

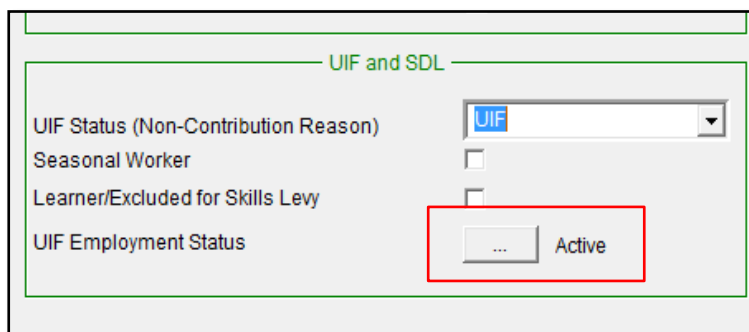
The VIP applications for maternity leave.

It is important that the employee going on maternity leave, whether paid or unpaid must not be terminated during the leave period if she is returning to the company afterwards.

In the last pay period before maternity leave:

- Confirm and issue normal payslip for the month
- Make screen prints of the following screens as reference for when the employee returns to work:
 - Linking to method of calculation (MC)
 - Perk tax (PT)
 - Company contribution (CC)
 - Payslip Screen (PS)
 - Increase Screen (INC)
 - Tax Screen (TAX)
 - Calculation Screen (XS)
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Activate the maternity period on IS:



UIF and SDL

UIF Status (Non-Contribution Reason)

Seasonal Worker ☐

Learner/Excluded for Skills Levy ☐

UIF Employment Status Active

VIP Payroll

Status: Maternity

UIF End Date: 31/03/2016

New UIF Start Date: 31/07/2016

UIF History

Employment Status	UIF End Date	UIF Start Date
Active		01/06/2013

Close Guidelines

1.1 How to use this field:

If you change the UIF Employment Status field from Active to Maternity, Illness or Seasonal workers then you need to input the last pay day that the Employee is Active. This date will reflect in the UIF Submission file as the Date Employed To.

Example:

The employee will be on Maternity leave from 01 May CCYY.

The UIF Employment Status should be changed to Maternity in April and the UIF End Date should be loaded as 30/04/CCYY.

1.2 New UIF Start Date:

If you change the UIF employment Status from Active to Maternity, Illness or Seasonal Worker then a New UIF Start Date must be supplied. This will be the date that you expect the employee to return to normal work. This date will be used as the UIF Start Date in the Submission file once the employee return to work and the Employment status is changed to Active.

Example:

The employee will be on Maternity leave from 01 May CCYY until 31 August CCYY.

The UIF Employment Status should be changed to Maternity in April and the New UIF Start Date should be loaded as 01/09/CCYY.

A system generated memo will reflect on the Memo Screen of the Employee and on the Memo report in the period when the employee should become active again for UIF purposes.

A message will display on the UIF submission report to review the UIF employment Status field. The user must change the Employment Status to Active during this period

If an employee is on maternity Leave, Illness leave or seasonal worker and appear in the UIF submission file with a Status code 01, 09 or 10, then the user can get the following warning message from the UIF offices as response to a submitted file: '8270. The date employed to is valid, and field 8280 is 01, 09 or 10". This message is just a reminder that you must remember to review the UIF Employment Status of the employee.

1.3 Steps to follow on VIP the first pay period after maternity leave started:

- If employee is not paid unlink from all methods on the MC screen
- Remove all manual entries on earnings, deductions, company contributions and perks tax screens
- Change the tax calculation from average to normal on the TAX screen if the employee will not receive full payment during this period
- Check that leave on the LD screen is updated correctly and the maternity leave line will only be for record keeping