated for every month, using the commission as entered. Click on the applicable transactions and change the commission as necessary.
3. Council levies.
  - a. The salary/wage is checked against the earnings ceiling and the employee is put onto or removed from council levies as applicable when his or her rate changes or when the ceiling changes.
4. Provident fund.
  - a. If the employee was less than six months in the industry at the date of engagement and was not put onto the provident fund, he or she is put on it if the six months grace period is surpassed during the period of the engagement.
5. AHP.
  - a. The AHP fund for apprentices is checked and the fund changed when the year for a contribution level expires.
6. Unions.
  - a. Employees are put onto or removed from the union fund if applications or resignations for the backdated period have been created by the unions.
7. SAF.
  - a. Employees are put onto or removed from the SAF fund according to the rules applicable during the period of the engagement.
8. Contributions.
  - a. Contributions to the funds will be increased if the period of the engagement includes any annual contribution increases.
9. Re-Engagements.
  - a. If the employee was previously engaged at the employer and the current engagement period overlaps with the previous employment period, the transactions of the previous period are reversed and new transactions generated, using the methods described above.



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### 3.6 Re-Engagements (Only available to Mibco users, not to Online users)

The Re-Engagement function is used to correct incorrect data for employees that were previously engaged at the employer, or to correct incorrect engagement dates for employees still employed.

Click on the **ReEngagement** button.

The re-engagement search form displays.

You can close the engagement search form by clicking on the **Close** button.

Enter the Id No or Passport No and click on **Search**.

The employee history is checked to establish if the employee was previously employed or is currently employed at the employer.

If the employee was or is employed at the employer, the re-engagement form displays, with the yellow informational box showing the years' experience and the fund rules applicable to the employee at the date of the original engagement.

For employees previously employed you can enter a from and a to date, but for currently employed employees only the from date can be entered.

Change the data as applicable.

When you click on the **Update** button, a Confirmation dialog box is displayed, informing you of the original engagement and discharge dates and what transactions will be generated.

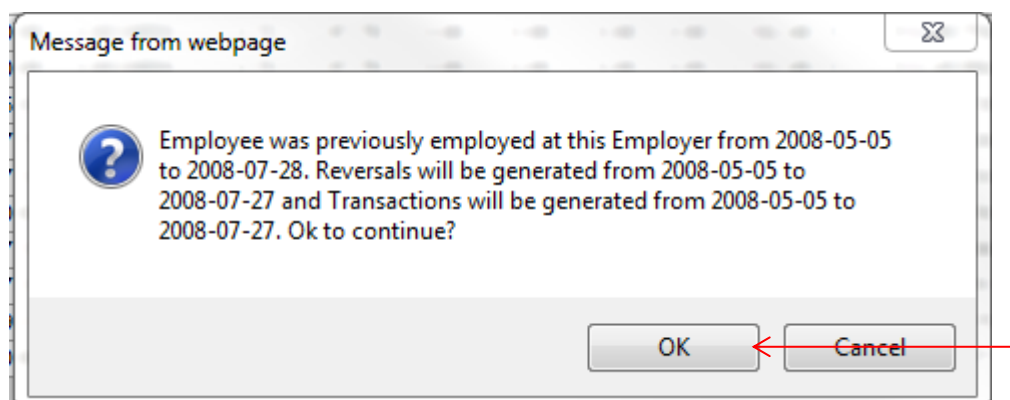


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Click on the **OK** button to generate the transactions.



You can click on the **Reset** button to clear the engagement form and display the engagement search form.

#### Note

If your screen width is 1024 pixels or you are using Internet Explorer 7 or 8 the form displays over two lines. Please see the **Browsers and Screen Resolution** section for the explanation for this.

### 3.6.1 Transaction generation for re-engagements

1. Employees currently employed.
  - a. The engagement date can be changed to an earlier or later date than the existing engagement date by entering the correct date as the from date.
  - b. When changed to an earlier date a transaction is generated for every month from the new date up to the existing engagement date, using the data as entered. These transactions can be changed as required.
  - c. When changed to a later date a reversal is generated for every month from the existing engagement date up to the new date, and an engagement transaction generated for the new engagement date. These transactions cannot be changed.
  - d. The engagement date on the employee record is changed to the new engagement date.
2. Employees previously employed.
  - a. For these employees you can create transactions for periods before, after and during the period that the employee was employed.
  - b. When the from date is earlier than the engagement date in history a transaction is generated for every month from the new date up to the engagement date in history, using the data as entered.
  - c. When the to date is later than the discharge date in history transactions are generated per month from the discharge date up to the to date, using the data as entered.



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- d. When the dates entered overlap the employment period in history, transactions per month are generated from the data in history, with reversals reversing them out to give a net effect of zero.
- e. The generated transactions can be modified as required.



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### 3.7 Changing the Personal Details of employees

Select a transaction for the employee by clicking on the **Tr** button on one of the transactions of the employee.

TransType	StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Salary	CommPer	Levy	Prov	Union	Saf	Ahp	WspF	WkTotal	W	FcTotal	Tr	Br	De	
Forecast	2012-10-01	2012-10-28	9000083015	790928003888	ASHER L	F	TS	16352.70	0.00	MNTH	4.70	584.93	0.00	0.00	0.00	0.00	589.63	4	2358.52	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="De"/>
Forecast	2012-10-01	2012-10-28	9000083010	560808503888	BELL M	M	TE	47067.50	0.00	MNTH	4.70	1683.57	0.00	0.00	0.00	0.00	1688.27	4	6753.08	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="De"/>
Forecast	2012-10-01	2012-10-28	9000136226	5912290093088	DUGMORE HD	F	BG	792.00	0.00	WEEK	4.70	122.76	0.00	0.00	0.00	0.00	127.46	4	509.84	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="De"/>

Click on the **Employee** button.

StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Sal/Wage	CommPer	Levy	Prov	Union	Saf	Ahp	WspF	Reset	History	
2013-06-03	2013-06-30	9000083010	560808503888	BELL M	M	TE	10861.73	0.00	WEEK	000	H70	000	000	000	Update	Clear	Employee

The personal detail form displays.

Instructions display in the yellow informational box.

idNo	PassportNo	Surname	Names	Initials	MaidenName	BirthDate	G	Nationality	Reset
ChangeFrom	560808503888	BELL	MARTIN	M		1956-08-08	M		Update
ChangeTo	560808503888	BELL	MARTIN	MX		1956-08-08	M		Close

Please send the Id document / Passport / Marriage Certificate (as applicable) of the Employee to registrations@mibco.org.za - The changes will be applied when they have been verified by Mibco Registrations.

Make your changes in the fields in the **ChangeTo** line.

You can click on the **Reset** button to set the data back to what it was when the form was originally displayed.

Click on the **Update** button to commit the changes to the database.

If the change has already been captured but not yet approved, the **Update** button is disabled as you cannot make changes to an existing change request, but you can click on the **Reset** button to cancel the request.

You can click on the **Close** button to close the form.

Mibco Registrations will verify the changes on receipt of the relevant documentation. If the changes are approved they will be applied. If they are not approved the user will be contacted.



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### 3.8 Employee History

To view the employment and changes history of an employee, select a transaction for the employee by clicking on the **Tr** button on one of the transactions of the employee.

TransType	StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Salary	CommPer	Levy	Prov	Union	Saf	Ahp	Wspf	WKTotal	W	FcTotal	Tr	Br	Ds	
Forecast	2012-10-01	2012-10-28	9000083015	790928003888	ASHER L	F	ITS	16352.70	0.00	MNTH	4.70	584.93	0.00	0.00	0.00	0.00	589.63	4	2358.52	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="Ds"/>
Forecast	2012-10-01	2012-10-28	9000083010	560808503888	BELL M	M	TE	47067.50	0.00	MNTH	4.70	1683.57	0.00	0.00	0.00	0.00	1688.27	4	6753.08	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="Ds"/>
Forecast	2012-10-01	2012-10-28	9000136226	5912290093088	DUGMORE HD	F	BG	792.00	0.00	WEEK	4.70	122.76	0.00	0.00	0.00	0.00	127.46	4	509.84	<input type="button" value="Tr"/>	<input type="button" value="Br"/>	<input type="button" value="Ds"/>

Click on the **History** button.

StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Sal/Wage	CommPer	Levy	Prov	Union	Saf	Ahp	Wspf	Reset	History	
2012-10-01	2012-10-28	9000083010	560808503888	BELL M	M	TE	47067.50	0.00	MNTH	100	H70	000	000	000	Update	Clear	Id/Name

The history displays.

For Mibco users, the full history of the employee at all employers shows.

Employer	TransType	Period	StartDate	EndDate	Id/PassportNo	Name	G	Occ	Salary	CommPer	Levy	Prov	Union	Saf	Ahp	Wspf	Reason
8380502	Salary	201210	2012-10-01	2012-10-28	6611185703087	BVUMA CT	M	BP	772.20	0.00	WEEK	100	B70	000	000	000	000
8380498	Salary	201209	2012-09-03	2012-09-30	6611185703087	BVUMA CT	M	BP	772.20	0.00	WEEK	100	B70	300	M00	000	000
8380502	Engagement	201209	2012-09-03	2012-09-30	6611185703087	BVUMA CT	M	BP	708.30	0.00	WEEK	100	B70	000	000	000	000
8380498	Discharge	201209	2012-09-03	2012-09-02	6611185703087	BVUMA CT	M	BP	708.30	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	201110	2011-10-03	2011-10-30	6611185703087	BVUMA CT	M	BP	708.30	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	201010	2010-10-04	2010-10-31	6611185703087	BVUMA CT	M	BP	649.80	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200909	2009-08-31	2009-09-27	6611185703087	BVUMA CT	M	BP	590.85	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200810	2008-09-29	2008-11-02	6611185703087	BVUMA CT	M	BP	549.45	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200710	2007-10-01	2007-10-28	6611185703087	BVUMA CT	M	BP	508.95	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200611	2006-10-30	2006-11-26	6611185703087	BVUMA CT	M	BP	309.60	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200611	2006-10-02	2006-10-29	6611185703087	BVUMA CT	M	BP	309.60	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200509	2005-09-05	2005-10-02	6611185703087	BVUMA CT	M	BP	290.25	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200503	2005-02-28	2005-03-27	6611185703087	BVUMA CT	M	BP	274.05	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200503	2004-12-06	2005-02-27	6611185703087	BVUMA CT	M	BP	274.05	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200407	2004-06-28	2004-08-01	6611185703087	BVUMA CT	M	BP	255.60	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary/FundChange	200407	2003-09-29	2004-06-27	6611185703087	BVUMA CT	M	BP	255.60	0.00	WEEK	100	B70	300	M00	000	000
8380498	BreakOut	200210	2002-09-30	2002-10-27	6611185703087	BVUMA CT	M	BP	209.25	0.00	WEEK	100	B70	300	M00	000	000
8380498	Salary	200109	2001-09-03	2001-09-30	6611185703087	BVUMA CT	M	BP	206.88	0.00	WEEK	100	B70	300	M00	000	000

For Online users only the history at the current employer shows.

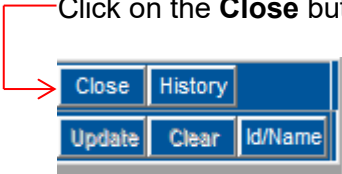
TransType	Period	StartDate	EndDate	Id/PassportNo	Name	G	Occ	Salary	CommPer	Levy	Prov	Union	Saf	Ahp	Wspf	Reason
Salary	201210	2012-10-01	2012-10-28	6611185703087	BVUMA CT	M	BP	772.20	0.00	WEEK	100	B70	000	000	000	000
Engagement	201209	2012-09-03	2012-09-30	6611185703087	BVUMA CT	M	BP	708.30	0.00	WEEK	100	B70	000	000	000	000



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Click on the **Close** button to close the history display.





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### 3.9 Clearing transactions.

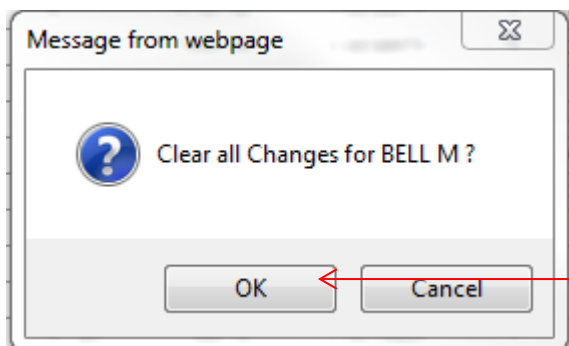
To clear transactions for one employee, select a transaction for the employee by clicking on the **Tr** button on one of the transactions of the employee.

TransType	StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Salary	CommPer	Levy	Prov	Union	Saf	Ahp	WspF	WkTotal	W	FcTotal	Tr	Br	De
Forecast	2012-10-01	2012-10-28	9000083015	790928003888	ASHER L	F	TS	16352.70	0.00	MNTH	4.70	584.93	0.00	0.00	0.00	589.63	4	2358.52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast	2012-10-01	2012-10-28	9000083010	560808503888	BELL M	M	TE	47067.50	0.00	MNTH	4.70	1683.57	0.00	0.00	0.00	1688.27	4	6753.08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forecast	2012-10-01	2012-10-28	9000136226	5912290093088	DUGMORE HD	F	BG	792.00	0.00	WEEK	4.70	122.76	0.00	0.00	0.00	127.46	4	509.84	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on the **Clear** button.

StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ	Sal/Wage	CommPer	Levy	Prov	Union	Saf	Ahp	WspF	Reset	History	
2012-10-01	2012-10-28	9000083010	560808503888	BELL M	M	TE	47067.50	0.00	MNTH	100	H70	000	000	000	Update	Clear	Id/Name

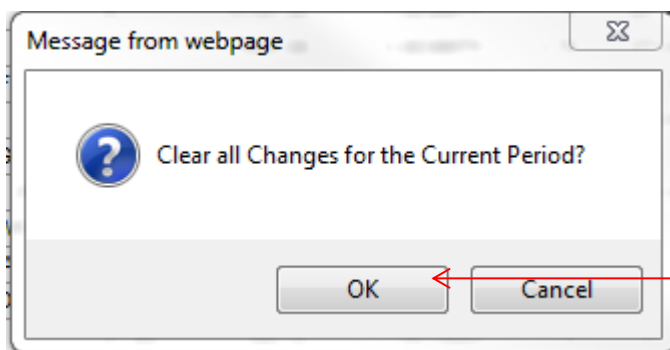
Click on **OK** in the Confirmation dialog.



To clear all the changes for the return, click on the **ClearChanges** button at the bottom of the screen.

Engagement	ReEngagement	ClearChanges	Notes	SubmitReturn	UseMultiSelect	UseBulkProcessing	Refresh
SelectEmployer	ViewEmployerHistory	ViewStatement	SetOrientation	NotesToEmployer	DefaultDates	SetRuleForCommission	SetWeeklyMonthly

Click on **OK** in the Confirmation dialog.





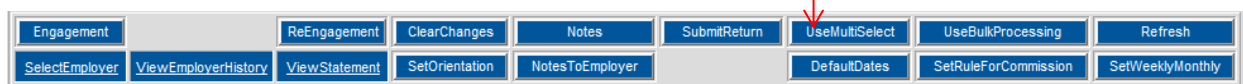
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### 3.10 Multi Select

You can use the multi select feature to enter multiple breaks with the same start and end dates and the same break reason, multiple discharges with the same discharge date and reason, and wage increases with the same start date and salary/wage.

Enter the relevant data when you select the first transaction. Then select the other transactions until all the required transactions are highlighted. When done, click on the **Update** button, and the transactions are generated and the page refreshed.

To use multi select, click on **the UseMultiSelect** button.



The text of the button changes to **ExitMultiSelect**. You will stay in the multi select mode until you click on this button again to exit it.



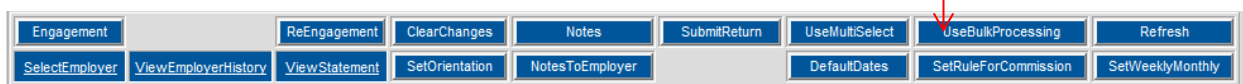
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### 3.11 Bulk Processing

To cut down on the waiting time when the return page gets refreshed, you can use the bulk processing feature.

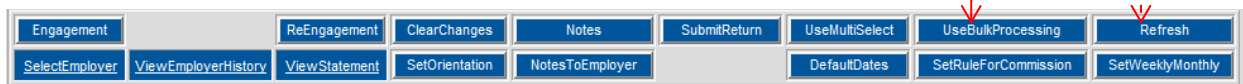
When using this feature, transactions are committed to the database as normal when you click on **Update** but the page is not refreshed, and you don't see the changes. To see the changes you can exit bulk processing or just refresh the page using the **Refresh** button.

To use bulk processing, click on the **UseBulkProcessing** button.



The text of the button changes to **ExitBulkProcessing**. You will stay in bulk processing mode until you click on this button again to exit it.

To refresh the page and see your changes while staying in bulk processing mode, click on the Refresh button.



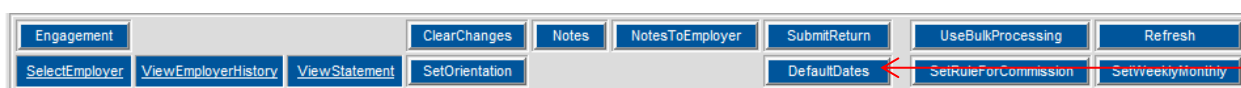


### 3.12 Default Dates

The dates on break transactions always default to the dates of the previous break captured.

For engagements, rate and fund changes, and discharges, you decide whether the start dates must default to the previous entry or not.

To default the start dates to the previous entry, click on the **DefaultDates** button.



The text of the button changes to **DontDefaultDates**.



The start dates will be defaulted to the previous entry until you click this button again and the text changes back to **DefaultDates**.



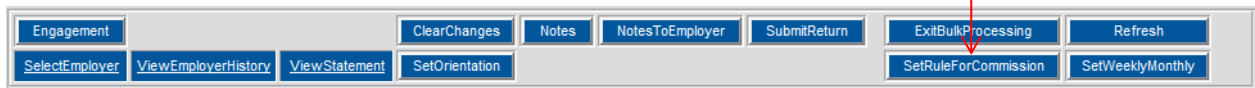
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### 3.13 Set rule for Commission

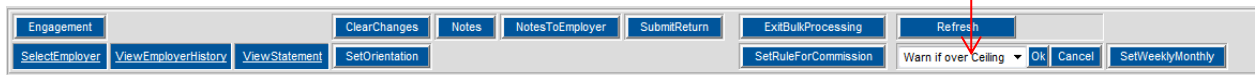
The value of the employee contribution to the provident fund on commission earnings is set annually, but can be waived by agreement between employer and employee.

When the amount of the commission entered is more than this ceiling, you are warned of it and then have the options to either use the ceiling or the full amount of the commission.

To stop this warning coming up every time, you can set a default per employer. To do this, click on the SetRuleForCommission button.



A form appears with an arrow for a dropdown.



Click on the arrow and then select the applicable option from the dropdown.

1. Warn if over Ceiling.
  - a. You will be warned every time the commission is more than the ceiling. This is also the default option.
2. Use up to Ceiling.
  - a. The value of the commission up the value of the ceiling will be used. If the commission is more than the ceiling the value exceeding the ceiling will be ignored.
3. Use full Commission.
  - a. The full value of the commission entered will be used, irrespective of the ceiling.

Click on **Ok** to save your selection as the default for the employer.



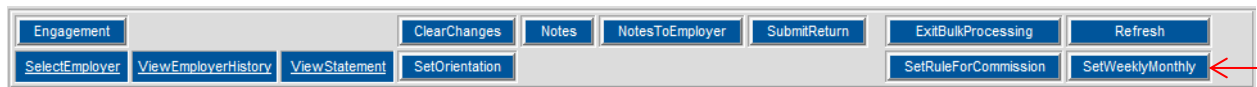
### 3.14 Set Weekly or Monthly payment interval

The salary/wage and commission are stored as weekly in the database, but you have the option to set the payment interval to monthly for the user interface. If you do this they are converted to monthly values and that is what you will see and use.

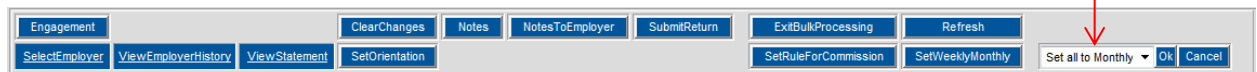
You can set the payment interval per individual employees or for all the employees of the employer.

To set it for individual employees you change it in the transaction form, as discussed in the **Rate, Fund, Occupation and Payment Interval changes** section.

To set it for all the employees of the employer, click on the **SetWeeklyMonthly** button.



A form appears with an arrow for a dropdown.



Click on the arrow and then select the applicable option from the dropdown.

Click on **Ok** to affect the change and set the default for the employer.

**Note** – Clearing transactions does not reset payment interval changes.



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### 3.15 Set amount to be Paid

Online users have the option to set the amount to be paid for a return if they are paying a different amount than the total for the return.

Engagement	ClearChanges	Notes	SubmitReturn	ExitBulkProcessing	Refresh	ToPay	1562.85
SelectEmployer	ViewEmployerHistory	ViewStatement	SetOrientation	SetRuleForCommission	SetWeeklyMonthly	Update	Reset

To set this amount, enter the amount in the form and click on the **Update** button to commit it to the database.

You can click on the **Reset** button to set the amount back to the total for the return.

This function is not available to Mibco users.



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### 3.16 Notes

To enter notes for the Mibco Returns staff, click on the **Notes** button.



For Online users the following form displays. If you have previously entered any notes they will display in the form.

For Mibco users the following form displays. If any notes have previously entered by a Mibco user they will display in the notes form, and if the Online user has entered any notes they will display in the employer notes form. The notes entered by the Online user are display only.

Enter your notes and click on the **Update** button to commit the notes to the database.

The notes entered by Mibco users display in the *Comments* field on the *Forecast Summary* record. Those entered by Online users display in the *OnlineNotes* field and are also e-mailed to [onlinenotes@mibco.org.za](mailto:onlinenotes@mibco.org.za)

You can click on the **Reset** button to clear your changes, and on the **Close** button to close the form.

On returns that can be reset the notes buttons are active, so you don't have to reset a return just to enter notes.

If any notes have been entered for a return that can be processed or reset, and Mibco users access the Process Returns page from the View Employer History page, the notes display automatically. Click on the **Close** button to close the notes form.

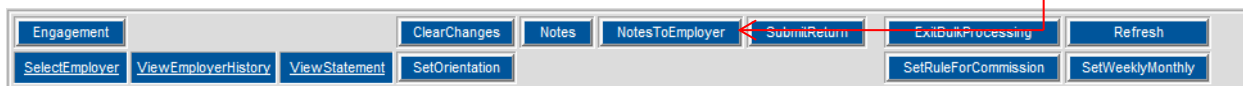


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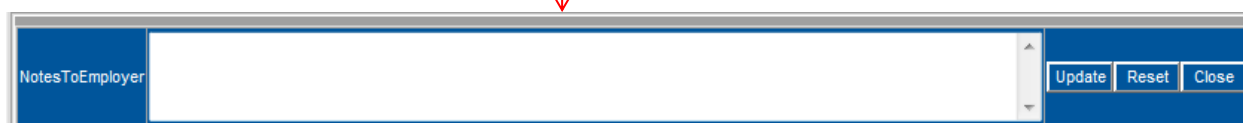
### 3.17 Notes to Employer

The function to send notes to an employer is not available to Online users, only to Mibco users.

To enter notes to the employer, click on the **NotesToEmployer** button.



The notes to employer form displays.



Enter your notes and click on the **Update** button to commit the note to the database. The note will be e-mailed to the employer, or posted if there is no e-mail address for the employer.

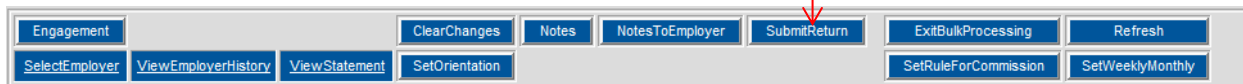
You can click on the **Reset** button to clear the note, and on the **Close** button to close the form.



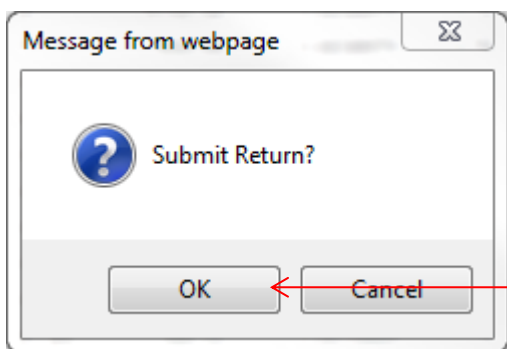
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### 3.18 Submit Return

When you have finished the changes for a period, or if there are no changes to do, click on the **SubmitReturn** button to submit the return.



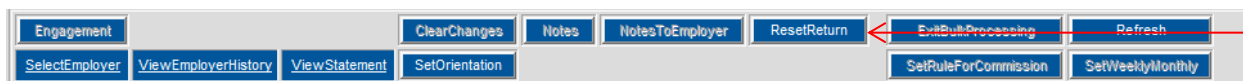
Click on **OK** in the Confirmation dialog.



The status of the return is changed to *Return*, and the forecasts for the following outstanding periods are re-generated.

While the forecast re-generation is in progress the text of this button is set to **Processing...**

When the forecast re-generation is complete, the text of the button changes to **ResetReturn**.

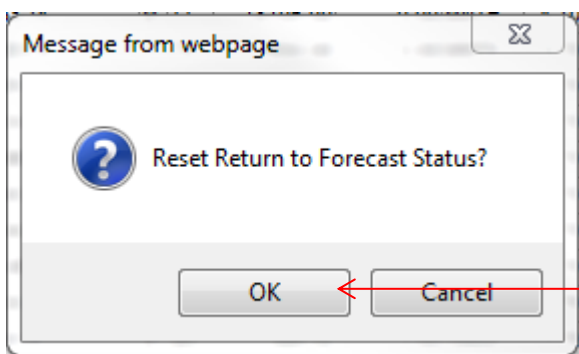


### 3.19 Reset Return

To reset a return, click on the **ResetReturn** button. This function is only available for the latest return with a status of *Return*, and then only if no transactions have been done in the following period.



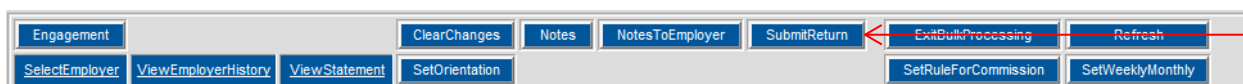
Click on **OK** in the Confirmation dialog.



The status of the return is changed back to *Forecast*, and the forecasts for the following outstanding periods are re-generated.

While the forecast re-generation is in progress the text of this button is set to **Processing...**

When the forecast re-generation is complete, the text of the button changes to **SubmitReturn**.



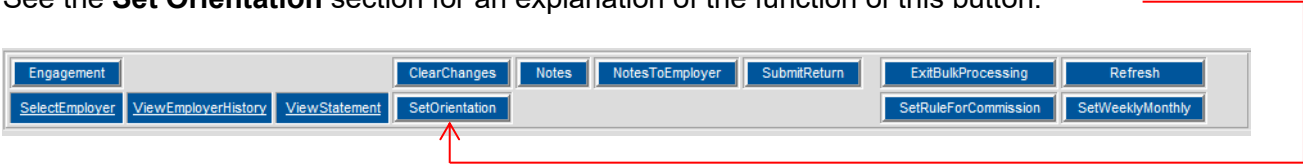


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**3.20 Set Orientation**

Click on the **SetOrientation** button to indicate what orientation you use for printing.

See the **Set Orientation** section for an explanation of the function of this button.





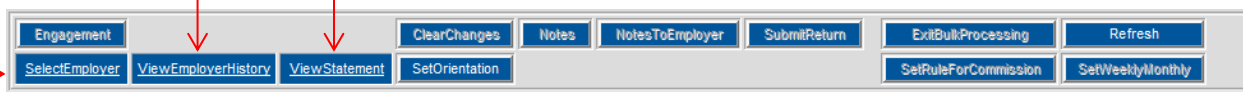
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### 3.21 Links

Click on **SelectEmployer** to go to the **Select Employer** page. See the **Online users – Processing employers** and **Mibco users – Processing employers** sections for the explanations of these pages.

Click on **ViewEmployerHistory** to go to the **View Employer History** page. See the **View Employer History** section for the explanation of this page.

Click on **ViewStatement** to create the statement for the return. See the **View Statement** section for the explanation for viewing and printing the statement.





## 4 SET ORIENTATION

When you print the statement, you set your printer to Portrait or Landscape mode, as you prefer, using the tools available in your browser.

The Set Orientation function is to indicate to the system which mode you are using, so that it can do page breaks and print the headings on top of every page.

If you don't set this, the statement will be printed with headings only on the first page, and the page breaks will be done by your browser/printer.

If you set it to Landscape but your browser is set to Portrait you will get the Landscape page lengths, with the rest of the page layouts fitted to Portrait with smaller fonts to fit.

If you set it to Portrait but your browser is set to Landscape you will get the Portrait page lengths resulting in the pages overflowing and breaking somewhere in the page.

This button is available on the **View Employer History** and on the **Process Return** and **View Return** pages.

See the **View Employer History** and **Process Return** sections for the locations of this button.

When you click on this button a form appears with an arrow for a dropdown.

Click on the arrow and then select the applicable option from the dropdown.

Click on **Ok** to set the default for the employer.



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## 5 VIEW STATEMENT

The **ViewStatement** link is available on the **Select Employer** page for Online users, and for all users on the **View Employer History** and the on the **Process Return** and **View Return** pages.

See the **Online users – Processing employers** and **View Employer History** and **Process Return** sections for the locations of this button.

When you click on this link the **Return Statement** page opens in a new page or a new tab, depending on whether you are using tabbed browsing or not.

Return Statement for Employer 6711454 ONLINE DEMO COMPANY for Period OCT 2012																	Printed on 2013-04-09 11:20:29	
CouncilNo	id/PassportNo	Name	G	TransType	StartDate	EndDate	Occ	Salary	CommPer	Levy	Prov	Union	Saf	Ahp	WspF	WkTotal	W	FcTotal
9000083015	7909280038888	ASHER L	F	Forecast	2012-10-01	2012-10-28	TS	16352.70	0.00	MNTH	4.70	584.93	0.00	0.00	0.00	589.63	4	2358.52
9000083010	5608085038888	BELL M	M	Forecast	2012-10-01	2012-10-28	TE	47067.50	0.00	MNTH	4.70	1683.57	0.00	0.00	0.00	1688.27	4	6753.08
9000136226	5912290093088	DUGMORE HD	F	Forecast	2012-10-01	2012-10-28	BG	792.00	0.00	WEEK	4.70	122.76	0.00	0.00	0.00	127.46	4	509.84
9000096627	8302175058888	GORDON PR	M	Forecast	2012-10-01	2012-10-28	XJ	13500.00	0.00	MNTH	4.70	482.88	0.00	0.00	73.44	561.02	4	2248.08
9000083019	8007075098888	HUMAN B	M	Forecast	2012-10-01	2012-10-28	XJ	15000.00	0.00	MNTH	4.70	536.54	0.00	0.00	73.44	614.68	4	2458.72
9000136228	6312275159088	JACOBS NY	M	Forecast	2012-10-01	2012-10-28	BG	800.00	0.00	WEEK	4.70	124.00	0.00	0.00	0.00	128.70	4	514.80
9000096626	8908315078888	JACOBS PC	M	Forecast	2012-10-01	2012-10-28	TT	18105.00	0.00	MNTH	4.70	647.61	0.00	0.00	0.00	652.31	4	2609.24
9000096624	8812090168888	JANTJES J	F	Forecast	2012-10-01	2012-10-28	TS	7650.00	0.00	MNTH	4.70	273.63	13.00	0.00	0.00	291.33	4	1165.32
9000136225	6701165038888	KRUGER JF	M	Forecast	2012-10-01	2012-10-28	BG	7.00	0.00	WEEK	4.70	1.09	0.00	0.00	0.00	5.79	4	23.16
9000096623	6704035148888	LEMMON RL	M	Forecast	2012-10-01	2012-10-28	TD	6500.00	6350.00	MNTH	4.70	459.63	13.00	0.00	0.00	477.33	4	1909.32
9000083018	7009165078888	LIEBENBERG JJ	M	Forecast	2012-10-01	2012-10-28	TT	17325.00	0.00	MNTH	4.70	619.71	0.00	0.00	0.00	624.41	4	2497.64
9000083020	8909015148888	LONGMORE JR	M	Forecast	2012-10-01	2012-10-28	XJ	8500.00	0.00	MNTH	4.70	304.04	13.00	0.00	73.44	395.16	4	1580.72
9000096630	8504125368888	MABANGA MS	M	Forecast	2012-10-01	2012-10-28	BP	3750.00	0.00	MNTH	4.70	134.13	0.00	0.00	0.00	138.83	4	555.32
9000096631	8303175678888	MAKHUBELA T	M	Forecast	2012-10-01	2012-10-28	BP	3750.00	0.00	MNTH	4.70	134.13	8.65	0.00	0.00	147.48	4	589.92
9905050609	6207185669087	MAVUSO LD	M	Forecast	2012-10-01	2012-10-28	BG	792.00	0.00	WEEK	4.70	122.76	0.00	0.00	0.00	127.46	4	509.84
9605170193	5706085825088	MENAKI PP	M	Forecast	2012-10-01	2012-10-28	BG	589.50	0.00	WEEK	4.70	91.37	0.00	0.00	0.00	96.07	4	384.28
9000083011	6601275018888	MOODLEY I	M	Forecast	2012-10-01	2012-10-28	TD	6500.00	7710.00	MNTH	4.70	117.30	13.00	0.00	0.00	135.00	4	540.00
9000096625	7205060538888	MTHOMBENI NB	F	Forecast	2012-10-01	2012-10-28	TS	17550.00	0.00	MNTH	4.70	144.87	934.62	0.00	0.00	1084.19	4	4336.76
9000083012	7409156158888	MULLER PA	M	Forecast	2012-10-01	2012-10-28	TD	5100.00	5083.73	MNTH	4.70	84.06	13.00	0.00	0.00	101.76	4	407.04
9000096629	9101117758888	MUNRO J	M	Forecast	2012-10-01	2012-10-28	YJ	4530.00	0.00	MNTH	0.00	37.39	241.24	10.20	36.95	325.78	4	1303.12
9000083021	9105075228888	NDEBELE S	M	Forecast	2012-10-01	2012-10-28	YJ	4056.00	0.00	MNTH	0.00	33.48	216.00	0.00	36.95	286.43	4	1145.72
9000083016	8707140278888	NETSHOZINI T	F	Forecast	2012-10-01	2012-10-28	TS	7750.00	0.00	MNTH	4.70	63.97	412.72	0.00	0.00	481.39	4	1925.56
9000096632	8605300358888	NOSIPHIWO ME	F	Forecast	2012-10-01	2012-10-28	BE	2600.00	0.00	MNTH	4.70	21.46	0.00	0.00	0.00	26.16	4	104.64
9904189315	4711300058888	OTTO EMC	F	Forecast	2012-10-01	2012-10-28	BG	2000.00	0.00	WEEK	4.70	310.00	2000.00	0.00	0.00	2314.70	4	9258.80
9000096621	5805155028888	PRETORIUS A	M	Forecast	2012-10-01	2012-10-28	TE	44780.00	0.00	MNTH	4.70	0.00	0.00	0.00	0.00	4.70	4	18.80
9000083023	8811055618888	SIMLANE P	M	Forecast	2012-10-01	2012-10-28	BP	3750.00	0.00	MNTH	4.70	30.96	199.70	0.00	0.00	235.36	4	941.44
9000083027	8401200728888	SISLANA L	F	Forecast	2012-10-01	2012-10-28	BE	2600.00	0.00	MNTH	4.70	21.46	0.00	0.00	0.00	26.16	4	104.64
9904325751	6702045018888	SMIT HS	M	Forecast	2012-10-01	2012-10-28	BG	708.30	0.00	WEEK	4.70	109.78	13.00	0.00	0.00	127.48	4	509.92
9902050626	5107250068888	SMITH FP	F	Forecast	2012-10-01	2012-10-28	BG	800.00	0.00	WEEK	4.70	124.00	800.00	0.00	0.00	928.70	4	3714.80
9000096628	7803115018888	VAN ZYL PM	M	Forecast	2012-10-01	2012-10-28	XJ	15500.00	0.00	MNTH	4.70	127.95	13.00	0.00	73.44	219.09	4	876.36
9000096622	7110175058888	VORSTER C	M	Forecast	2012-10-01	2012-10-28	TD	6200.00	6800.00	MNTH	4.70	107.30	13.00	10.20	0.00	135.20	4	540.80
9000083022	9201250018888	ZODWA M	F	Forecast	2012-10-01	2012-10-28	BP	3750.00	0.00	MNTH	4.70	30.96	199.70	0.00	0.00	235.36	4	941.44

Forecast	Levy	R 564.00	Prov	R 30,750.88	Union	R 20,466.52	Saf	R 81.60	Ahp	R 1,470.64	WspF	R 0.00	MspF	R 0.00	Med	R 0.00	TrLevy	R 0.00	Total	R 53,333.64	NoTrans	32
Changes	Levy	R 0.00	Prov	R 0.00	Union	R 0.00	Saf	R 0.00	Ahp	R 0.00	WspF	R 0.00	MspF	R 0.00	Med	R 0.00	TrLevy	R 0.00	Total	R 0.00	NoTrans	0
Total	Levy	R 564.00	Prov	R 30,750.88	Union	R 20,466.52	Saf	R 81.60	Ahp	R 1,470.64	WspF	R 0.00	MspF	R 0.00	Med	R 0.00	TrLevy	R 0.00	Total	R 53,333.64	NoTrans	32

To print the statement use the printing features of your browser.

See the **Set Orientation** section for an explanation of Portrait and Landscape orientation printing.



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## 6 PAYMENT ANALYSIS

This function is only available to Online users, not to Mibco users, and is only useful to users with multi employers. For this manual the Demo user is being used, which has only one company linked to it.

Click on the **PaymentAnalysis** link on the Select Employer page.

The Payment Analysis page displays, with the total to be paid for the user.

The amounts in the **ToPay** column are the totals of the returns, or the changed amount if the amount to be paid was changed for any of the returns, as discussed in the **Set amount to be Paid** section.

Employer	Name	Period	Status	Bfwd	Forecast	Changes	Total	Interest	Sundries	U/Payments	Transfers	ReturnTotal	Payments	Balance	ToPay
6711454	ONLINE DEMO COMPANY	JUN 2012	Return	R 0.00	R 54,703.05	R 0.00	R 54,703.05	R 0.00	R 0.00	R 0.00	R 0.00	R 54,703.05	R 0.00	R 54,703.05	R 54,703.05
<b>Total</b>															<b>R 54,703.05</b>



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## 7 FORECAST GENERATION

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Changes during forecast generation are done as follows:

1. Council levies.
  - a. The salary/wage is checked against the earnings ceiling and the employee is put onto or removed from council levies as applicable when his or her rate changes or when the ceiling changes.
2. Provident fund.
  - a. Employees less than six months in the industry are put on to the provident fund if the six months grace period is surpassed.
  - b. Employees reaching the age of 70 are removed from the fund.
3. AHP.
  - a. The AHP fund for apprentices is checked and the fund changed when the year for a contribution level expires.
4. Unions.
  - a. Employees are put onto or removed from the union fund if applications or resignations have been created by the unions.
5. SAF.
  - a. Employees are put onto or removed from the SAF fund if applicable according to the rules.
6. Contributions.
  - a. Contributions to the funds will be increased when there has been an annual contribution increase.

Letters to the employers are created and e-mailed or posted detailing all fund or contributions changes affected.

Letters to the employers are also created for employees who are being paid less than the minimum wage.



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## 8 BROWSERS AND SCREEN RESOLUTION

The browsers supported are Internet Explorer 7 and up, and the later versions of FireFox, Google Chrome, Opera and Safari.

If you have old versions of FireFox, Google Chrome, Opera or Safari you should upgrade to the latest versions, as testing was not done with old versions.

Screen widths of 1024 pixels and up and screen heights of 768 pixels and up are supported. The pages will not display properly on anything smaller.

On screens with a width of 1024 pixels the headings of the **View Employer History** page are abbreviated and the week total column for the transactions in the **Process Return** page is not displayed, due to a lack of space.

On screens with a width of 1024 pixels and for Internet Explorer 7 and 8 the transaction and engagement forms use two lines, and not one as shown in this manual.

For the 1024 screen width the reason is lack of space, and for Explorer 7 and 8 the reason is that they cannot expand the dropdown boxes, so that the fields with dropdowns have to be the same size as the largest value in the dropdown.

The transaction form looks like this.

StartDate	EndDate	CouncilNo	Id/PassportNo	Name	G	Occ					
2012-10-01	2012-10-28	9000083015	7909280038888	ASHER L	F	ITS CLERICAL EMPLOYEES			Id/Name		
Sal/Wage	Comm	Per	Levy	Prov	Union	Saf	Ahp	Wspf			
16352.70	0.00	MNTH	100 Council L	H70 Motor Industry	000 None	000 None	000 None	000 None			
										Reset	History
										Update	Clear

Engaged 2011-01-03 / TS experience 0.35 Years / Council Levies not payable / Provident optional / Union Fees not payable / Saf optional / Ahp not payable / Wspf optional

The engagement form looks like this.

Id No	Passport No	From Date	Surname	Names	Initials	G	BirthDate			
8601060339089		2012-10-01	INXELE	THABISA	T	F	1986-01-06			
Occ	Sal/Wage	Commission	Week/Mnth	Prov	Saf	Ahp				
BC CASHIER	900.00	0.00	WEEK	000 None	000 None	000 None			Search	
									Reset	
									Update	
									Close	



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## 9 USER MANUAL

The link to view this manual is available on the **Select Employer** page for Online users, and for all users on the **View Employer History** and the on the **Process Return** and **View Return** pages.

The image displays three screenshots of the Mibco Returns system interface, each with a red arrow pointing to a 'ViewUserManual' link:

- Select Employer:** Shows a 'User Id' field with the value 'demo' and a 'ViewUserManual' link.
- View Employer History:** Shows an 'Employer' field with the value '6711454' and 'ONLINE DEMO COMPANY', and a 'ViewUserManual' link.
- Process Return:** Shows a table with columns: Employer, ForecastPeriod, StartDate, EndDate, Status, Forecast, Class, Open, and a 'ViewUserManual' link.

Employer	ForecastPeriod	StartDate	EndDate	Status	Forecast	Class	Open
6711454	NOV 2012	2012-10-29	2012-12-02				