



28.02.2021

Dear Employer / Statutory Body / Bargaining Council / Organisation

## **RE: TERS EXTENSION – LOCKDOWN PERIOD 16 OCT 2020 – 15 MAR 2021**

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Following the announcement by the State President that Covid19 TERS will be extended to 15.03.2021 for certain sectors that have not been able to operate and employees that remain affected by regulatory restrictions, the social partners at NEDLAC have worked to finalise the details. The gazetting of the confirms that Covid19 TERS benefits have been extended for certain categories of employees. This document will be posted and emailed before the end of the week (05.03.2021). [An employer, may claim Covid-19 TERS benefits, on behalf of affected employees, for the extension period 16 October to 31 December 2020 as iteration payment 1 of the extension.](#) The UIF will communicate to all employers on the opening of the on line portal for Covid19 TERS claim for iteration 2 (01.01.2021 to 15.03.2021). The new direction covers the following categories of employees:

- [Employees who are on temporary lay-off or Reduced Work Time within \*those sectors\* that have not been able to operate due to regulatory restrictions as per direction issued.](#) Annexure A of the attached Direction lists the businesses / business activities within the major economic sector that qualify for relief under the extension of Covid19 TERS. *(Employer will be required to provide their business' Sector Industry Classification (SIC) to allow UIF to verify eligibility)*
- [Who were Employees \(in all sectors\):](#)
  - [required to self-isolate or quarantine to prevent the spread of Covid19](#) *( supporting documentation to be accompanied with the claim will be communicated in further communication that will also indicate the opening of the portal for the submission of claims for the vulnerable employees )*
  - [Age of 60 and above and who could not be reasonably accommodated in the workplace](#) *( supporting documentation to be accompanied with the claim will be communicated in further communication that will also indicate the opening of the portal for the submission of claims for the vulnerable employees )*
  - [With co-morbidities and who could not be reasonably accommodated in the workplace](#) *( supporting documentation to be accompanied with the claim will be communicated in further communication that will also indicate the opening of the portal for the submission of claims for the vulnerable employees )*

### **Note:**

Affected employees who do not fall into the above categories and are therefore *not eligible* to receive TERS benefits under the extension conditions, are able to access relief under the UI Act section 12 (1B), should they have credits available. The Direction makes provision for the UIF to determine benefits payable in the same way that TERS was calculated, i.e. benefits (calculated utilising the sliding scale) will be payable in full providing that, when added to what an employee earned in the period, the two together do not exceed their normal salary.



Employees who claim will however require credits to be eligible and will utilise their credits by claiming under this process. Further, please note UI Act Claims are not subjected to the minimum wage check, thus clients can be paid below the minimum wage. Employers can apply, on behalf of their employees, utilising the bulk application spreadsheets and processes. See attached template and guidelines. Benefits will be paid directly to employees in line with the UI Act.

## HOW TO APPLY FOR THE TERS EXTENSION BENEFITS

The application process remains the same for the previous period and all claims must be lodged via the online portal. As with previous claim processes, to apply for the first extension period, employers are required to upload the following documentation:

- Signed approval / acceptance letter
- Bank Confirmation Letter (current)
- Proof of payment to employees for previous benefits claimed & received for the prior period (e.g. EFT, payroll report, pay recon)
- Refund to the UIF (if applicable).
- Letter of authority

### First time applicants

If you have not yet claimed for Covid19 TERS benefits, then you need to urgently activate your profile online, following the instructions to electronically sign the MOA and Letter of Undertaking, and upload bank confirmation letter.

## NEW CATEGORY APPLICATION PROCESS

To effectively assess and process the claims under the conditions stipulated by the TERS Extension Direction, the UIF has had to make some adjustments to the online portal and the associated application processes. Please take careful note of the details below, including **method of capturing claims** and supporting information and documentation required to be provided.

The 4 categories of eligible employees are given claims codes, which are:

<b>Claim Code 1</b>	Employees (on temporary lay-off or Reduced Work Time) within <b>those sectors</b> that have not been able to operate due to regulatory restrictions as per directives issued
<b>Claim Code 2</b>	Employees aged 60 and above, and who cannot be reasonably accommodated at work
<b>Claim Code 3</b>	Employees in isolation and quarantine to prevent the spread of Covid19
<b>Claim Code 4</b>	Employees with co-morbidities and who cannot be reasonably accommodated at work



Development of the online portal continues, and we request your patience as we phase in application processes for some of the more complex claims codes which require the addition of supporting information and documentation. We draw your attention to the following:

CLAIM CODE	CAPTURE METHOD	CLAIM WINDOW OPENS (Employees with SA ID)	CLAIM WINDOW OPENS (Foreign Nationals)
<b>Claim Code 1</b>	Revised CSV template (upload) Direct/manual capture on portal	01.03.2021 (23h59)	01.03.2021 (23h59)
<b>Claim Code 2</b>	Direct/manual capture on portal	To be communicated	To be communicated
<b>Claim Code 3</b>	Direct/manual capture on portal	To be communicated	To be communicated
<b>Claim Code 4</b>	Direct/manual capture on portal	To be communicated	To be communicated

## APPLICATION INFORMATION

To accurately calculate benefits, the UIF relies on the Employer to capture the claim details correctly. To guide you in this process, please take careful note of the following critical data fields which have significant impact on benefit value paid out. It is the Employer’s responsibility to capture the claim accurately and also to reconcile the benefits paid, once received, to ensure that any overpayment is calculated and refunded to the UIF, in line with the requirements of the MOA.

### Lockdown Period

The lockdown period is from 16 October 2020 to 31 December 2020, therefore a date earlier than 16 October or later than 31 December 2020 will not be accepted on the system. However, any dates within that range will be accepted. For example, loss of earning was restricted to a 14-day quarantine period, then insert start and end date of quarantine, i.e.: 22 October - 5 November 2020. Or, where the individual’s temporary lay-off or reduced work time was limited to a specific month, e.g.: 1 - 31 December 2020.

**Ensure accurate selection when capturing the lockdown period dates as benefits will be calculated on the selected number of days.**

### Monthly Salary

Regardless of the lockdown period being claimed (even if for the full two-and-a-half months’ lockdown period) you must only enter the **normal monthly salary** for the employee. DO NOT alter/extrapolate this value to meet the cumulative lockdown period.

Where a difference exists between the monthly salary provided with the claim, and what is recorded as an average salary in the Siyaya system, the calculation will be based on the lower of the two values. However, the UIF will for the purposes of the TERS extension period calculate an “average” salary of the contributor by looking at the six months’ period 1 Oct 2019 – 31 March 2020, rather than only March 2020 as was previously utilised.

### Remuneration earned for hours worked (excluding leave income and advance)

Unlike monthly salary, this column **must reflect the full lockdown period’s cumulative remuneration**. The remuneration earned **for the entire period** must be stated. For example, employee earned R3000 in last two weeks of October plus R10000 earned in November and R0 remuneration in December then the total amount to be entered into this column is R13 000. If employee did not work, then the value entered should be zero (0).



## employment & labour

Department:  
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**Users are reminded that advances, ex gratia payments, or income related to annual or other leave, should be excluded.**

**Queries:**

Should you have any further queries, or require assistance, please contact Call Centre on 0800 030 007. Your understanding and co- operation is highly appreciated.

Regards  
Unemployment Insurance Commissioner