

How to Access Digital UI 19 Declaration Tool on COVID-19 TERS system

1. Open the COVID-19 TERS system <https://uifecc.labour.gov.za/covid19/>

The screenshot shows the homepage of the UIF-Covid-19 TERS National Disaster Application System. At the top left is the Department of Employment and Labour logo. In the center is the title 'UIF-Covid-19 TERS National Disaster Application System'. At the top right is the UIF logo with the tagline 'WORKING FOR YOU'. Below the title is a red navigation bar with links for 'Home', 'Application Info', 'List of paid Employers', 'My Payment Status', 'Register', and 'Login'. A red banner below the navigation bar states: 'Declaration functionality is available now. After login Go to Employee → Declare Employees'. Below this is a green banner: 'DISCREPANCY FUNCTIONALITY IS AVAILABLE NOW.'. A blue banner reads 'CLOSING DATES FOR COVID19 TERS BENEFIT PAYMENTS'. Underneath, three bullet points list closing dates for benefit applications for March, June, and July to September 2020. A note states: 'The closing dates will not affect claims that have already been submitted.'. Below is a 'Bank Verification' section with 'Nedbank Account holders:' and 'Standard Bank Account holders:' labels. At the bottom left, there is a file upload area with 'eclaration....xlsb' and a dropdown arrow. At the bottom right, there is a 'Show all' button.

2. Login using your username and password, then click “Proceed”

The screenshot shows the login page of the UIF-Covid-19 TERS National Disaster Application System. At the top left is the Department of Employment and Labour logo. In the center is the title 'UIF-Covid-19 TERS National Disaster Application System'. At the top right is the UIF logo with the tagline 'WORKING FOR YOU'. Below the title is a red navigation bar with links for 'Home', 'Application Info', 'List of paid Employers', 'My Payment Status', 'Register', and 'Login'. The main heading is 'UIF-Covid-19 TERS-Login'. Below this is a login form with two input fields: 'Username*' with the value '12345678' and 'Password*' with the placeholder 'Enter Password'. Below the fields is a dark blue 'Login' button. Below the button is a link for 'Forgot Password?'. Below the login form is an 'Important Note(s)' section with a note: 'Asterisk(*) symbol is mandatory fields.'

3. Select "Employee" from the Menu options and then select "Declare Employees (Digital UI.19)"

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1 Covid-19 TERS National Disaster Application System

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Home Application Info Employer Details Employee Discrepancy Payment Breakdown Report Status My Account(1516724/1) Logout

Declaration
Capture New Application
Saved Employee List
Declare Employees(Digital UI.19)

Now. After login Go to Employee -> Declare Employees

DISCREPANCY FUNCTIONALITY IS AVAILABLE NOW.

CLOSING DATES FOR COVID19 TERS BENEFIT PAYMENTS

4. Click "Digital UI 19 User Guide"

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UIF
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Home Application Info Employer Details Employee Discrepancy Payment Breakdown Report Status My Account(1516724/1) Logout

Declare Employees(Digital UI.19)

3 Digital UI 19 User Guide Declare Employees(Digital UI 19)

Please fill in your employees details in the downloaded Excel Without modifying the template and send it to - DecTest@labour.gov.za

5. Download "Digital UI 19 User Guide"

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UIF-Covid-19 TERS National Disaster Application System

UIF
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Home Application Info Employer Details Employee Discrepancy

Declare Employees

Digital UI 19 User Guide

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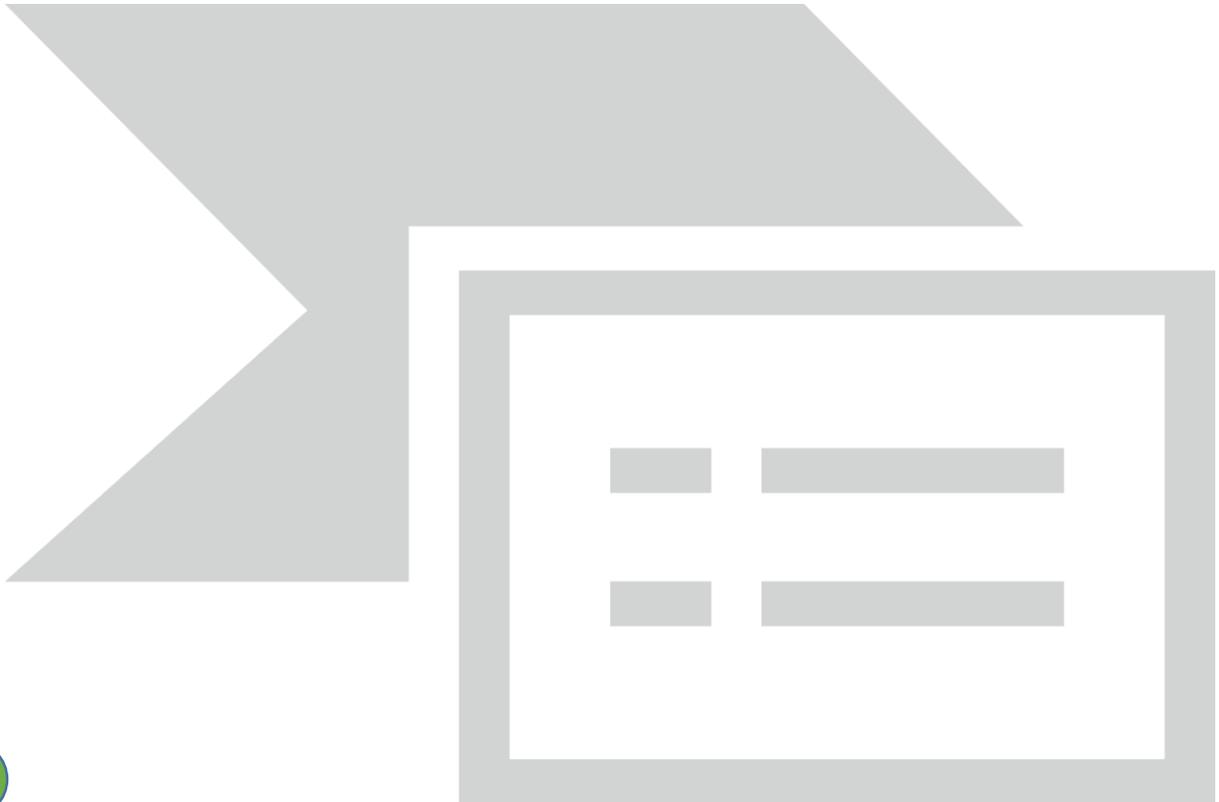
4

Digital_UL19_De...docx

6. Click “Declare Employees (Digital UI.19)”.

The screenshot shows the top navigation bar of the UIF-Covid-19 TERS National Disaster Application System. The header includes the Department of Employment and Labour logo, the system title, and the UIF logo. A red navigation bar contains links for Home, Application Info, Employer Details, Employee, Discrepancy, Payment Breakdown Report, Status, My Account, and Logout. Below this, a breadcrumb trail shows 'Declare Employees(Digital UI.19)' with a green circle containing the number '5' next to it. Two buttons are visible: 'Digital UI.19 User Guide' and 'Declare Employees(Digital UI.19)'. A green instruction text reads: 'Please fill in your employees details in the downloaded Excel Without modifying the template and send it to – DecTest@labour.gov.za'.

7. Download and save the Excel file



How to capture values for Digital UI 19 Declaration

Extremely Important Instructions:

1. Use the Excel Template from TERS website. **Do not** copy and create a new file.
2. **Do not** change the structure of the Excel file.
3. Leave the PAYE Number blank, if not applicable. **Do not** delete the column.
4. Fields marked with * in the spreadsheet are mandatory and must be completed.
5. All date formats should be YYYY-MM-DD (2020-01-15).
6. ID Number should not exceed 13 characters and should be without spaces. Adding spaces will discard the record.
7. Do not add spaces in any field between values.
8. The values of remuneration should not be comma separated. Example – 26000.90 and not 26,000.90.
9. The UI Reference number is the 8-digit number in the format (1234567/8) and **not** the U-number. The UIF reference number within the File should always have '/'. The UIF reference number without the / is not recognized.
10. No spaces should be anywhere in or between values.
11. Only 1 excel file can be accepted per email, **Do not** send more than one excel file
12. The excel file MUST NOT contain more than 1999 employees.
13. The excel file must be sent to <mailto:digitalui19@LABOUR.gov.za>

Column Requirements:

SHEET	COLUMN_NAME	DATA_TYPE	MAXIMUM_LENGTH/REQUIREMENTS
Creator	Record Type	Character	4 (Predefined value - UICR) *CAPITAL LETTERS
	Format Type	Character	2 (Predefined value – U1) *CAPITAL LETTERS
	Version No	Character	3 (Predefined value – E03) *CAPITAL LETTERS
	UIF Ref Number	Character	9 (including '/' character) example:1234567/8
	LIVE Indicator	Character	4 (Predefined value - LIVE) *CAPITAL LETTERS
	ID Number	Numeric	13 digits
	Contact Number	Numeric	10 digits
	E-mail id	Character	120 must be valid and include @ and .
	Payroll month	Numeric	6 - YYYYMM
Employee	Record Type	Character	4 (Predefined value - UIWK) *CAPITAL LETTERS
	UIF Ref Number	Character	9 (including '/' character) example:1234567/8
	ID Number	Numeric	13 digits
	Surname	Character	120
	First Name	Character	120
	Date Of Birth	Date	YYYY-MM-DD Only – allowed as separator
	Employment Start Date	Date	YYYY-MM-DD Only – allowed as separator
	Employment End Date	Date	YYYY-MM-DD Only – allowed as separator
	Employment Status	Character	Select one of the option available from dropdown
	Reason for Non-Contribution	Character	Select one of the option available from dropdown, if applicable
	Gross Taxable Income	Numeric	13,2 (no comma separator OR Space in value) Must be 00.00
	Remuneration Subject to UIF	Numeric	13,2 (no comma separator OR Space in value) Must be 00.00
	UIF Contribution	Numeric	13,2 (no comma separator OR Space in value) Must be 00.00
	Branch Code	Character	10

	Account Number	Numeric	20
	Account Type	Character	Select one of the option available from dropdown
Employer	Record Type	Character	4 (Predefined value - UIEM) *CAPITAL LETTERS
	UIF Ref No	Character	9 (including '/' character) example:1234567/8
	PAYE Number	Numeric	10
	Total Gross Taxable Remuneration	Numeric	13,2 (no comma separator OR Space in value) Must be 00.00
	Total Gross Taxable Remuneration	Numeric	13,2 (no comma separator OR Space in value) Must be 00.00
	Total Remuneration Subject to UIF	Numeric	13,2 (no comma separator OR Space in value) Must be 00.00
	Total UIF contribution	Numeric	13,2 (no comma separator OR Space in value) Must be 00.00
	Total number employees	Numeric	15
	Email ID	Character	120