



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?

- Any UIF contributing business facing distress, unable to pay salaries as a result of the lock down period; and
- Any employee who is a contributor (works more than 24 hours a month) and there is an employer and employee relationship.

Step 1

Go to https://uifecc.labour.gov.za/covid19/ and register.

If you need to find your UIF number click "Get Your UIF Reference Number"



Log in and complete the following info:

- 1. Complete all company info
- 2. Accept the Memorandum of Agreement Terms and Conditions*
- 3. Accept the Letter of Agreement Terms and Conditions*
- 4. Upload a bank confirmation letter in PDF format**
- 5. Upload your employees manually one-by-one
- 6. If you are doing bulk uploads send a blank email to covid19ters@labour.gov.za to get the Excel spreadsheet that you need to complete and save as a CSV file. (instructions on how to save as a CSV file are at the bottom of this document).

*Accepting the Terms & Conditions means you do not need to print, sign and send these in **You can download this online from your bank

WHAT INFO IS BEING ASKED FOR ON THE EXCEL FORM

UIF Reference number

Each company has 1 UIF number for all employees (it is 9 characters 1234567/9) which you can get by clicking "Get Your UIF Reference Number" button on the home page

https://uifecc.labour.gov.za/covid19/

"Shutdown from" and "Shutdown to" dates ?

This is the date that your staff stopped working (27th March) till the 30th April. May 2020 applications will open shortly so check website for more info.

PAYE Number

This is a 10 digit number starting with U or a 7

Renumeration received monthly

This is the gross salary (the total you pay before tax) per employee

Employment end date

Put a zero (0) because the employee is not being terminated

Sector Minimum wage per month

You can use the National Minimum Wage

Renumeration received during lockdown period

The amount of money you're paying employees during lockdown

Account details

You can put your employees bank details or yours if you pay them in cash

Manual uploads are more likely to be accepted CSV submissions are for bulk uploads only

WHAT HAPPENS NEXT?

Check your profile regularly for updates on the status of your application. For more information check our Info Sheet -WHAT HAPPENS AFTER APPLICATION

DOMESTIC WORKERS

Can I claim UIF/TERS benefits for my domestic worker?

You can claim for any employee that works for you for more than 24 hours a week, is registered with UIF and that you have been contributing on behalf of for at least 3 months.

Can I do the claim for my domestic worker?

Yes, apply on the COVID-19 TERS site you can find your UIF reference number on your profile under 'declarations manager'

HOW TO CONVERT AN EXCEL SHEET INTO A CSV FILE



Select Region and Language

Adjust your computer's setti	ings			
Action Center	C Administrative Tools	autoPlay	Backup and Restore	Color Management
Configuration Manager	Credential Manager	Pate and Time	😨 Default Programs	Desktop Gadgets
Device Manager	Devices and Printers	Market Displey	DTS Audio Control Panel	Ease of Access Center
Flash Player (32-bit)	Folder Options	🔒 Fents	G Getting Started	🔧 HomeGroup
P HP Client Security	A Indexing Options	Rapid Storage Technology	1 Internet Options	🛃 Java
E Keyboard	201 Location and Other Sensors	Mail	@ Mouse	2 Network and Sharing Cente
Notification Area Icons	Performance Information and Tools	Personalization	Phone and Modern	Power Options
Programs and Features	P Recovery	Aregion and Language	RemoteApp and Desktop Connections	4 Sound
Speech Recognition	Sync Center	🖼 System	L Taskbar and Start Menu	Troubleshooting
User Accounts	💐 Windows Anytime Upgrade	Windows CardSpace	itil Windows Defender	P Windows Firewall
Windows Update				

Click Additional setting

ormats	Location	Keyboards and Language	s Administrative		
Forma	t:				
Englis	h (South A	Africa)	•		
Date	and time i	rormats			
Short date:		dd-MMM-yyyy	dd-MMM-yyyy		
Long	g date:	dd-MMM-yyyy	dd-MMM-yyyy		
Short time:		hh:mm tt	hh:mm tt 🔹		
Long time:		hh:mm:ss tt	hh:mm:ss tt		
First day of week:		•			
First	day of wee	ek: Sunday	•		
First <u>Wha</u> r	day of wee t does the	ek: Sunday notation mean?	•		
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Change the Comma to pipe in Line separator field

Once comma is changed to Pipe, click Apply button and then OK button.

Example					
Positive: 12	3 456 789.00	Negative:	-123 456 789.00		
Decimal sy	mbol:		•		
No. of digits after decimal:		2	•		
Digit group	ing symbol:		•		
Digit grouping:		123 456 78	9 🗸		
Negative sign symbol:		-	- •		
Negative n	umber format:	-1.1	-1.1 🔹		
Display lea	ding zeros:	0.7	0.7 🔹		
List separat	or: 🔿	• 1	-		
fter comma is		Metric	Metric		
Standard digits:		012345678	0123456789 -		
Use native	digits:	Never	Never		
Click Reset to re numbers, curre	store the system def ncy, time, and date.	ault settings for	Reset		

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

File name: 00000034_06APR2020_1
Save as type: CSV (Comma delimited)



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)





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 (I)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.