

UIF PRESENTATION



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



LEGISLATIVE MANDATE

- Unemployment Insurance Act (UIA), (Act 63 of 2001) Amended.
 - Purpose is to establish an unemployment insurance fund (UIF)
 - Empowers the UIF to register all Employer and Employees in South Africa
- Unemployment Insurance Contributions Act (UICA), 2002 (Act 4 of 2002)
 - Empowers the SARS Commissioner to receive/collect contributions from Employers and Employees
 - Section 9 of UICA empowers UIC to collect/receive contributions from Employee earning below tax threshold

VISION & MISSION

- Vision
 - Strives to contribute to the alleviation of poverty by providing effective short term unemployment insurance and related benefits
- Mission
 - Rendering an effective/accessible service to stakeholders
 - Being a sustainable organisation with sufficient reserves
 - Administering the Fund professionally

GOVERNANCE

- Governed by two Acts (UIA & UICA)
- Provides defined contributions & benefits
- Program within Department of Labour
- Accounting Authority (DG)
- Managed by UIC
- Answerable to UIF Board; Parliament; Audit Committee
- UIC appoints Claims Officers to assist with adjudication of Claims
- Service delivery arms based in provinces

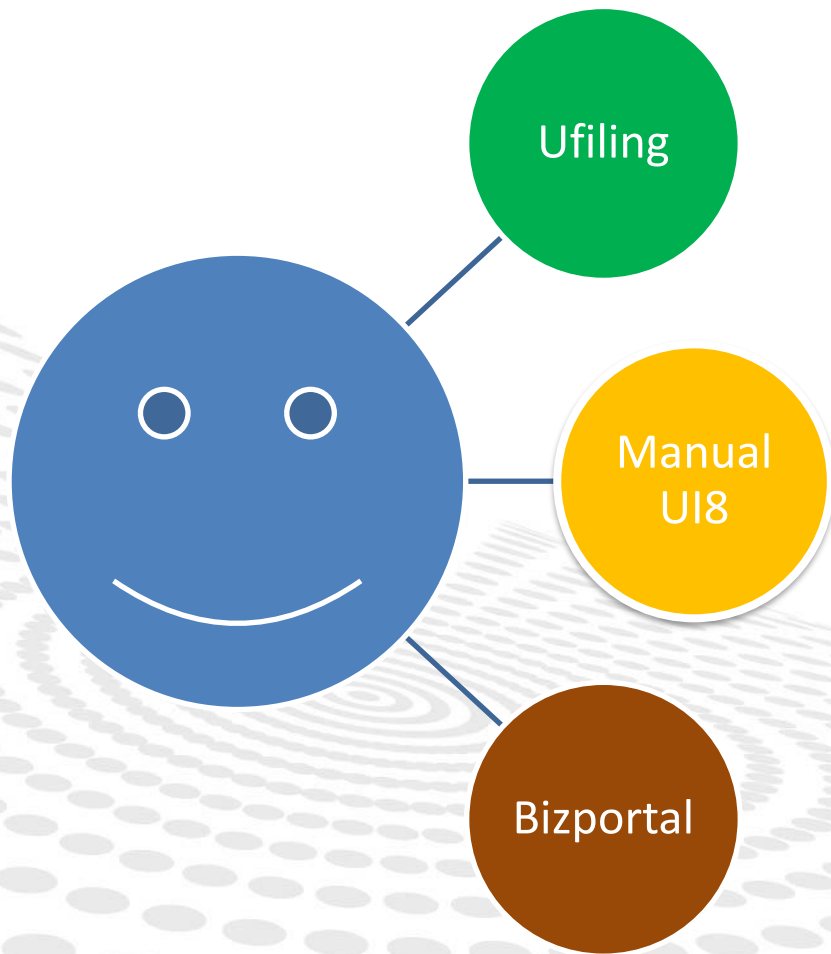
FUNDING MODEL

- Income from contributions (monthly or annually) collected and investment returns
- Penalties and Interest
- Two percent of payroll levy
- Dedicated bank accounts (big 7)
- State is the guarantor of the Fund

UIF PRESENCE/FOOTPRINTS

- Nine (9) Provincial Offices (PO)
 - EC; Gauteng; FS; KZN; Limp; Mpum; NC; NW; WC
- 126 Regional Offices (RO)
- In major cities
 - EC = 13
 - Gauteng = 17
 - FS = 3
 - KZN = 10
 - WC = 8
 - Limp = 7
 - Mpumalanga = 15
 - NC = 7
 - NW = 4
- 820+ (Periodic) Visiting Points (VP)
- 80+ Processing sites

Employer Registrations



Process: Employer Registrations



Ufiling

- www.ufiling.co.za



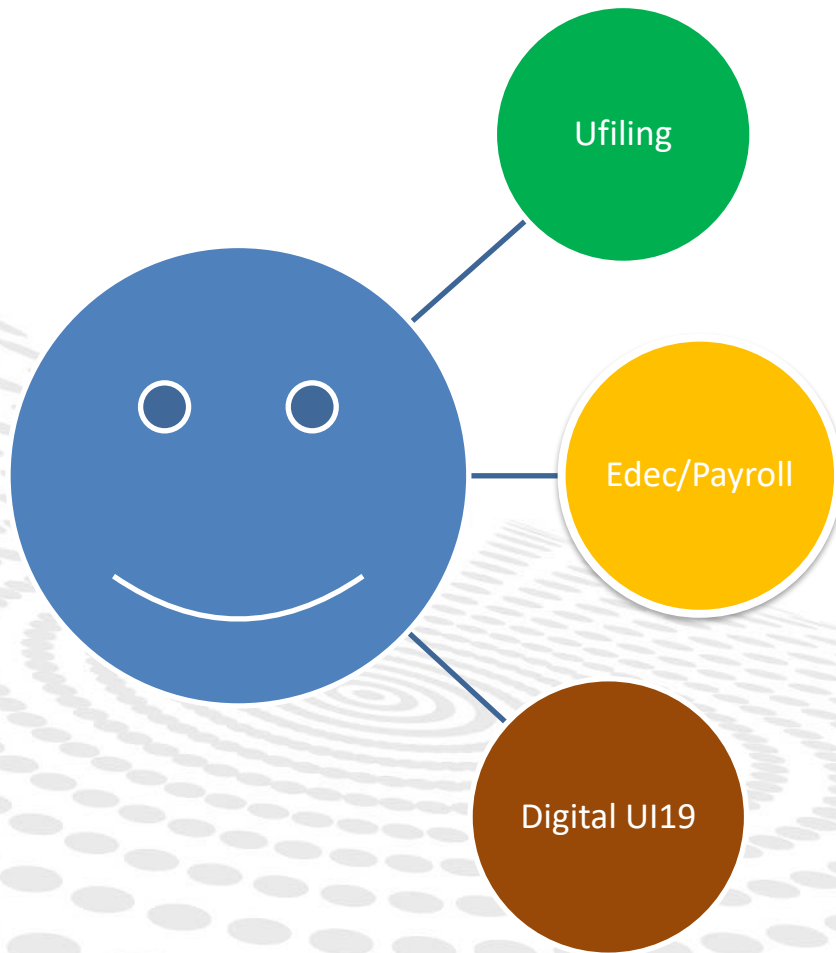
Biz Portal

- CIPC electronic portal – www.bizportal.gov.za



- Manual:Siyaya

Declarations



Process: Declarations

Ufiling

- www.ufiling.co.za
- Declare via Declarations Manager.

Digital UI19

- Access spreadsheet via Ters Portal/ECC and complete
- Send to digitalui19@labour.gov.za

Payroll/Edec

- Submit via Payroll administrator
- Send to declarations@labour.gov.za

- Siyaya

Digital UI 19 Declaration Tool on ECC/TERS Portal

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

Digital UI 19 Declaration Tool on TERS Portal

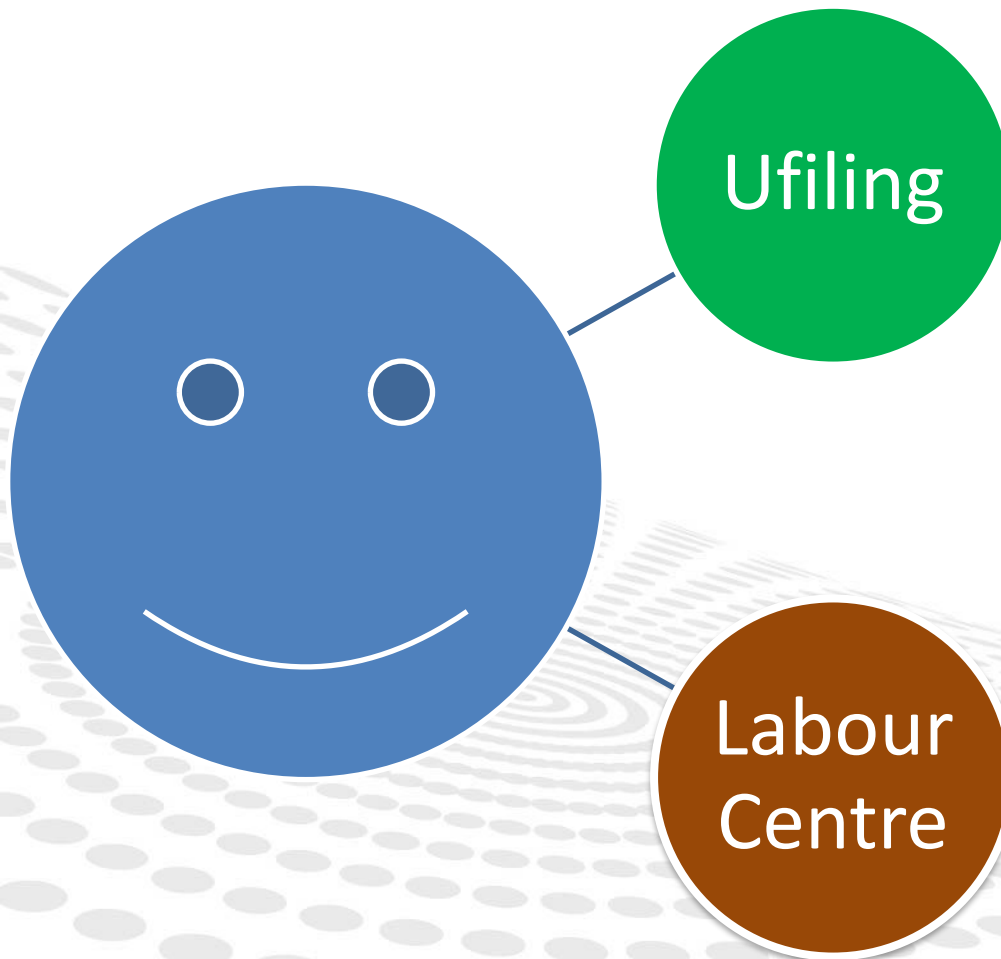
Important Instructions:

1. User **MUST** download a new Excel Template from TERS website to submit declarations. **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. Only 1 UIF number data per excel file can be accepted.
12. The excel file **MUST NOT** contain more than 1999 employees.
13. The excel file must be sent to <mailto:digitalui19@LABOUR.gov.za>

FAQ's(Digital UI19)

- Is Digital UI19 real time integration? **Currently, No.**
- How many employees can be uploaded per spreadsheet? **1999.**
- Can multiple months be sent on one spreadsheet? **No, only 1 specific declaration month per spreadsheet.**
- Will new data/dates override already sent on same UIF reference number? **Yes, provided it is sent within the same month. However if sent on different months, will upload on System.**
- Who can complete the spreadsheet in the Company? **Responsible Person for salaries, e. g. Bookkeepers /Payroll administrators/etc.**
- Can Foreign Nationals be declared via Digital UI19? **No**
- What happens if wrong salaries/termination reason is sent via Digital UI19? **A new spreadsheet can be submitted with correct data.**
- What happens if the Employer uses the spreadsheet to declare for the same month as previously declared? **Data will be updated with the latest information.**

Claims/Payments



Process: Claims/Payments



Ufiling

- www.ufiling.co.za
- Register as User
- Log-in using Profile
- Follow instructions/Complete Prescribed Forms



LC

- Visit Nearest Labour Center
- Complete prescribed Forms



- Claim will be processed on Operational System and outcome communicated/ Once approved Client follow same process to lodge as prescribed.



**THE
END
Thank
You**