

## 1.0 Take note

Explanations are based on our current interpretation and the latest information received from the Department of Employment and Labour (DoEL). This export report will give you flexibility with regards to the content that will be exported to your TERS file and will create the TERS file according to the sample provided by DoEL.

It is your responsibility to confirm the correctness of the data to be submitted to the DoEL. Ensure all relevant documentation is completed as per the autoreply email from UIF: [Covid19ters@LABOUR.gov.za](mailto:Covid19ters@LABOUR.gov.za).

You can use this file for submission on the on-line portal available at:

- <https://uifecc.labour.gov.za/covid19/> , or
- [www.labour.gov.za](http://www.labour.gov.za) , select 'Online Service' then select 'COVID 19 TERS online applications'.

## 2.0 Print the TERS data report

From the Main Menu:

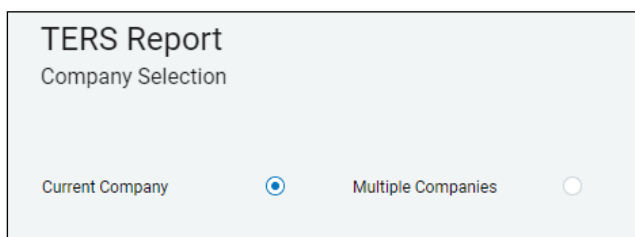
- Reports
- Reports and Maintenance.

On the Reports menu, search for your new report: **TERS data**. (the report is saved on the Reports 1-100 tab).

Double-click on the report to run the export.

The following Questions/Fields need to be completed:

### 2.1 TERS company selection



TERS Report  
Company Selection

Current Company  Multiple Companies

Only companies with the same UIF registration number will display, if you select the Multiple company option. We recommend that separate exports be done if the setup of multiple companies are not the same.

Once the company/companies have been selected, click on "Continue" to proceed.

**Report Options**  
TERS Report

**Who must be paid**

Employee  Employer  Council

Company

Bank Name: ABSA  
Branch Code: 362005  
Account Number: 3490154545  
Type of Account: Cheque  
Sector Min Wage: 3500.00

Council

Bank Name:   
Branch Code:   
Account Number:   
Type of Account:   
PAYE Number to export: Employer

**Shutdown Dates**

From Date: 2020/03/27 To Date: 2020/04/30

**Value to be used as UIF remuneration**

Make selection: UIF Remuneration  
Refer to Month: February  
UIF remuneration: [SELECT EARNING LINE](#)  
Confirm that exported remuneration is correct before submission and amend if necessary.

**Leave Income (During Shutdown)**

Make Selection: [SELECT EARNING LINES](#)

**Version**

Last Version Number: 001

[CANCEL](#) [CONTINUE](#)

## 2.2 Who must be paid:

**TERS Report**

**Who must be paid**

Employee  Employer  Council

Select Employee, Employer or Council.

The Fund can pay the Employee, the Employer or the Bargaining Council. Depending on who must be paid, the relevant banking details must reflect in the file.

### Banking Details

<u>Company</u>		<u>Council</u>	
Bank Name	<input type="text"/>	Bank Name	<input type="text"/>
Branch Code	<input type="text"/>	Branch Code	<input type="text"/>
Account Number	<input type="text"/>	Account Number	<input type="text"/>
Type of Account	<input type="text"/>	Type of Account	<input type="text"/>

Complete the banking details of the Company. This will be used if you selected that the company must be paid or if a specific employee does not have banking details, then his/her payment details will indicate the Company bank details.

If the Council must be paid, then enter the Council's banking details (this option can only be used if there is an agreement with the bargaining council).

## 2.3 Sector Minimum Wage

Sector Min Wage:

Enter the monthly equivalent of your sector minimum wage.

Note: As per the autoreply email from UIF, the minimum wage that will be used to determine minimum payment to employees is R3 500 per month.

Indicate the PAYE number to be exported in the file

PAYE Number to export	Employer ▼
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**Note: It is recommended to use the employer PAYE number.**

If Employer is selected, the company PAYE reference number on the Basic Company Information screen will export.

If the Employee is selected, the Employee tax number on the Employee Information Statutory tab will export in the file.

## 2.4 Shut Down from and to dates

Shutdown Dates			
From Date	2019/06/01	To Date	2019/06/30

This will be the first day of the shutdown period (when the employer had to close, or partially close operations). In most cases it will be 27 March 2020 but if the employer paid employees up until 31 March, then the date will be 1 April 2020. The end date will be the last day of the shutdown period. In most cases it will be the 30 April 2020, in line with the national lockdown period.

## 2.5 Value to be used as UIF Remuneration

Value to be used as UIF remuneration			
Make selection	UIF Remuneration ▼	UIF remuneration	<a href="#">SELECT EARNING LINE</a>
Refer to Month	February ▼	Confirm that exported remuneration is correct before submission and amend if necessary.	

### Make selection

This is UIF remuneration (as defined in the UIA) i.r.o of the last fully remunerated payroll month before the lockdown period.

**Note: It is recommended that you select UIF Remuneration**

Even though it is recommended that you select the UIF Remuneration value, the report allow users with flexibility depending on their setups, thus you have additional options to select specific Earnings or a Rate per day calculation. You can select:

- UIF remuneration
- Select a specific Earning line or multiple Earning lines to be added together.
- Rate per day calculation – This option uses the employee rate per day on his increase screen X 21.667 days per month

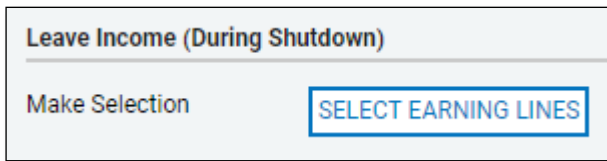
### Refer to Month (new selection field)

The value to be reflected in the file, must be for the last fully remunerated payroll month before lockdown.

If you paid your employees in full in March, select March, else you can select February as your last fully paid payroll month.

Based on the period selected, the report will export the relevant values. E.g. if you select UIF Remuneration for February, the report will export the UIF remuneration values for the month of February in the report. (In weekly/bi-weekly companies the month to date value of this field /fields will export in the file)

## 2.6 Leave Income (During Shutdown)



Leave Income (During Shutdown)

Make Selection

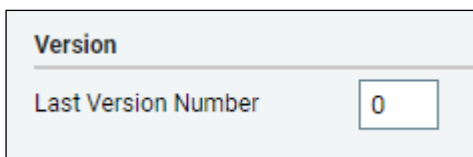
This is the portion of UIF remuneration (for example, salary/wage or leave pay) paid in cash or granted as a benefit during the shutdown period of the employer

This value will reduce the value of the benefit paid by the Fund. If the employer will not be paying the employees during the shutdown period, this value must be zero.

Click on “Select Earning Lines” to select the earning line or lines that is used for payment during lockdown. (In weekly companies the month-to-date value of this field/ fields will export in the file).

If no payment was made to employees during the shutdown period, no selections are required in this section.

## 2.7 Last Version number



Version

Last Version Number

The file that will be created for submission to DoEL, contains a sequence number.

In the following example, 00000012\_25mar2020\_01.csv the unique sequence number (version number) is **01**.

This number can be incremented to ensure you do not send a file with same name – so when you send the file first time, the unique sequence can be 1, when send a second time, it can be 2. This will avoid the first file being overwritten.

Note: With your first run, keep the version number as 0. The csv file will save as 1. When you run the report again, the version number will show as 1, but the csv file will save as 2 etc.

Selections made on the screen will be saved for your convenience

Once all is complete, click on “Continue”, to proceed to the employee selection screen.

## 2.8 Employee selection screen

This screen will display all employees and allow you to select the employees that is impacted for whom you want to claim from the TERS relief scheme.

Tick “Select All”, at the bottom of the screen and then only ‘deselect’ the employees not to be included. Alternatively, select employees individually.

All employees indicated with a “Yes” in the last column will be included in the TERS submission file.

TERS Report  
TERS Report

Company	Employee Code	Employee Name	UIF Status	Date Engaged	Select
020	001	Mnandi	UIF	2012/01/01	No
020	006	Emmerald	UIF	2005/01/03	No
020	007	Lourens R2000	UIF	2019/01/01	No
020	008	Padayachy	Maternity	2020/03/01	No
020	009	Naude	Reduced Wrk Tme	2020/03/26	No
020	010	Meiring	UIF	2018/01/01	No
020	011	Bester	UIF	2018/01/01	No
020	012	R2000 Rule Example 1	UIF	2015/10/01	No
020	013	Wage Regulating Measure	UIF	2015/01/01	No
020	014	Sommers	UIF	1998/02/01	No
020	A001	Padayachy	UIF	2014/03/01	No
020	A002	Naude	UIF	2013/03/01	No
020	A003	Banda	UIF	2018/01/01	No
020	A004	Bester	UIF	2002/07/15	No
020	A005	Lindt	UIF	2002/09/01	No
020	A006	Sommers	UIF	1998/02/01	No
020	A007	Lingilwe	UIF	2004/01/15	No
020	A008	Kurpershoek	UIF	2003/04/01	No
020	A009	Jannes	UIF	2004/12/01	No
020	A010	Ally	UIF	2009/11/01	No

Select All

Once all selections have been made, click on the “Continue” to proceed

The file will generate, and the following message will display:

File Download

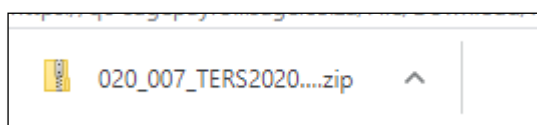
**Your download will begin shortly**

If your download does not automatically start, you can [click here](#) to manually start the download.

*Please ensure that you allow pop-ups for this site.*

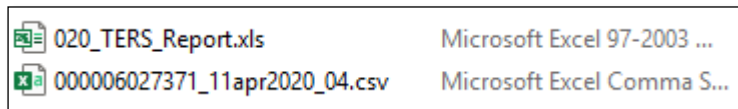
Click on the “click here” option to download your file to your computer if the download did not start automatically.

The submission file and an Excel data extract will be zipped into a single file. Save it to unzip thereafter.



Once the file has been unzipped, 2 files will be available:

- The Microsoft Excel file, is a normal Excel file, containing the data as exported.
- The .CSV file is the pipe delimited submission file, that must be submitted online <https://uifecc.labour.gov.za/covid19/>.



## IMPORTANT

- Open the Microsoft Excel file – in the example above: 020\_TERS\_Report.xls to ensure that all fields in the file is complete.
- If fields need to be updated, update payroll and re-export the file as users should not amend the Excel file once exported. (You will not be able to amend the Excel export file)

Release date: 29 April 2020