



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA



04 October 2020

***UIF Enhancement Updates***

***UIF Internal Document***



# Temporary Employer Relief Scheme Application for COVID-19.

- Currently, individual's applicants without a UIF Reference Number are rejected as that is illegal. A change is required to make the UIF Reference Number a non mandatory field.
- Previously, only one period "27 March – 30 April" for application was captured to apply for TERS and now extra three application periods needs to be added.

## Commercial Employer

It was agreed that to fix a legal matter on individual's applications that are not employers, but need to apply for TERS.

- **Commercial Employer** - UIF reference number is Mandatory

1. Click on Benefit Application and Payments
2. Select COVID -19 TERS Benefit and Apply
3. Download Employee Declaration Form and select Next
4. Read and Accept Terms and Conditions, select Next
5. Select Employer Type
6. The user selects Commercial Employer in this instance
7. Enter Company Name and UIF Reference Number (**MANDATORY**).



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UIF WORKING FOR YOU

Logged in as: 8510250147089 2020-10-04

### Temporary Employer Relief Scheme Application for COVID-19.

Before You Start | Terms and Conditions | **Capture Employer** | Capture Banking Details | Capture Covid Relief Details | Confirmation

Employer Type: \*

- Select One
- Commercial**
- Domestic

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### Temporary Employer Relief Scheme Application for COVID-19.

Before You Start | Terms and Conditions | **Capture Employer** | Capture Banking Details | Capture Covid Relief Details | Confirmation

Employer Type: \*  **Employer UIF Reference Number: \***

Company Name: \*

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The user selects Commercial Employer and is required to enter the UIF Reference Number **(MANDATORY)**.



## Domestic Employer

- **Domestic Employer** - UIF reference number is not Mandatory

The screenshot shows the 'Temporary Employer Relief Scheme Application for COVID-19' page. The 'Capture Employer' step is active. The 'Employer Type' dropdown menu is open, showing 'Domestic' selected. The 'Next' button is visible.

The screenshot shows the 'Temporary Employer Relief Scheme Application for COVID-19' page. The 'Capture Employer' step is active. The 'Employer Type' is set to 'Domestic'. Fields for 'Employer First Name', 'Employer Surname', and 'Employer Mobile Number' are visible. The 'Next' button is visible.

1. Click on Benefit Application and Payments
2. Select COVID -19 TERS Benefit and Apply
3. Download Employee Declaration Form and select Next
4. Read and Accept Terms and Conditions, select Next
5. Select Employer Type
6. Enter Employer First Name, Employer Surname and Employer Mobile Number

The user selects Domestic Employer and is not required to enter the UIF Reference Number (**NOT MANDATORY**).



## Application Period – Claim Dates

Currently, only one period for TERS application is captured “27 March – 30 April” on Application Periods. It was agreed that to fix the application period issue, a change is required for an additional three periods;

- 27 March – 30 April
- 1 May – 31 May
- 1 June – 30 June
- 1 July – 15 August

The screenshot shows the 'Temporary Employer Relief Scheme Application for COVID-19' interface. The 'Capture Covid Relief Details' step is active. A dropdown menu for 'Lock Down Period' is open, showing options: '27 March - 30 April', '1 May - 31 May', '1 Jun - 30 June', and '1 July - 15 Aug'. Other fields include 'Company Covid Shutdown End Date', 'Employment End Date', and 'Salary Paid (During Lockdown)'. A '+ Choose' button is present for 'Upload Employee Declaration. (PDF 2MB Max)'.

1. Click on Benefit Application and Payments
2. Select COVID -19 TERS Benefit and Apply
3. Download Employee Declaration Form and select Next
4. Read and Accept Terms and Conditions, select Next
5. Capture Employer Information
6. Capture Banking Details
7. Capture COVID-19 Relief Details
  - a. Select Lock Down Period from Dropdown
    - i. 27 March – 30 April
    - ii. 1 May – 31 May
    - iii. 1 June – 30 June
    - iv. 1 July – 15 August