How to Access Digital UI 19 Declaration Tool on COVID-19 TERS system
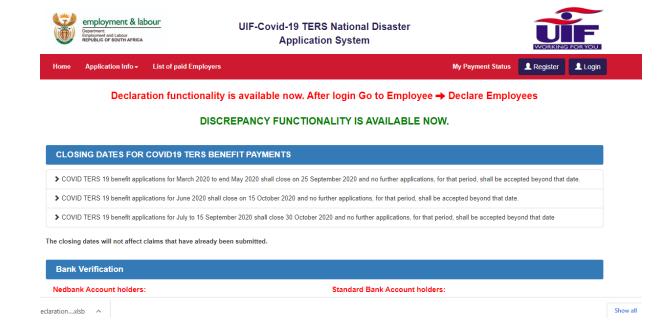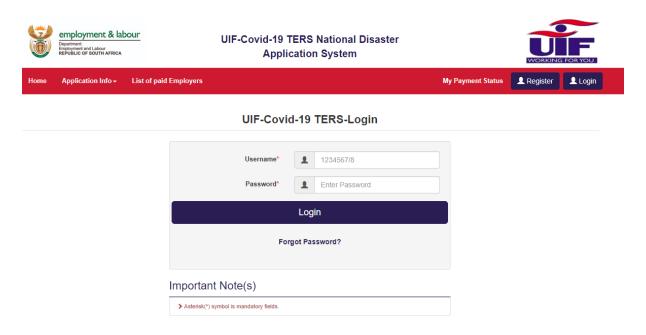
1. **Open the COVID-19 TERS system https://uifecc.labour.gov.za/covid19/**

2. **Login using your username and password, then click "Proceed"**

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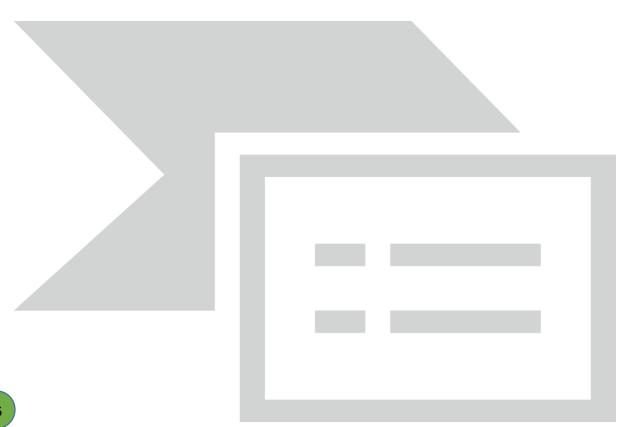

4. **Click "Digital UI 19 User Guide"**

5. **Download "Digital UI 19 User Guide"**

6. Click "Declare Employees (Digital UI.19)".

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