employment & labour
Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

UIF
WORKING FOR YOU

UIF COVID-19 TERS BENEFITS
HOW TO APPLY

What is it?
A special UIF benefit to pay employees that are not being paid or are being paid less as a result of COVID-19

Who can apply for the COVID-19 Relief Benefit?
• Any UIF contributing business facing distress, unable to pay salaries as a result of the lock down period; and
• Any employee who is a contributor (works more than 24 hours a month) and there is an employer and employee relationship.

Step 1

Go to https://uifecc.labour.gov.za/covid19/ and register.

If you need to find your UIF number click **"Get Your UIF Reference Number"**

Step 2

Log in and complete the following info:

1. Complete all company info
2. Accept the Memorandum of Agreement Terms and Conditions*
3. Accept the Letter of Agreement Terms and Conditions*
4. Upload a bank confirmation letter in PDF format**
5. Upload your employees manually one-by-one
6. If you are doing bulk uploads send a blank email to **covid19ters@labour.gov.za** to get the Excel spreadsheet that you need to complete and save as a CSV file. (instructions on how to save as a CSV file are at the bottom of this document).

*Accepting the Terms & Conditions means you do not need to print, sign and send these in
**You can download this online from your bank

WHAT INFO IS BEING ASKED FOR ON THE EXCEL FORM

UIF Reference number
Each company has 1 UIF number for all employees (it is 9 characters 1234567/9) which you can get by clicking "Get Your UIF Reference Number" button on the home page
https://uifecc.labour.gov.za/covid19/

"Shutdown from" and "Shutdown to" dates ?
This is the date that your staff stopped working (27th March) till the 30th April. May 2020 applications will open shortly so check website for more info.

PAYE Number
This is a 10 digit number starting with U or a 7

Renumeration received monthly
This is the gross salary (the total you pay before tax) per employee

Employment end date
Put a zero (0) because the employee is not being terminated

Sector Minimum wage per month
You can use the National Minimum Wage

Renumeration received during lockdown period
The amount of money you're paying employees during lockdown

Account details
You can put your employees bank details or yours if you pay them in cash

Manual uploads are more likely to be accepted
CSV submissions are for bulk uploads only

WHAT HAPPENS NEXT?

Check your profile regularly for updates on the status of your application.
For more information check our Info Sheet -
WHAT HAPPENS AFTER APPLICATION

DOMESTIC WORKERS

## Can I claim UIF/TERS benefits for my domestic worker?
You can claim for any employee that works for you for more than 24 hours a week, is registered with UIF and that you have been contributing on behalf of for at least 3 months.
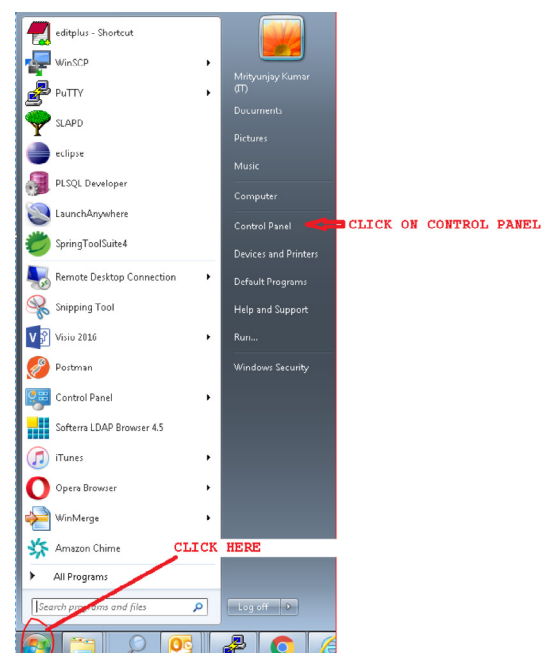
Can I do the claim for my domestic worker?
Yes, apply on the COVID-19 TERS site you can find your UIF reference number on your profile under 'declarations manager'
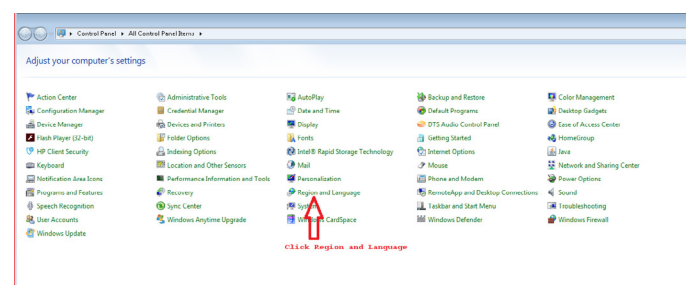
HOW TO CONVERT AN EXCEL SHEET INTO A CSV FILE

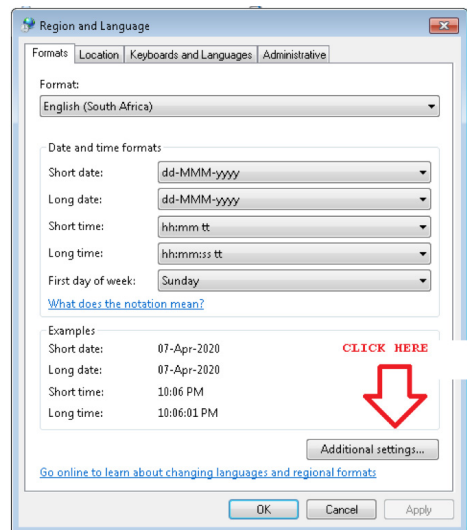Press Ctl + R on a Windows Machine and type control panel and Press Enter.
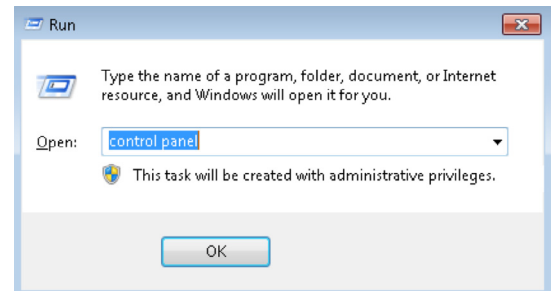
Alternatively, Go to Windows Start Button and select Control Panel
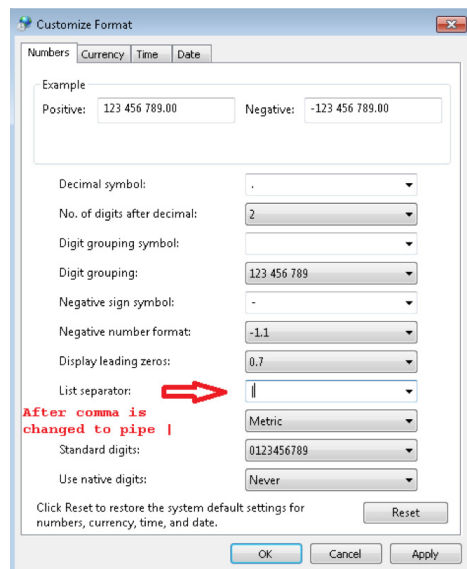

Select Region and Language

Click Additional setting
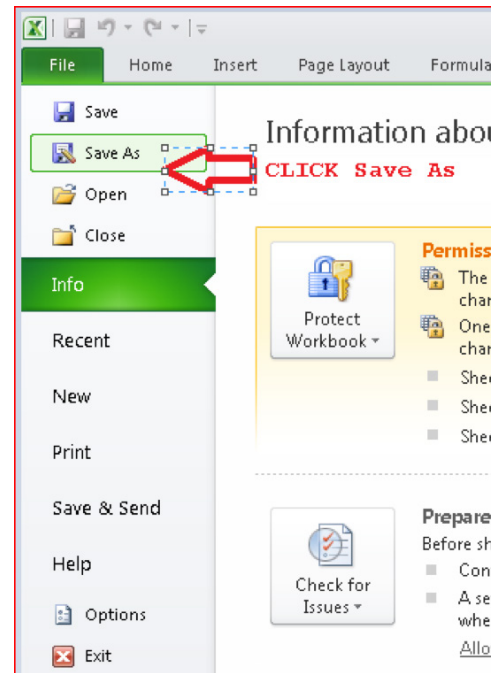

Change the Comma to pipe in Line separator field

Once comma is changed to Pipe, click Apply button and then OK button.

Open the Excel file which has all your employee information. All fields marked * are mandatory fields. Complete all mandatory Fields to make sure your application is successfully loaded. If done incorrectly it will result in
No Payment.

Go to File (Top Left in the File) and Click Save As

Select the 'Save as type' option dropdown and select CSV(Comma delimited). Also change the file name to be as follows:

a. UIFreferenceNumber_DDMMMYYYY_ uniqueno.

• If your UIF reference number is 1234567/8 - then put 12345678

• If the date is 6th April 2020 – then put 06APRIL2020

• If this is the first file you are sending then use 1

• Put under scores _ between the 3 pieces of information
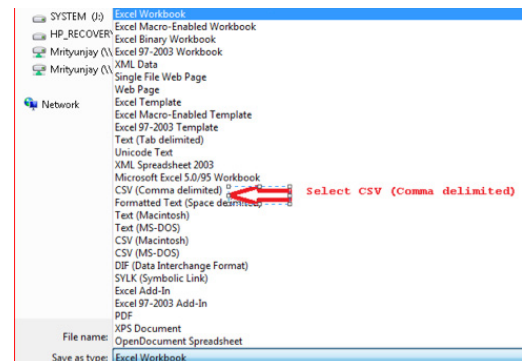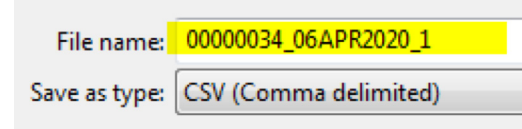
When you click Save, you will be prompted with a warning message saying "The selected file type does not support workbook that contain multiple sheets" Click OK button(marked with an Arrow)
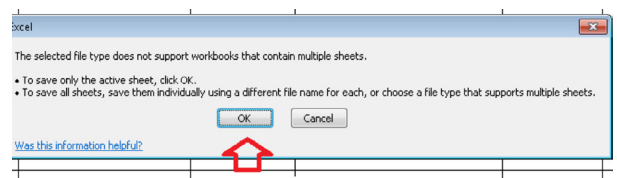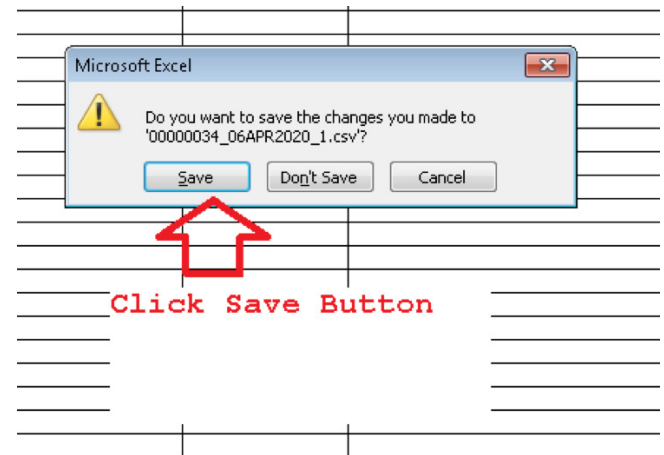
You will again be prompted with another warning message that the file may contain features that are not compatible with CSV(as below screen). Click **Yes** button(Marked with an Arrow)
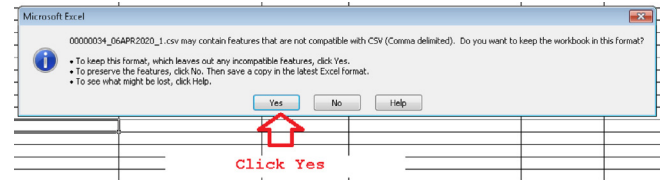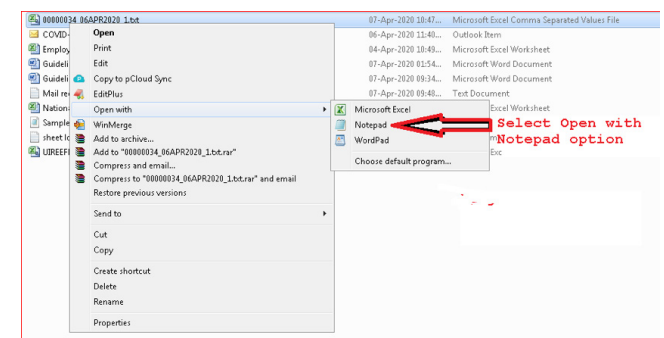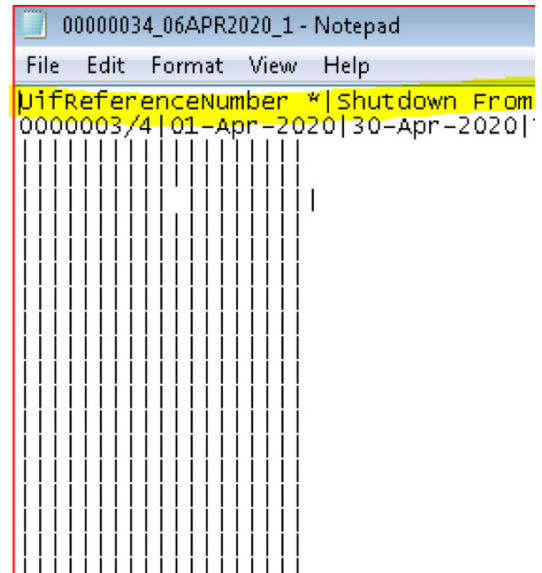
Close the file as indicated by the arrow
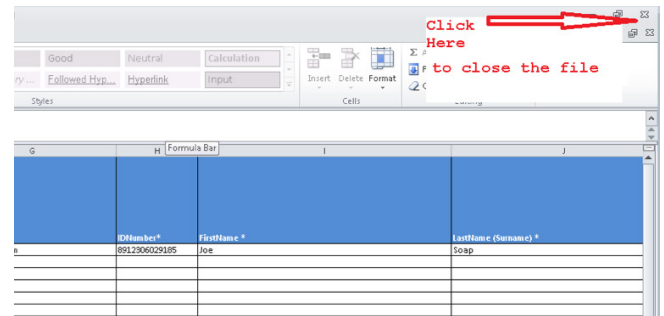
Save the file as indicated by the arrow

The file will be saved in CSV format in the same location where the Excel file is located.
Right click on the file and select 'Open with' and select Notepad.

The file will look like the one below with Pipe (|)delimiters.
Remove the Header that represents column name. Here the first line that starts with Uifreferencenumber must be removed.

Add a header on the first line.
The header should be:
"H|Date 06Apr2020"
Add a Footer at the bottom of all the of the file **"F|Number of employees listed"** of records in the file

Save the file using the Save option.
The CSV file is ready for submission to the UIF.