

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 is it for?

Companies registered with the UIF who have been affected by COVID-19 and employers of domestic workers.

Step 1

**Send a blank email to covid19ters@labour.gov.za
You will receive back via email:**

1. A Step by Step Guide on how to apply online
2. An Excel spreadsheet that you can complete & save as a CSV file for bulk uploads

WHAT INFO IS NEEDED ON THE SPREADSHEET

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
Eg. 27 April until 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

Remuneration 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

Remuneration 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 also accepted

Step 2

Get your UIF reference number from <https://uifecc.labour.gov.za/covid19/covid19Registration> and then log in to 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 the CSV File OR you can skip the CSV file and upload the information manually one employee at a time

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

WHAT HAPPENS NEXT?

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

DOMESTIC WORKERS

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

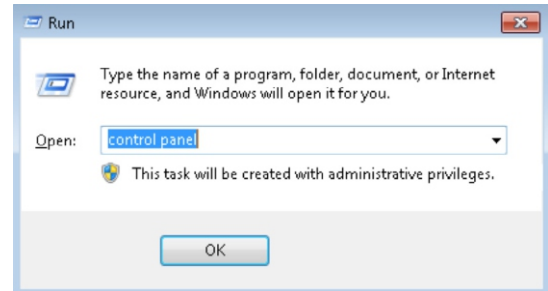
You can claim for any employee that works for you for more than 24 hours a week, is registered with UIF and that you have been contributing on behalf of for at least 3 months.

Can I do the claim for my domestic worker?

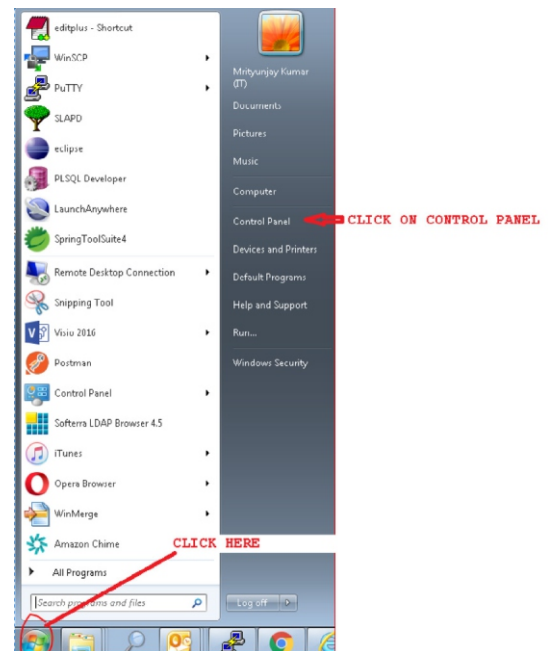
Yes, apply on the [COVID-19 TERS site](#) you can find your UIF reference number on your Ufiling profile under 'declarations manager'

HOW TO CONVERT AN EXCEL SHEET INTO A CSV FILE

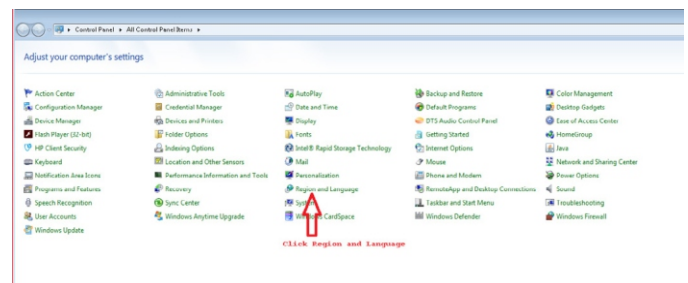
Press Ctl + R on a Windows Machine and type Control Panel and Press Enter.



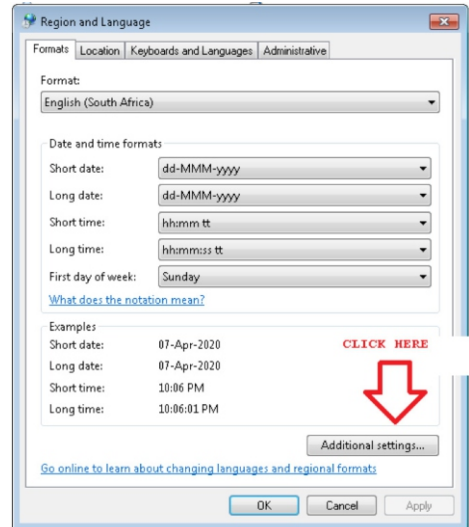
Alternatively, Go to Windows Start Button and select Control Panel



Select Region and Language

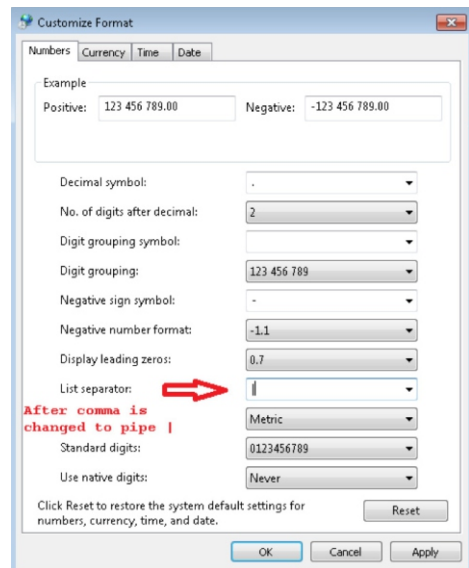


Click Additional setting

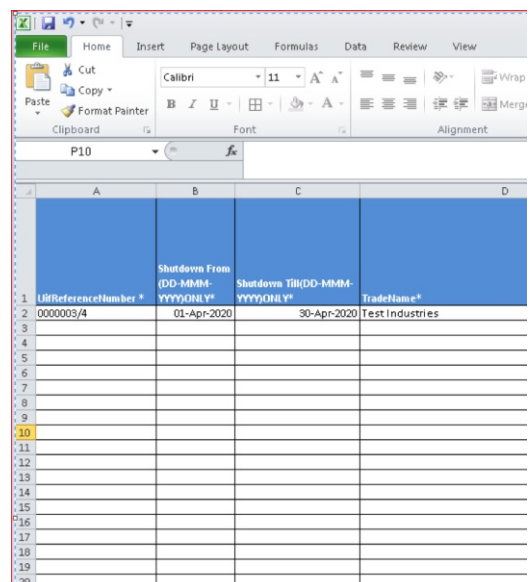


Change the Comma to pipe in Line separator field

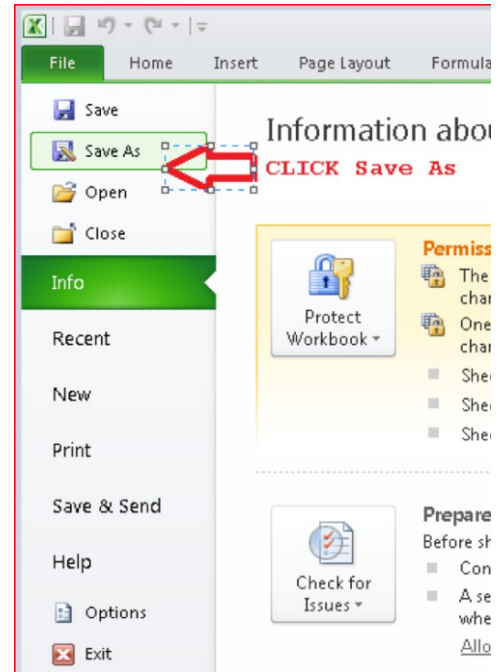
Once comma is changed to Pipe, click Apply button and then OK button.



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.



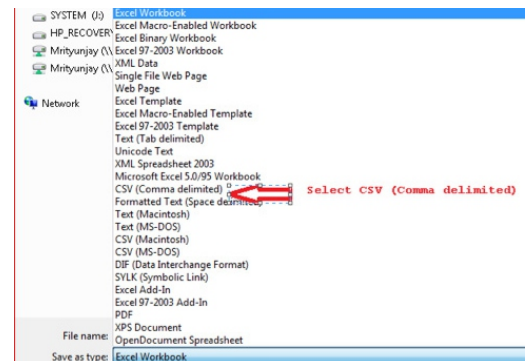
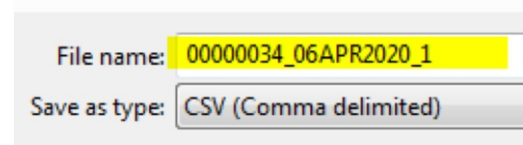
Go to File (Top Left in the File) and Click Save As



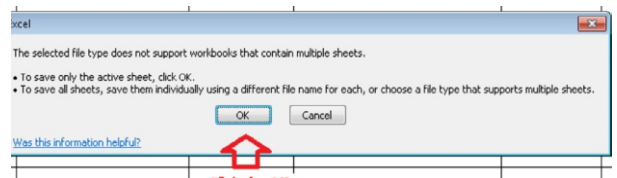
Select the 'Save as type' option dropdown and select CSV(Comma delimited). Also change the file name to be as follows:

a. UIFreferenceNumber_DDMMYYYY_uniqueno.

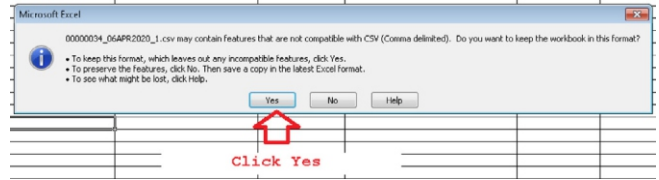
- If your UIF reference number is 1234567/8 - then put 12345678
- If the date is 6th April 2020 – then put 06APRIL2020
- If this is the first file you are sending then use 1
- Put under scores _ between the 3 pieces of information



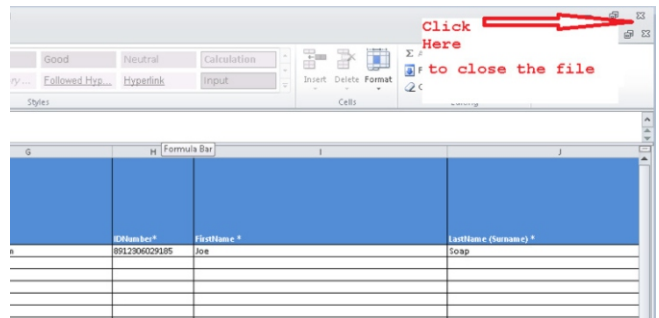
When you click Save, you will be prompted with a warning message saying "The selected file type does not support workbook that contain multiple sheets" Click OK button(marked with an Arrow)



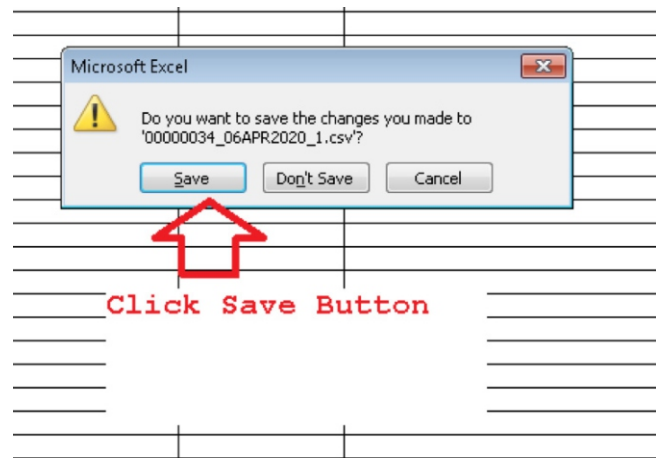
You will again be prompted with another warning message that the file may contain features that are not compatible with CSV(as below screen). Click **Yes** button(Marked with an Arrow)



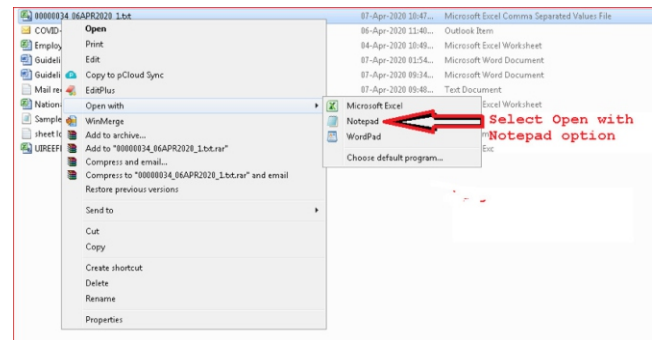
Close the file as indicated by the arrow



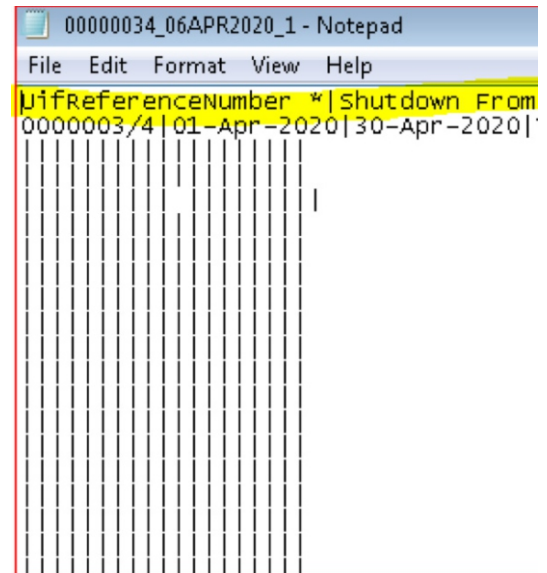
Save the file as indicated by the arrow



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.

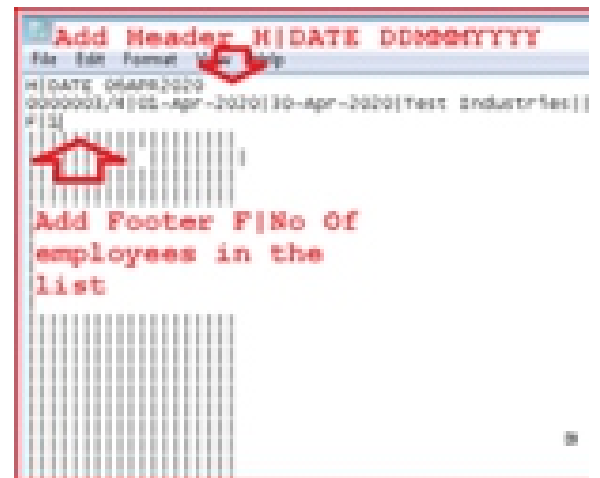


The file will look like the one below with Pipe (|)delimiters.
Remove the Header that represents column name. Here the first line that starts with Uifreferencenumber must be removed.



```
00000034_06APR2020_1 - Notepad
File Edit Format View Help
UifReferencenumber *|Shutdown From
0000003/4|01-Apr-2020|30-Apr-2020|
```

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



```
Add Header H|DATE 06Apr2020
File Edit Format View Help
H|DATE 06Apr2020
0000003/4|01-Apr-2020|30-Apr-2020|Test Industries||
F|3
Add Footer F|No of
employees in the
list
```

Save the file using the Save option.
The CSV file is ready for submission to the UIF.



WHAT HAPPENS NEXT?

Check your profile regularly for updates on the status of your application

For more information check separate Info Sheet -
WHAT HAPPENS AFTER APPLICATION