

# peopleplus

HR & Payroll Software for Business



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# PEOPLEPLUS

## Motor Industry Bargaining Council

## Section 15: Motor Industry Bargaining Council

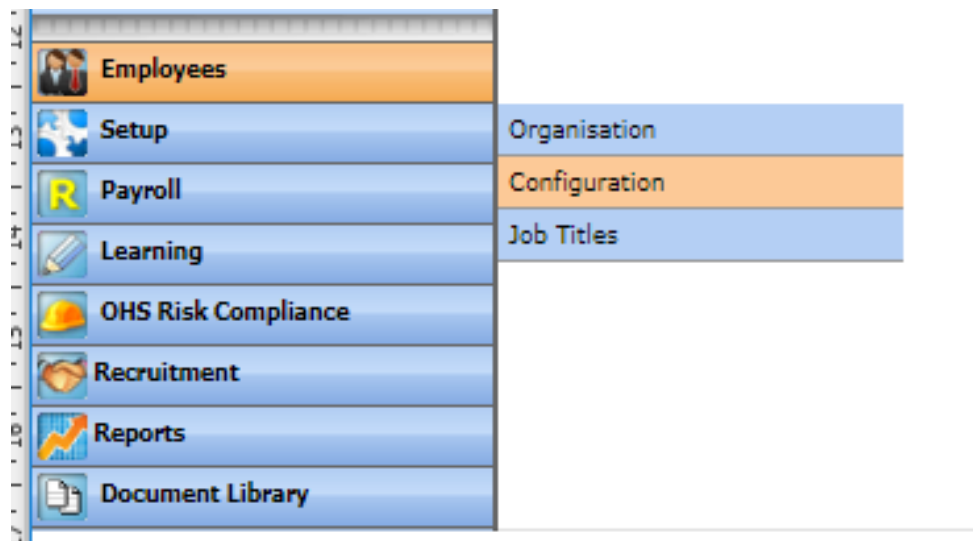
### Introduction

The PeoplePlus system requires certain HR features to be configured prior to using the Payroll

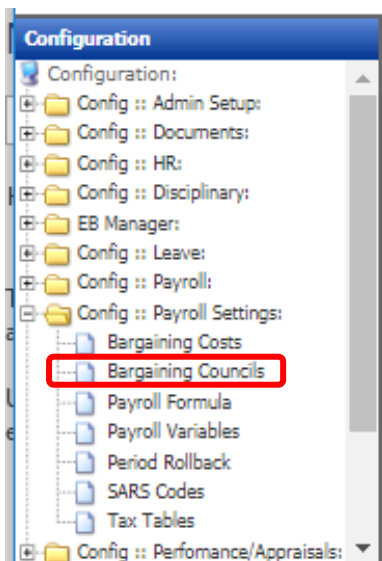
### Purpose

The purpose of this section is to provide a step by step guide to setting up the system configuration for the Motor Industry Bargaining Council to be functional.

- Hover over the Setup tab in the Module Menu. A sub-menu will appear, as displayed below:
- Click on Configuration.



Under Configuration Select Config Payroll Settings, then Bargaining Councils



Add the Bargaining Council and then save.

**Bargaining Councils:** Add

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**Add a New Bargaining Council:**

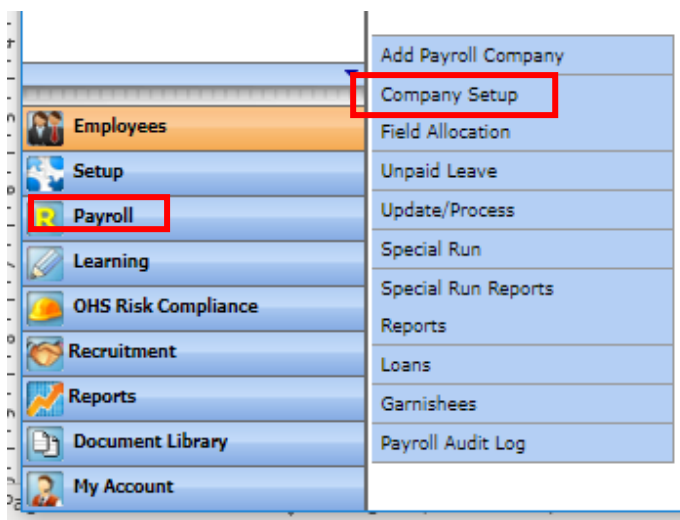
Name:

Description:

Save

**Bargaining Councils:**

- Hover over the Payroll tab in the Module Menu. A sub-menu will appear, as displayed below:
- Click on Company Setup.



- Select Mibco from dropdown box
- Insert Bargaining Council Reference Number
- Enter the remainder of Months left in tax year that consists of 5 Weeks Only (See below) Numerical separated by a Comma ( , )

Update

**Edit Payroll Company Details:**

|                                  |   |                                   |  |
|----------------------------------|---|-----------------------------------|--|
| <b>Tax Details:</b>              |   | <b>Payroll Settings:</b>          |  |
| Payroll Company Name : *         | <input type="text" value="SUBARU EXECS"/>             | Trade Classification:             | <input type="text" value="1505"/>                              |
| Payroll Company Code:            | <input type="text" value="682"/>                      | Standard Industry Classification: | <input type="text" value="29100"/>                             |
| Registered Name: *               | <input type="text" value="Subaru Southern Africa"/>   | Special Economic Zone:            | <input type="text"/>   |
| Trading/Other Name: *            | <input type="text" value="Subaru Southern Africa"/>   | Bargaining Council:               | <input type="text" value="MIBCO"/>                             |
| Nature of Business: *            | <input type="text" value="Public / Local Authority"/> | Ref. No:                          | <input type="text" value="6710581"/>                           |
| Company Registration Number:     | <input type="text"/>                                  | Five Week Months:                 | <input type="text" value="1,3,6,9"/> If required, i.e: 5,10,12 |
| VAT Reference Number:            | <input type="text"/>                                  | Starting Period: *                | <input type="text" value="1"/>                                 |
| PAYE Reference Number:           | <input type="text" value="7480722075"/>               | First Period End Date: *          | <input type="text" value="31/03/2019"/>                        |
| SDL Reference Number:            | <input type="text" value="L480722075"/>               | Bonus Provision Month:            | <input type="text"/>   |
| Pay SDL?                         | <input checked="" type="checkbox"/>                   | Overtime at Prev Period Rate:     | <input type="checkbox"/>                                       |
| SARS UIF Number:                 | <input type="text" value="U480722075"/>               | Employee Defaults:                |  |
| UIF Company Registration Number: | <input type="text"/>                                  | Monthly Periods: *                | <input type="text" value="12"/>                                |
| Payroll Company Status:          | <input type="text" value="Live"/>                     | Weekly Periods: *                 | <input type="text" value="52"/>                                |
| Physical Address:                | <input type="text"/>                                  | Hours Per Day: *                  | <input type="text" value="8"/>                                 |
|                                  |   | Hours Per Week: *                 | <input type="text" value="40"/>                                |
|                                  |   | Days Per Month: *                 | <input type="text" value="21.67"/>                             |
|                                  |   | Contributions:                    |  |

## MOTOR INDUSTRY BARGAINING COUNCIL 2019

| JANUARY 4 weeks |     |    |     |     |     |     |   |
|-----------------|-----|----|-----|-----|-----|-----|---|
| Mo              | Tue | We | Thu | Fri | Sat | Sun |   |
| 31              | 1   | 2  | 3   | 4   | 5   | 6   | 1 |
| 7               | 8   | 9  | 10  | 11  | 12  | 13  | 2 |
| 14              | 15  | 16 | 17  | 18  | 19  | 20  | 3 |
| 21              | 22  | 23 | 24  | 25  | 26  | 27  | 4 |

| FEBRUARY 4 weeks |     |    |     |     |     |     |   |
|------------------|-----|----|-----|-----|-----|-----|---|
| Mo               | Tue | We | Thu | Fri | Sat | Sun |   |
| 28               | 29  | 30 | 31  | 1   | 2   | 3   | 5 |
| 4                | 5   | 6  | 7   | 8   | 9   | 10  | 6 |
| 11               | 12  | 13 | 14  | 15  | 16  | 17  | 7 |
| 18               | 19  | 20 | 21  | 22  | 23  | 24  | 8 |

| MARCH 5 weeks |     |    |     |     |     |     |    |
|---------------|-----|----|-----|-----|-----|-----|----|
| Mo            | Tue | We | Thu | Fri | Sat | Sun |    |
| 25            | 26  | 27 | 28  | 1   | 2   | 3   | 9  |
| 4             | 5   | 6  | 7   | 8   | 9   | 10  | 10 |
| 11            | 12  | 13 | 14  | 15  | 16  | 17  | 11 |
| 18            | 19  | 20 | 21  | 22  | 23  | 24  | 12 |
| 25            | 26  | 27 | 28  | 29  | 30  | 31  | 13 |

| APRIL 4 weeks |     |    |     |     |     |     |    |
|---------------|-----|----|-----|-----|-----|-----|----|
| Mo            | Tue | We | Thu | Fri | Sat | Sun |    |
| 1             | 2   | 3  | 4   | 5   | 6   | 7   | 14 |
| 8             | 9   | 10 | 11  | 12  | 13  | 14  | 15 |
| 15            | 16  | 17 | 18  | 19  | 20  | 21  | 16 |
| 22            | 23  | 24 | 25  | 26  | 27  | 28  | 17 |

| MAY 5 weeks |     |    |     |     |     |     |    |
|-------------|-----|----|-----|-----|-----|-----|----|
| Mo          | Tue | We | Thu | Fri | Sat | Sun |    |
| 29          | 30  | 1  | 2   | 3   | 4   | 5   | 18 |
| 6           | 7   | 8  | 9   | 10  | 11  | 12  | 19 |
| 13          | 14  | 15 | 16  | 17  | 18  | 19  | 20 |
| 20          | 21  | 22 | 23  | 24  | 25  | 26  | 21 |
| 27          | 28  | 29 | 30  | 31  | 1   | 2   | 22 |

| JUNE 4 weeks |     |    |     |     |     |     |    |
|--------------|-----|----|-----|-----|-----|-----|----|
| Mo           | Tue | We | Thu | Fri | Sat | Sun |    |
| 3            | 4   | 5  | 6   | 7   | 8   | 9   | 23 |
| 10           | 11  | 12 | 13  | 14  | 15  | 16  | 24 |
| 17           | 18  | 19 | 20  | 21  | 22  | 23  | 25 |
| 24           | 25  | 26 | 27  | 28  | 29  | 30  | 26 |

| JULY 4 weeks |     |    |     |     |     |     |    |
|--------------|-----|----|-----|-----|-----|-----|----|
| Mo           | Tue | We | Thu | Fri | Sat | Sun |    |
| 1            | 2   | 3  | 4   | 5   | 6   | 7   | 27 |
| 8            | 9   | 10 | 11  | 12  | 13  | 14  | 28 |
| 15           | 16  | 17 | 18  | 19  | 20  | 21  | 29 |
| 22           | 23  | 24 | 25  | 26  | 27  | 28  | 30 |

| AUGUST 5 weeks |     |    |     |     |     |     |    |
|----------------|-----|----|-----|-----|-----|-----|----|
| Mo             | Tue | We | Thu | Fri | Sat | Sun |    |
| 29             | 30  | 31 | 1   | 2   | 3   | 4   | 31 |
| 5              | 6   | 7  | 8   | 9   | 10  | 11  | 32 |
| 12             | 13  | 14 | 15  | 16  | 17  | 18  | 33 |
| 19             | 20  | 21 | 22  | 23  | 24  | 25  | 34 |
| 26             | 27  | 28 | 29  | 30  | 31  | 1   | 35 |

| SEPTEMBER 4 weeks |     |    |     |     |     |     |    |
|-------------------|-----|----|-----|-----|-----|-----|----|
| Mo                | Tue | We | Thu | Fri | Sat | Sun |    |
| 2                 | 3   | 4  | 5   | 6   | 7   | 8   | 36 |
| 9                 | 10  | 11 | 12  | 13  | 14  | 15  | 37 |
| 16                | 17  | 18 | 19  | 20  | 21  | 22  | 38 |
| 23                | 24  | 25 | 26  | 27  | 28  | 29  | 39 |

| OCTOBER 4 weeks |     |    |     |     |     |     |    |
|-----------------|-----|----|-----|-----|-----|-----|----|
| Mo              | Tue | We | Thu | Fri | Sat | Sun |    |
| 30              | 1   | 2  | 3   | 4   | 5   | 6   | 40 |
| 7               | 8   | 9  | 10  | 11  | 12  | 13  | 41 |
| 14              | 15  | 16 | 17  | 18  | 19  | 20  | 42 |
| 21              | 22  | 23 | 24  | 25  | 26  | 27  | 43 |

| NOVEMBER 5 weeks |     |    |     |     |     |     |    |
|------------------|-----|----|-----|-----|-----|-----|----|
| Mo               | Tue | We | Thu | Fri | Sat | Sun |    |
| 28               | 29  | 30 | 31  | 1   | 2   | 3   | 44 |
| 4                | 5   | 6  | 7   | 8   | 9   | 10  | 45 |
| 11               | 12  | 13 | 14  | 15  | 16  | 17  | 46 |
| 18               | 19  | 20 | 21  | 22  | 23  | 24  | 47 |
| 25               | 26  | 27 | 28  | 29  | 30  | 1   | 48 |

| DECEMBER 4 weeks |     |    |     |     |     |     |    |
|------------------|-----|----|-----|-----|-----|-----|----|
| Mo               | Tue | We | Thu | Fri | Sat | Sun |    |
| 2                | 3   | 4  | 5   | 6   | 7   | 8   | 49 |
| 9                | 10  | 11 | 12  | 13  | 14  | 15  | 50 |
| 16               | 17  | 18 | 19  | 20  | 21  | 22  | 51 |
| 23               | 24  | 25 | 26  | 27  | 28  | 29  | 52 |

**PLEASE NOTE :** The Company Setup must be adjusted according to the new Mibco Calendar at the beginning of the Financial Year, and is the responsibility of the Client / Assigned System User.

### Payroll Settings: MIBCO

MIBCO Rates must be added on the Employee Payroll Setting Page

**PLEASE NOTE :** The following WEEKLY RATES must be added on default Values

All annual Bargaining Council levies and rates adjustments would be the responsibility of the Client

The following default values are applicable :

#### Income

- Additional Holiday Pay

#### Deductions

- Additional Holiday Pay
- Union Deduction

#### Mibco Council Levy

- Company Contribution

#### Sick and Accident Fund ( Maternity Leave Levy included for Female Employees)

- Mibco Council Levy

| Default Values:                          |           |
|--|-----------|
| Basic Salary Pensionable (1004)          | R 33600   |
| Basic Salary Non Pensionable (1008)      | R         |
| Commission (1006)                        | R         |
| Reimbursive Travel Kms (1227)            | R         |
| Medical Aid Employee Contribution (4011) | R 2595    |
| MIBCO Council Levy (4069)                | R 3.02    |
| Insurance (4065)                         | R         |
| Medical Aid Benefit (2006)               | R 5190.00 |
| Use of Motor Vehicle (2009)              | R 9601.84 |
| Group Life Unapproved Er (3020)          | R 424.03  |
| Medical Aid Company Contribution (3008)  | R 5190.00 |
| MIBCO Council Levy (3032)                | R 3.02    |
| MIBCO Sick & Acc Fund ER (3033)          | R 18.47   |
| Override Values:                         |           |

- NOTE : The Weekly Rates would determine the Monthly Total depending on Number of weeks in month relevant on Company Setup