



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



Version: 1.1

Unemployment Insurance Fund
COVID-19 TERS - EMPLOYEE APPLICATION
USER GUIDE



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Background

The Minister of Employment and Labour has announced measures that the Department will put in place to contain the spread of the Corona Virus (Covid-19) and its impact on UIF contributors.

In line with the above regulation, the Minister has announced measures that the Department will put in place under the current special circumstance relating to the Corona virus (COVID-19) and its impact on UIF contributors. The Unemployment Insurance Fund will assist affected workers through existing benefits including Illness, Reduced Work Time, Unemployment and Temporary employer/ Employee Relief Scheme (TERS) benefits.

The Unemployment Insurance Commissioner, after consultation with Unemployment Insurance Fund Executive, has also developed a COVID-19 Temporary Employer/ Employee Relief Scheme (COVID19TERS) to contribute to the containment of the Corona Virus and its impact.

The following is a quick user guide on how to navigate through Ufiling to access the COVID-19 TERS Employee Benefit which assists Employees to claim UIF relief. Employee applications are for the smaller employers who employ less than 10 staff.



Step by Step Guide:

Home Page



1. For Employer Application :

System will route you to the following URL for Employers - <https://uifecc.labour.gov.za/covid19/>

2. Employee Application :

User must login or register to uFiling.

Log In

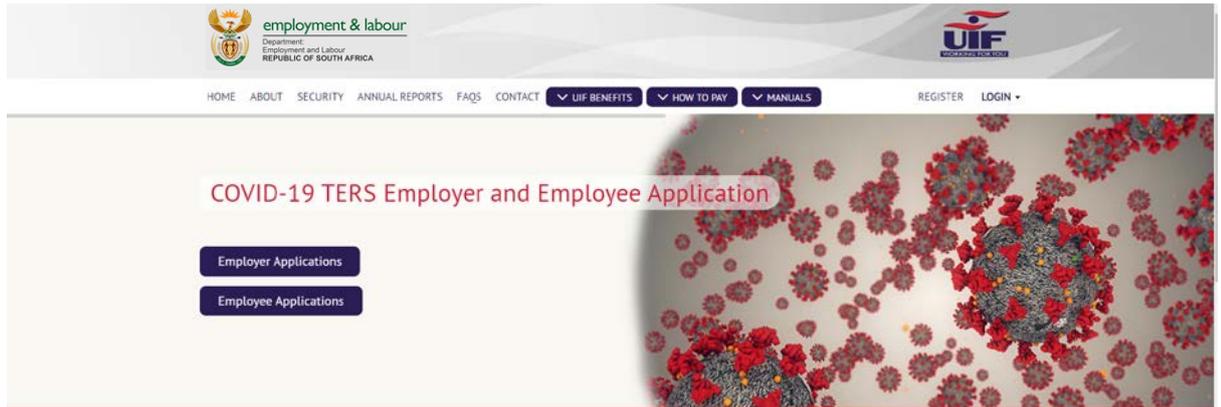
Enter UserName and Password

Unregistered Users

- Click button to Register as "New User"

Registered Users

- Enter UserName
- Enter Password

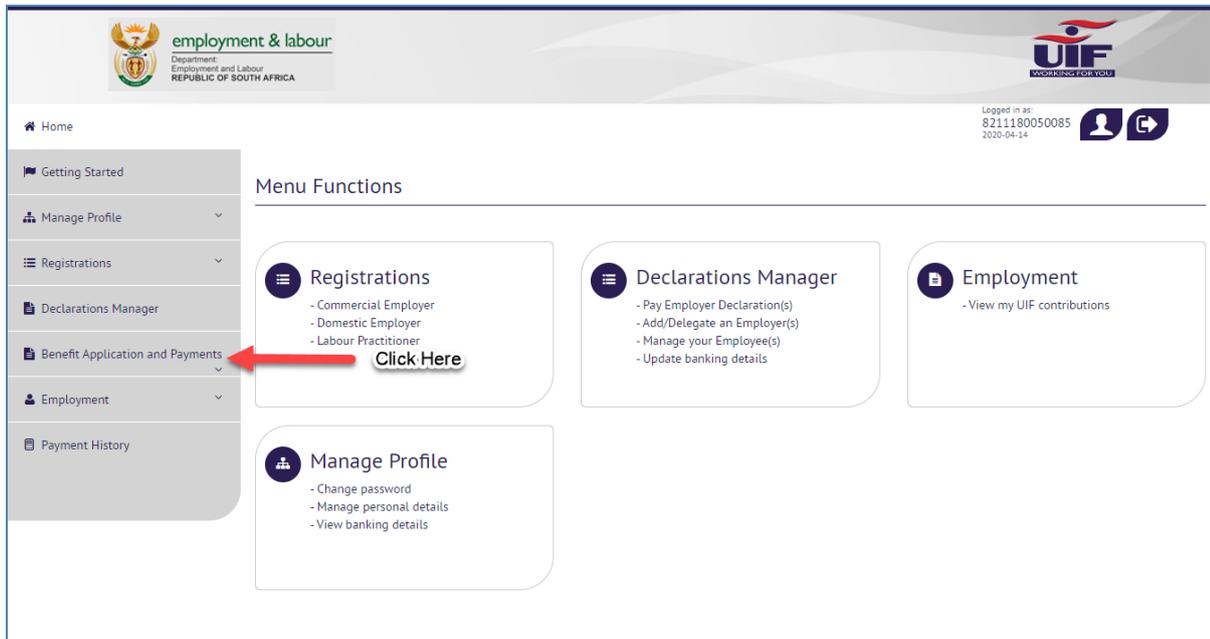


○

Log In

Select Benefit Application and Payment

✚ User is prompted to select “Benefit Application and Payment” on the left tab

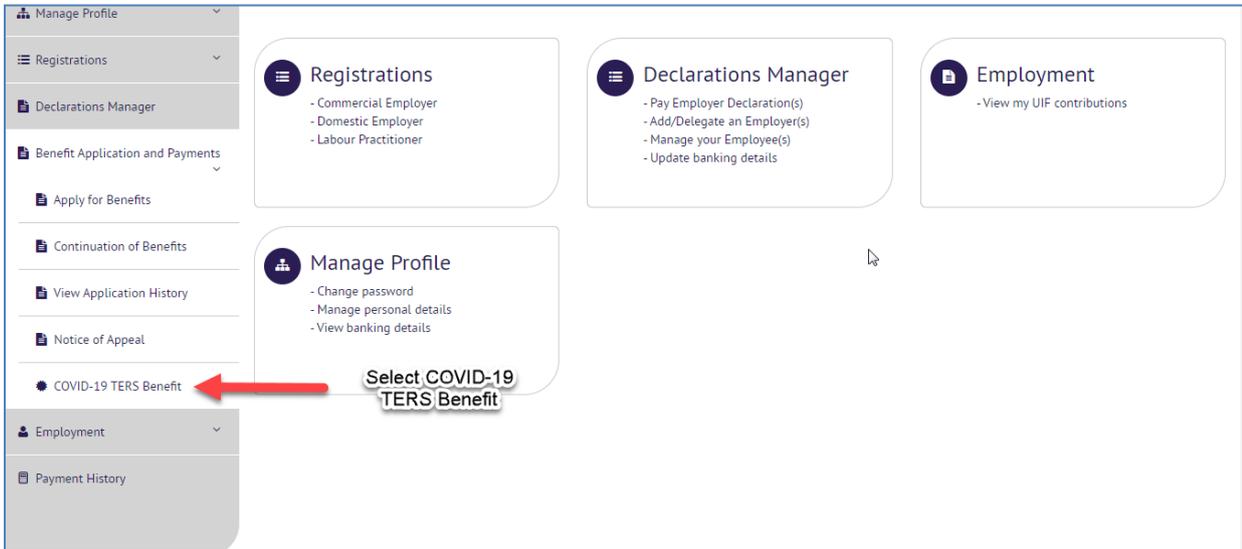




Select COVID-19 TERS Benefit

✚ A drop down menu will appear

✚ User must then click on “COVID-19 TERS Benefit”





User Application

- ✚ The user has two options on the drop down
 - **Apply** – which allows the user to start the application process
 - **Application History**- this allows the user to view history of Applications submitted

The screenshot displays the 'Menu Functions' section of the UIF user interface. On the left is a vertical sidebar menu with the following items: Manage Profile, Registrations, Declarations Manager, Benefit Application and Payments (with a sub-menu containing Apply for Benefits, Continuation of Benefits, View Application History, and Notice of Appeal), COVID-19 TERS Benefit, Apply, and Application History. The main content area contains three large cards: 'Registrations' (with sub-items: Commercial Employer, Domestic Employer, Labour Practitioner), 'Declarations Manager' (with sub-items: Pay Employer Declaration(s), Add/Delegate an Employer(s), Manage your Employee(s), Update banking details), and 'Employment' (with sub-item: View my UIF contributions). Below these cards is a 'Manage Profile' card (with sub-items: Change password, Manage personal details, View banking details). Two red arrows point from the 'Apply' and 'Application History' items in the sidebar to the text labels 'Apply for the Benefit' and 'View Application History' respectively, which are positioned above the main content area.



Application Criteria

- ✚ The Application consists of 5 short sections
 - **Before You Start** – This tab explains the application process as well as documents that are required in order to submit
 - You cannot toggle tabs without completing what is required on each tab

The screenshot shows the 'Temporary Employer Relief Scheme Application for COVID-19' interface. The top header includes the Department of Employment and Labour logo and the UIF logo. A navigation menu on the left lists: Home, Getting Started, Manage Profile, Registrations, Declarations Manager, Benefit Application and Payments, Employment, and Payment History. The main content area has a breadcrumb trail: Before You Start (active), Terms and Conditions, Capture Employer, Capture Banking Details, Capture Covid Relief Details, and Confirmation. The 'Before You Start' section lists required documents: Copy of ID Document, Proof of Bank Account, and Employee Declaration. A button labeled 'Employee Declaration' is provided. Below the list, a message states: 'Please download and have your employer complete the employee declaration. The declaration is required to complete this process.' A 'Next' button is located at the bottom right of the main content area. The user is logged in as 8211180050085 on 2020-04-24.



Download Employee Declaration

- ✚ A user is then required to download an “Employee Declaration”
- ✚ This will open in a separate (new) window
- ✚ User proceeds by clicking “Next”

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UIF
WORKING FOR YOU

Logged in as:
8211180050085
2020-04-14

Home

Getting Started

Manage Profile

Registrations

Declarations Manager

Benefit Application and Payments

Employment

Payment History

Temporary Employer Relief Scheme Application for COVID-19.

Before You Start | Terms and Conditions | Capture Employer | Capture Banking Details | Capture Covid Relief Details | Confirmation

The following documents are required: *

- Copy of ID Document
- Proof of Bank Account
- Employee Declaration

Please download and have your employer complete the employee declaration. The declaration is required to complete this process. *

Employee Declaration

Download Employee Declaration

Next



Accept the Terms and Conditions

- ✚ User must then read the prescribed “Terms and Conditions”
- ✚ Upon reading; then user **checks** the tick box to Accept the T’s and C’s
- ✚ Once done, user proceeds by clicking on “**Next**”
- ✚ User can click on “**Back**” to access the previous page

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UIF
WORKING FOR YOU

Logged in as:
8211180050085
2020-04-14

Home

Getting Started

Manage Profile

Registrations

Declarations Manager

Benefit Application and Payments

Employment

Payment History

Temporary Employer Relief Scheme Application for COVID-19.

Before You Start **Terms and Conditions** Capture Employer Capture Banking Details Capture Covid Relief Details Confirmation

IN THE EVENT OF MY COVID19TERS APPLICATION BEING SUCCESSFUL, THE AUTHORISED/DELEGATED OFFICIAL WILL AUTHORISE THE PAYMENT OF BENEFITS INTO MY NOMINATED BANK ACCOUNT. I ALSO UNDERTAKE TO INFORM THE UNEMPLOYMENT INSURANCE FUND AS SOON AS I'M RE-EMPLOYED AND UNDERSTAND THAT FAILURE TOO DO SO WILL CONSTITUTE FRAUD. IN THE EVENT OF AN OVER PAYMENT OCCURRING AS A RESULT OF THIS APPLICATION I UNDERTAKE TO REFUND THE FULL AMOUNT TO THE FUND. I FURTHERMORE DECLARE THAT THE INFORMATION GIVEN IS TRUE AND CORRECT AND I'M AWARE THAT IT IS AN OFFENCE TO WILFULLY MAKE A FALSE STATEMENT.

I accept the terms and conditions.

Check the tick to accept the T's and C's

< Back Next >



Enter Employer UIF Reference Number and Company Name

- + User is required to Enter **Employer UIF Reference Number**
- + User is required Enter **Company Name**
- + All fields marked with an asterisk (*) are mandatory
- + User cannot proceed to the Next screen without all the mandatory fields

Enter Banking Details or Confirm Banking Details

- + New Users are required to enter Banking Details

Account holder	Bank Name
Bank Account Type	Branch Name
Branch Code	Bank Account Number

- + Registered Users
 - o Confirm if Banking Details are correct
 - o If Banking details are incorrect; user must contact the UIF Call Centre
 - o User then clicks on **Next** to proceed



Capture COVID-19 Relief Details (Part A)

- ✚ User must capture mandatory Relief Details in the fields provided below;
- ✚ All fields marked with an asterisk (*) are mandatory
- ✚ Should the fields not be completed; user will not be permitted to proceed to the next screen

The screenshot shows the 'Temporary Employer Relief Scheme Application for COVID-19' interface. The page title is 'Temporary Employer Relief Scheme Application for COVID-19'. A red arrow points to the text 'Enter Fields Below'. The interface includes a sidebar with navigation options: Home, Getting Started, Manage Profile, Registrations, Declarations Manager, Benefit Application and Payments, Employment, and Payment History. The main content area has a progress bar with steps: Before You Start, Terms and Conditions, Capture Employer, Capture Banking Details, Capture Covid Relief Details (active), and Confirmation. The 'Capture Covid Relief Details' section contains the following fields:

Lock Down Period *	Select One	▼		
Company Covid	<input type="text"/>	📅	Company Covid	<input type="text"/>
Shutdown Start Date: *	<input type="text"/>	📅	Shutdown End Date: *	<input type="text"/>
Employment Start Date: *	<input type="text"/>	📅	Employment End Date:	<input type="text"/>
Remuneration Monthly: *	<input type="text"/>		Salary Paid (During Lockdown): *	<input type="text"/>



Uploading Supporting Documents

- ✚ Upon completion of the mandatory fields; user must upload supporting documents
- ✚ Documents must not be more than 2MB per upload
- ✚ User Clicks **Next** to proceed to the next

screen

The screenshot displays a web form for document upload. On the left is a sidebar with 'Employment' and 'Payment History' options. The main form contains the following fields:

- Employment Start Date: 2020/01/02
- Employment End Date: 2020/03/27
- Remuneration Monthly: R3,500.00
- Salary Paid (During Lockdown): R1,000.00
- Upload Employee Declaration. (PDF 2MB Max). * with a '+ Choose' button and a red arrow pointing to it.
- Upload ID Document. (PDF 2MB Max). * with a '+ Choose' button and a red arrow pointing to it.

At the bottom of the form, there are two navigation buttons: '< Back' and '> Next'. A red arrow points to the 'Next' button.



Supporting Documents Uploaded

- ✚ Once the documents have been uploaded; the user has an option to remove if the document uploaded is incorrect
- ✚ User has the ability to go **Back** to the previous screen
- ✚ User must click on **Next** to proceed to the next screen

The screenshot displays a web interface for uploading documents. It features two main sections:

- Upload Employee Declaration, (PDF 2MB Max), ***: Includes a '+ Choose' button and a 'Your Uploaded Files' list. The list contains one file: 'IRE v3 Proposal_Print.pdf' with a 'Remove' button. A red arrow points to this 'Remove' button.
- Upload ID Document, (PDF 2MB Max), ***: Includes a '+ Choose' button and a 'Your Uploaded Files' list. The list contains one file: 'IRE v3 Proposal_Print.pdf' with a 'Remove' button. A red arrow points to this 'Remove' button.

At the bottom of the interface, there is a navigation bar with a '< Back' button on the left and a '> Next' button on the right. A red arrow points to the 'Next' button.



Confirmation

- ✚ User must check tick box to give consent
- ✚ Once its checked; user may **submit** the application
- ✚ Or the User may go **Back** to fix issues on the previous page if required;

Successful Submission

- ✚ Once application is submitted; user will then see confirmation as per below with further instructions.

Logged in as:
7607020023086
2020-04-15  

Temporary Employer Relief Scheme Application for COVID-19.



Thank you!

We have received your submission. You may view the status of this submission in the 'Application History' menu item.



Acknowledgement Email

- ✚ Upon successful submission of the Application; an email will be sent out to the user



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Dear JUANITA TODKILL,

Please be informed we have received your application and feedback will be given after processing.

Best Regards,
The uFiling Team

Please do not reply to this email, as this address is not administered. Should you have any enquires or require assistance contact the Call Centre on 0860-345-464 or 012-3371680 option 3.

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