The Unemployment Insurance Fund

uFiling system user guide

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Introduction

uFiling is a free online service which completely replaces the need to declare monthly manual UIF returns and contributions. Through uFiling Employers (Commercial and Domestic), Agents or Tax Practitioners can easily declare and pay UIF contributions online, view all previous declarations and contributions made, and receive notifications about future declarations.

Background

Employers are every month, by not later than the 7th of the month, required to furnish the UIF with details of all their employees as defined by the Unemployment Insurance Act 63, 2001, which excludes non-natural persons and independent contractors. These details are added to the UIF Employee Database in order to maintain a record of each employee's employment history, which will form the basis for the payment of benefits in terms of section 57 (2) of the Unemployment Insurance Act 63, 2001.

Purpose

The Employer's experience will be centred on ease of use and practical functionality. The front end will provide Authentication functionality in a secure environment. User authentication forms an integral part in the Auditing process on linking declarations, transactions and actual monies received

Quick Links

Press the "**crtl**" button on your keyboard and click on either link within the table below to jump to your desired section of this user guide.

Domestic Employer	Commercial Employer	Employee
➢ Domestic Activation Process	➢ Commercial Activation Process	➢ Employee Activation Process
➢ Login as Domestic Employer	➢ Login as Commercial Employer or Agent**Error! Bookmark not defined.**	➢ Login as Employee
➢ Menu Options	➢ Menu Options	➢ Menu Items
➢ UIF Returns	➢ UIF Returns	➢ User options
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➢ Back dated Change Request	➢ Declarations	➢ Document History
	➢ Bulk Employee Declaration	
	➢ Back Dated Change Request	
	➢ Employer accreditation	

Call Centre Support
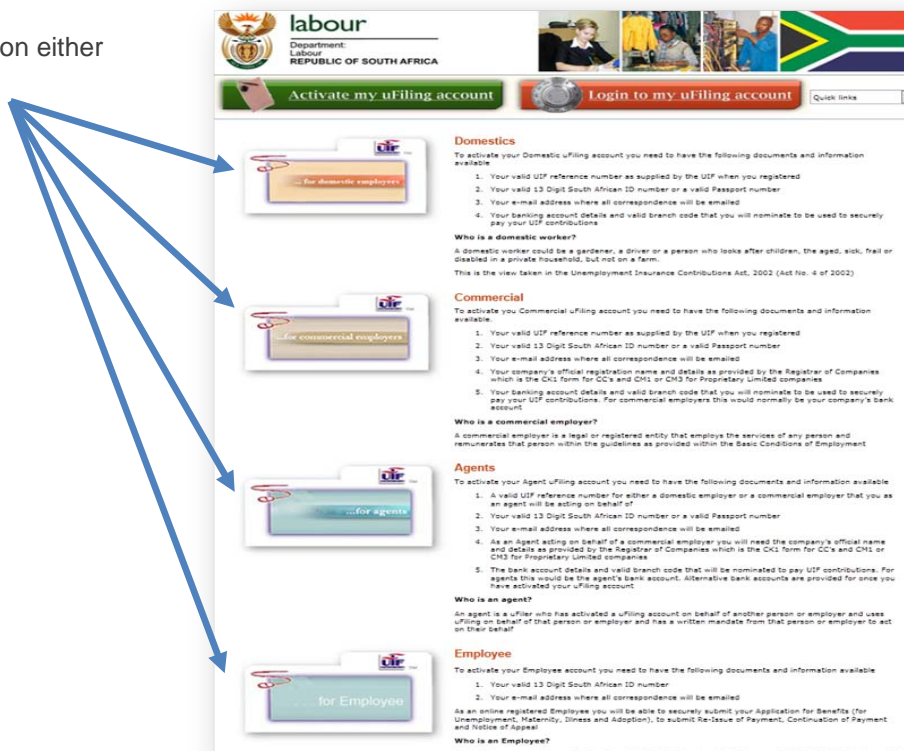
System Goals

uFiling Activation Process

Step1

Logon to www.ufiling.co.za to access the home page. You will be able to read about the service, activate or login to your uFiling account.

Step 2

Select your activation type by clicking on either of these graphic icons

Domestic Activation Process

To activate your domestic uFiling account you need to have the following documents available:
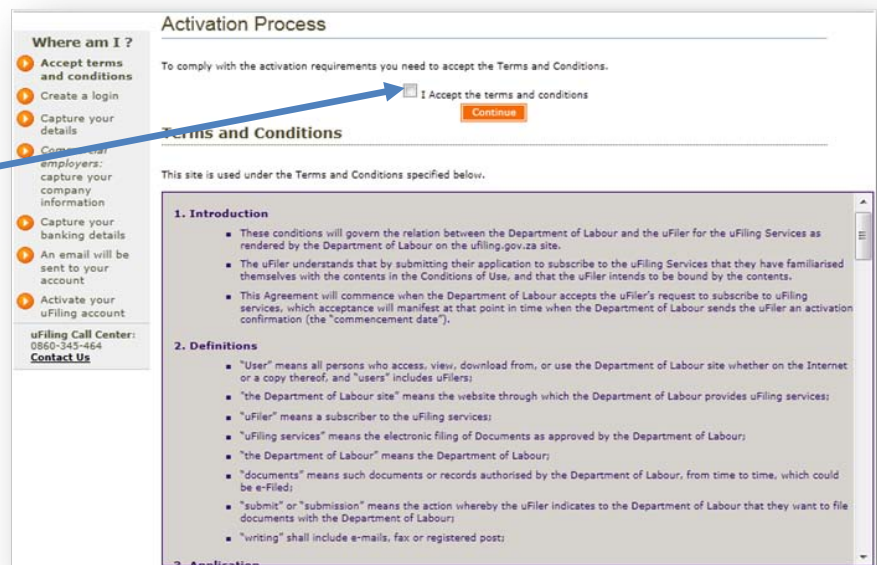
➢ Your valid UIF reference number as supplied by UIF when you activated
➢ Your valid South African ID number or Passport number
➢ Your e-mail address where all correspondence will be sent to
➢ Your bank account details and valid branch code that will be used to securely pay your UIF contributions

Step 1

Carefully read the terms and conditions of the application.
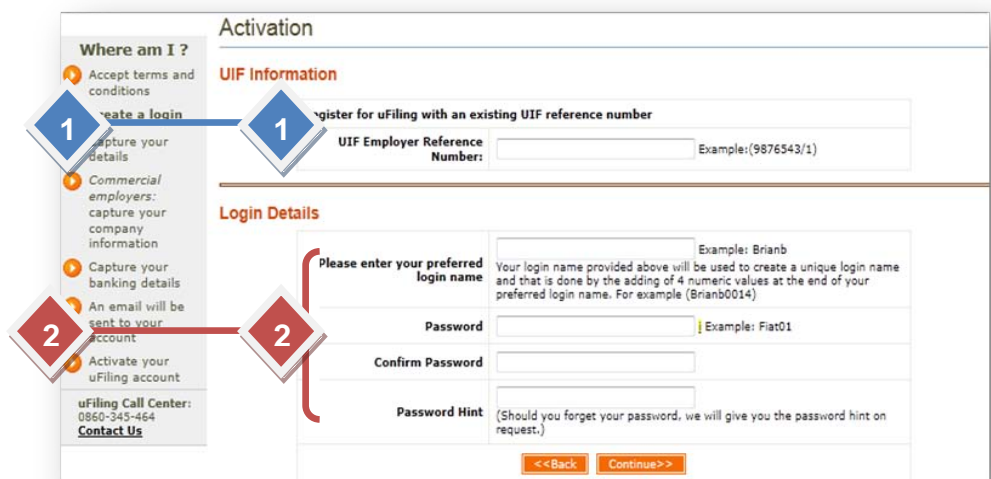
Tick the "I Accept the terms and conditions box and click "Continue.

Step 2

Enter your UIF reference number.

In the login details section, supply yourself with a login name and password. You will be able to login with your new login name and password once you have completed your activation process.

Step 3

Capture your details as the user of the system

Enter your postal and physical address. Should your physical address be the same as your postal address, click on the "Same as postal address" button.

Step 4

Enter your banking details to use when paying your monthly contributions to the UIF.
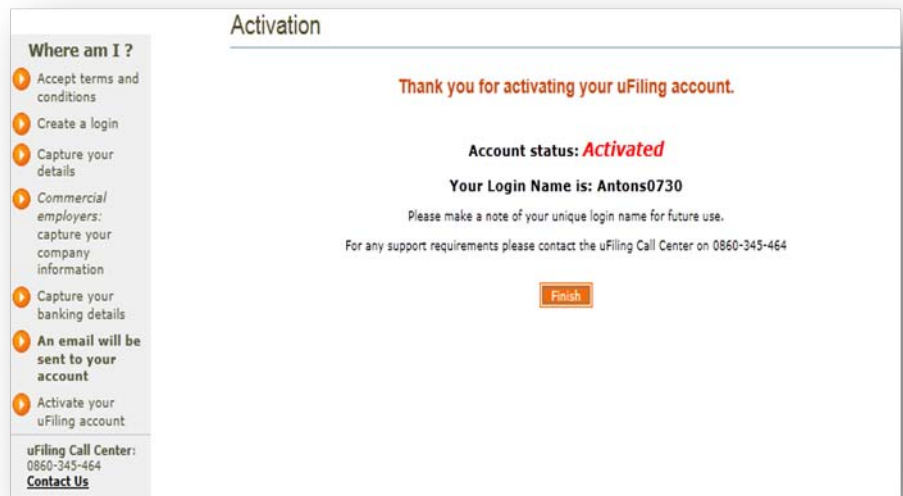
Step 5

You have successfully activated your profile on uFiling. Ensure you safeguard your login details as you will need them to login to the system.

Click" Finish".

Dear Client,
Thank you for activating your personal uFiling account
Please note, you will require your uFiling Login Name and Password provided below to access your uFiling account on the following secure internet link
https://www.ufiling.co.za
Your uFiling Login Name is: XXXXXXXXXXXX

Your uFiling Password
                                   XXXXXXXXXXXX
...

Best Regards

The uFiling Team

https://www.ufiling.co.za

A Welcome email will be sent to your email address to confirm your activation and login details.

Commercial Activation Process

To activate you commercial uFiling account you need to have the following details available:
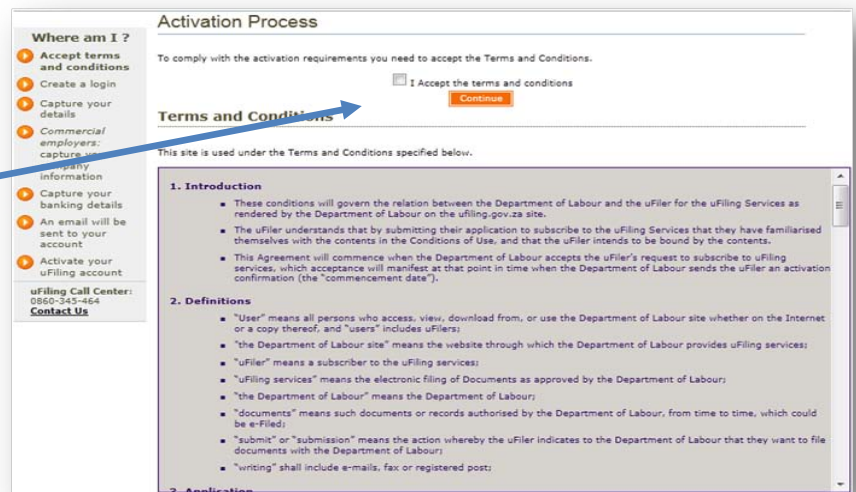
- ➢ Your valid UIF reference number as supplied by UIF when you activated
- ➢ Your valid South African ID number or Passport number
- ➢ Your e-mail address where all correspondence will be sent to
- ➢ Your company's official activation name and details as provided by the Registrar of Companies which is the CK1 form for CCs and CM1 or CM3 for Proprietary Limited companies
- ➢ Your bank account details and valid branch code that will be used to securely pay your UIF contributions. For commercial employers this would be your company's bank account
- ➢ If you are submitting your UIF payments via SARS, you will not be required to enter your company's banking details during the activation process.

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Step 1

Carefully read the terms and conditions of the application.

Tick the "I Accept the terms and conditions box and click "Continue.

Step 2

Enter your UIF reference number.

In the login details section, supply yourself with a login name and password. You will be able to login with your new login name and password once you have completed your activation process.

Activation

UIF Information

Register for uFiling with an existing UIF reference number

UIF Employer Reference Number:		Example:(9876543/1)

Login Details

Please enter your preferred login name		Example: Brianb
		Your login name provided above will be used to create a unique login name and that is done by the adding of 4 numeric values at the end of your preferred login name. For example (Brianb0014)
Password		Example: Fiat01
Confirm Password		
Password Hint		(Should you forget your password, we will give you the password hint on request.)

<<Back   Continue>>

Step 3

Capture your details as the commercial employer

Activation

Commercial employer : User Details

All input fields below are mandatory fields.

Title	Initials	First names		Surname
Select				

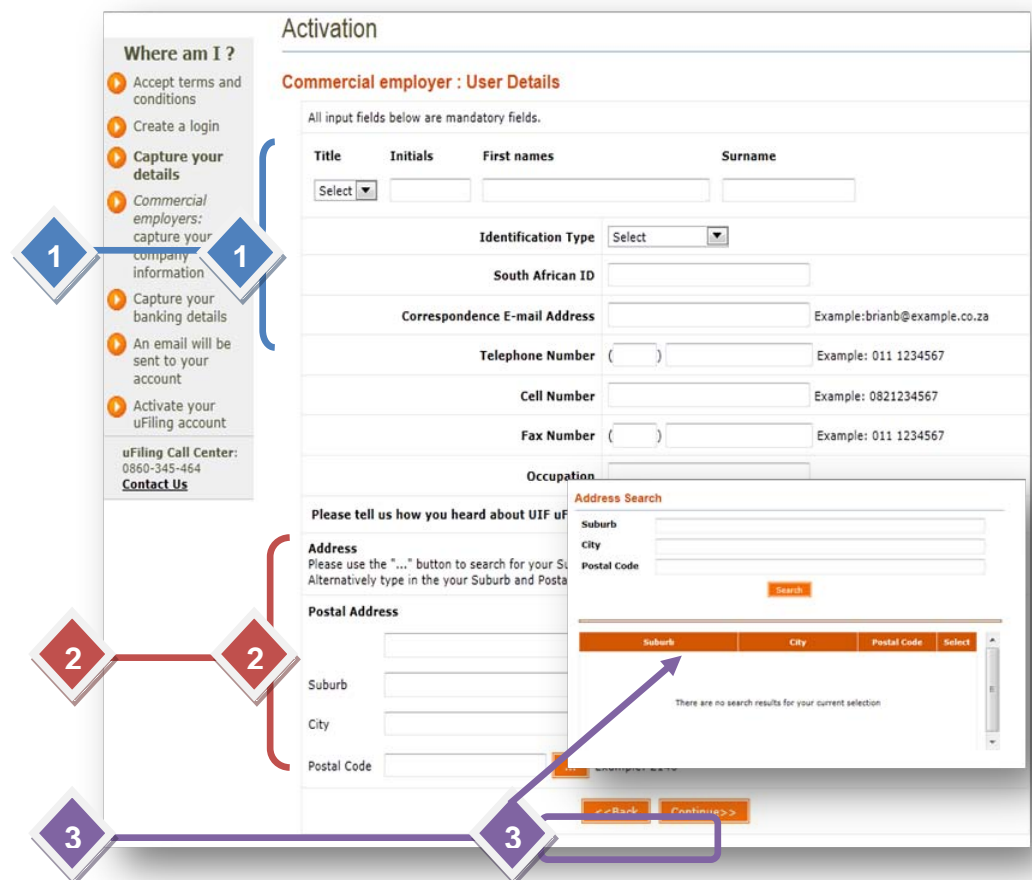| Identification Type	Select
South African ID	
Correspondence E-mail Address		Example:brianb@example.co.za
Telephone Number	( )	Example: 011 1234567
Cell Number		Example: 0821234567
Fax Number	( )	Example: 011 1234567
Occupation	

Enter your postal address.

Please tell us how you heard about UIF u

Address
Please use the "..." button to search for your Su
Alternatively type in the your Suburb and Posta

Postal Address

Suburb	
City	
Postal Code	

In the Postal Code field, click on the orange button and enter either: Suburb, City or Postal Code. The system will display a list of possibilities for you to select.
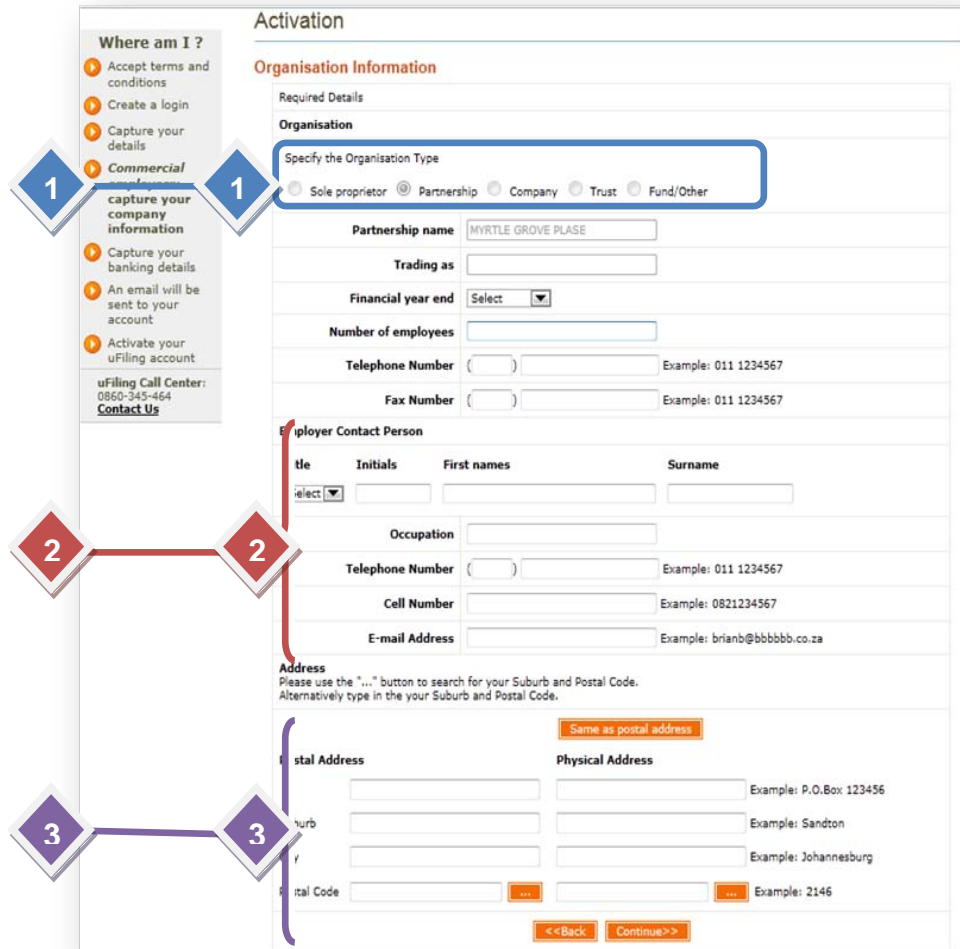
Address Search

Suburb	
City	
Postal Code	

Search

Suburb	City	Postal Code	Select

There are no search results for your current selection

<<Back   Continue>>

Step 4

Select the organisation type by clicking on either of the radio buttons.

Enter your details as the contact person.

Enter your postal address. Should your physical address be the same as your postal address, click on the "Same as postal address" button.
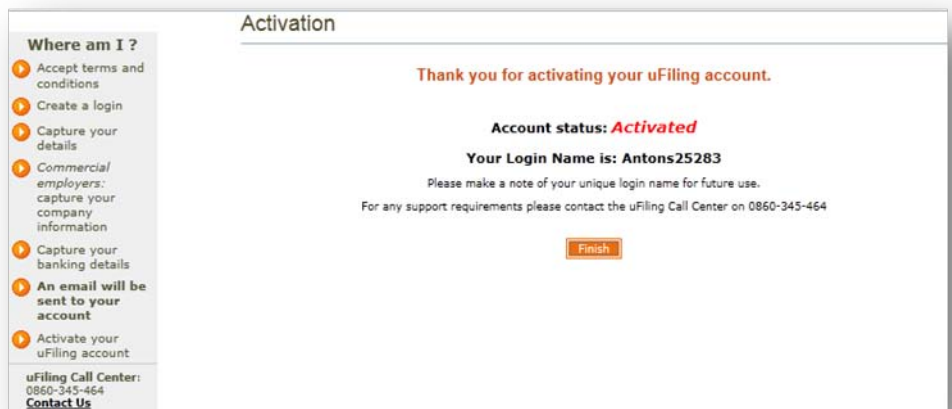

Step 5

Your activation is successful.

Ensure that your safeguard your login details as you are required to use it when logging into your profile.

Click on "finish" to proceed.

Dear Client,
Thank you for activating your personal uFiling account
Please note, you will require your uFiling Login Name and Password provided below to access your uFiling account on the following secure internet link
https://www.ufiling.co.za
Your uFiling Login Name is: XXXXXXXXXXXX
Your uFiling Password

···

Best Regards
The uFiling Team

https://www.ufiling.co.za

A Welcome email will be sent to your email address to confirm your activation and login details.

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Agent Activation Process

To activate your agent uFiling account you need to have the following details available:
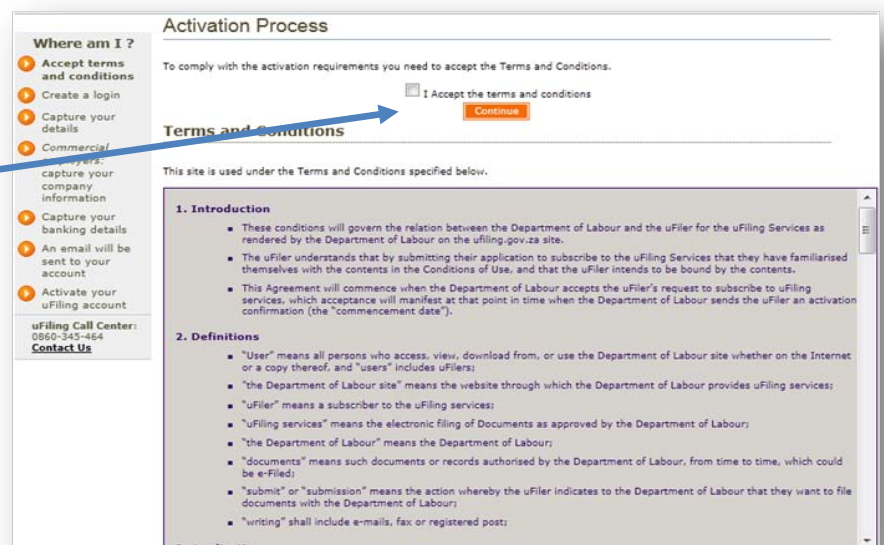
- ➢ A valid UIF reference number for either a domestic employer or a commercial employer that you as an agent will be acting on behalf of
- ➢ Your valid South African ID number or Passport number
- ➢ Your e-mail address where all correspondence will be sent to
- ➢ For a commercial employer you will need the company's official name and details as provided by the Registrar of Companies which is the CK1 form for CCs and CM1 or CM3 for Proprietary Limited companies
- ➢ The bank account details and valid branch code that will be used to debit the UIF contributions. For agents this would be the agent's bank account. Alternative bank accounts are provided in the Add new Banking details process that is available after login
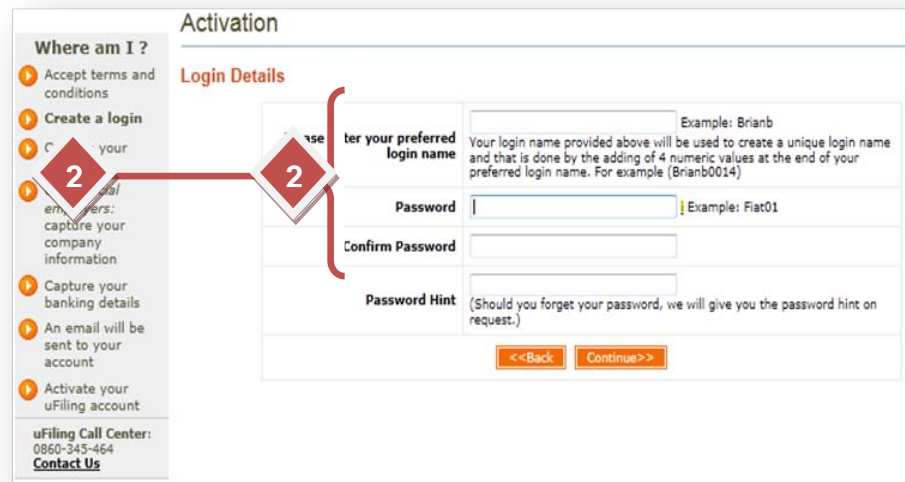
_____

Step 1

Carefully read the terms and conditions of the application.

Tick the "I Accept the terms and conditions box and click "Continue.

Step 2

In the login details section, supply yourself with a login name and password. You will be able to login with your new login name and password once you have completed your activation process.
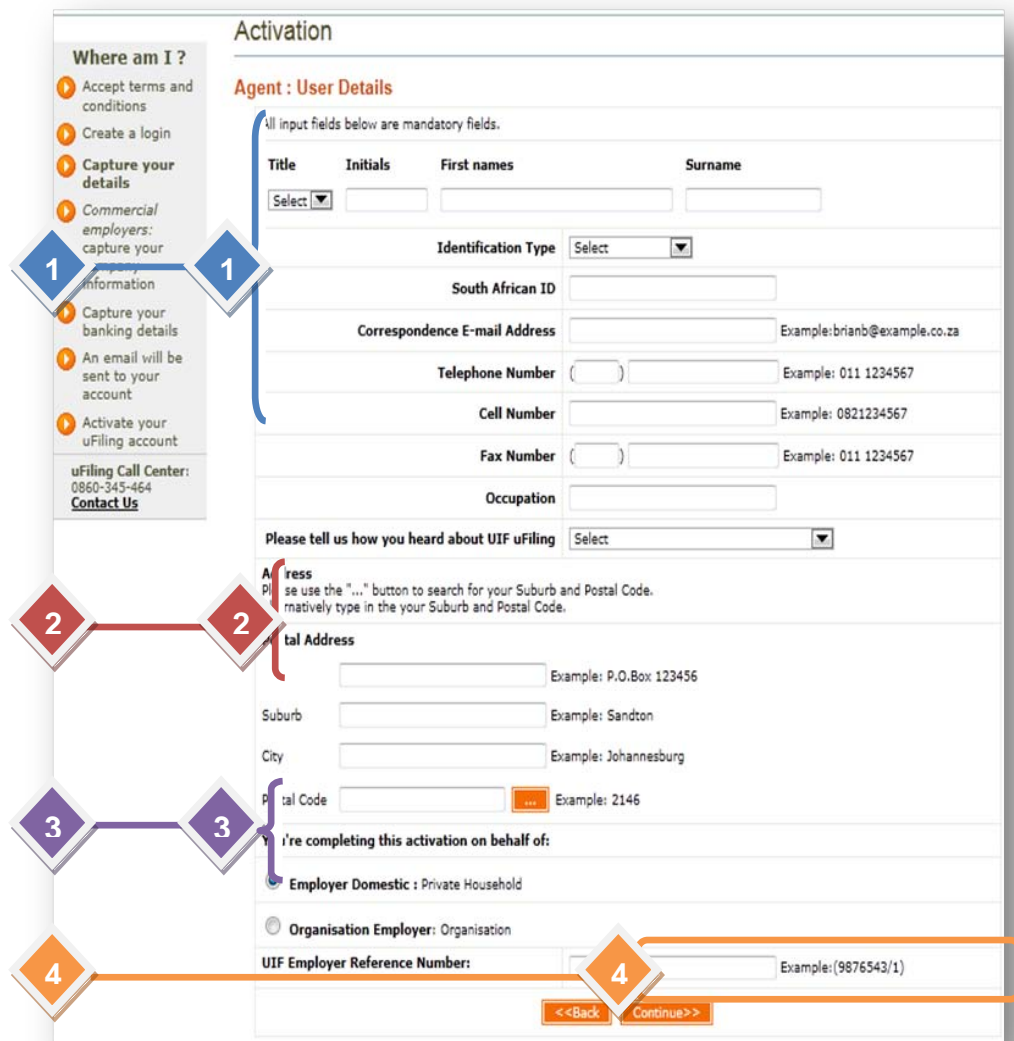

Step 3

Enter your details as the user of the system.

Enter your postal address

Select your activation type as either Employer Domestic or Organisation Employer by clicking on either of the radio buttons.

Enter the employer's UIF reference number.

Step 4

In order to pay for the UIF contributions via uFiling you need to provide your banking details. Payment of UIF contributions are done via debit pull.

- ➢ Provide an account name for this set of banking details. This is to help you differentiate if you provide more than 1 set of banking details

- ➢ Select the bank name from a drop-down list.

- ➢ Enter in the rest of the banking detail information such as the branch name and number, account holder name and number and account type

- ➢ Click on Continue to proceed

- ➢ Click on Back to go to previous page

Step 5

Your activation is successful.

Ensure that your safeguard your login details as you are required to use it when logging into your profile.

Click on "finish" to proceed.

Employee Activation Process

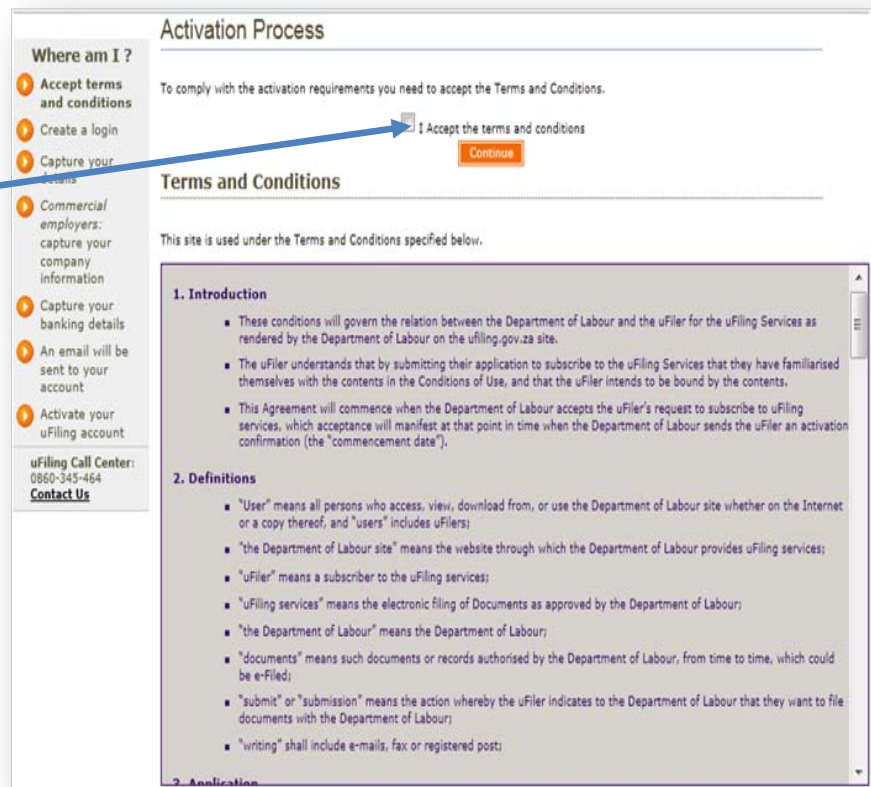To activate your Employee account you need to have the following documents and information available

- ➢ Your valid 13 Digit South African ID number
- ➢ Your e-mail address where all correspondence will be emailed
- ➢ As an online registered Employee you will be able to securely submit your Application for Benefits (for Unemployment, Maternity, Illness and Adoption), to submit Re-Issue of Payment, Continuation of Payment and Notice of Appeal

Step 1

Carefully read the terms and conditions of the application.

Tick the "I Accept the terms and conditions box and click "Continue

Step 2

Enter your details as the user of the system.

Enter your physical address

Click on "Next" to proceed

Step3

A Random list of names will be displayed.

Select your name from the list by clicking on the "Select" button

Note: You can only do this once.

Step 4

A random list of employers will be displayed.

Select your employer from the list by clicking on the "Select" button.

Note: You can only do this once.

Step 5

Enter your banking details and click "Continue".

Step 6

You have successfully activated your profile for use on uFiling.
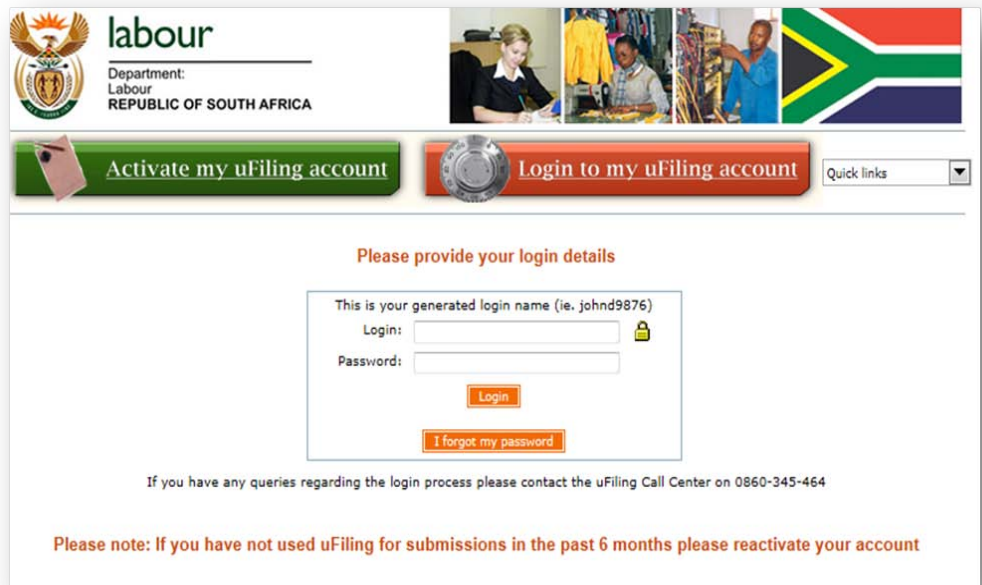
Login as Domestic Employer

Step 1

Enter your login name and password .

Click on "Login"

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Step 2

Once you have successfully logged in to the uFiling system, you will be able to:

Amend your uFiling activated details (both User and Employer)
Change your Password
View/change Banking details
Access Declarations

Back to Quick Links

Menu Options

Once you have successfully logged into the uFiling system, you will be able to do the following:

User

> ➢ View / Amend your user details

> ➢ Change your own password

UIF Return

> ➢ View and Submit your return

Reports

> ➢ Download reports for :

>> o Payments

>> o Unpaid Returns

>> o Employer Statement of Account

Profile

> ➢ Add , Update and Switch profiles

Employer

> ➢ View/Amend Employer Details

> ➢ View / amend Banking details

> ➢ View Work Items

> ➢ View Employee Back dated Change requests

Declarations

> ➢ Add new Employee Declaration

> ➢ View/Amend Employee Declaration

Back to Quick Links

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User – View/Amend Details

Step 1

To change or update your user details, click in the View/Amend Details tab on the menu

Step 2

This section allows you to update your:

> ➢ Email address

> ➢ Contact Details

> ➢ Postal / Physical Address

Note: your Name, Surname and ID number cannot be updated. You will need to consult your branch to update these details.

User – Change Password

Step 1

To change your password, Click on the "Change Password " Tab.

Step 2

You can now change your password by:

➢ Entering your current password

➢ Enter your new password

➢ Retype your password

➢ Update your password hint

Click "submit" for the changes to take effect.

You will need to enter your new password on your next login.

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UIF Returns

Step 1

To access and submit your UIF return, click on the "UIF Return Details" tab

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Step 2

In this section, you can:

➢ Select employer (if you have entered more than one employer on your uFiling profile)

➢ Search for older returns by changing / selecting the return period

➢ Open the UIF return by clicking on the "Submit to UIF" link.

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Step 3

Your return is calculated according to your employee declaration.

You have the option to change your payment option to either monthly or annually by clicking either of the radio buttons.

Note: If you select your payment option as annually, you must still submit your declarations monthly.

Submit your return to the UIF.

You can add notes on your return of other users to view.

Step 4

You can choose to pay your return now, or submit additional returns and pay later.

To pay your return now, click on the "Continue with payment" button.

Payment Method – uFiling (Debit-Pull)

uFiler
The user will submit a payment via the uFiling system, after the return is submitted. The payment method that was selected when the banking details were loaded is Debit Pull, therefore once the payment instruction is submitted, no further action needs to take place.

Internet

Payment Instruction Submitted

Failed Payment notification returned to sender

Payment Gateway
Upon payment submission, the payment instruction is created and passed to the bank via the payment gateway. If the bank reject your payment instruction due to insufficient funds; account closed; account type invalid or for what ever reason, the bank will issue a payment failed notification.

Payment Gateway

Payment Instruction sent to bank

Payment rejected by bank

BANK
The bank will either process or reject the payment request by validating the account details, account type and funds availability.

BANK

Payment processed by bank

Beneficiary
In this instance, the beneficiary is the UIF.

Step 1

To submit your payment directly via the uFiling system, click the "Pay using uFiling" button.

Step 2

This payment method is referred to as "Debit Pull", this means that the bank account you have entered during your activation process will be directly debited, and paid to the UIF.

To action the payment, Click on the "Do Payment" button at the bottom right hand side of the screen.

Step3

Your payment summary is displayed, you can now complete the payment process by clicking on the "Do payment" button.

The system will display your payment reference number at the end of your transaction.

Summary of pending payment

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Selected payment option: **Pay using uFiling**

Payment for: **1 declaration**

Total payment amount: **72.02**

Request date: **2012/05/07**

From: **JOHN DOE**
- Bank: **FNB**
- Branch number: **250655**
- Account holder: **Marie**
- Account number: **424549581**

To: **UIF**
- UIF reference number: **196930981205**

Please note that this authorisation will result into the system forwarding the payment instruction to your bank. The bank will then transfer the amount from the specified account to the relevant UIF account. This will be done in the standard banking overnight processing. You will be informed of the result of this transaction.

<<Back   Do payment

Please be aware that once a payment is submitted this instruction cannot be reversed.

Payment Method – Electronic Payment via Internet (Credit Push)

Payment transactions that are initiated on the uFiling site are presented to the banking product as bill presentation or a payment request. Only once the user has logged into their banking product and authorised the payment request, this transaction is regarded as an effective payment. Credit push transactions are assumed as irrevocable.

Benefits of using Credit push payments

➢ Multiple payment instructions can be authorised as a lump sum to save on bank charges

➢ Proof of payment obtainable on both uFiling and your banking system's transaction history 24/7

➢ Post dated payments can be created and instructed on certain electronic banking products.

➢ Payment instructions initiated on uFiling will automatically update beneficiary reference numbers/code to avoid misallocation of payments.

Step 1

To pay your return using your internet banking profile, click on the "Electronic Payment via Internet " button.

Step2

Note: You will only be able to use this service if you are registered for internet banking with :

> ➢ Standard Bank

> ➢ First National Bank

> ➢ Ned Bank

Other banks will be added shortly.

To submit the payment, Select your transfer option.

Enter your account number

Click "Do Payment"

Step 3

In this example, FNB's Internet banking is used as the payment method.

To proceed with the payment Process, Click on the "Do Payment" button.

You will receive a payment reference number to confirm that your payment has been initialized. You will be required to login to your Internet Banking profile to complete the payment.

Summary of pending payment

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Selected payment option: **Electronic Payment via Internet**

Payment for: **1 declaration**

Total payment amount: **72.02**

Request date: **2012/05/07**

From:	JOHN DOE	To: UIF
	• Bank: **FNB Internet Banking**	• UIF reference number: **196930981205**
	• Account number: **424549581**	

Please note that this authorisation will result into the system forwarding the payment instruction to your bank. The bank will then transfer the amount from the specified account to the relevant UIF account. This will be done in the standard banking overnight processing. You will be informed of the result of this transaction.

<<Back   Do payment

Please be aware that once a payment is submitted this instruction cannot be reversed.

Payment Method – Capture Payments made outside of this system

Step1

You can use this method to confirm that your payment was made using alternative methods, but would like to update your user profile by capturing your payment details for record purposes only.

Please be advised that this is not a sufficient means of proof of payment. Thus, you will still need to safeguard your original proof of payment.

You can now successfully capture your payment date, means of payment and payment reference number.

Click on "Save"

Capture Manual Payment Details

How did you pay?	Select
Payment date	2012/05/07
	Please use the format: yyyy/mm/dd
Bank reference number Cheque number	
Cheque Date	2012/05/07
Your reference number	
Bank account	Domestic Account
Other bank details	
Amount paid	72.02
Comments	

Save

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Back to Quick Links

Reports

To access the reports section, click on the Reports tab.

Reports

▶ Reports

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Step2

In this section you can view and download the following reports:

➢ Payment Report

➢ Unpaid returns report

➢ Employer Statement of Account Report.

To select a specific report, click on either of the report links and click

"View report"

| User |
| UIFReturn |
| Reports |
| ▶ Reports |
| Profile |
| Employer |
| Declarations |
| uFiling Call Center: 0860-345-464 **Contact Us** |
| Home |

Reports

Select a report
→ **Payment Report**
→ **Unpaid Returns Report**
→ **Employer Statement Account Report**

Report type	
Employer	JOHN DOE ▼
	View report

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Reports – Payment Report

The report details are displayed and contain:

➢ Transaction date and time
➢ Recipient Reference Number
➢ Source Reference Number
➢ Transaction Amount
➢ Transaction Status

You can **download** your payment report in either via **excel** or **Word** format and save it at a location on your PC.

Payment Report

Print report

Select format to export to (*Optional*) ○ Excel ○ Word Download report

Transaction Date	Recipient Reference Number	Source Reference Number	Transaction Amount	Transaction Status
9/9/2009 7:53:14 AM	M0909UIF00005038	M0909UIF00005038	416.68	AFFECTED
9/9/2009 8:13:20 AM	4356	4356	416.68	AFFECTED
9/9/2009 8:21:00 AM	M0909UIF00005038	M0909UIF00005038	40.00	AFFECTED
9/9/2009 8:22:33 AM	0000	0000	40.00	AFFECTED
9/9/2009 9:56:16 AM	Anton	Anton	200.00	AFFECTED
9/9/2009 5:55:27 PM	M0108UIF00005038	M0108UIF00005038	449.56	SENTBANK
9/9/2009 5:56:44 PM	M0809UIF00005038	M0809UIF00005038	349.56	AFFECTED
9/11/2009 7:23:45 AM	M0909UIF00005038	M0909UIF00005038	200.00	
9/11/2009 7:37:56 AM	M0909UIF00005038	M0909UIF00005038	200.00	
10/14/2009 10:40:20 AM	M1009UIF00005038	M1009UIF00005038	919.12	SENTBANK
10/14/2009 10:43:57 AM	M0909UIF00005038	M0909UIF00005038	200.00	SENTBANK
12/2/2009 4:57:33 PM	M1009UIF00005038	M1009UIF00005038	2957.24	

Reports – Unpaid Returns Report

Your unpaid returns report, based on the employer you have selected, will be displayed and will include the following information:

> ➢ Return Period
> ➢ Employer Name
> ➢ UIF Reference number
> ➢ Return status code
> ➢ Declaration Issue Date
> ➢ Declaration Due Date
> ➢ Declaration Amount

You can **download** your unpaid returns report in either via **excel** or Word Format, and save it to a location on your PC.

Reports

Select a report
→ **Payment Report**
→ **Unpaid Returns Report**
→ **Employer Statement Account Report**

Report type	
Employer	uifcomfund

View report

Unpaid Returns Report

Print report

Select format to export to (*Optional*) ○ Excel ○ Word   Download report

Period	EmployerName	UIFReferenceNumber	Return Status Code	Declaration Issue Date	Declaration Due Date	Declaration Amount
2009/11	uifcomfund	0000601/1	Submitted	11/1/2009 12:00:01 AM	3/24/2010 11:40:26 AM	1596.54
2010/3	uifcomfund	0000601/1	Submitted	3/1/2010 12:00:01 AM	3/24/2010 11:44:10 AM	1596.54

Reports – Employer Statement Account Report

Step 1

To view your Employer statement of Account report, select employer and date range. Click on View report

Report type	Employer Statement Account Report
Employer	Bezphotos
Date range	⊙ Year to date ○ Total per financial year

View report

Step 2

Your Statement of Account report for the employer will be displayed on the screen and will include the following information:

> ➢ Return Period
> ➢ Declared UIF Liability
> ➢ Payment via uFiling
> ➢ Payment via external
> ➢ Total Payment

Employer Statement Account Report

Print report

Select format to export to (*Optional*) ○ Excel ○ Word   Download report

Period	Declared UIF Liability	Payment via Ufiling	Payment via External	Total Payment
2009/8	797.42	797.42	0.00	797.42
2009/9	797.42	797.42	0.00	797.42
2009/10	797.42	797.42	0.00	797.42

You can **download** your Employer Statement of Account Report in either via **excel** or **Word** format and save it to a location on your PC.

Back to Quick Links

Profile

This functionality allows you to create additional profiles to perform various tasks.

To access the profile section, select the profile tab and click either
- ➢ New Profile
- ➢ Update Profile
- ➢ Switch Profile

New Profile

You can create an additional profile by entering the following:

- ➢ New Profile Name

- ➢ Select if the new profile will be your default profile

- ➢ Select a new Profile Type

- ➢ Enter your address

- ➢ Enter your contact details

Click on Create when done.

The system will confirm that your new profile has been created. You can click on "switch now" to switch to your new profile.

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You are now required to add a new employer to your profile.

The employer section will be explained in detail later in this user guide.

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Update Profile

Step 1

To update your profile, select the "Update Profile" Tab

Step 2

You are able to update your profile
name and select if this profile is
your default profile.

Switch Profile

You can now switch
between your two profiles.

In this example: You can
switch from your Domestic
profile to your Commercial
Profile.

[Back to Quick Links](#)

Employer

In this section, you can perform the following tasks:

View / Amend Details of the employer
View/Add Banking details
View Work items assigned to you
View Employee Backdated Change Requests

View / Amend Details

This section allows you to update your contact details and postal / physical address

Click "Update" to save your updates.

Bank Account Details

Your banking details are displayed. This allows you to change or update your banking details.

Should you wish to add another account, click on the "Add" button at the bottom of the screen.

Work Items

Step 1

To access the Work items
menu, select Employer and
click on the "Work Items"
tab.

Your outstanding
declarations will appear in
your work list.

Click "View" to open the
Declaration

OR

Click Delete Declaration if you feel the declaration was erroneously issued.

Step 2

The Declaration will open in
PDF(Portable Document
Format).

If you are unable to open the
document, you must install
Adobe Reader from the
Adobe website:
www.adobe.com

Complete the declaration and
click "Submit".

The document will print and
you must sign and fax the
declaration to 012 337 1595

Declarations

Clarity on the definition of remuneration

1. Following the Business Process Workshop held during 13 to 15 July 2005 a resolution was taken to compile guidelines with regard to what income is / is not regarded as remuneration in terms of the SARS Guidelines for Employers (EMP10 volume 46).

2. **The following exclusions have been set out by an employee is not regarded as remuneration:**

    2.1. **Commission** – Commission received by an employee is not regarded as remuneration.

    2.2. **Pension** – Any pension payment to which both the employer and employee were contributing to is not regarded as remuneration.

    2.3. **Superannuation or retirement allowance by way of annuity** – If both the employer and employee were contributing to such funds, the income received is excluded from remuneration.

    2.4. **Compensation for restraint of trade** – Any amount received in respect of compensation for restraint of trade is not regarded as remuneration.

    2.5. **Amounts paid to independent contractors** – All amounts paid or payable to independent contractors are not regarded as remuneration.

    2.6. **Lump sum benefits from any Pension, Provident or Retirement Annuity Funds** – Any lump sum payments received in respect of these Funds are not regarded as remuneration.

    2.7. **Any pension / allowances received in terms of the following Acts are not regarded as remuneration** :
        2.7.1. Aged Persons Act – Old Age Pension
        2.7.2. Blind Persons Act – Disability Grant
        2.7.3. Disability Grant Act

    2.8. Amounts paid to an employee to re-imburse the employee for actual business expenses incurred are not defined as remuneration.

    2.9. Any allowance / advance in terms of an order of divorce or decree of judicial separation or agreement of separation are not regarded as remuneration.

    2.10. Any amount in excess of the prescribed maximum ceiling(Presently R12478.00 pm) would not be regarded as remuneration for purposes of paying UI contributions.

3. As a further guideline the following sources of income would be defined as remuneration:

3.1.   **Salary** – The normal taxable income / remuneration received by an employee.

3.2.   **Fees** – Taxable remuneration received by lawyers / consultants etc.

3.3.   **Bonus** – Taxable remuneration based on performance achieved.

3.4.   **Wages** – Taxable remuneration normally paid to labourers.

3.5.   **Director's remuneration** – Taxable remuneration received my Company Directors
.

3.6.   **Leave encashmen**t – The amount received in respect of leave credits which are encashed.

3.7.   **Emolument** – Taxable remuneration normally received by an office bearer e.g. mayor, etc.

3.8.   **Stipend** – The taxable remuneration paid to learners such as article clerks etc.

3.9. **Overtime** – The taxable remuneration paid in respect of overtime worked.

3.10. **Superannuation allowance** – The taxable amount received in respect of such allowances paid.

3.11. **Voluntary awards** – The taxable amounts received in respect in terms of such awards.

3.12. **Amounts received or accrued in commutation of amounts due** – A contract is terminated before the expiry date. The payment in lieu of the outstanding period is regarded as remuneration.

3.13. **50% of all allowances paid / advance given to an employee / holder of a public office in respect of the expense for travelling for business purposes** – regarded as remuneration.

3.14. **A gratuity** received by or accrued to a person from his / her employer because such a person obtained a degree or has been successful in an examination is regarded as remuneration.

3.15. **Fringe benefits** received in terms of the 7th Schedule to the Income Tax Act.

4.   Should you require any further information the SARS guidelines (EMP10) could be consulted. It would also be appreciated if the contents of this circular would be conveyed to all relevant staff members.

Step 1

This section allows you to either:
  ➢ Declare a new employee
  ➢ View/amend an existing employee.

To Declare a new employee, click on the "New Employee Declaration" tab.

Declarations

▶ New Employee Declaration

▶ View/Amend Employee Declaration

Step 2

To declare a new employee:

Enter the employee's ID number to retrieve the employee's details.

Declare employee

Employee's details:
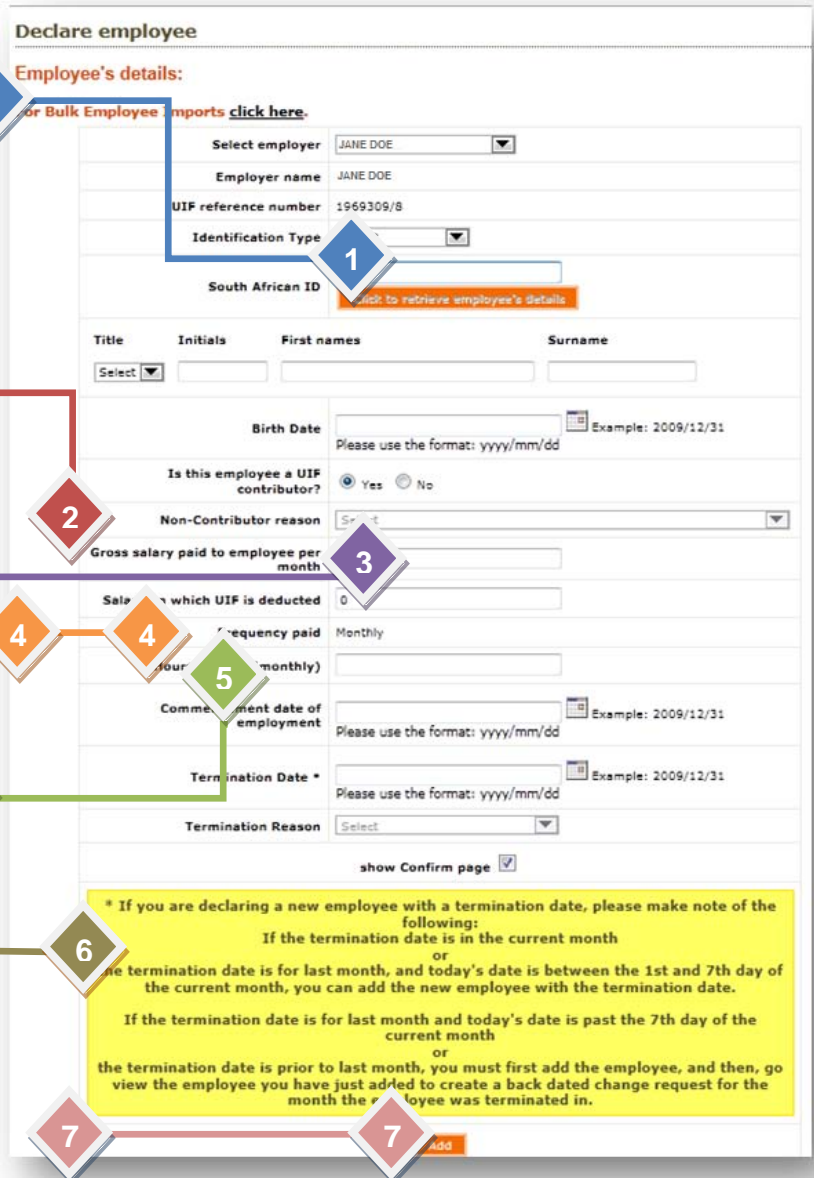For Bulk Employee Imports click here.

Select employer	JANE DOE
Employer name	JANE DOE
UIF reference number	1969309/8
Identification Type	
South African ID	Click to retrieve employee's details

Title	Initials	First names	Surname
Select			

Enter the employee's monthly salary

Enter the UIF contribution amount

Birth Date	Please use the format: yyyy/mm/dd — Example: 2009/12/31
Is this employee a UIF contributor?	● Yes ○ No
Non-Contributor reason	Select
Gross salary paid to employee per month	
Salary which UIF is deducted	0

Enter the employee's hours worked per month

Frequency paid	Monthly
Hours (monthly)	
Commencement date of employment	Please use the format: yyyy/mm/dd — Example: 2009/12/31

Enter the date the employee started with employment

Termination Date *	Please use the format: yyyy/mm/dd — Example: 2009/12/31
Termination Reason	Select
	show Confirm page ☑

Read the notice at the end of the page.

* If you are declaring a new employee with a termination date, please make note of the following:
If the termination date is in the current month
or
the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can add the new employee with the termination date.

If the termination date is for last month and today's date is past the 7th day of the current month
or
the termination date is prior to last month, you must first add the employee, and then, go view the employee you have just added to create a back dated change request for the month the employee was terminated in.

Click on "Add" to save the new employee's details

Add

View / Amend Employee Declaration

Step 1

To amend an employee's details, click on the View/Amend Employee Declaration tab.

_____

Step 2

The next step is to enter some search criteria to display and access a specific employee.

_____

Step 3

Your employee will be displayed.

Click "View/Amend" to access the employee's details.

_____

Step 4

You can now either update the employee's details, or you can submit a "Back Dated Change Request"

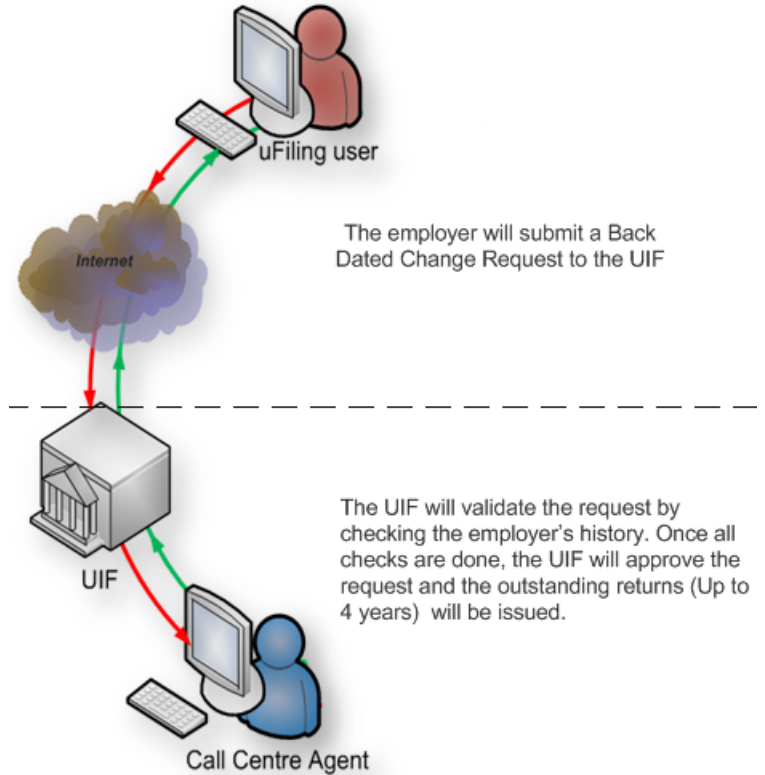**View/Amend employee declaration**

Employee's details:

For Bulk Employee Imports click here.

Select employer	WILLEM JACOBUS RAS ▼
Employer name	WILLEM JACOBUS RAS
UIF reference number	1875548/5
Identification Type	South African ID ▼
South African ID	4810054574084 Click to retrieve employee's details

Title	Initials	First names	Surname
Adv ▼	Dr	David Ralph	Hilewitz

Birth Date	1947/06/05 Example: 2009/12/31 Please use the format: yyyy/mm/dd
Is this employee a UIF contributor?	⦿ Yes ○ No
Non-Contributor reason	Select ▼
Gross salary paid to employee per month	5 000.00
Salary on which UIF is deducted	5 000.00
Frequency paid	Monthly
Hours worked (monthly)	173
Commencement date of employment	2012/01/01 Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Date *	Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Reason	Select ▼
show Confirm page	☑

> * If you are terminating an employee, please make note of the following:
> If the termination date is in the current month
> or
> the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.
>
> If the termination date is for last month and today's date is past the 7th day of the current month
> or
> the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.

Update

> **: Back Dated Change Request(BCR):**
> Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.

BCR (**)

Back to Quick Links

Employee Backdated Change Requests

Basic overview

The figure illustrates the basic flow of how a Back dated change request, submitted by an employer needs to be validated and processed by the UIF prior to issuing outstanding returns to the employer.

The employer will submit a Back Dated Change Request to the UIF

The UIF will validate the request by checking the employer's history. Once all checks are done, the UIF will approve the request and the outstanding returns (Up to 4 years) will be issued.

Step 1

To Submit a Back dated change request, click on the "Request Back Dated Change" button at the bottom of the View/Amend employee declaration page.

View/Amend employee declaration

Employee's details:

For Bulk Employee Imports <u>click here</u>.

Select employer	MARIE THERESE DARNE ▼
Employer name	MARIE THERESE DARNE
UIF reference number	1969309/8
Identification Type	South African ID ▼
South African ID	6707160476085
	Click to retrieve employee's details

Title	Initials	First names	Surname
Adv ▼	Pp	Phumzile Primrose	Mchunu

Birth Date	1967/07/16 [📅] Example: 2009/12/31 Please use the format: yyyy/mm/dd
Is this employee a UIF contributor?	● Yes ○ No
Non-Contributor reason	Select ▼
Gross salary paid to employee per month	3 600.63
Salary on which UIF is deducted	3 600.63
Frequency paid	Monthly
Hours worked (monthly)	160
Commencement date of employment	2009/01/01 [📅] Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Date *	2012/06/30 [📅] Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Reason	Retrenched ▼
show Confirm page	☑

> *** If you are terminating an employee, please make note of the following:**
> If the termination date is in the current month
> or
> the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.
>
> If the termination date is for last month and today's date is past the 7th day of the current month
> or
> the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.

Update

> ****: Back Dated Change Request(BCR):**
> Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.

BCR (**)

Step 2

Read the notice within the "Request Back dated change?" box.

Click on the "Continue" button.

Step 3

Back Dated Change Request

A back dated change request, is a request to have the employee's information for a prior month changed. These changes may have financial implications for returns which have already been submitted or paid for. Please ensure the data for the employee is correct for the date you are requesting the change.

Employee's details:

Select employer	MARIE THERESE DARNE ▼
Employer name	MARIE THERESE DARNE
UIF reference number	1969309/8
Identification Type	South African ID
South African ID	6707160476085

Title	Initials	First names	Surname
Adv	Pp	Phumzile Primrose	Mchunu

Specify your declaration periods

Birth Date	1967/07/16
Declaration period from	[ ] Example: 2009/12/31
Declaration period to	[ ] ample: 2009/12/31
Is this employee a UIF contributor?	
Non-Contributor reason	▼
Gross salary paid to employee per month	
Salary on which UIF is deducted	
Frequency paid	
Hours worked (monthly)	

Calendar popup:

◄	Sep ▼	2012 ▼	►

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Done

Update the necessary fields

Commencement date of employment	2009/01/01 [ ] Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Date	2012/06/30 [ ] Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Reason	Retrenched ▼

Click "Request Change"

Back   Request Change

Step 4

A summary of your request will be displayed.

To confirm you request, click on the "Confirm" button.

View/Amend employee declaration

Employee's details confirm:

Employer name	JANE DOE
Identification Type	South African ID
Identification number	7910244142084

Title	Initials	First names	Surname
Miss	Rm	Rose Mmaganta	Molotlhanyi

Birth Date	1966/07/30
Declaration period from	2008/05/01
Declaration period to	2012/04/30
Is this employee a UIF contributor?	Yes
Gross salary paid to employee per month	1 234.00
Salary on which UIF is deducted	246.00
Frequency paid	Monthly
Hours worked (monthly)	48
Commencement date of employment	2007/05/07
Termination Date	
Termination Reason	

Cancel   Confirm

Step 5

You can check your Back dated change requests by clicking on the "back Dated Change Requests" tab on the left under the Employer menu.

To view the back dated change request, click on the "Details "link

User
UIFReturn
Reports
Profile
Employer
▶ View/Amend Details
▶ Bank Account Details
▶ Work Items
▶ Employee Backdated Change Requests
Declarations

uFiling Call Center:
0860-345-464
Contact Us

Home

Current Back Dated Change Requests

Employee Name	Back Dated Status	Created on	Modified on	Declaration period from	Declaration period to	Requested By	Comments	Details
Rose Mmaganta Molotlhanyi	Processed	2012/05/08 12:22 PM	2012/05/08 12:29:47 PM	2008/05	2012/04	Antons0730		Details

Step 6

Your change request detail will be displayed.

Click on the Back button

Step 7

You will receive an email confirming your request.

Step 8

Once your request is approved by the UIF, your returns will be issued and you will receive emails for each outstanding return that is issued.

Dear Client,
Your contributions payable have been issued on uFiling.
Please update any employee information which may have changed since your last submission. Failure to update changes to employee information may result in contribution underpayments or overpayments and may also affect the benefits to which an unemployed worker may be entitled to.
If no changes took place, please log into the uFiling system at
https://www.ufiling.co.za
to confirm and submit the return below by the 7th of July 2011 .
Ref Number: 1971779/2, KOBASCHNI NAIDOO UI7 (UIF) Contribution for June 2011

Should you have any queries or require any assistance with UIF declaration and contributions, please contact our uFiling Call centre on **0860 FILING (0860 345 464)**

Best Regards

The uFiling Team
https://www.ufiling.co.za

Step 9

To access the returns, click on the "UIF Return" tab and complete your returns.

UIF Returns

User							
UIFReturn	Select employer	JANE DOE		JANE DOE		1971779/2	

UIF Return Search

Period Year: 2012

Return Period	Return Type	Return Status	Return (UI7)	Payment Type	Annual Balance	Payment
2012-05	UIF	Issued	Submit to UIF			
2012-04	UIF	Issued	Submit to UIF			
2012-03	UIF	Issued	Submit to UIF			
2012-02	UIF	Issued	Submit to UIF			
2012-01	UIF	Issued	Submit to UIF			

UIF Return Details
Reports
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0860-345-464
Contact Us
Home
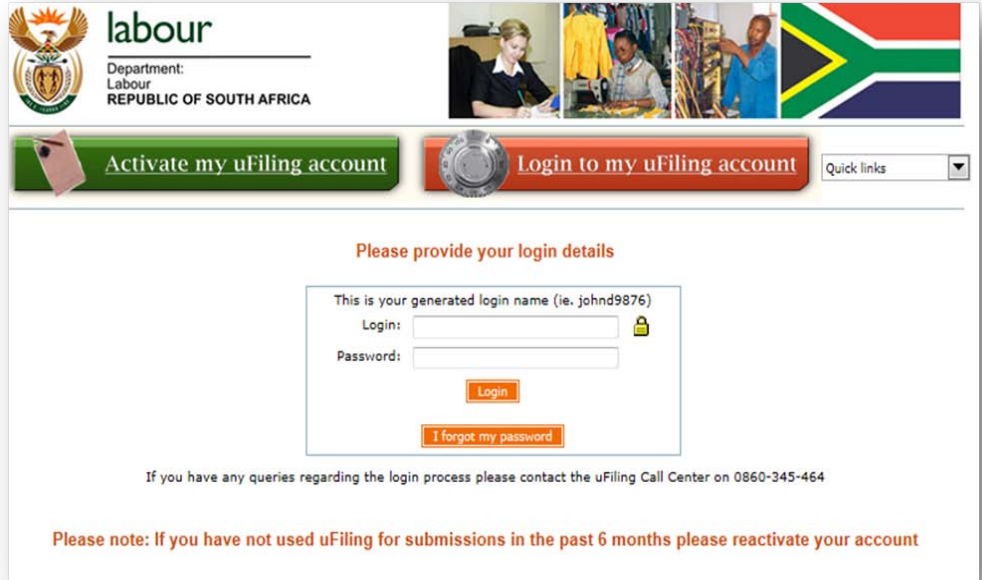
Back to Quick Links

Login as Commercial Employer or Agent

Step 1

Enter your login name and password .

Click on "Login"

Step 2

Once you have successfully logged in to the uFiling system, you will be able to:

Amend your uFiling activated details (both User and Employer)
Change your Password
View/change Banking details
Access Declarations

Menu Options

Once you have successfully logged into the uFiling system, you will be able to do the following:

User

> ➢ Add New User

> ➢ View / Amend your user details

> ➢ Amend User Rights

> ➢ Change your own password

UIF Return

> ➢ View and Submit your return

Reports

> ➢ Download reports for :

>> o Payments

>> o Unpaid Returns

>> o Employer Statement of Account

Profile

> ➢ Add , Update and Switch profiles

Employer

> ➢ Add New Employer

> ➢ View/Amend Employer Details

> ➢ View / amend Banking details

> ➢ Add Director

> ➢ View / Amend Director

> ➢ View Work Items

> ➢ View Employee Back dated Change requests

Declarations

> ➢ Add new Employee Declaration

> ➢ View/Amend Employee Declaration

Add New User

Step 1

This section allows you to add another user to ease the workflow process.

Enter a username and a password for the new user

Give the new user specific access rights to the system.

The user authorisation levels are as follows:

> ➢ **Administrator**- Full rights to the system

> ➢ **Payments** – The user can submit returns and make payments

> ➢ **Submission** – The user can submit a return

> ➢ **Completion** – the user can complete and save a return.

> ➢ **View Only** – the user can view returns history

> ➢ **No Access** – the user's rights to the system has been revoked

Once you have completed the new user's details, click on the Submit button.

Step 2

The new user's profile has been created. The new user will receive an email confirming their login name and password.

Create new user

The User has successfully been added. Their login details have been mailed to them

Login Details

Please enter your preferred login name	Antons1280 Example: Brianb Your login name provided above will be used to create a unique login name and that is done by the adding of 4 numeric values at the end of your preferred login name. For example (Brianb0014)
Password	•••••••• Example: Fiat01
Confirm Password	••••••••
Password Hint	Name101 (Should you forget your password, we will give you the password hint on request.)

The user you are adding will be required to change this password on first login

User Authorization Level	Administrator (Commercial/Agent) ▼

User – View/Amend Details

Step 1

To change or update your user details, click in the View/Amend Details tab on the menu

User
▶ Add New
▶ View/Amend Details
▶ Amend Rights
▶ Change Password

Amend Rights

Step 1

To amend your user rights, click on the "Amend Rights" tab on the user menu.

A list of employers currently assigned to you will be displayed.

You can remove your access from the Employer by removing the tick next to the employer name, or you can change your Authorisation level from the drop down list.

User
▶ Add New
▶ View/Amend Details
▶ Amend Rights
▶ Change Password
UIFReturn
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Contact Us
Home

User rights

Employer search

Name		The wild card character (*) may be used
Organisation registration number		
Employer UIF Reference number		

Search   SearchAll

Employer name: POTGIETER C F		UIF reference number: 1971779/2	
Employer Name	**Trading as**		**Select**
POTGIETER C F			☑
	Authorization level Administrator (Commercial/Age ▼		☐ Select all

Submit>>

Step 2

This section allows you to update your:

➢ Email address

➢ Contact Details

➢ Postal / Physical Address

Note: your Name, Surname and ID number cannot be updated. You will need to consult your branch to update these details.

_____

User – Change Password

Step 1

To change your password, Click on the "Change Password " Tab.

_____

Step 2

You can now change your password by:

➢ Entering your current password

➢ Enter your new password

➢ Retype your password

➢ Update your password hint

Click "submit" for the changes to take effect.

You will need to enter your new password on your next login.

Back to Quick Links

_____

UIF Returns

Step 1

To access and submit your UIF return, click on the "UIF Return Details" tab

_____

Step 2

In this section, you can:

➢ Select employer (if you have entered more than one employer on your uFiling profile)

➢ Search for older returns by changing / selecting the return period

➢ Open the UIF return by clicking on the "Submit to UIF" link.

_____

Step 3

Your return is calculated according to your employee declaration.

You have the option to change your payment option to either monthly or annually by clicking either of the radio buttons.

Note: If you select your payment option as annually, you must still submit your declarations monthly.

Submit your return to the UIF.

You can add notes on your return of other users to view.

Step 4

You can choose to pay your return now, or submit additional returns and pay later.

To pay your return now, click on the "Continue with payment" button.

Payment Method – uFiling (Debit-Pull)

uFiler
The user will submit a payment via the uFiling system, after the return is submitted. The payment method that was selected when the banking details were loaded is Debit Pull, therefore once the payment instruction is submitted, no further action needs to take place.

Internet

Payment Instruction Submitted

Failed Payment notification returned to sender

Payment Gateway
Upon payment submission, the payment instruction is created and passed to the bank via the payment gateway. If the bank reject your payment instruction due to insufficient funds; account closed; account type invalid or for what ever reason, the bank will issue a payment failed notification.

Payment Gateway

Payment Instruction sent to bank

Payment rejected by bank

BANK
The bank will either process or reject the payment request by validating the account details, account type and funds availability.

BANK

Payment processed by bank

Beneficiary
In this instance, the beneficiary is the UIF.

Step 1

To submit your payment directly via the uFiling system, click the "Pay using uFiling" button.

Step 2

This payment method is referred to as "Debit Pull", this means that the bank account you have entered during your activation process will be directly debited, and paid to the UIF.

To action the payment, Click on the "Do Payment" button at the bottom right hand side of the screen.

Step3

Your payment summary is displayed, you can now complete the payment process by clicking on the "Do payment" button.

The system will display your payment reference number at the end of your transaction.

Payment Method – Electronic Payment via Internet (Credit Push)

Payment transactions that are initiated on the uFiling site are presented to the banking product as bill presentation or a payment request. Only once the user has logged into their banking product and authorised the payment request, this transaction is regarded as an effective payment. Credit push transactions are assumed as irrevocable.

Benefits of using Credit push payments

➢ Multiple payment instructions can be authorised as a lump sum to save on bank charges

➢ Proof of payment obtainable on both uFiling and your banking system's transaction history 24/7

➢ Post dated payments can be created and instructed on certain electronic banking products.

➢ Payment instructions initiated on uFiling will automatically update beneficiary reference numbers/code to avoid misallocation of payments.

Step 1

To pay your return using your internet banking profile, click on the "Electronic Payment via Internet " button.

Step2

Note: You will only be able to use this service if you are registered for internet banking with :
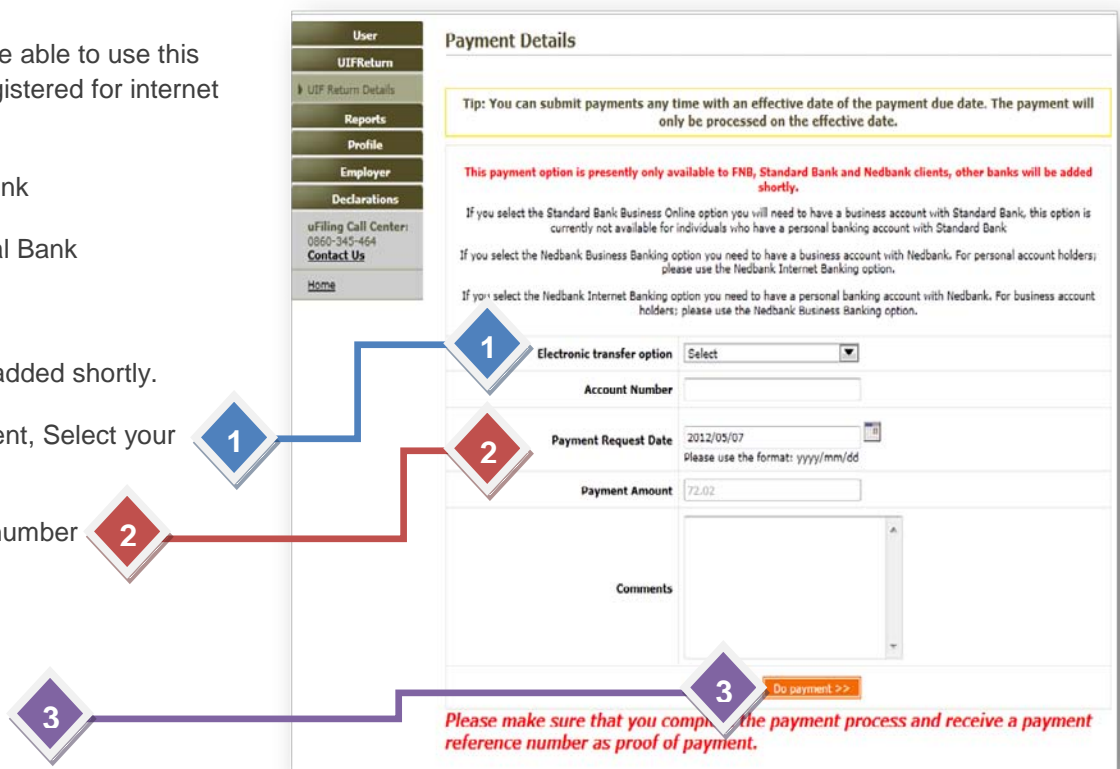
- ➢ Standard Bank
- ➢ First National Bank
- ➢ Ned Bank

Other banks will be added shortly.

To submit the payment, Select your transfer option.

Enter your account number

Click "Do Payment"

Step 3

In this example, FNB's Internet banking is used as the payment method.

To proceed with the payment Process, Click on the "Do Payment" button.

You will receive a payment reference number to confirm that your payment has been initialized. You will be required to login to your Internet Banking profile to complete the payment.

Summary of pending payment

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

Selected payment option: **Electronic Payment via Internet**

Payment for: **1 declaration**

Total payment amount: **72.02**

Request date: **2012/05/07**

From:	JOHN DOE	To: UIF
	• Bank: **FNB Internet Banking**	• UIF reference number: **196930981205**
	• Account number: **424549581**	

Please note that this authorisation will result into the system forwarding the payment instruction to your bank. The bank will then transfer the amount from the specified account to the relevant UIF account. This will be done in the standard banking overnight processing. You will be informed of the result of this transaction.

<<Back   Do payment

Please be aware that once a payment is submitted this instruction cannot be reversed.

Payment Method – Capture Payments made outside of this system

Step1

You can use this method to confirm that your payment was made using alternative methods, but would like to update your user profile by capturing your payment details for record purposes only.

Please be advised that this is not a sufficient means of proof of payment. Thus, you will still need to safeguard your original proof of payment.

You can now successfully capture your payment date, means of payment and payment reference number.

Click on "Save"

Capture Manual Payment Details

How did you pay?	Select
Payment date	2012/05/07 *Please use the format: yyyy/mm/dd*
Bank reference number Cheque number	
Cheque Date	2012/05/07
Your reference number	
Bank account	Domestic Account
Other bank details	
Amount paid	72.02
Comments	

Save

Payment Due Date	Return Period	Status	Amount Due
2012/06/08	201205	Submitted	72.02

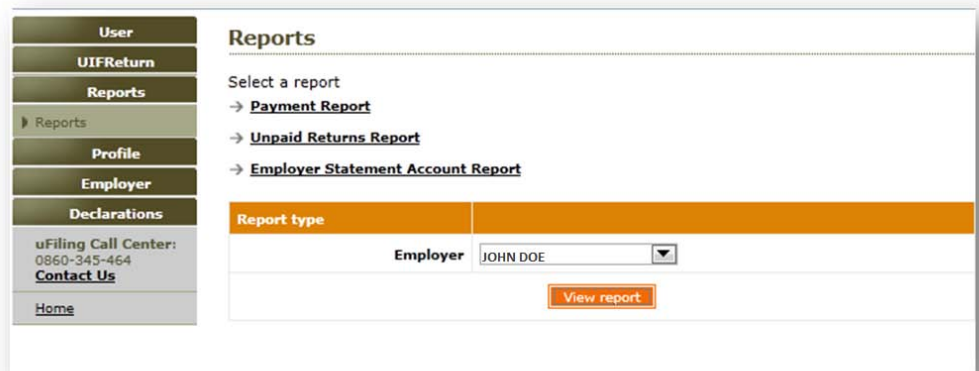Back to Quick Links

Reports

Step 1

To access the reports section, click on the Reports tab.

_____

Step2

In this section you can view and download the following reports:

➢ Payment Report

➢ Unpaid returns report

➢ Employer Statement of Account Report.

To select a specific report, click on either of the report links and click

"View report"

_____

Reports – Payment Report

The report details are displayed and contain:

➢ Transaction date and time
➢ Recipient Reference Number
➢ Source Reference Number
➢ Transaction Amount
➢ Transaction Status

You can **download** your payment report in either via **excel** or **Word** format and save it at a location on your PC.

Payment Report

Transaction Date	Recipient Reference Number	Source Reference Number	Transaction Amount	Transaction Status
9/9/2009 7:53:14 AM	M0909UIF00005038	M0909UIF00005038	416.68	AFFECTED
9/9/2009 8:13:20 AM	4356	4356	416.68	AFFECTED
9/9/2009 8:21:00 AM	M0909UIF00005038	M0909UIF00005038	40.00	AFFECTED
9/9/2009 8:22:33 AM	0000	0000	40.00	AFFECTED
9/9/2009 9:56:16 AM	Anton	Anton	200.00	AFFECTED
9/9/2009 5:55:27 PM	M0108UIF00005038	M0108UIF00005038	449.56	SENTBANK
9/9/2009 5:56:44 PM	M0809UIF00005038	M0809UIF00005038	349.56	AFFECTED
9/11/2009 7:23:45 AM	M0909UIF00005038	M0909UIF00005038	200.00	
9/11/2009 7:37:56 AM	M0909UIF00005038	M0909UIF00005038	200.00	
10/14/2009 10:40:20 AM	M1009UIF00005038	M1009UIF00005038	919.12	SENTBANK
10/14/2009 10:43:57 AM	M0909UIF00005038	M0909UIF00005038	200.00	SENTBANK
12/2/2009 4:57:33 PM	M1009UIF00005038	M1009UIF00005038	2957.24	

_____

Reports – Unpaid Returns Report

Your unpaid returns report, based on the employer you have selected, will be displayed and will include the following information:

- ➢ Return Period
- ➢ Employer Name
- ➢ UIF Reference number
- ➢ Return status code
- ➢ Declaration Issue Date
- ➢ Declaration Due Date
- ➢ Declaration Amount

You can **download** your unpaid returns report in either via **excel** or Word Format, and save it to a location on your PC.

Reports

Select a report
→ **Payment Report**
→ **Unpaid Returns Report**
→ **Employer Statement Account Report**

Report type	
Employer	uifcomfund

View report

Unpaid Returns Report

Print report

Select format to export to (*Optional*) ○ Excel ○ Word   Download report

Period	EmployerName	UIFReferenceNumber	Return Status Code	Declaration Issue Date	Declaration Due Date	Declaration Amount
2009/11	uifcomfund	0000601/1	Submitted	11/1/2009 12:00:01 AM	3/24/2010 11:40:26 AM	1596.54
2010/3	uifcomfund	0000601/1	Submitted	3/1/2010 12:00:01 AM	3/24/2010 11:44:10 AM	1596.54

Reports – Employer Statement Account Report

Step 1

To view your Employer statement of Account report, select employer and date range. Click on View report

Report type	Employer Statement Account Report
Employer	Bezphotos
Date range	⊙ Year to date ○ Total per financial year

View report

Step 2

Your Statement of Account report for the employer will be displayed on the screen and will include the following information:

- ➢ Return Period
- ➢ Declared UIF Liability
- ➢ Payment via uFiling
- ➢ Payment via external
- ➢ Total Payment

Employer Statement Account Report

Print report

Select format to export to (*Optional*) ○ Excel ○ Word   Download report

Period	Declared UIF Liability	Payment via Ufiling	Payment via External	Total Payment
2009/8	797.42	797.42	0.00	797.42
2009/9	797.42	797.42	0.00	797.42
2009/10	797.42	797.42	0.00	797.42

You can **download** your Employer Statement of Account Report in either via **excel** or **Word** format and save it to a location on your PC.

Back to Quick Links

Profile

This functionality allows you to create additional profiles to perform various tasks.

To access the profile section, select the profile tab and click either
 ➢ New Profile
 ➢ Update Profile
 ➢ Switch Profile

New Profile

You can create an additional profile by entering the following:

➢ New Profile Name

➢ Select if the new profile will be your default profile

➢ Select a new Profile Type

➢ Enter your address

➢ Enter your contact details

Click on Create when done.

The system will confirm that your new profile has been created. You can click on "switch now" to switch to your new profile.

You are now required to add a new employer to your profile.

The employer section will be explained in detail later in this user guide.

Update Profile

Step 1

To update your profile, select the "Update Profile" Tab

You are able to update your profile
name and select if this profile is
your default profile.

Switch Profile

You can now switch
between your two profiles.

In this example: You can
switch from your Domestic
profile to your Commercial
Profile.

[Back to Quick Links](#)

_____

Employer

In this section, you can perform the following tasks:

View / Amend Details of the employer
View/Add Banking details
View Work items assigned to you
View Employee Backdated Change Requests

View / Amend Details

This section allows you to update your contact details and postal / physical address

Click "Update" to save your updates.

Bank Account Details

Your banking details are displayed. This allows you to change or update your banking details.

Should you wish to add another account, click on the "Add" button at the bottom of the screen.

Work Items

Step 1

To access the Work items menu, select Employer and click on the "Work Items" tab.

Your outstanding declarations will appear in your work list.

Click "View" to open the Declaration

OR

Click Delete Declaration if you feel the declaration was erroneously issued.

Step 2

The Declaration will open in PDF(Portable Document Format).

If you are unable to open the document, you must install Adobe Reader from the Adobe website: www.adobe.com

Complete the declaration and click "Submit".

The document will print and you must sign and fax the declaration to 012 337 1595

Add Director

Step 1

To add an Organisation's Director, Click on the Add Director Tab under the Employer Menu

---
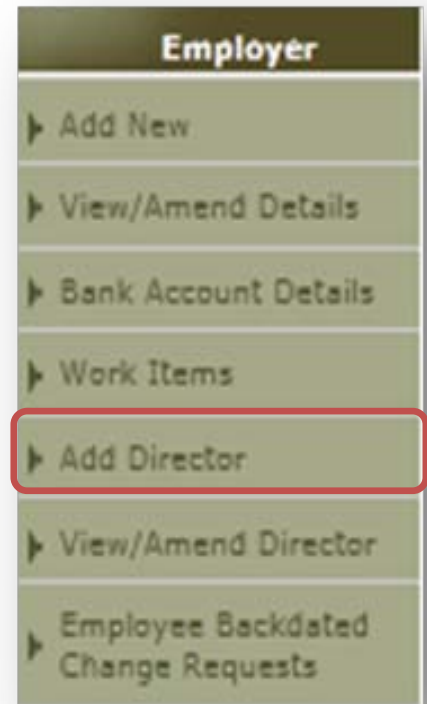
Step 2

First select the employer on the drop down menu, and then enter the Director's details, including the director's income tax reference number on the system.

View / Amend Director

Step 1

Should you wish to edit or view a director's details, select **Employer** and click on **View**/**Amend Director** on the left hand menu.
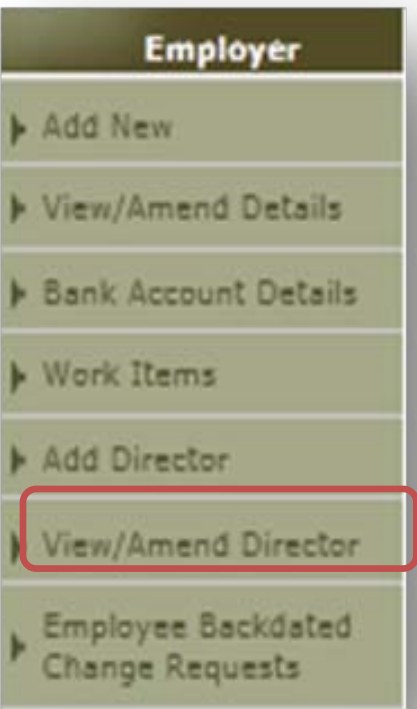
Step 2

Any/All your Directors loaded on your uFiling profile will be listed on the screen. You can select the **employer** on the drop down menu and select **View/Amend** on the applicable director's name.
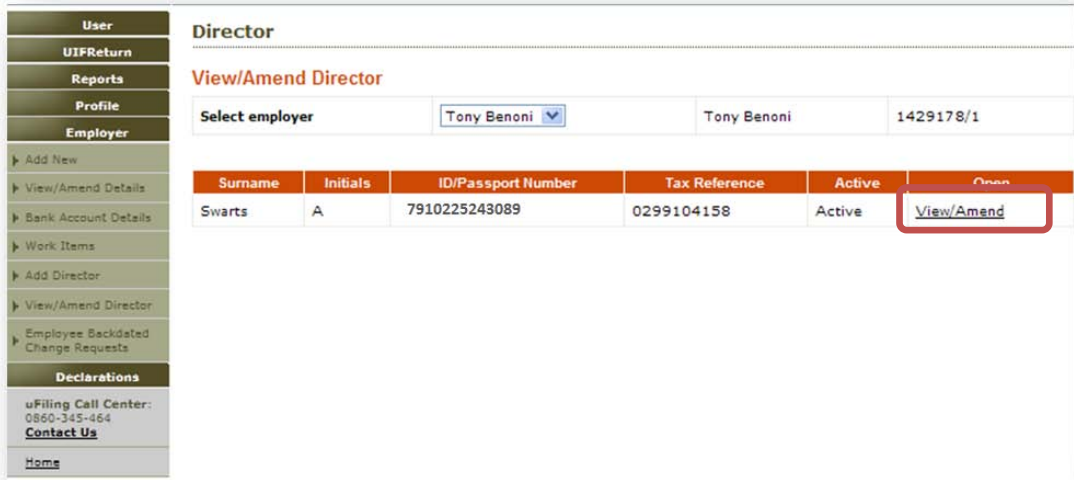
Step 3

Edit any details of the
Director. Click **Save**

Back to Quick Links

Declarations

Clarity on the definition of remuneration

1. The following exclusions are not regarded as remuneration:

1.1. **Commission** – Commission received by an employee is not regarded as remuneration.

1.2. **Pension** – Any pension payment to which both the employer and employee were contributing to is not regarded as remuneration.

1.3. **Superannuation or retirement allowance by way of annuity** – If both the employer and employee were contributing to such funds, the income received is excluded from remuneration.

1.4. **Compensation for restraint of trade** – Any amount received in respect of compensation for restraint of trade is not regarded as remuneration.

1.5. **Amounts paid to independent contractors** – All amounts paid or payable to independent contractors are not regarded as remuneration.

1.6. **Lump sum benefits from any Pension, Provident or Retirement Annuity Funds** – Any lump sum payments received in respect of these Funds are not regarded as remuneration.

1.7. **Any pension / allowances received in terms of the following Acts are not regarded as remuneration** :
    1.7.1. Aged Persons Act – Old Age Pension
    1.7.2. Blind Persons Act – Disability Grant
    1.7.3. Disability Grant Act

1.8. Amounts paid to an employee to re-imburse the employee for actual business expenses incurred are not defined as remuneration.

1.9. Any allowance / advance in terms of an order of divorce or decree of judicial separation or agreement of separation are not regarded as remuneration.

2. As a further guideline the following sources of income would be defined as remuneration:

2.1. **Salary** – The normal taxable income / remuneration received by an employee.

2.2. **Fees** – Taxable remuneration received by lawyers / consultants etc.

2.3. **Bonus** – Taxable remuneration based on performance achieved.

2.4. **Wages** – Taxable remuneration normally paid to labourers.

2.5. **Director's remuneration** – Taxable remuneration received my Company Directors
.

2.6. **Leave encashmen**t – The amount received in respect of leave credits which are encashed.

2.7. **Emolument** – Taxable remuneration normally received by an office bearer e.g. mayor, etc.

2.8. **Stipend** – The taxable remuneration paid to learners such as article clerks etc.

2.9. **Overtime** – The taxable remuneration paid in respect of overtime worked.

2.10. **Superannuation allowance** – The taxable amount received in respect of such allowances paid.

2.11. **Voluntary awards** – The taxable amounts received in respect in terms of such awards.

2.12. **Amounts received or accrued in commutation of amounts due** – A contract is terminated before the expiry date. The payment in lieu of the outstanding period is regarded as remuneration.

2.13. **50% of all allowances paid / advance given to an employee / holder of a public office in respect of the expense for travelling for business purposes** – regarded as remuneration.

2.14. **A gratuity** received by or accrued to a person from his / her employer because such a person obtained a degree or has been successful in an examination is regarded as remuneration.

2.15. **Fringe benefits** received in terms of the 7th Schedule to the Income Tax Act.

Ad hoc Declaration / Add new Employee

Step 1

This section allows you to either:
  ➢ Create an Ad hoc Declaration
  ➢ View/amend an existing employee Declaration.

To declare a new employee, click on the "Ad hoc Declaration" tab.

___

Step 2

To declare a new employee:

Enter the employee's ID number to retrieve the employee's details.

Declare employee

Employee's details:

For Bulk Employee Imports **click here.**

Select employer	JANE DOE
Employer name	JANE DOE
UIF reference number	1969309/8
Identification Type	Select
South African	

Title   Initials   First names   Surname
Select

Enter the employee's monthly salary

Birth Date	Example: 2009/12/31

Please use the format: yyyy/mm/dd

Is this employee a UIF contributor?   ⦿ Yes ○ No

Non-Contributor reason   Select

Enter the UIF contribution amount

Gross salary paid to employee per month

Salary on which UIF is deducted

Hours worked (monthly)

Enter the employee's hours worked per month

Commencement date of employment   Example: 2009/12/31
Please use the format: yyyy/mm/dd

Termination Date *   Example: 2009/12/31
Please use the format: yyyy/mm/dd

Enter the date the employee started with employment

Termination Reason   Select

show Confirm page ☑

Read the notice at the end of the page.

* If you are declaring a new employee with a termination date, please make note of the following:
If the termination date is in the current month
or
the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can add the new employee with the termination date.

If the termination date is for last month and today's date is past the 7th day of the current month
or
the termination date is prior to last month, you must first add the employee, and then, go view the employee you have just added to create a back dated change request for the month the employee was terminated in.

Click on "Add" to save the new employee's details

Add

___

View / Amend Employee Declaration

Step 1

To amend an employee's details, click on the View/Amend Employee Declaration tab.

_____

Step 2

The next step is to enter some search criteria to display and access a specific employee.

_____

Step 3

Your employee will be displayed.

Click "View/Amend" to access the employee's details.

_____

Step 4

You can now either update the employee's details, or you can submit a "Back Dated Change Request"

View/Amend employee declaration

Employee's details:

For Bulk Employee Imports click here.

Select employer	WILLEM JACOBUS RAS ▼
Employer name	WILLEM JACOBUS RAS
UIF reference number	1875548/5
Identification Type	South African ID ▼
South African ID	4810054574084
	Click to retrieve employee's details

Title	Initials	First names	Surname
Adv ▼	Dr	David Ralph	Hilewitz

Birth Date	1947/06/05 Example: 2009/12/31 Please use the format: yyyy/mm/dd
Is this employee a UIF contributor?	◉ Yes ○ No
Non-Contributor reason	Select ▼
Gross salary paid to employee per month	5 000.00
Salary on which UIF is deducted	5 000.00
Frequency paid	Monthly
Hours worked (monthly)	173
Commencement date of employment	2012/01/01 Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Date *	Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Reason	Select ▼
show Confirm page	☑

> * If you are terminating an employee, please make note of the following:
> If the termination date is in the current month
> or
> the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.
>
> If the termination date is for last month and today's date is past the 7th day of the current month
> or
> the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.

Update

> ****: Back Dated Change Request(BCR):**
> Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.

BCR (**)

Bulk Employee Declaration

<div style="border: 1px solid; border-radius: 20px;">

Rules for the upload of employees

1. If the employee record in the bulk upload file is a new employee, the employee record will automatically be created.
2. If the employee record in the bulk upload file matches an existing active employee record and the commencement date of the two employee records are the same then the existing active employee record will be updated with the information for that employee as per the bulk upload file
3. If the employee record in the bulk upload file matches an existing active employee record and the commencement dates are different, the record will not be uploaded as the active employee record first need to be terminated. The 'view/amend employee' menu option can be used to terminate the employee.
4. If the employee record in the bulk upload file matches an existing terminated employee record and the commencement dates are different and the termination date is prior to the new commencement date (as per the bulk upload file), the employee in the bulk upload file will be created as a new entry with the new commencement date
5. *If the employee record in the bulk upload file matches an existing terminated employee record the employee will not be updated unless the terminated reason specified is for maternity or illness*.

</div>

Non-SARS Paying Employers

If you are NOT submitting PAYE, SDL and UIF to SARS, you will be required to make either a monthly or an annual payment and submit **monthly** declarations via the uFiling system.

Login to your uFiling profile and on the home page, select **Declarations** and click "New Employee Declaration" on the left hand menu on the screen.

Select the "For Bulk Employee Imports click here" link.

SARS Paying Employers

If you are submitting PAYE, SDL and UIF to SARS, you will not be required to submit payments via the uFiling system. However it is **required** that you submit your UIF declarations on uFiling every month.

If your UIF contributions are collected by SARS via Employees Tax (EMP201), your Declarations menu will display as "**Ad hoc Declaration**"
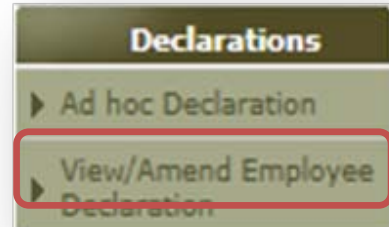
Select the underlined "Click Here" link on the Bulk Employee Imports section to load your employees to the spreadsheet.

_____

Please first print the help file, as this will assist you in the bulk registration process.

From the Bulk Employee upload screen, download the sample file. Your PC will prompt you to either open or save it. Select **Save**

_____
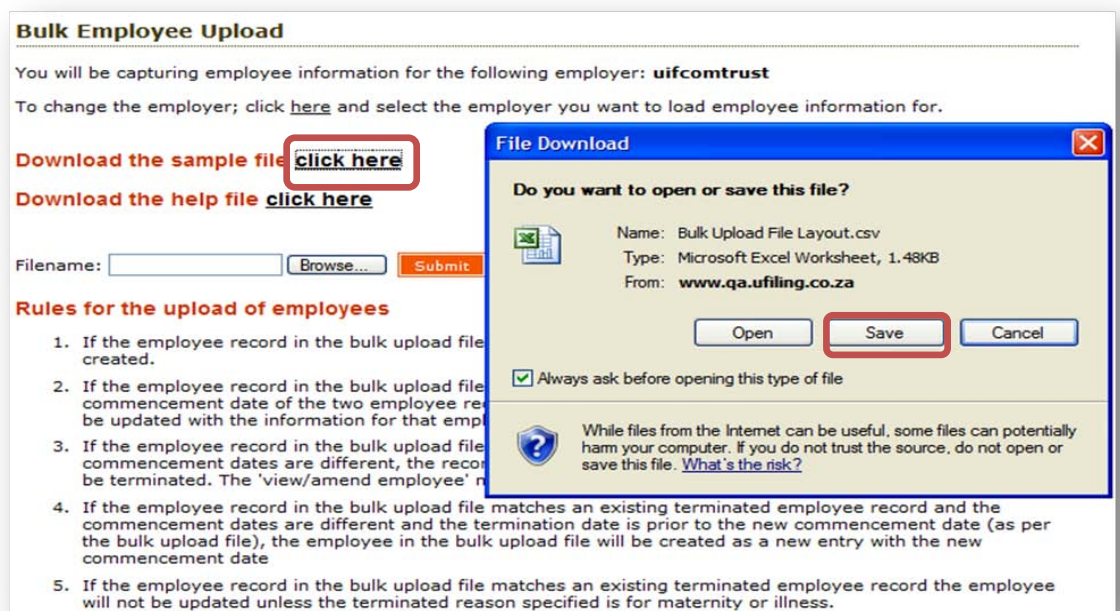
Select a location to save the spreadsheet. Click on **Save** and wait for the download to complete.
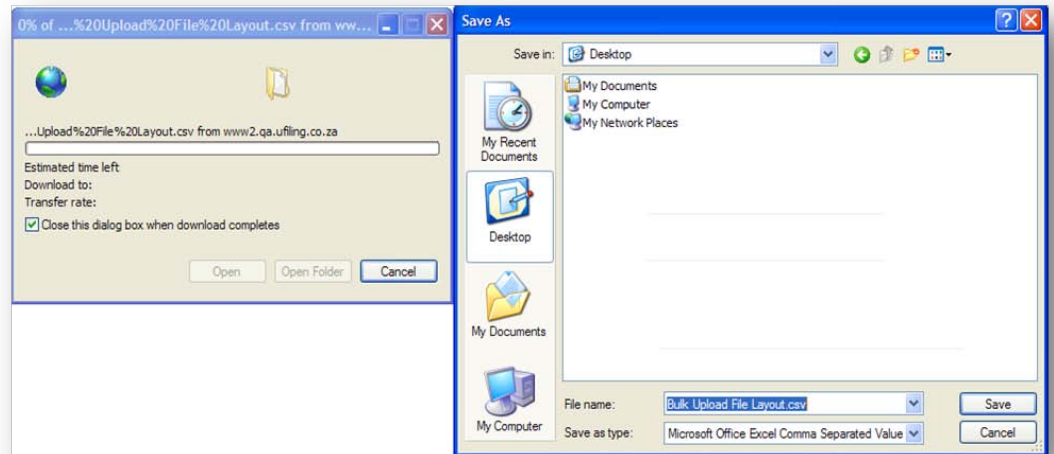
Go to the location where you have saved the spreadsheet. Double click on the;" **Bulk Upload File Layout. csv"** icon. Please keep the file format as **CSV** when completing and saving the data on the spreadsheet.
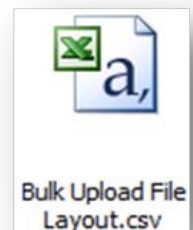
First print the spreadsheet with the examples to assist you in completing the spreadsheet. Thereafter, clear the page (except the headings on the 1st line) by highlighting all the fields and click on the **delete** button on your Keyboard.

Entering employee data into the Bulk employee spreadsheet

Gross Remuneration

Within the "**Gross Remuneration column**", enter the employee's remuneration amount. Remuneration is any amount of income which is paid or is payable to any person whether in cash or otherwise and whether or not in respect of services rendered.

J	K
Gross Remuneration	Salary on which UIF is deducted
19500	

Salary on which UIF is deducted

Enter your salary on which UIF is deducted in column '**K**'. The "**Salary on which UIF is deducted**" is the calculated difference between the **Gross Remuneration less exclusions** (refer to point 1 of the 'Clarity on the definition of remuneration' above).

J	K
Gross Remuneration	Salary on which UIF is deducted
19500	9000

This example shows Gross remuneration as R19500.00. R10500.00 is commission and is considered as exclusion and thus R9000.00 is entered as the salary on which UIF is deducted.

Once the file is uploaded to uFiling, the system will automatically calculate the UIF contribution amounts, including amounts in excess of the prescribed maximum threshold.

Monthly Hours

When entering the employee's monthly hours in column M, the monthly hours must be rounded off to the nearest hours for example 123.33 becomes 123 and 160.54 becomes 161

L	M
Frequency Type Code	Monthly Hours
1	123

Employee Termination

Note that you can only enter employee termination dates in the current month. UFiling will not accept termination dates from previous months.

N	O
Commencement Date	Termination Date
1967/01/01	2012/08/31

Employees who are terminated prior to the current month and who are already registered on uFiling can be terminated on uFiling by way of a BCR (back dated change request). Refer to the uFiling System user guide for more information on back dated change request.

Employees who are terminated prior to the current month and are **not** registered on uFiling will have to be terminated on the Fund's database by way of a manual UI 19 form available from the Department of Labour's website www.labour.gov.za

The completed employee spreadsheet should look similar to this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	4	J	Justine	Farrel	1	8205065123085	1982/05/06	1		19500	9000	1	160	2009/01/01		
2	5	P	Pamela	Venter	1	7601015132087	1976/01/01	1		26780.09	26780.09	1	123	2009/01/01		
3	2	D	Dianne	Smith	1	4701015226088	1947/01/01	1		67688	67688	1	123	1967/01/01	2012/08/31	6
4	2	B	Benno	Dippenaar	1	6209051234085	1962/09/05	2	2	1800	0	1	30	2009/01/01	2012/08/31	11

You can now click File > Save.

A message box will appear.
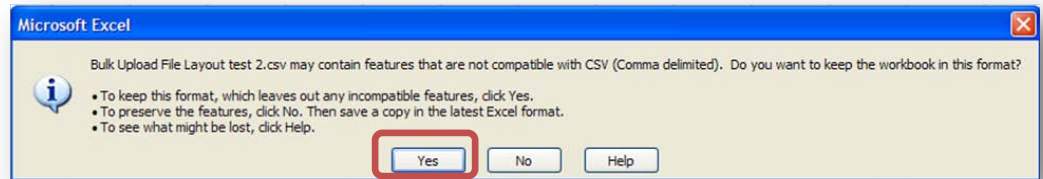
Click "**Yes**" and close your spreadsheet.

Uploading the bulk employee sheet to UFiling

> Login to your uFiling profile and select Declarations – New Employee Declaration / Ad hoc Declaration.
> Click **Browse** on the Bulk Employee Upload screen
> select your saved spreadsheet from your PC directory
> Click **Submit**
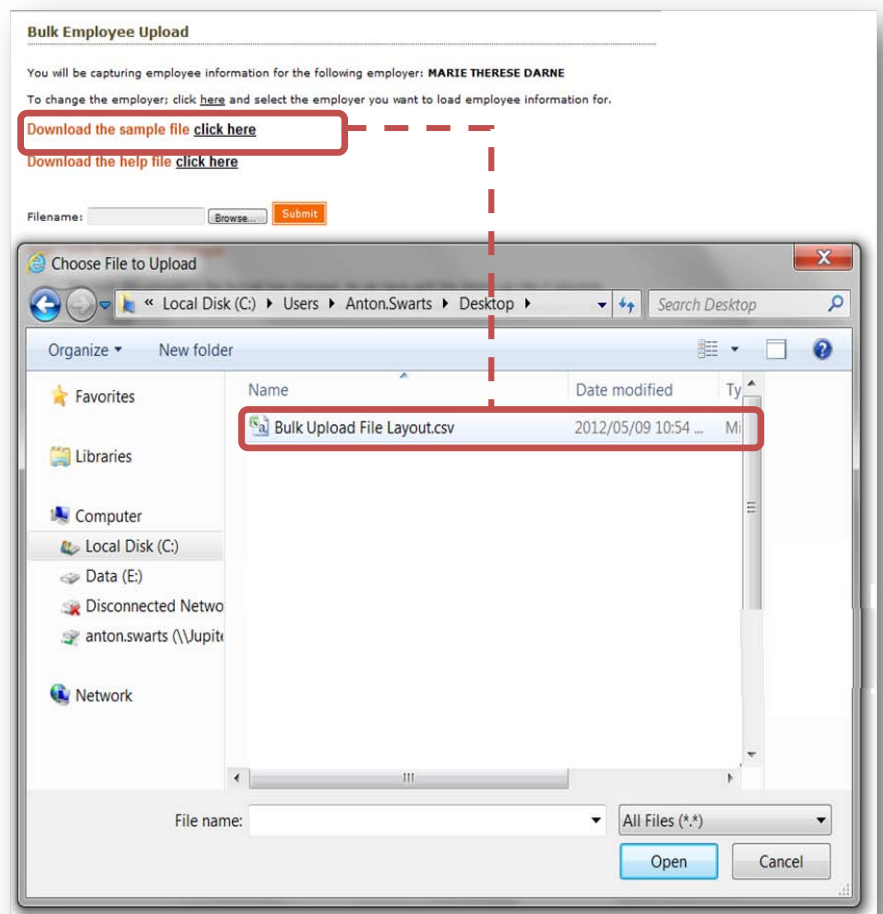
View bulk upload status and rectifying errors

Should any validation errors appear, refer back to your bulk registration spreadsheet and manually rectify the errors. Remember to save changes to the spreadsheet before attempting to upload the spreadsheet again.

Upload completed

Errors

Validation Errors:
Please refer to the template provided to ensure the data is in the correct format

Row 2 Initials: required

Row 2 First name(s): required

Repeat this exercise until all employees are successfully loaded.

_____

Should your upload be unsuccessful, the system will display the errors. You will have to fix the errors on your bulk spreadsheet, remove the rows on the spreadsheet that does not contain errors and upload the sheet again.

Upload completed

Errors

Validation Errors:
Please refer to the template provided to ensure the data is in the correct format

Row 1 Identification number: is invalid

Row 2 Identification number: is invalid

Errors:
Row 3 Invalid Termination Date: Termination date must be in the current month

0 entries saved succesfully

_____

Employee Backdated Change Requests

Basic overview

The figure illustrates the basic flow of how a Back dated change request, submitted by an employer needs to be validated and processed by the UIF prior to issuing outstanding returns to the employer.

uFiling user

The employer will submit a Back Dated Change Request to the UIF

Internet

UIF

The UIF will validate the request by checking the employer's history. Once all checks are done, the UIF will approve the request and the outstanding returns (Up to 4 years) will be issued.

Call Centre Agent

Step 1

To Submit a Back dated change request, click on the "Request Back Dated Change" button at the bottom of the View/Amend employee declaration page.

View/Amend employee declaration

Employee's details:

For Bulk Employee Imports click here.

Select employer	MARIE THERESE DARNE ▼
Employer name	MARIE THERESE DARNE
UIF reference number	1969309/8
Identification Type	South African ID ▼
South African ID	6707160476085
	Click to retrieve employee's details

Title	Initials	First names	Surname
Adv ▼	Pp	Phumzile Primrose	Mchunu

Birth Date	1967/07/16 Example: 2009/12/31
	Please use the format: yyyy/mm/dd
Is this employee a UIF contributor?	⦿ Yes ○ No
Non-Contributor reason	Select ▼
Gross salary paid to employee per month	3 600.63
Salary on which UIF is deducted	3 600.63
Frequency paid	Monthly
Hours worked (monthly)	160
Commencement date of employment	2009/01/01 Example: 2009/12/31
	Please use the format: yyyy/mm/dd
Termination Date *	2012/06/30 Example: 2009/12/31
	Please use the format: yyyy/mm/dd
Termination Reason	Retrenched ▼
show Confirm page	☑

> * If you are terminating an employee, please make note of the following:
> If the termination date is in the current month
> or
> the termination date is for last month, and today's date is between the 1st and 7th day of the current month, you can terminate the employee.
>
> If the termination date is for last month and today's date is past the 7th day of the current month
> or
> the termination date is prior to last month, create a back dated change request for the month the employee was terminated in.

Update

> **: Back Dated Change Request(BCR):**
> Use this functionality to make changes to your declaration in the past, past meaning anything that is not this month and before this month. By using BCR the declaration for this employee will be locked, which prevents the associated return from being submitted or paid. It will be unlocked once UIF has either approved or rejected this BCR.

BCR (**)

Step 2

Read the notice within the "Request Back dated change?" box.

Click on the "Continue" button.

Step 3

Back Dated Change Request

A back dated change request, is a request to have the employee's information for a prior month changed. These changes may have financial implications for returns which have already been submitted or paid for. Please ensure the data for the employee is correct for the date you are requesting the change.

Employee's details:

Select employer	MARIE THERESE DARNE ▼
Employer name	MARIE THERESE DARNE
UIF reference number	1969309/8
Identification Type	South African ID
South African ID	6707160476085

Title	Initials	First names	Surname
Adv	Pp	Phumzile Primrose	Mchunu

Birth Date	1967/07/16
Declaration period from	Example: 2009/12/31

Specify your declaration periods

Declaration period to	ample: 2009/12/31
Is this employee a UIF contributor?	
Non-Contributor reason	
Gross salary paid to employee per month	
Salary on which UIF is deducted	
Frequency paid	
Hours worked (monthly)	

Calendar popup:
Sep ▼ 2012 ▼

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Done

Update the necessary fields

Commencement date of employment	2009/01/01 Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Date	2012/06/30 Example: 2009/12/31 Please use the format: yyyy/mm/dd
Termination Reason	Retrenched ▼

Click "Request Change"

Back   Request Change

Step 4

A summary of your request will be displayed.

To confirm you request, click on the "Confirm" button.

Step 5

You can check your Back dated change requests by clicking on the "back Dated Change Requests" tab on the left under the Employer menu.

To view the back dated change request, click on the "Details "link

Step 6

Your change request detail will be displayed.

Click on the Back button

Change Request Detail

Request Details

Employee Name	Rose Mmaganta Molotlhanyi	**Change Request status**	New
Period(s) affected	2008/05 -> 2012/04	**Reason Rejected:**	n/a
Requested By	Antons0730		
Created On	2012/05/08 12:22:18 PM	**Modified On**	
Comments			

Current Commencement Date	2011/05/03	**New Commencement Date**	2007/05/07
Current Termination Date		**New Termination Date**	
Current Termination Reason		**New Termination Reason**	
Current salary on which UIF is deducted	R 246,00	**New salary on which UIF is deducted**	R 246,00
Current gross salary paid to employee per month	R 1 234,00	**New gross salary paid to employee per month**	R 1 234,00
Current Member Contributor status	Yes	**New Member Contributor status**	
Current Non-Contributor Reason		**New Non-Contributor Reason**	

Call Center Leader has checked UIF Systems for: :

☐ UIF Business Approved
☐ UIF Business Check
☐ UIF Finance Approved
☐ UIF Finance Checked

[Back]

Step 7

You will receive an email confirming your request.

uFiling Employee back dated request sent.

Dear client,

We have received your request to process your backdated change for the employee: **Rose Mmaganta Molotlhanyi** , we will process the request soon.

If there are any questions regarding this service, please contact the System Administrator.

Best Regards

The uFiling Team

https://www.ufiling.co.za

Step 8

Once your request is approved by the UIF, your returns will be issued and you will receive emails for each outstanding return that is issued.

Step 9

To access the returns, click on the "UIF Return" tab and complete your returns.

[Back to Quick Links](#)

Employer accreditation

When an employer logs into their uFIling profile, the system will display a message confirming that the employer is not accredited. Although the non- accredited employer is able to login, submit declarations, returns and payments via the uFiling site, their employees will not be able to submit their application for benefits via the ufiling system.

The employer will need to apply for accreditation by clicking on the "Click Here" link as illustrated below:

Step1

Step 2

The employer's details are displayed.

Click "Submit request" to send the request for accreditation to the UIF.

Once the employer is accredited and active, their employees will be able to submit application for benefits

Please contact the uFiling call centre to check the status of your request for accreditation on :

Share call: 0860-345-464 **OR** 012-3371680 and select option **3** for uFiling queries

Email:
uFilingsupport@uif.gov.za

Helpdesk operating hours: 07h30 - 16h00 (excluding weekends and public holidays)

Request for accreditation

EMPLOYER INFORMATION TO BE PROVIDED BY: Owner/Partner/Primary Member of CC/Director

Trading name of business:	
Registered name of business:	JOHN DOE
UIF reference number:	0161159/0
PAYE number:	
CK number:	
Business Address:	18 Raasblaar street CENTURION CENTURION 0046
Postal Address	18 Raasblaar street CENTURION CENTURION 0046
Name and surname	Anton Swarts
ID Number	7910225243089
Email address	tony@benoni.com
Fax number	011 5656500
Telephone number	011 3614036
Cell number	0842081552

Designated Person(s)

Name	ID number	Contact number	Fax number	Email

I agree to abide by the terms and conditions applicable to the Unemployment Insurance Fund should my application for accreditation with the Unemployment Insurance Fund prove successful.

Submit request

Queries emailed to uFilingsupport@uif.gov.za could take up to 24 hours (excluding weekends and public holidays) for a response.

For urgent queries, please call the helpdesk immediately.

_____

If you login after you have been accredited, the following message will be displayed:

The selected employer is accredited, but not active.

This means that your employees will still not be able to submit their application for benefits online until the status changes to active.
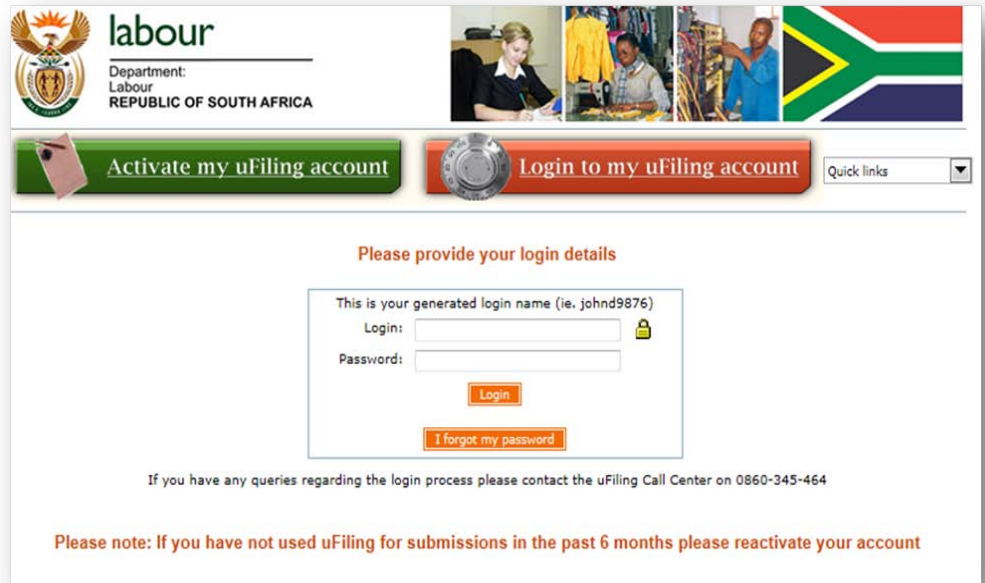
Back to Quick Links

Login as Employee

Note: An employee will only be able to use the Benefits section if the Employer is accredited.

Step 1

Enter your login name and password and click Login.

Menu Items

This section allows you to:

User

> ➤ View / Amend your details as a user
>
> ➤ Change your own password
>
> ➤ View / Edit your bank accounts

Profile

> ➤ Add a new user profile
>
> ➤ Update your user profile
>
> ➤ Switch between your profiles

Benefits

> ➤ Apply for UIF Benefits
>
> ➤ Submit a continuation of payment to the UIF
>
> ➤ Lodge an appeal (Notice of Appeal)

History

> ➤ View Document History

User
▶ View/Amend Details
▶ Change Password
▶ View/Edit Bank Accounts

Profile
▶ New Profile
▶ Update Profile
▶ Switch Profile

Benefits
▶ Application for benefits
▶ Continuation of Payment
▶ Notice of Appeal

History
▶ Document History

uFiling Call Center:
0860-345-464
Contact Us

Home

User – View / Amend your details

This section allows you to update your:

Contact details **1**

Physical Address **2**

User – Change Password

- ➢ Enter your current password

- ➢ Enter your new password

- ➢ Re-Enter your new password to confirm the changes

- ➢ Update your new password hint

- ➢ Click Submit

View / Edit Bank Accounts

To view your banking details, click on the "View/Edit Bank Accounts" tab

You will not be able to change your banking details.

Back to Quick Links

Profile

New Profile

To add a new profile, click on the "New Profile" tab.

➢ Enter a new profile name

➢ Enter your Address

➢ Enter your contact details

➢ Click on "Create"

Update Profile

You can update your existing profile by:

Changing your profile name

Setting this profile as your new Default profile

Switch Profile

To switch between your profiles, click on the Switch Profile tab

Click on the "Select Profile" dropdown and click on the profile name you wish to access.

Back to Quick Links

Benefits

The latest functionality available on UFiling allows you to submit your Benefit applications online.

Once you have successfully logged into your UFiling profile, select the Benefits link and select either:

➢ Application for Benefits

➢ Continuation of Payment

➢ Notice of Appeal.

Step 2
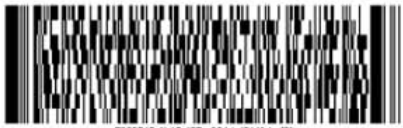
The Application for benefits PDF will open within the uFiling browser.

Select your benefit type as either:
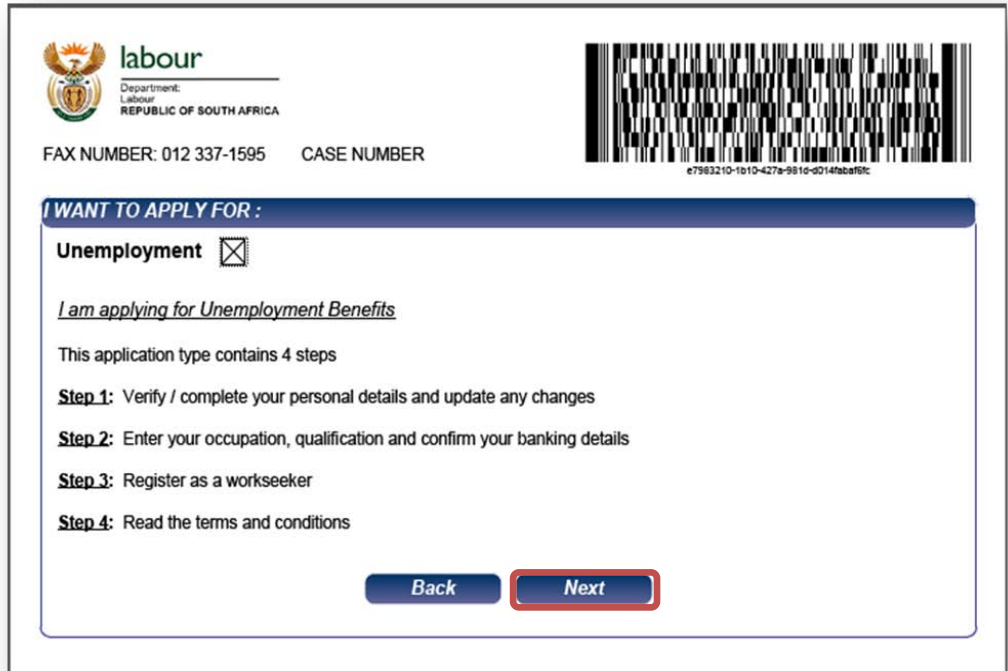
- Unemployment
- Illness
- Maternity
- Adoption

_____

Application for Unemployment Benefits

Step 1

This application type contains
4 steps.

Click "Next" to proceed.

Step 2

Your personal details will be populated.

Should your postal address be the same as your residential address, click "Yes". If not, click "No" and enter your postal address.

Step 3

In this section, you are required to do the following:

Select your Occupation and qualification

If you are receiving a benefit from the Compensation fund, click "Yes" and state the date when you started receiving this income, and confirm if you are still receiving this income.

If you are receiving a benefit from the UIF, click "Yes" and state the date when you started receiving this income, and confirm if you are still receiving this income.

If you have commenced or returned to work, click "Yes" and confirm the employer's:
  ➢ Name
  ➢ Contact number
  ➢ Date Started

Select your nearest labour centre and Region
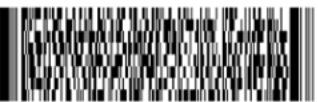
Your banking details are displayed.

Click next to proceed.

Step 4
Answer the following questions by ticking either "Yes" or "No":

If you ticked "yes" on the question ; "Are you a work seeker?", you will be required to register as a work seeker on the next page.

If you selected "NO" on the question:" Are you capable and available for work?" , you will be required to supply a reason.

If you selected "Yes" on the question;"Was the reason for termination a constructive dismissal as per the CCMA?", you will be required to supply the CCMA code.

Click on "Read the terms and conditions "button to complete your benefits application, or click "Back" to make changes.

labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595   CASE NUMBER

e7983210-1b10-427a-981d-d014fabaf5fc

ANSWER THE FOLLOWING QUESTIONS :

ARE YOU A WORKSEEKER ?	YES ☒	NO ☐
ARE YOU CAPABLE AND AVAILABLE FOR WORK ?	YES ☐	NO ☒

SPECIFY REASON

WAS THE REASON FOR TERMINATION A CONSTRUCTIVE DISMISSAL AS PER THE CCMA? YES ☒   NO ☐

SPECIFY YOUR CCMA CODE

REGISTRATION AS WORKSEEKER
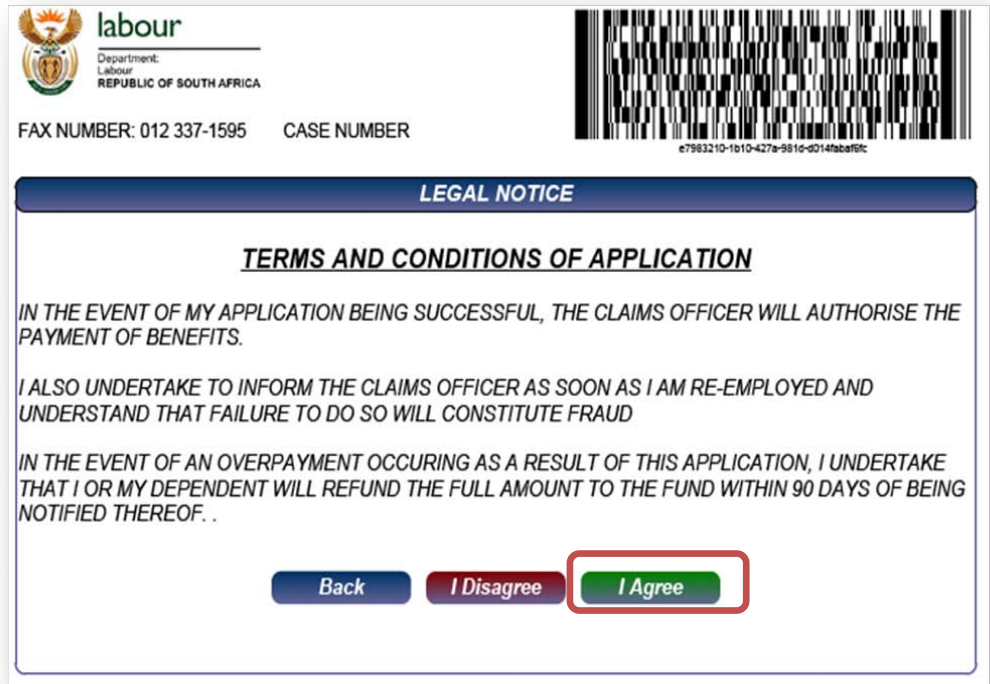
ID NUMBER	7910244253084
FIRST NAME	JOHN
SURNAME	DOE
EMAIL ADDRESS	TONY@BENONI.COM
CELLPHONE NUMBER :	0728229164
FAX NUMBER :	(011) 3614501
TELEPHONE NUMBER :	(011) 3614054

Back   Read the terms and conditions

_____

Step 5

Carefully read the terms and conditions of the application and click "I Agree"

Step 6

If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.
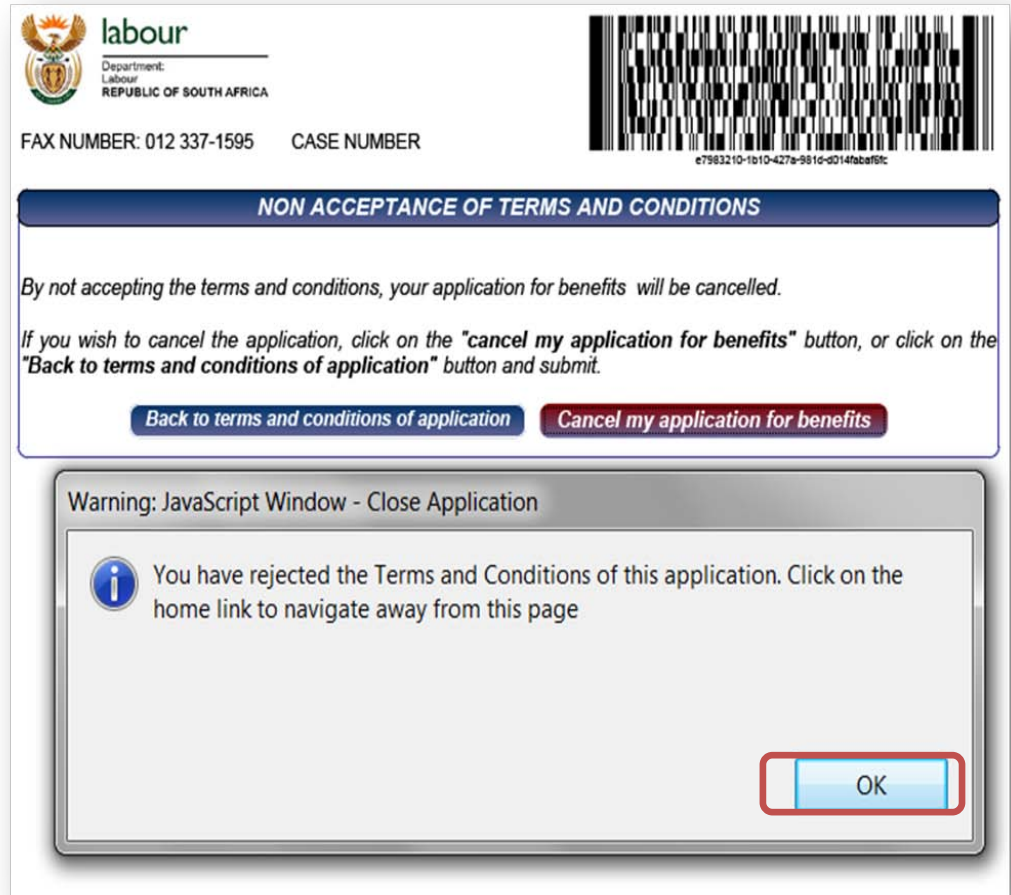
If you have selected "I Disagree", the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the "Cancel my application for benefits "button. A pop-up will appear to advise you to navigate away from this page.
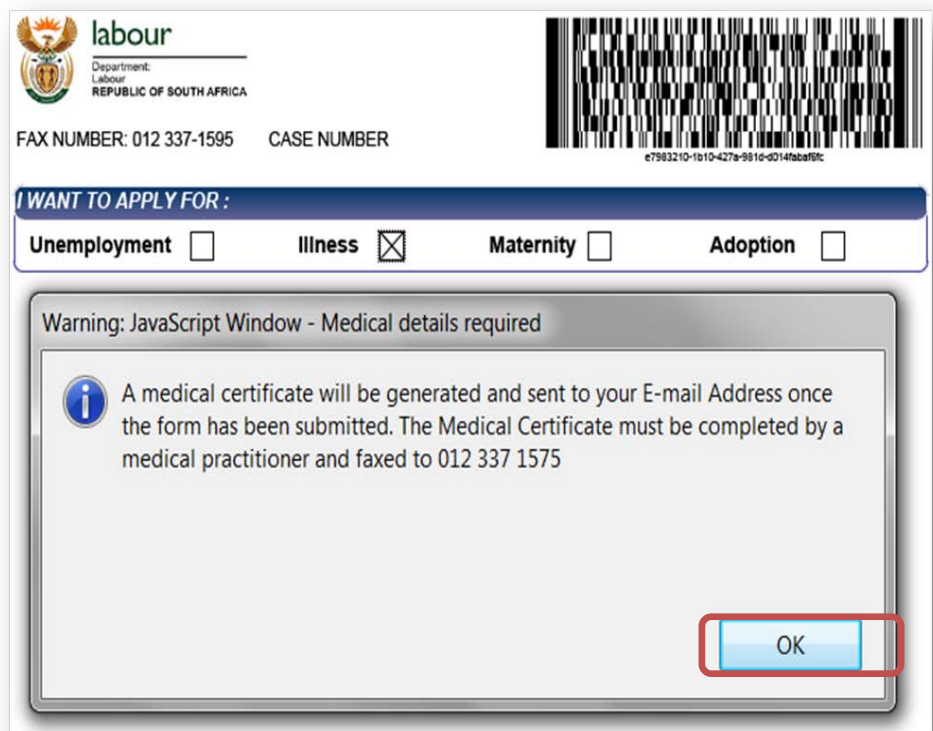
Application for Illness Benefits

Step 1

To apply for illness benefits, click on the Illness radio button. A pop-up will appear to inform you that a medical certificate will be printed.
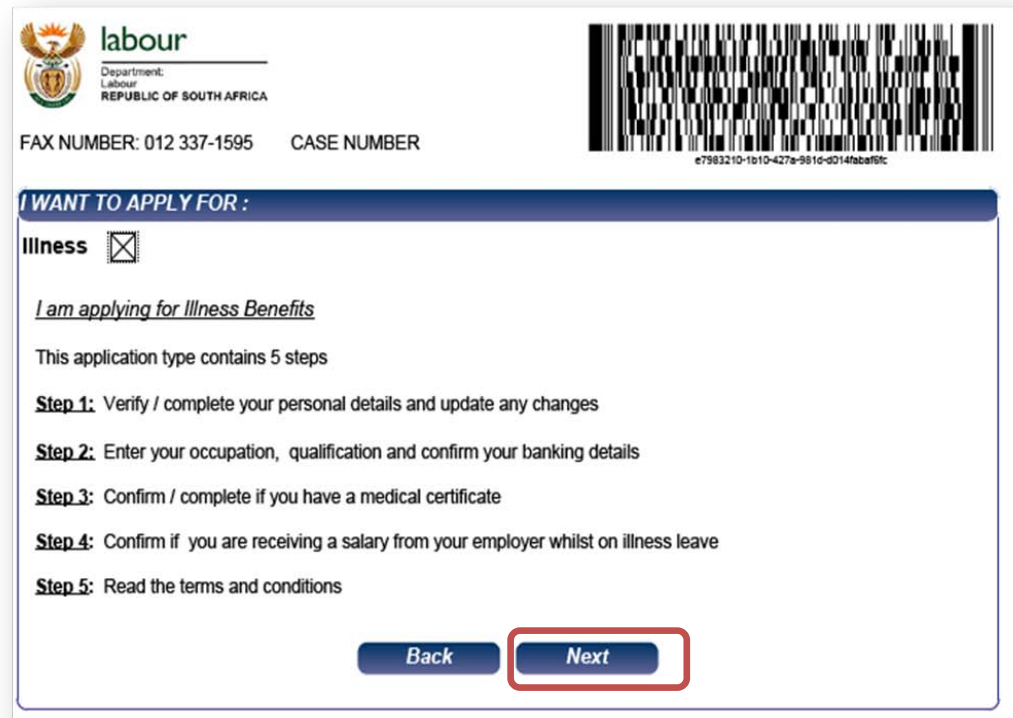
The medical certificate must be completed by a qualified medical practitioner and faxed back to 012 337 1575

Step 2

The application for illness contains 5 steps to complete.	

Click "Next" to start.

_____

Step 3

Your personal details will be populated based on UIF's records.

IF your postal address is the same s your residential address, Click "Yes" and the residential address details will be copied over to the Postal address section.

If the postal address and residential addresses differ, click no and enter your postal address.

Step 4

Select your Occupation and Qualification

If you are receiving a benefit from the Compensation Fund, tick "Yes" and state the date when you have first started receiving this benefit.

If you are receiving benefit from the UIF, select "Yes" and state the date when you first started receiving this income.

If you have commenced or returned to work, tick "Yes" and enter:
  ➤ Employer's name
  ➤ Contact number
  ➤ Date Started

Your banking details are already populated.

Click "Next" to continue

labour	FORM UI 2.1

FAX NUMBER: 012 337-1595   CASE NUMBER

OCCUPATION AND QUALIFICATION

OCCUPATION [   ]   QUALIFICATION [   ]

ARE YOU RECEIVING A BENEFIT FROM THE COMPENSATION FUND?   YES ☒   NO ☐

WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ?   [   ]

ARE YOU CONTINUING TO RECEIVE THIS INCOME ?   YES ☐   NO ☐

ARE YOU RECEIVING A BENEFIT FROM THE UIF ESTABLISHED BY A BARGAINING OF STATUTORY COUNCIL ?   YES ☒   NO ☐

WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ?   [   ]

ARE YOU CONTINUING TO RECEIVE THIS INCOME ?   YES ☐   NO ☐

I HAVE COMMENCED / RETURNED TO WORK   YES ☒   NO ☐

EMPLOYER NAME   [   ]

EMPLOYER'S TELEPHONE NUMBER   ([   ])   [   ]

DATE STARTED   [   ]

LABOUR CENTRE

LABOUR REGION [   ]   LABOUR CENTRE [   ]

I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT

ACCOUNT HOLDER   JOHN DOE

BANK NAME   ABSA

BRANCH NAME   ABSA ELECTRONIC SETTLEMENT CNT   BRANCH CODE   632005

ACCOUNT NUMBER   424549581   ACCOUNT TYPE   CURRENT ACCOUNT

Back   Next

Step 5

Next, you must confirm if your reason for termination is a constructive dismissal as per the CCMA. If so, you are required to enter the CCMA code.

labour
Department
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595   CASE NUMBER

ANSWER THE FOLLOWING QUESTIONS :

WAS THE REASON FOR TERMINATION A CONSTRUCTIVE DISMISSAL AS PER THE CCMA?   YES ☐   NO ☐

Back   Next
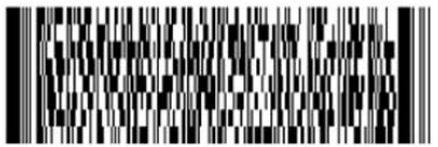
If you are still employed whilst on Illness leave, click "Yes". The system will email your Employee Remuneration page for your employer to complete.

Click "OK" on the Pop-up to continue.

labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

FAX NUMBER: 012 337-1595   CASE NUMBER

e798321D-1b1D-427a-981d-d014fabaf6fc

INCOME WHILST ON ILLNESS LEAVE

I AM STILL EMPLOYED WHILST ON ILLNESS LEAVE ?   YES ☒   NO ☐

Back   Next

Warning: JavaScript Window - Employee Remuneration Page required
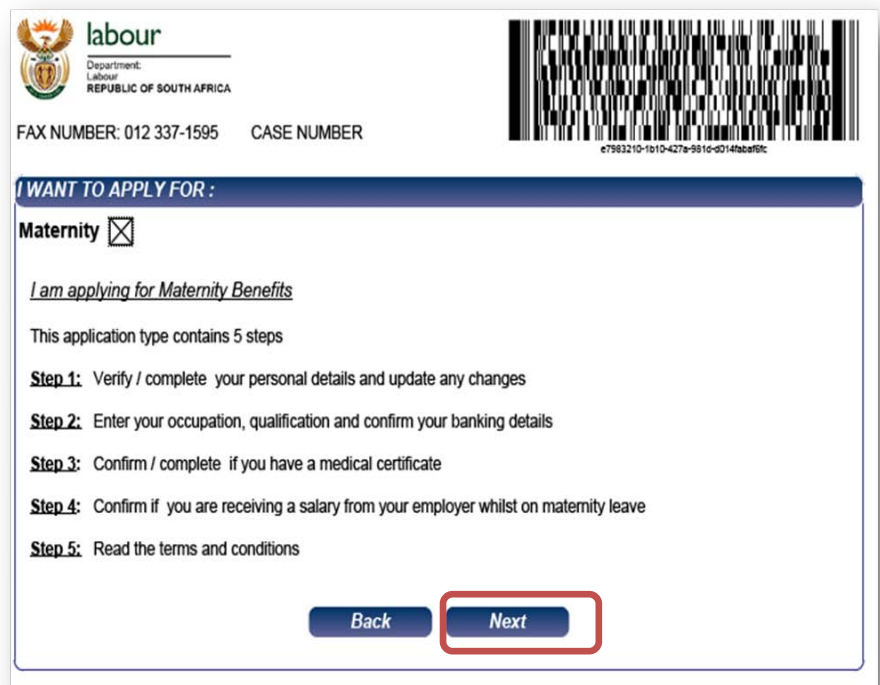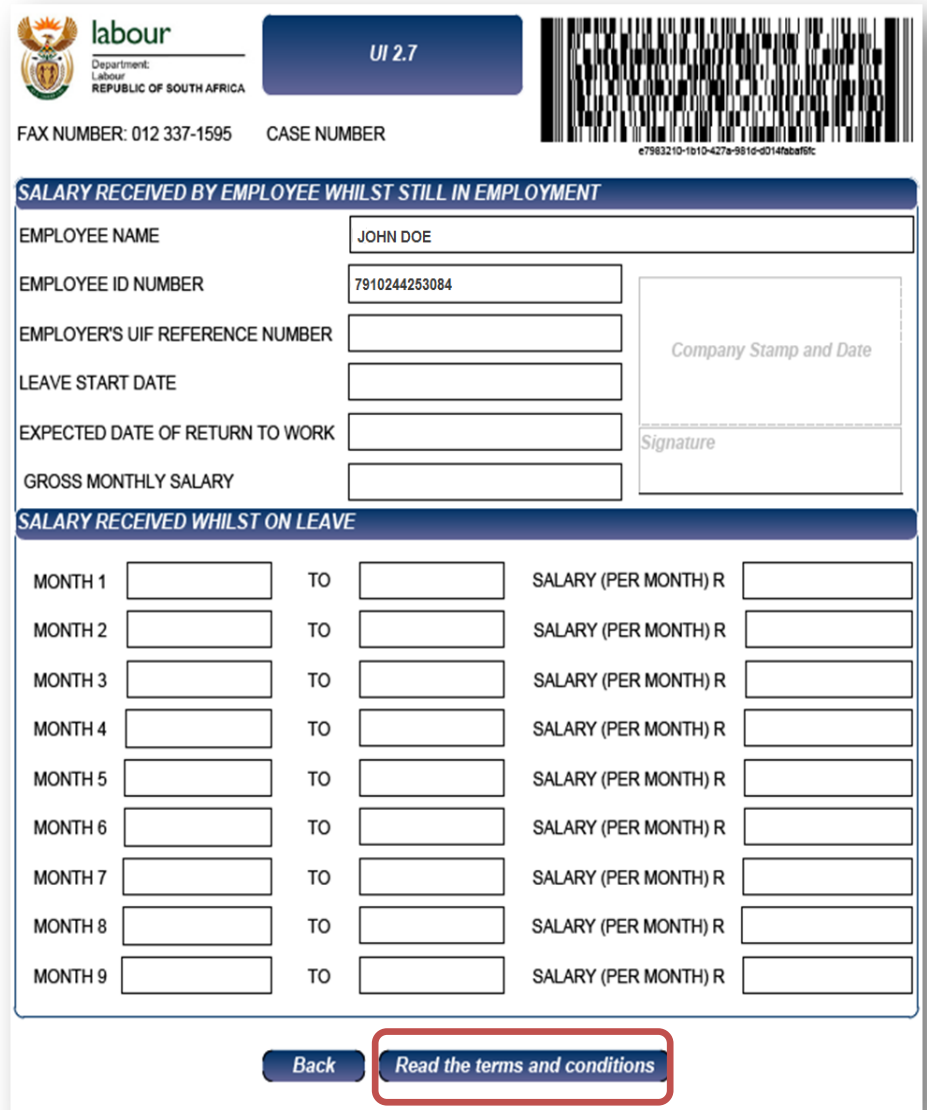
⚠ An Employee Remuneration Page (UI2.7) will be generated and sent to your E-mail Address once form has been submitted. Request your employer to complete and submit your salary information for the period you are on illness leave

OK

Step 7

Your salary information will be displayed, however it cannot be edited on the form.

If any of the information displayed is incorrect, your employer must amend your employee declaration for the changes to take effect.

Step 8

If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.

If you have selected "I Disagree", the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the "Cancel my application for benefits "button. A pop-up will appear to advise you to navigate away from this page.

Application for Maternity Benefits

Step 1

To apply for maternity benefits, tick the "Maternity" option. A pop-up will appear to advise you to have the Medical Certificate completed by a qualified medical practitioner and faxed to :
012 337 1575

Click "Ok" to proceed

Step 2

There are 5 steps in completing the application for Maternity Benefits.

Click "Next" to continue.

Your personal details will be populated based on UIF's records.

IF your postal address is the same s your residential address, Click "Yes" and the residential address details will be copied over to the Postal address section.

If the postal address and residential addresses differ, click no and enter your postal address.

Click "Next" to proceed.

Step 4

Select your Occupation and Qualification

If you are receiving a benefit from the Compensation Fund, tick "Yes" and state the date when you have first started receiving this benefit.
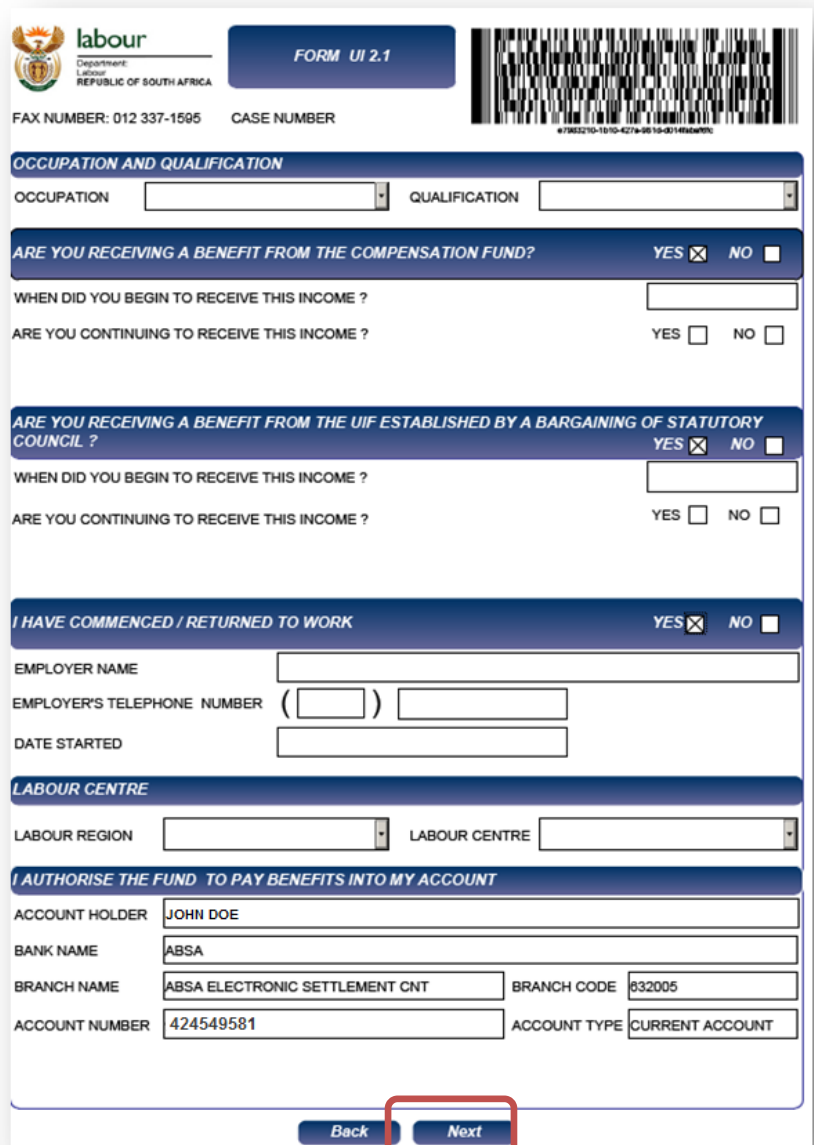
If you are receiving a benefit from the UIF, select "Yes" and state the date when you first started receiving this income.

If you have commenced or returned to work, tick "Yes" and enter :
  ➢ Employer's name
  ➢ Contact number
  ➢ Date Started

Your banking details are already populated.

Click "Next" to continue

Step 5

Next, you must confirm if your reason for termination is a constructive dismissal as per the CCMA. If so, you are required to enter the CCMA code.

Step 6

If you are still employed whilst on Maternity leave, click "Yes". The system will email your Employee Remuneration page for your employer to complete.

Click "OK" on the Pop-up to continue.

Step 7

Your salary information will be displayed, however it cannot be edited on the form.

If any of the information displayed is incorrect, your employer must amend your employee declaration for the changes to take effect.

_____

Step 8

If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.

If you have selected "I Disagree", the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the "Cancel my application for benefits "button. A pop-up will appear to advise you to navigate away from this page.

Application for Adoption Benefits

To apply for Adoption Benefits, Click on the "Adoption" option.

A pop-up will appear to confirm that a birth certificate and adoption order cover sheet will be emailed to you once your application has been submitted.

Step 2

There are 5 steps to complete the Adoption Benefits.

Click "Next" to continue.

_____

Step 3

Your personal details will be populated based on UIF's records.

IF your postal address is the same s your residential address, Click "Yes" and the residential address details will be copied over to the Postal address section.

If the postal address and residential addresses differ, click no and enter your postal address.

Click "Nex" to proceed.

Step 4

Select your Occupation and Qualification

If you are receiving a benefit from the Compensation Fund, tick "Yes" and state the date when you have first started receiving this benefit.

If you are receiving benefit from the UIF, select "Yes" and state the date when you first started receiving this income.

If you have commenced or returned to work, tick "Yes" and enter:
 - Employer's name
 - Contact number
 - Date Started

Your banking details are already populated.

Click "Next" to continue

FORM UI 2.1

FAX NUMBER: 012 337-1595   CASE NUMBER

OCCUPATION AND QUALIFICATION
OCCUPATION [   ]   QUALIFICATION [   ]

ARE YOU RECEIVING A BENEFIT FROM THE COMPENSATION FUND?   YES ☒   NO ☐
WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ? [   ]
ARE YOU CONTINUING TO RECEIVE THIS INCOME ?   YES ☐   NO ☐

ARE YOU RECEIVING A BENEFIT FROM THE UIF ESTABLISHED BY A BARGAINING OF STATUTORY COUNCIL ?   YES ☒   NO ☐
WHEN DID YOU BEGIN TO RECEIVE THIS INCOME ? [   ]
ARE YOU CONTINUING TO RECEIVE THIS INCOME ?   YES ☐   NO ☐

I HAVE COMMENCED / RETURNED TO WORK   YES ☒   NO ☐
EMPLOYER NAME [   ]
EMPLOYER'S TELEPHONE NUMBER ([   ]) [   ]
DATE STARTED [   ]

LABOUR CENTRE
LABOUR REGION [   ]   LABOUR CENTRE [   ]

I AUTHORISE THE FUND TO PAY BENEFITS INTO MY ACCOUNT
ACCOUNT HOLDER   JOHN DOE
BANK NAME   ABSA
BRANCH NAME   ABSA ELECTRONIC SETTLEMENT CNT   BRANCH CODE   632005
ACCOUNT NUMBER   424549581   ACCOUNT TYPE   CURRENT ACCOUNT

[Back]   [Next]

Step 5

Next, you must capture details of your adopted child.

Click "Next" to continue

UI 2.4

FAX NUMBER: 012 337-1595   CASE NUMBER

ADOPTED CHILD DETAILS
CHILD'S ID NUMBER [   ]   CHILD'S DATE OF BIRTH [   ]
FIRST NAME OF CHILD [   ]
SURNAME OF CHILD [   ]
DATE OF APPLICATION TO CHILDREN'S COURT [   ]

[Back]   [Next]

Step 6

If you are still employed whilst on Adoption Leave, click "Yes".

A pop-up will appear to confirm that your Employee Remuneration page will be emailed to you. Your Employer must complete and submit your salary information and fax it back to : 012 337 1595

Step 7

Your salary information will be displayed, however it cannot be edited on the form.

If any of the information displayed is incorrect, your employer must amend your employee declaration for the changes to take effect.

_____

Step 8

If you have selected "I Agree" a popup will appear to advise you to click "Submit".

Click OK on the pop up and click Submit.

If you have selected "I Disagree", the non acceptance notice will appear.

If you wish to cancel your application for benefits application, click on the "Cancel my application for benefits "button. A pop-up will appear to advise you to navigate away from this page.

[Back to Quick Links](#)

Continuation of Payment

Continuation of payment for Unemployment benefits

Payments should be requested 30 days after completing application for benefits and thereafter every 30 days, should you still be unemployed.

Step 1

To submit a continuation of payment request to the UIF, select the "Continuation of Payment" tab under the benefits section.

Step 2

To submit your continuation of payment request for Unemployment Benefits, click on "Unemployment"

Step 3

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.

PAYMENT FORM

FAX NUMBER: 012 337-1595

CASE NUMBER

PERSONAL DETAILS

ID NUMBER	7910244253089
FIRST NAMES	JOHN
SURNAME	DOE
EMAIL ADDRESS	TONY@BENONI.COM
CELLPHONE NUMBER	0728229164
FAX NUMBER	(011) 3614501
TELEPHONE NUMBER	(011) 3614054

RESIDENTIAL ADDRESS

LINE 1	123456 SLOANE STREET
LINE 2	
LINE 3	
SUBURB	SANDTON
TOWN	JOHANNESBURG
POSTAL CODE	2146

POSTAL ADDRESS   Same as Residential Address   YES ▢ NO ▢

LINE 1	
LINE 2	
LINE 3	
SUBURB	
TOWN	
POSTAL CODE	

Back   **Next**

Step 4

Your banking details are displayed. You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click "Yes" and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click "I agree" then click on "Submit".

Continuation of payment for Illness benefits

Step 1

To submit your continuation of payment for Illness benefits request to the UIF, click on "Illness".

A pop-up will appear to confirm that a medical certificate will be generated and emailed to you once the request is submitted. A qualified medical practitioner must complete the medical certificate and fax it to 012 337 1595

Step 2

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.

Step 3

Your banking details are displayed. You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click "Yes" and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click "I agree" then click on "Submit".

Continuation of payment for Maternity benefits

Step 1

To submit your continuation of payment for Maternity benefits request to the UIF, click on "Maternity".

A pop-up will appear to confirm that a medical certificate will be generated and emailed to you once the request is submitted. A qualified medical practitioner must complete the medical certificate and fax it to 012 337 1595

Step 2

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.

Step 3

Your banking details are displayed. You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click "Yes" and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click "I agree" then click on "Submit".

Continuation of payment for Adoption benefits

Step 1

To submit your continuation of payment for Adoption benefits request to the UIF, click on "Adoption".

Step 2

Your personal details are populated according to UIF's records.

If your postal address is the same as your Residential address, click "Yes" and your residential address details will be copied over to the Postal Address Section.

Step 3

Your banking details are displayed. You must visit your nearest Branch should you wish to change your Banking details.

If you have returned, to work, click "Yes" and specify the date you have returned to work.

Select your labour Region and Labour centre.

Read the Terms and Conditions and click "I agree" then click on "Submit".

Back to Quick Links

_____

Notice of Appeal

Appeal against a decision made by the UIF on claims and payments
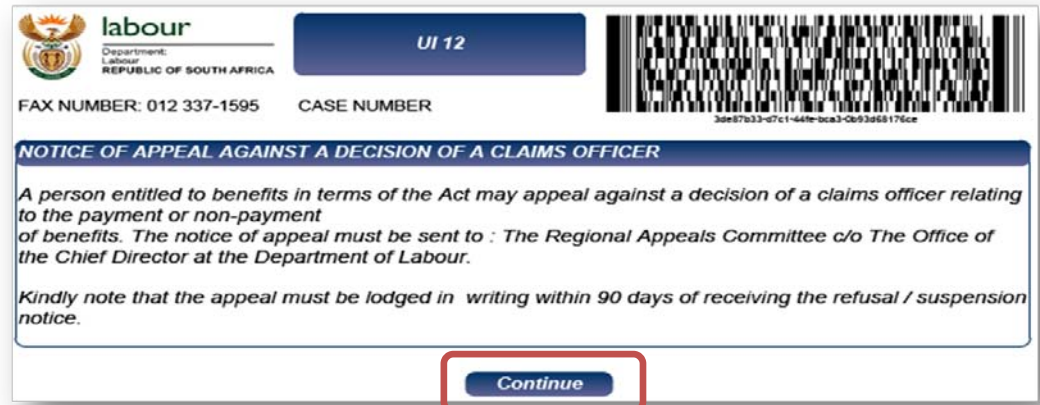
Step 1

To submit an appeal to the UIF, select the "Notice of Appeal" tab under the Benefits menu

_____

Step 2

Carefully read the Notice
of Appeal notice and then
click "Continue"

Step 3

Your personal details are populated according to
UIF's records.

If your postal address is the same as your
Residential address, click "Yes" and your
residential address will be copied over to the
postal address section.

Step 4

Lastly you can capture your appeal against the decision by a claims officer by:

> ➢ Entering the date the decision was made

> ➢ When you were notified about the decision

> ➢ Reason for the refusal or rejection

> ➢ Why you are appealing against the decision

> ➢ Select your labour centre and region

Submit your appeal to the UIF

Back to Quick Links

_____

Document History

Step 1

To access your document history and view the statuses thereof, click on the Document History tab under the History menu

_____

Your Document history will store your documents such as Application for Benefits, Continuation of benefits and notice of appeal forms submitted to the UIF.

It will also show the dates when documents were submitted and statuses thereof.

Document History

ID Number	Case No	Process Name	Modified date	Status
6707160476085	7130860927	Continuation of Benefits	2012/05/10	Sent to Paymaster
6707160476085	7130860927	Continuation of Benefits	2012/05/10	Awaiting Supporting Docs
6707160476085	7130860927	Ufiling Continuation	2012/05/10	Received

Call Centre Support

UIF aims to increase uptake of uFiling through education and support at each step of the way. We accomplish this by providing real time support and assistance to all uFiling customers. A call centre has been established with trained consultants ready to take your call or e-mail and should you wish, they will assist you with activation, filing returns and by answering any questions that you may have regarding the system and its benefits.

If you have any queries please contact our helpdesk on:
Share call: 0860-345-464 **OR** 012-3371680 and select option **3** for uFiling queries

Email: uFilingsupport@uif.gov.za

Helpdesk operating hours: 07h30 - 16h00 (excluding weekends and public holidays)

Queries emailed to uFilingsupport@uif.gov.za could take up to 24 hours (excluding weekends and public holidays) for a response.

For urgent queries, please call the helpdesk immediately.

System Goals

The uFiling system has been established to achieve the following goals and objectives:

- ➢ To provide a single, controlled point of contact between the employer and the UIF.
- ➢ To encourage employers to comply with UIF legislation by making the process simple and efficient.
- ➢ This will increase the contribution base of the UIF.
- ➢ To reduce the amount of back-office administration performed at the UIF, especially in terms of:
- ➢ Reduced paper handling processes
- ➢ Reduced amount of data capturing from paper / faxed forms
- ➢ Reduced effort spent on reconciling bank account statements with contribution declarations
- ➢ To reduce the amount of monthly contributions requiring manual allocation.