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?
Companies resgister with the UIF who have been affected by COVID-19 and employers of domestic workers.

MAY 2020 APPLICATIONS

Map applications are open. Where employers have only received payment for some of their employees, employers can continue to apply for May benefits for those employees who have received payment for April. The UIF is working to resolve the backlog of declarations for those employees not yet processed

How to apply for your May 2020 TERS payment?

Step 1. Type url (**https://uifecc.labour.gov.za/covid19**) on any web browsers (e.g. internet explorer, chrome, firefox, etc.)

(https://uifecc.labour.gov.za/covid19)
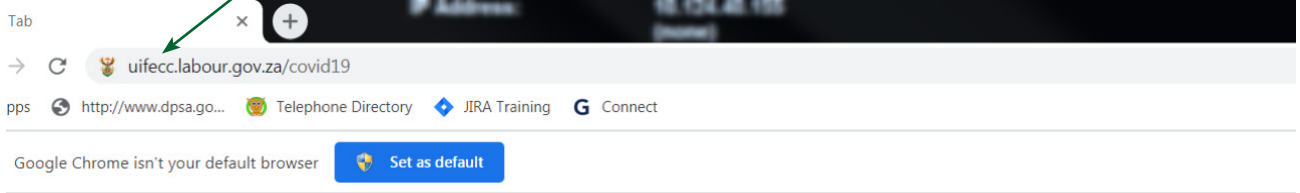
Step 2. UIF COVID – 19 TERS National Disaster Application System Home Page

Step 3. Login Screen

Capture the following fields:

Username: UIF reference number

Password: enter password

Click **Login** button to proceed to the registration of the **Company** and **Employees**

Step 4. Employee Screen

After successful login, please start by confirming that your banking details are correct – you can go to the Employer Tab and check or update the banking details before uploading the May application. Check your **Payment Medium** at the same time

a. If an employer is choosing for the UIF to pay their employees directly, under the "Employer" tab, choose Payment method 1, "Employee payment".

b. If an employer is choosing for the UIF to pay the employer, please check the payment method is Payment method 2, "Employer payment"

1. Click Employee tab, select Capture New Application

2. Select the lock down period "1 May 2020 to 31 May 2020" on the dropdown list
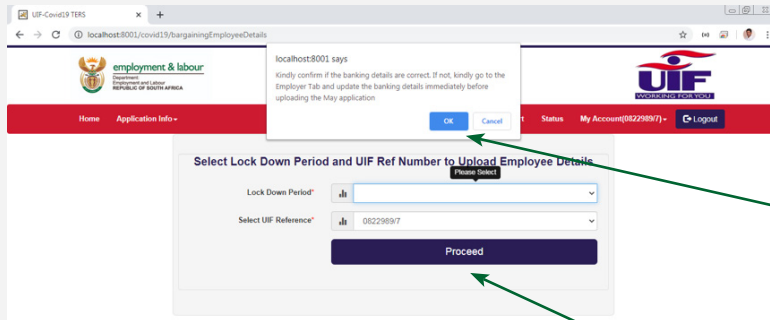
3. The system will pop up a message "employer to confirm the banking details' after clicking the Proceed button. **Please ensure the banking code reflects the Universal banking code. See end of the document for further information**

5. Select the lock down period "1 May 2020 to 31 May 2020" on the dropdown list

Step 5. Confirmation of April`s Submission by the Employer
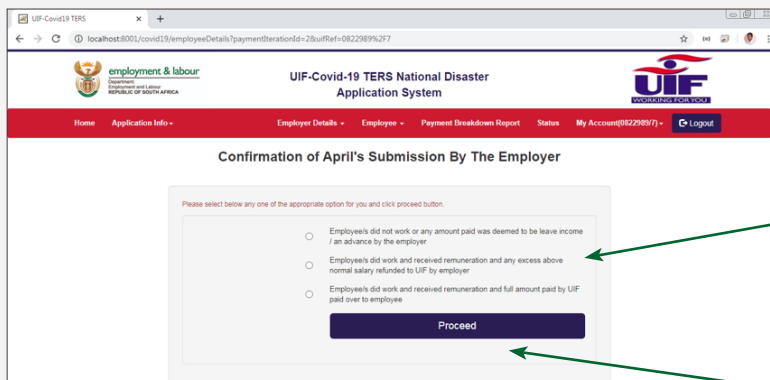
1. Please select one of the appropriate options on the radio button list for you. **Please see comment below for further guidance on the options available**

2. Click **Proceed** button to move to the next screen

Select Option 1 when for April the employer incorrectly included a salary under the "leave" column and where the employee did not work in April

Select Option 2 where for April the employer correctly included a leave salary for an employee, i.e. they did work during lockdown, and that the amount included was correct. Please note the UIF is then due a refund

Select Option 3 if monies were claimed and paid directly to employees.

Step 6. Uploading of the Required Documents
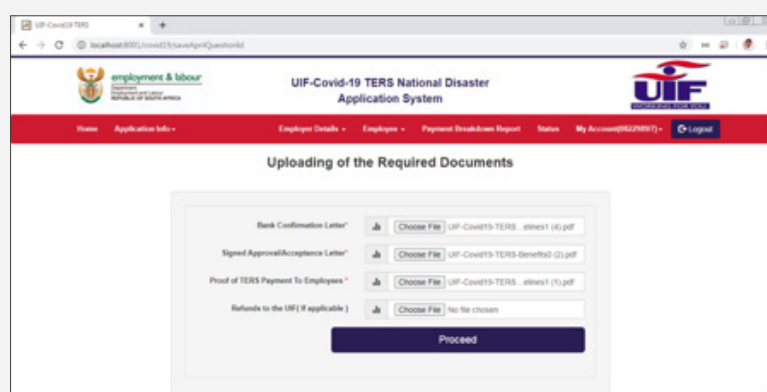
The employer must upload the three mandatory documents (the documents must be in PDF format) to proceed to the next screen. Please see PDF guidelines at the end of the document.

• Company Bank Confirmation Letter or Latest Bank Statement to confirm the banking details. **If the employer has elected for the UIF funds to be paid directly to employees, they must still upload proof of banking information relating to the company applying. You do not have to provide banking confirmation letters for each employee.**

• Signed Approval/Acceptance Letter (Proof that the employer has received the payment from UIF for April. **Where April funds were paid directly to employees, the employer can upload a signed letter, on a company letterhead, confirming that all funds were paid directly to employees. Where an employer did not apply for April relief, the employer can upload a signed letter, on a company letterhead, confirming that they did not apply for funds in April. All letters should be signed by either a director or CFO.**

• Proof of TERS Payment to Employees (e.g. Bank statement, signed letter by the employee acknowledgement of the payment (in case of cash payment) **Please note** that this has to be **ONE** document that must be uploaded. **Please note** once a PDF document has been uploaded, you are unable to edit it. Should you have more that one POP document, please continue with your online submission and email your POP documents to **covid19UIFemployerpaymentreturns@labour.gov.za**. The subject line should include the **UIF Ref number and "POP for April application"**

• (Optional) – upload following document:

√ Refunds to the UIF - in the case of an overpayment from the Fund the employer must return the funds to the UIF and upload a proof of payment

√ After uploading the documents, the employer must click Proceed button to continue

HOW TO SAVE A DOCUMENT AS A PDF

1. Click the Microsoft Office Button, point to the arrow next to Save As, and then click PDF or XPS.

2. In the File Name list, type or select a name for the document.

3. Make sure the file name is less than 120 characters and has a file extension in small letters ie .pdf NOT .PDF

4. In the Save as type list, click PDF.

5. Click Save.

Step 7. May Application Submission (April 2020 Employees details are the same as May 2020 Employees)

The employer must select the appropriate options and shutdown dates, and click proceed button.

1. Are you applying for same number of employees that you applied for April 2020 (Yes or No)?

If **Yes** selected (the number of employees applied for April 2020 are same as the May 2020 COVID 19 TERS Application)

2. Are the salaries and remuneration during lockdown for the employees still same as in April 2020 (Yes or No)?
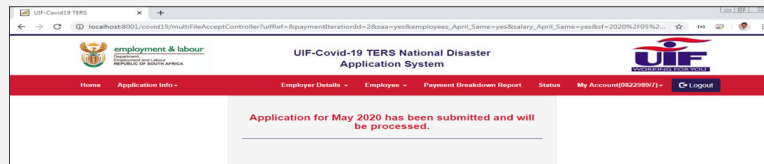
If **Yes** selected (the salaries and remuneration during lockdown for the employees applied for April 2020 are same as the May 2020 COVID 19 TERS Application.(**Please ensure the "Leave" salary amount reflected is what employees were paid during lockdown i.e if no salary paid then insert R0)**

3. Business shutdown from (select the start date of the business shutdown for the month of May 2020)

4. Business shutdown till (select the end date of the business shutdown for the month of May 2020)

5. Click **Proceed** button to submit the May 2020 Application

6. The system will display the following message "Application for May 2020 has been submitted and will be processed" on the screenshot

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Step 7. May Application Submission (April 2020 Employees details are the same as May 2020 Employees)

The employer must select the appropriate options and shutdown dates, and click proceed button.

1. Are you applying for same number of employees that you applied for April 2020 (Yes or No)?

   If **No** selected (the number of employees applied for April 2020 are not the same as the May 2020 COVID 19 TERS Application)

2. Are the salaries and remuneration during lockdown for the employees still same as in April 2020 (Yes or No)?

   If **No** selected (the salaries and remuneration during lockdown for the employees applied for April 2020 are not the same as the May 2020 COVID 19 TERS Application)

3. The system will redirect the employer to the **Add New Employee** screen to uploading the updated employees details through uploading the **CSV File** or to **capture one by one employee(s)** on the system
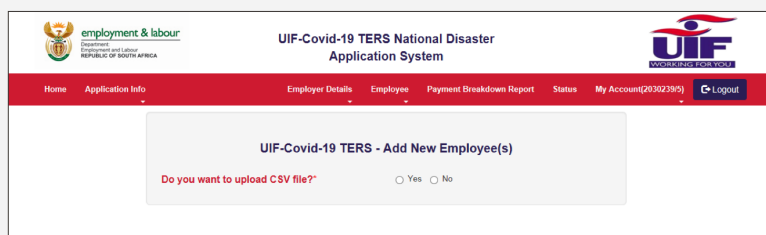
4. **Please see CSV Guidelines below to ensure the correct information is input into the CSV** (A further "How to convert your file from Excel to CSV" guide is available at the end of this document)

Updating or amending salary information?

Please ensure all information in the CSV is edited and formatted correctly especially:

• All number formats are edited as numbers e.g. ID number, mobile number etc before converting Excel to CSV

• "Leave column" has the salary paid to the employee during the lockdown period. Please note if this is INCORRECT, the employee amount paid out will be incorrect.

• Ensure the correct naming of the file

• Employers can refer to the "Guidelines to Convert Excel to CSV" steps at the bottom of this document

• Please note that if possible enter your staff details manually as you are less likely to have errors.

Step 8. Add New Employee(s)

Select the method of upload employees through **CSV Files** or **Adding Employees One by One**.
You will follow the steps on uploading either by CSV File or One by One.

If you are updating the banking details please ensure the correct UNIVERSAL banking code is used

Absa Bank Limited
632 005

African Bank Limited
430 000

Bidvest Bank Limited
462 005

Capitec Bank Limited
470 010

Discovery Bank Limited
679 000

First National Bank (FNB)
250 655

**FirstRand Bank -
A subsidiary of First Rand Limited**
250 655

Grindrod Bank Limited
223 626

Investec Bank Limited
580 105

Merchantile Bank Limited
450 105

Nedbank Limited
198 765

Old Mutual
462 005

Sasfin Bank Limited
683 000

Standard Bank of South Africa
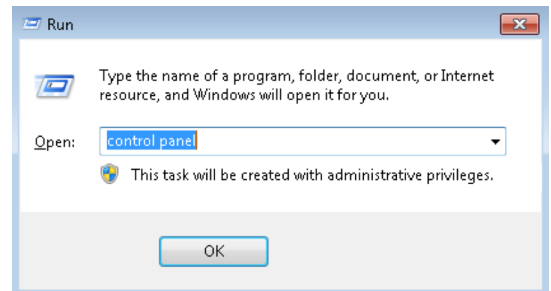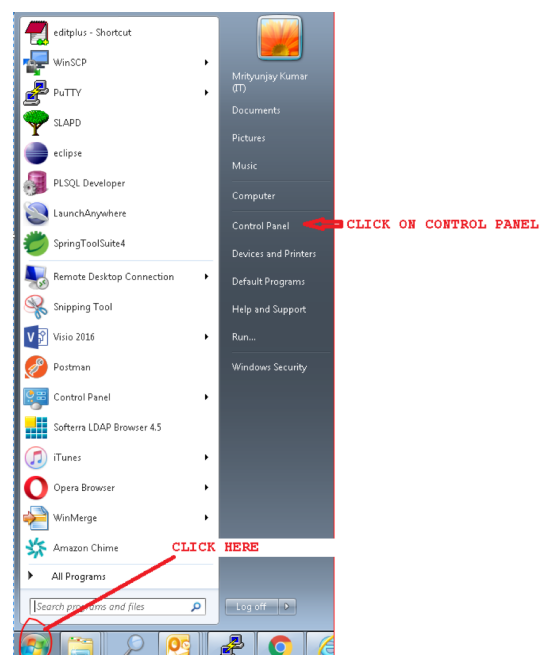051 001

SA Post Bank (Post Office)
460 005

Tyme Bank
678 910

HOW TO CONVERT AN EXCEL SHEET INTO A CSV FILE

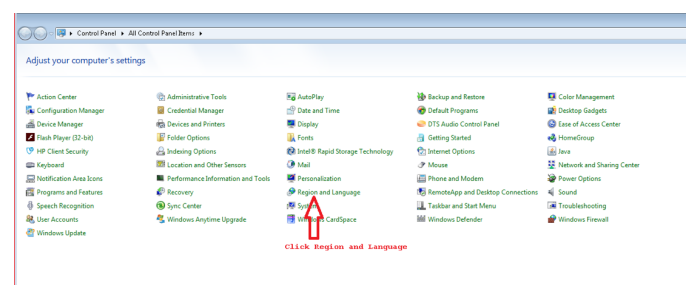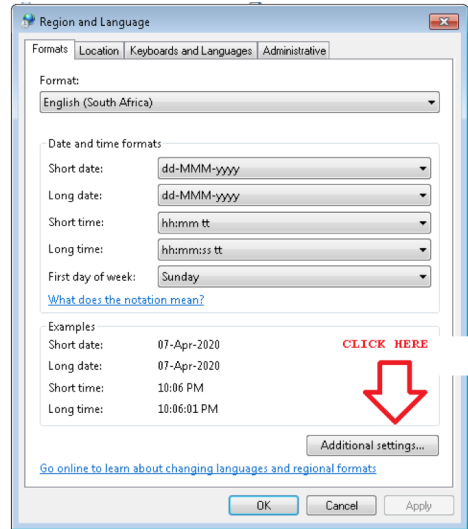Press Ctl + R on a Windows Machine and type control panel and Press Enter.

Alternatively, Go to Windows Start Button and select Control Panel

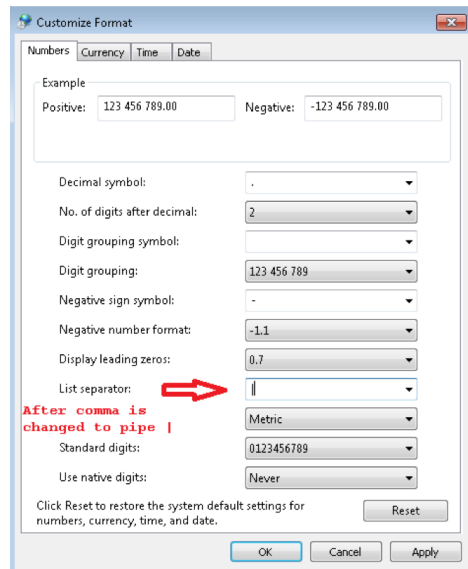Select Region and Language

Click Additional setting
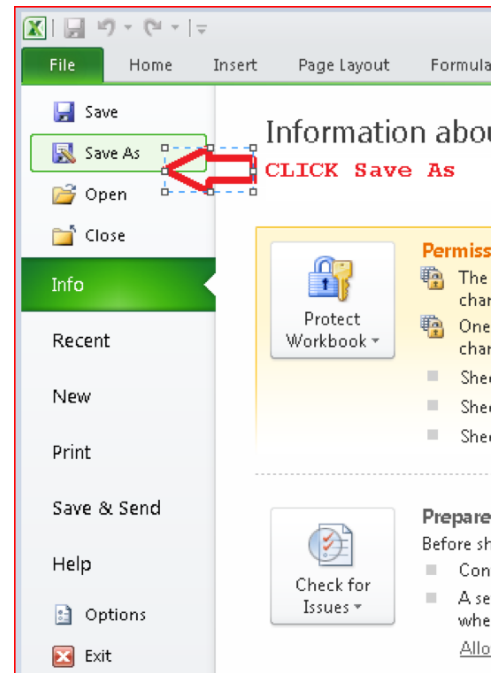

Change the Comma to pipe in Line separator field

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
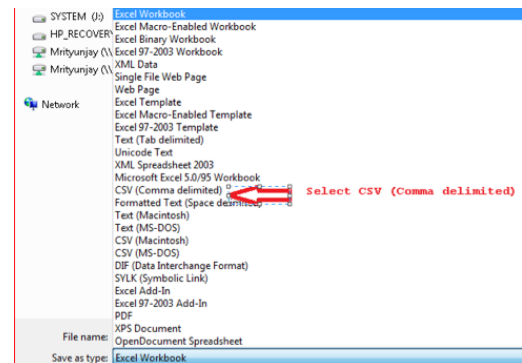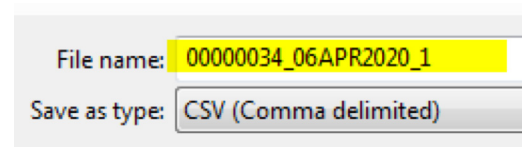
When you click Save, you will be prompted with a warning message saying "The selected file type does not support workbook that contain multiple sheets" Click OK button(marked with an Arrow)
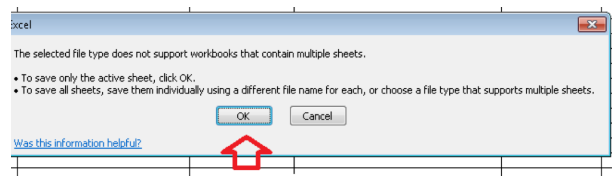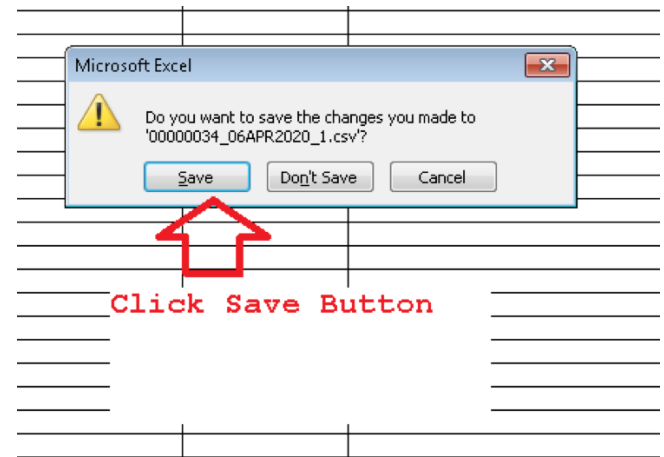
You will again be prompted with another warning message that the file may contain features that are not compatible with CSV(as below screen). Click **Yes** button(Marked with an Arrow)
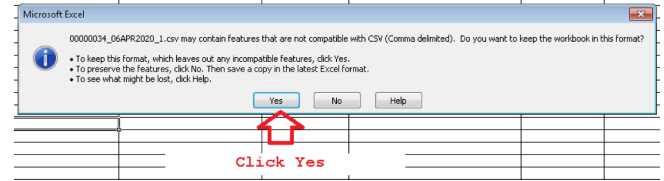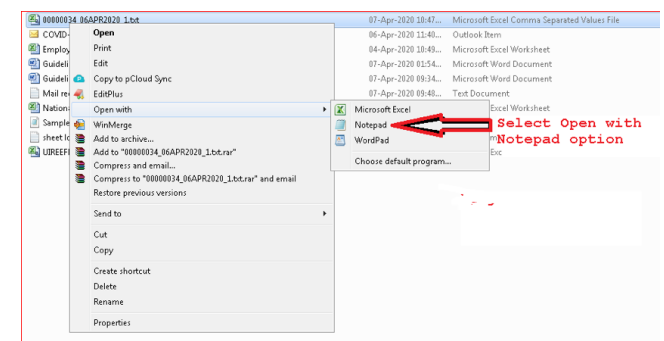

Close the file as indicated by the arrow
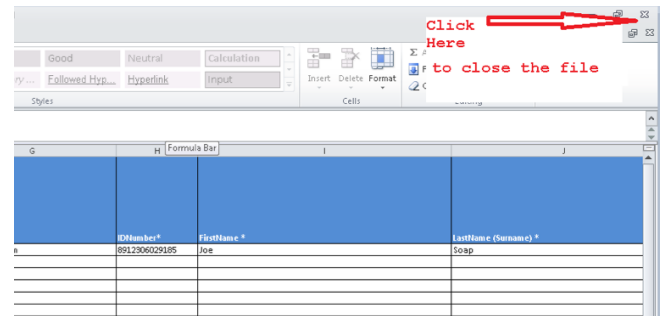
Save the file as indicated by the arrow

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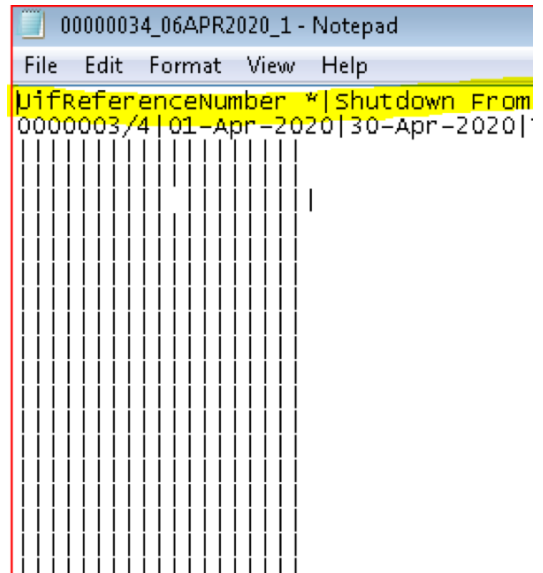
Add a header on the first line.
The header should be:
"H|Date 06Apr2020"
Add a Footer at the bottom of all the of the file **"F|Number of employees listed"** of records in the file

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