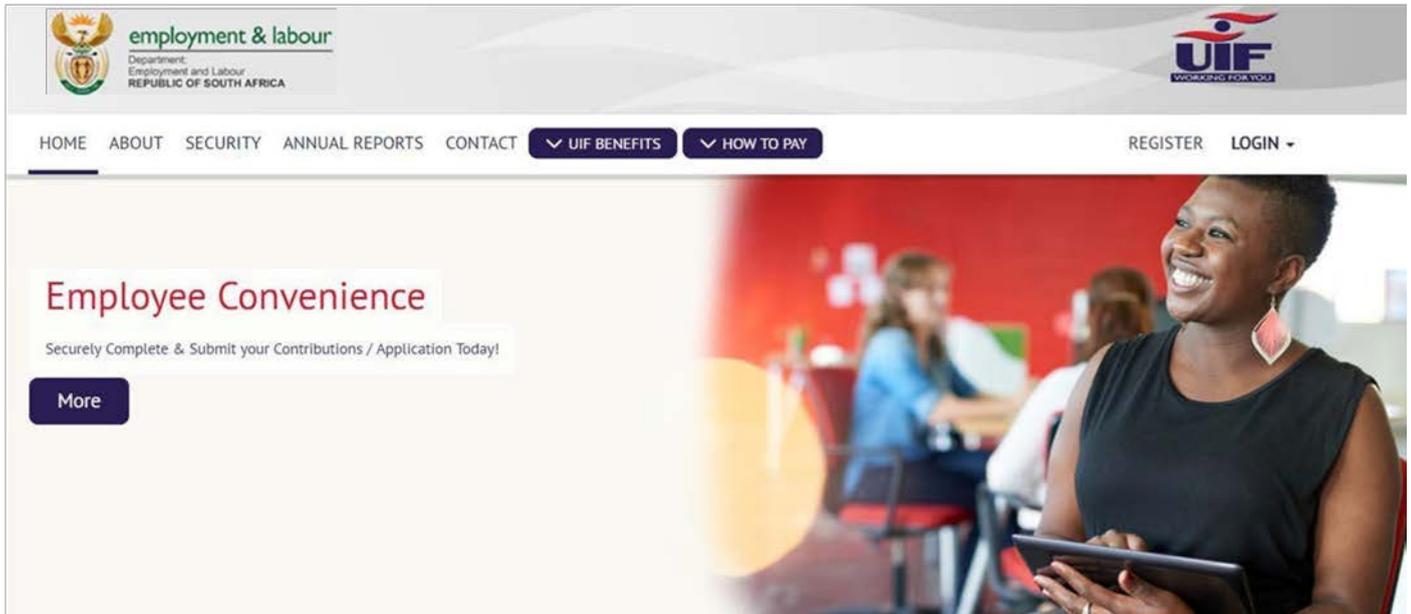




uFiling System User Guide



Introduction

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

Background

Employers are required to provide the UIF with details of all their employees every month, by not later than the 7th of every month, 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.

Benefits

There are many benefits to using UIF, which include:

- Submit Claims for various UIF Benefits
- Submit a request for Payment for various UIF Benefits
- View Claims History
- Submit a Notice of Appeal
- View your Employee Declaration Status
- Declare and pay UIF contributions to the fund
- Verify that returns are up to date
- Submit monthly or annual returns

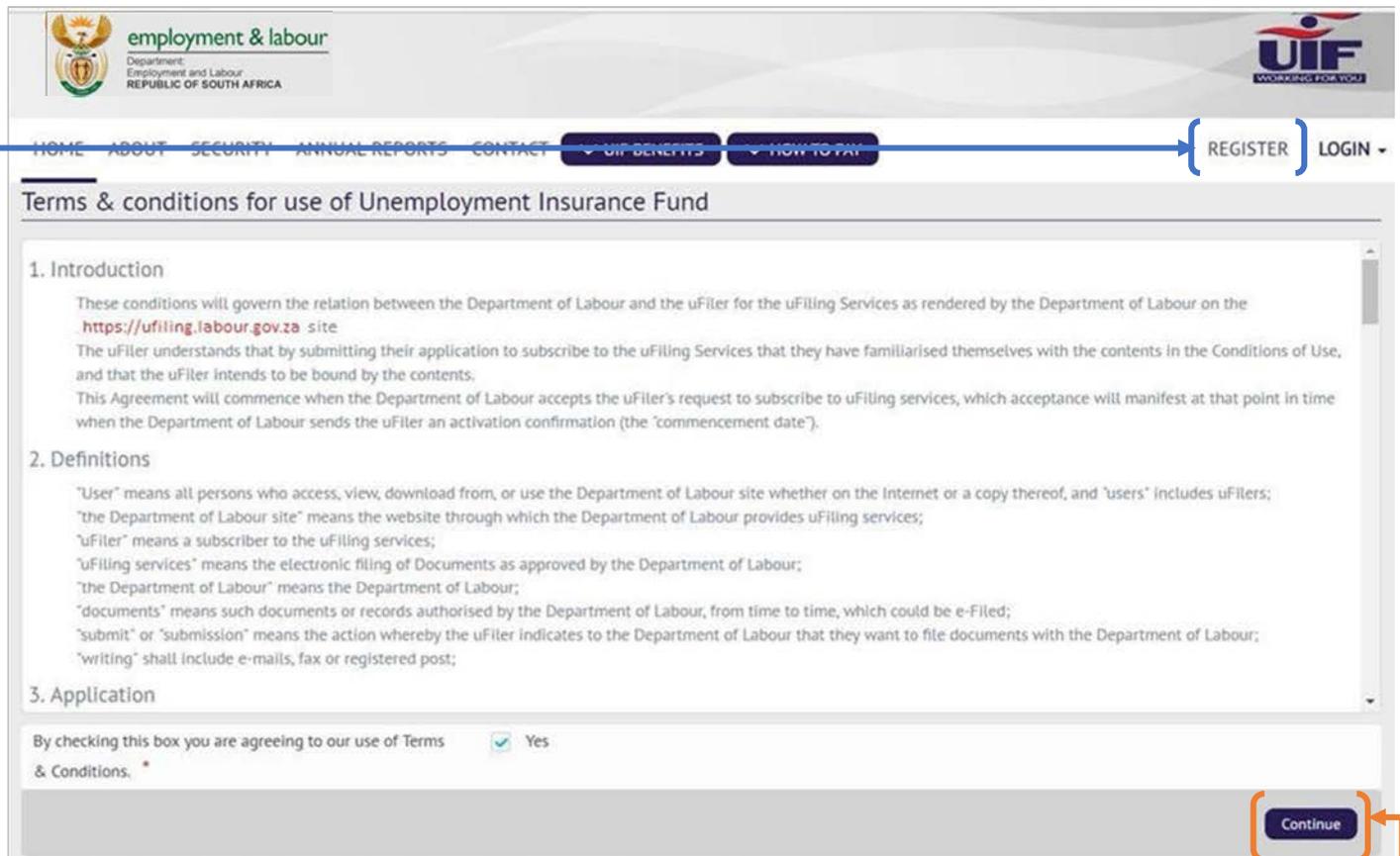
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Chapter 1: uFiling Registration Process

In order to use the uFiling website and services, you need to complete a registration process to obtain your own unique login name and password.

Step 1



The screenshot displays the UIF website's registration process. At the top, there is a navigation menu with links for HOME, ABOUT, SECURITY, ANNUAL REPORTS, CONTACT, UIF BENEFITS, and HOW TO PAY. The 'REGISTER' button is highlighted with a blue arrow. Below the navigation menu, the page title is 'Terms & conditions for use of Unemployment Insurance Fund'. The content is organized into three sections: 1. Introduction, 2. Definitions, and 3. Application. The 'Introduction' section explains that these conditions govern the relation between the Department of Labour and the uFiler. The 'Definitions' section lists terms such as 'User', 'Department of Labour site', 'uFiler', 'uFiling services', 'Department of Labour', 'documents', 'submit', and 'writing'. The 'Application' section includes a checkbox for agreeing to the terms and conditions, which is checked. A 'Continue' button is highlighted with an orange arrow.

Open a browser and go to <https://ufiling.labour.gov.za> to access the home page. Click on “REGISTER” in the top right-hand corner to review the terms and conditions for use of the Unemployment Insurance Fund portal. You need to accept the terms and conditions and then click on “Continue” to proceed.

Step 2

Register

Username *	<input type="text" value="Tester"/>		
Title *	<input type="text" value="Ms"/> ▼	Initials *	<input type="text" value="T"/>
Full Names *	<input type="text" value="Testing"/>	Surname *	<input type="text" value="Tester"/>
Type of ID *	<input type="text" value="South African ID"/> ▼	Identification Number *	<input type="text"/>
Registration Preferred Contact *	<input type="text" value="Email"/> ▼	e-Mail *	<input type="text"/>

 The information provided is not as per the Unemployment Insurance Fund records. NOTE: Failure to enter the correct information will lock the account for registration.

Complete all the required information and click on “**Register**”. This will send the captured data to the UIF for verification.

Step 3



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Dear MS [REDACTED],

Thank you for registering on U-Filing. Please note, you will require your U-Filing login name and temporary password to access your U-Filing account. Click on the U-Filing button below to activate your account:

{

U-Filing

}

Your U-Filing Username is: **TALITA**
 Your Temporary Password is: **P#pce3b3d81**

You are now able to securely manage your UIF accounts.
 Should you have any queries or require any assistance please contact our Call Centre on 012 337 1680 / 0800 843 843.

Best Regards,
 The U-Filing Team

When you receive the activation message via your preferred method of contact, click on the link provided to activate your account.

Step 4

Use the username and temporary password provided in the email or SMS to log in to your new uFiling account.



Your account has been registered.
 Please view the correspondence sent to you by your preferred means of contact.

[REGISTER](#) [LOGIN](#)

Login

[Forgot Username](#) [Forgot Password](#)

New here? [Register](#)

Step 5

Password Change Required

Please change your password before you can use the site.

Temporary Password *	<input type="text"/>	New Password *	<input style="border: 1px dashed gray;" type="text"/>
Confirm New Password *	<input style="border: 1px dashed gray;" type="text"/>	Password Hint *	<input style="border: 1px dashed gray;" type="text"/>

The password should have a length of at least 8 characters, contain upper and lower case alphabet characters, at least 1 number and at least 1 special character.

[Apply](#)

After your first login, the system will prompt you to change your password.

Step 6

In order to continue to use the system you are required to answer a few questions so that we know you are who you say you are.

i The next step will take you through this process.

[Continue](#) [Logout](#)

For security reasons, you will then have to complete a vetting process by confirming demographic information about yourself, which will be compared to the data available to the Department of Labour.

1 Physical Address
2 Postal Address
3 Email Address
4 Mobile Number
5 Employers

Physical address

Please select the correct option

Do you, or have you ever lived at one of the following physical addresses? *

DALEHAM ROAD ALAN MANOR MONDEOR

STAND ## SMITH BROOZE KAMEGEWANA WT WITBANK MPUMALANGA

CITRIEN STREET ENNERDALE EXT 5 ENNERDALE GAUTENG

SODWANA BAY LODGE SODWANA MBAZWANA KWAZULU NATAL

NONE OF THE ABOVE

[Next](#)

[Cancel](#)

If any of the questions are answered incorrectly, a message will appear to indicate that you failed the vetting process. Please contact uFiling Support through the **“UIF Services Support”**.



Vetting Failed

Some or all of the answers provided do not correspond with the information as provided to the UIF. The account could not be registered and has been suspended. Please submit the following required documentation to the e-mail address below:



[Logout](#)

Step 7

Please update your personal information before you can continue to use the system

Personal Information: - 530814

Update Your Personal Details

Title	<input type="text" value="MRS"/>	Initials	<input type="text" value="ML"/>
Full Names	<input type="text"/>	Surname	<input type="text"/>
Work Number	<input type="text"/>	Fax Number	<input type="text"/>
Mobile Number *	<input type="text"/>	Email *	Select One <input type="text"/>

Physical Address		Postal Address	
Same as physical <input type="radio"/> Yes <input checked="" type="radio"/> No			
Address line 1 *	<input type="text"/>	Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>	Address line 2	<input type="text"/>
Address line 3	<input type="text"/>	Address line 3	<input type="text"/>
Suburb	<input type="text"/>	Suburb *	<input type="text" value="MONDEOR"/>
City *	<input type="text" value="JOHANNESBURG"/>	City *	<input type="text" value="JOHANNESBURG"/>
Postal code *	<input type="text" value="2110"/>	Postal code *	<input type="text" value="2110"/>

[Update](#) [Logout](#)

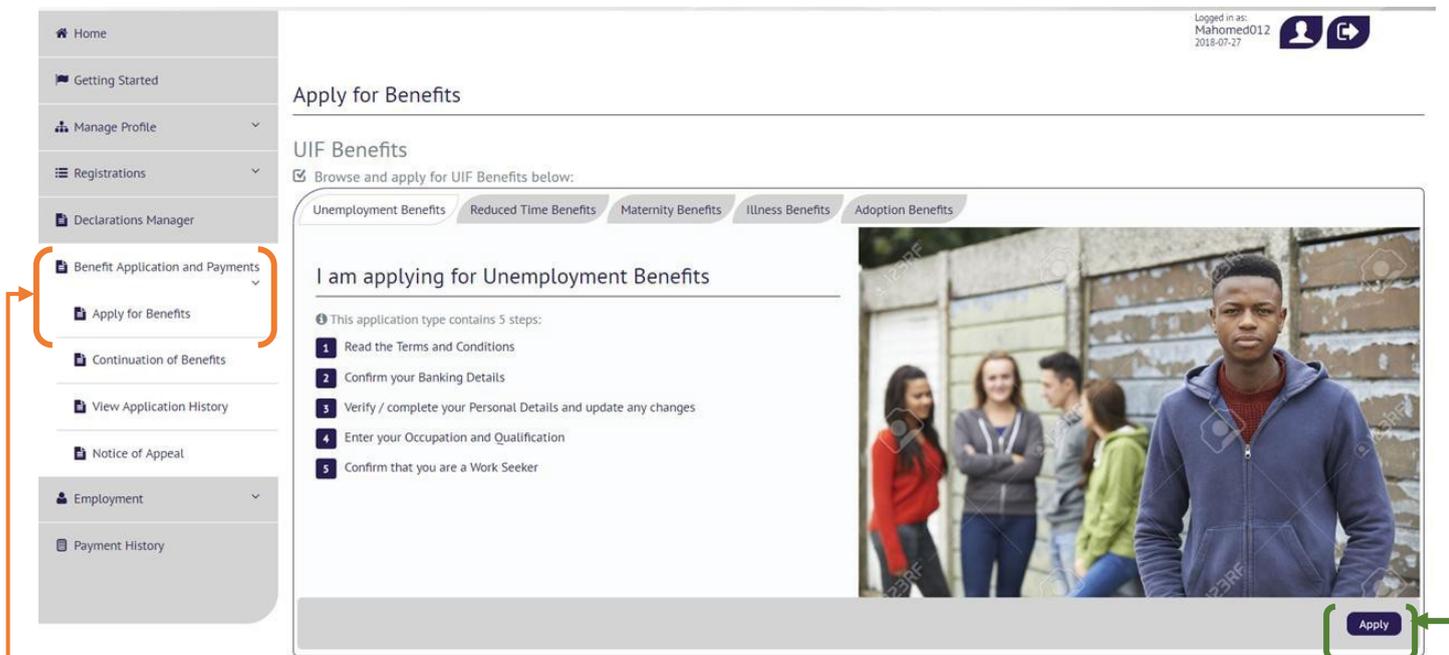
Once you successfully completed vetting, you will be directed to a page where you can update your personal details before you can proceed to the uFiling website.

Chapter 2: Benefit Application and Payments

Individuals can apply online for the following UIF benefits on the uFiling website:

- Unemployment Benefits
- Reduced Time Benefits
- Maternity Benefits
- Illness Benefits
- Adoption Benefits

Step 1



The screenshot displays the uFiling website interface. On the left, a navigation menu includes 'Home', 'Getting Started', 'Manage Profile', 'Registrations', 'Declarations Manager', 'Benefit Application and Payments', 'Apply for Benefits', 'Continuation of Benefits', 'View Application History', 'Notice of Appeal', 'Employment', and 'Payment History'. The 'Benefit Application and Payments' section is expanded, and 'Apply for Benefits' is highlighted. The main content area is titled 'Apply for Benefits' and shows 'UIF Benefits' with a checked box for 'Browse and apply for UIF Benefits below:'. Below this, there are tabs for 'Unemployment Benefits', 'Reduced Time Benefits', 'Maternity Benefits', 'Illness Benefits', and 'Adoption Benefits'. The 'Unemployment Benefits' tab is active, displaying the heading 'I am applying for Unemployment Benefits' and a 5-step process: 1. Read the Terms and Conditions, 2. Confirm your Banking Details, 3. Verify / complete your Personal Details and update any changes, 4. Enter your Occupation and Qualification, and 5. Confirm that you are a Work Seeker. An 'Apply' button is located in the bottom right corner of the main content area.

Click on **“Benefit Application and Payments”** on the left, and then click on **“Apply for Benefits”**.

Select which type of Benefit you want to apply for, and click on **“Apply”** in the bottom right corner.

Step 2

Application for Benefits

I am applying for Unemployment Benefits

1 Terms and Conditions 2 Banking Details 3 Personal Details 4 Occupation & Qualifications 5 Work Seeker Information

Terms and Conditions

IN THE EVENT OF MY APPLICATION BEING SUCCESSFUL, THE CLAIMS OFFICER WILL AUTHORISE THE PAYMENT OF BENEFITS. I ALSO UNDERTAKE TO INFORM THE CLAIMS OFFICER AS SOON AS I AM RE-EMPLOYED AND UNDERSTAND THAT FAILURE TO DO SO WILL CONSTITUTE FRAUD. IN THE EVENT OF AN OVER PAYMENT OCCURRING AS A RESULT OF THIS APPLICATION I UNDERTAKE THAT I WILL REFUND THE FULL AMOUNT TO THE FUND.

By checking this box you are agreeing to our use of Terms & Conditions. * Yes

> Next

You must **accept the terms and conditions** to proceed: check the tick box and click on **“Next”**.

Step 3

Application for Benefits

I am applying for Unemployment Benefits

1 Terms and Conditions 2 Banking Details 3 Personal Details 4 Occupation & Qualifications 5 Work Seeker Information

Banking Details

To change your banking details, download the UI2.8 Form from the Department of Labour Website: www.labour.gov.za. One portion of the UI2.8 Form must be completed by your bank and the other portion by you. E-mail the completed UI2.8 Form and your contact details to VOsupport@labour.gov.za

Account Holder	_____	Bank Name	ABSA
Bank Account Type	ChequeOrCurrent	Branch Name	COMMISSIONERSTRAAT*
Branch Code	_____	Bank Account Number	_____

Banking Details Incorrect?

< Back

> Next

Verify your bank details and click on **“Next”** to continue or click on **“Banking Details Incorrect?”**. Bank details may only be captured once on the uFiling system, to update new bank details, download the UI2.8 Form from the Department of Labour website (<https://www.labour.gov.za>).

One portion of the UI2.8 Form must be completed by your **bank** and the other portion by **you**. **Email** the completed **UI2.8 Form** and your contact details to VOsupport@labour.gov.za

Step 4

Application for Benefits

I am applying for Unemployment Benefits

1 Terms and Conditions 2 Banking Details 3 **Personal Details** 4 Occupation & Qualifications 5 Work Seeker Information

Personal Details

Update Your Personal Details

ID Number	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>	Mobile Number	<input type="text"/>
Work Number	<input type="text"/>	Fax Number	<input type="text"/>
e-Mail	<input type="text"/> @gmail.com		

Physical Address

Update your physical address

Address line 1	test
Address line 2	
Address line 3	
Postal code	2193
Suburb	PARKTOWN-WES
City	JOHANNESBURG

Postal Address

Update your postal address

Address line 1	test
Address line 2	
Address line 3	
Postal code	2193
Suburb	PARKTOWN-WES
City	JOHANNESBURG

Update personal details

Confirm or **update your personal details**, including physical and postal addresses and click on **“Next”**.

Step 5

Occupation and Qualifications

Update occupation and qualification

Occupation: *	<input type="text" value="Bricklayer"/>	Qualification: *	<input type="text" value="Grade 12"/>
I have returned to Work (Y/N): *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Employer Name: *	<input type="text"/>
		Employer Telephone Number: *	<input type="text"/>
		Date Started: *	<input type="text"/> 

< Back

> Next

Complete the information related to your occupation and qualifications, and click on **“Next”**.

Step 6

I am applying for Unemployment Benefits

- 1 Terms and Conditions
- 2 Banking Details
- 3 Personal Details
- 4 Occupation & Qualifications
- 5 Work Seeker Information**

Work Seeker Information

Update Your Work Seeker Information

Are You a Work Seeker? (Y/N): *	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Are You Capable and Available for Work? (Y/N): *	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Specify Reason * <input type="text"/>
Was The Reason for Termination, a Constructive Dismissal As Per The CCMA? (Y/N): *	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Specify Your CCMA Code *	<input type="text"/>		
			<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
<input type="button" value="Back"/>			

Application for benefits submitted successfully



Your Application for Benefits has been submitted to the Unemployment Insurance Fund.

Update your work seeker information and click on **“Submit”** when you are done to send your application to the UIF. You will receive a confirmation message if your application was successfully submitted.

Step 7

UIF Benefits

Browse and apply for UIF Benefits below:

Unemployment Benefits
Reduced Time Benefits
Maternity Benefits
Illness Benefits
Adoption Benefits

I am applying for Unemployment Benefits

ⓘ This application type contains 5 steps:

- 1 Read the Terms and Conditions
- 2 Confirm your Banking Details
- 3 Verify / complete your Personal Details and update any changes
- 4 Enter your Occupation and Qualification
- 5 Confirm that you are a Work Seeker



The processes to apply for other Benefit types are the same:

- Select the type of benefit you wish to apply for
- Confirm banking details
- Confirm personal details
- Complete occupation and qualification information
- Confirm employment status
- Submit application to the UIF

I am applying for Maternity Benefits

1 Terms and Conditions
2 Banking Details
2 Personal Details
4 Occupation & Qualifications
5 Employment Confirmation

Employment Confirmation

Confirm your Employment status

I have returned to Work: Yes No
(Y/N): *

Employer Name:

Employer Telephone Number:

Date Started:

Are You Still Employed Whilst on Maternity Leave? Yes No
(Y/N): *

2.1 Supporting Documents

Step 1

Your Application for Benefits has been submitted to the Unemployment Insurance Fund. The additional document/s to be completed will be emailed to you.

For any supporting documents that are required for the application, follow these steps:

Step 1: Download and complete the forms below.

Step 2: Navigate to the View Application History option.

Step 3: Select the Upload Document to upload the supporting document's that are required for the benefit.

✓ [Click here](#) to download Medical Certificate

✓ [Click here](#) to download Leave Income

Next

Quick Links

- > [uFiling Home](#)
- > [Department of Labour](#)

Login / Register

- > [Login](#)
- > [Register New](#)
- > [FAQs](#)

Contact

Call Centre Operational Hours
07:30 – 16:00
Weekdays (Monday - Friday)

Website Related Queries:

- [0800 030 007](#)
- [UIF Website Support](#)

Queries

Other Queries - Contact us on:

- [0800 030 007](#)
- [UIF Services Support](#)

<https://ufiling.labour.gov.za/docs/MedicalCertificate.pdf>

Once you have completed and submitted your Application for Benefits, you may be required to **supply supporting documentation**. Download the required documents or check your email for the required documents to be completed.

Step 2



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Logged in as:
2023-01-30



Application History

ID Number	Case Number	Process Name	Status	Modified Date	Action
6601055212087	50000004000	Application for Benefits	Sent to Assessor	2023-01-30 12:10	
6601055212087	50000004000	Application for Benefits	Awaiting Medical Certificate	2023-01-30 12:10	Upload Documents
6601055212087	50000004000	Application for Benefits	Completed application	2023-01-30 12:10	
6601055212087	50000004000	Application for Benefits	Submission from UFiling	2023-01-30 12:10	
6601055212087	50000004000	Application for Benefits	Received from Ufiling	2023-01-30 12:10	

[Quick Links](#)

[Login / Register](#)

[Contact](#)

[Queries](#)

Within your Application History, **Click on the Upload Documents button**

Step 3



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



Logged in as:

2023-01-30



Upload Required Document - Case Number: 50000004000

Upload Medical Certificate *

+ Choose

Submit Documents

Quick Links

Login / Register

Contact

Queries

Click on the **Choose** button and select your document to upload.

Step 4



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Employment and Labour
REPUBLIC OF SOUTH AFRICA



Logged in as:
tonybenoni
2023-01-30



Upload Required Document - Case Number: 50000004000

Upload Medical Certificate *

+ Choose

Your Uploaded Files

MEDICAL CERTIFICATE.pdf Remove

Submit Documents

Quick Links

Login / Register

Contact

Queries

Your uploaded file will be displayed. Click on the **Choose** button again to load more files.

Click on the **Submit Documents**

Step 5



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Employment and Labour
REPUBLIC OF SOUTH AFRICA



Loaded in as:
2023-01-30



Upload Required Document - Case Number: 50000004000

Claim document's submitted successfully



Your required documents for a claim has been submitted to the Unemployment Insurance Fund.

Finish

Quick Links

Login / Register

Contact

Queries

You have successfully submitted your supporting documents. Check your application status by selecting the Application History menu item on the left hand side of the screen.

Step 6

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
 - Apply for Benefits
 - Continuation of Benefits
 - View Application History
- Notice of Appeal

Application History

ID Number	Case Number	Process Name	Status	Modified Date
██████████	50000000767	Application for Benefits	Sent to Assessor	2018-07-27 14:28
██████████	50000000767	Application for Benefits	Completed application	2018-07-27 14:28
██████████	50000000767	Application for Benefits	Submission from UFiling	2018-07-27 14:28
██████████	50000000767	Application for Benefits	Received from UFiling	2018-07-27 14:28
██████████	50000000766	Application for Benefits	Assessment - Pend (Mark Final)	2018-07-27 14:25
██████████	50000000766	Application for Benefits	Sent to Assessor	2018-07-27 14:22
██████████	50000000766	Application for Benefits	Completed application	2018-07-27 14:22
██████████	50000000766	Application for Benefits	Submission from UFiling	2018-07-27 14:22
██████████	50000000766	Application for Benefits	Received from UFiling	2018-07-27 14:22
██████████	50000000760	Application for Benefits	Assessment - Pend (Mark Final)	2018-07-26 10:16

<< < 1 2 3 4 5 6 7 8 9 10 > >> 10

A full record of your application history is available on the uFiling website, click on “Benefit Application and Payments” on the left-hand side, and select “**View Application History**”.

2.2 Notice of Appeal

Step 1

Notice of Appeal

Notice of Appeal

Complete your Notice of Appeal

1 Notice 2 Personal Details 3 Decision Appealed Against

NOTICE OF APPEAL AGAINST A DECISION OF A CLAIMS OFFICER

A person entitled to benefits in terms of the Act may appeal against a decision of a claims officer relating to the payment or non-payment of benefits. The notice of appeal must be sent to : The Regional Appeals Committee c/o The Office of the Chief Director at the Department of Labour. Kindly note that the appeal must be lodged in writing within 90 days of receiving the refusal / suspension notice.

> Next

You can lodge a notice of appeal if your application for benefits was declined. Click on “**Benefit Application and Payments**” on the left-hand side and select “**Notice of Appeal**” and click on “**Next**”.

Step 2

Verify or update Personal details if needed.

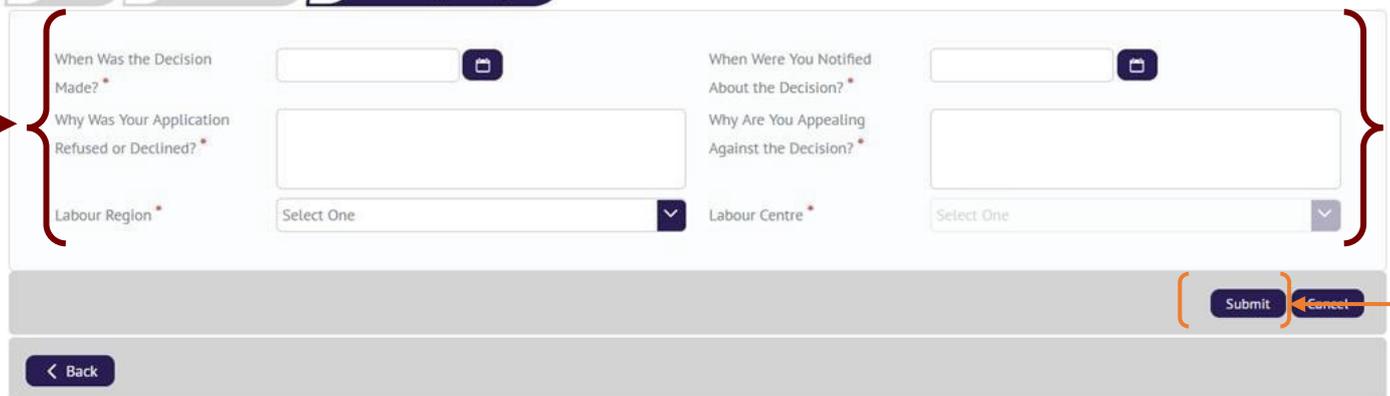
Step 3

Notice of Appeal

Notice of Appeal

Complete your Notice of Appeal

1 Notice 2 Personal Details 3 Decision Appealed Against



Complete required information related to the declined application.

Click on Submit to lodge your Notice of Appeal.

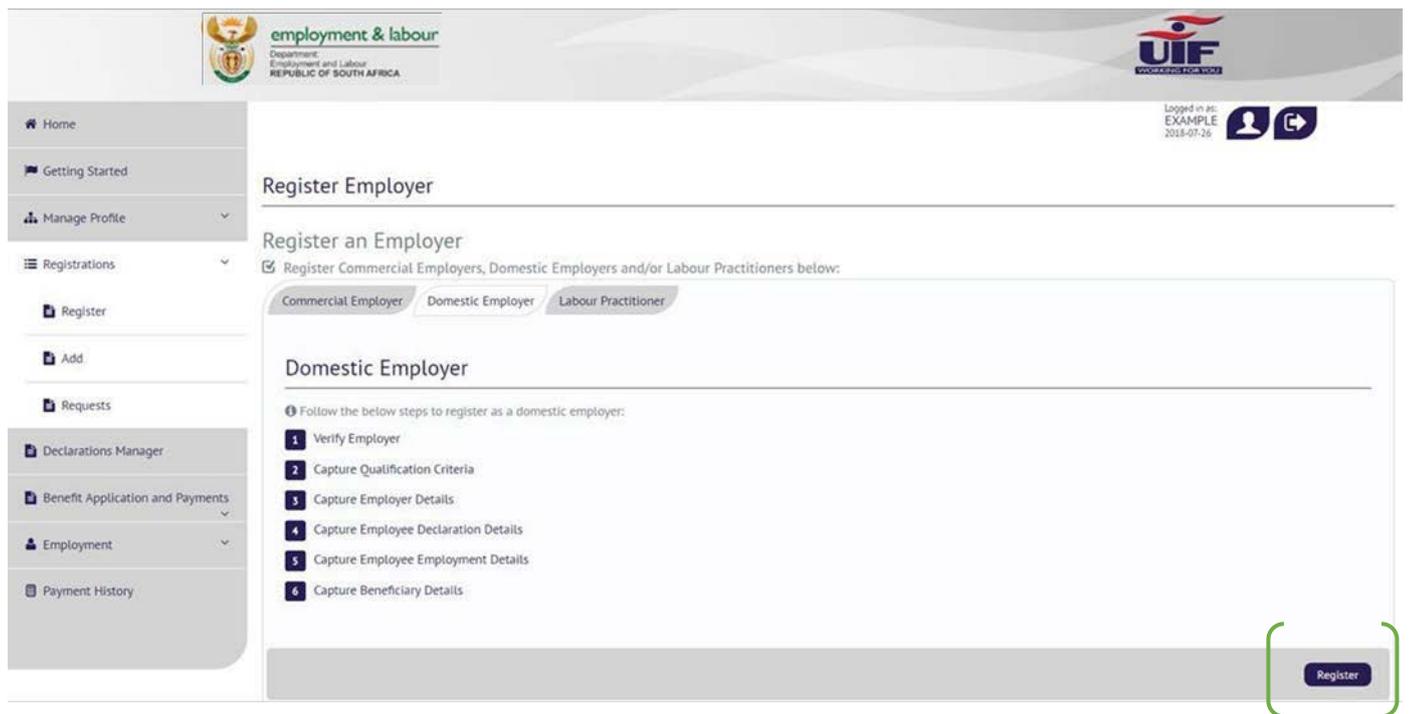
Chapter 3: Registrations

Users can register new Employers with the UIF on the new uFiling website or add existing UIF reference numbers or employers to your uFiling profile to submit and pay declarations. You can register as a domestic employer, a commercial employer or a labour practitioner with the UIF.

3.1 Register a new Employer

3.1.1 Domestic Employer

Step 1



The screenshot displays the uFiling web interface for registering an employer. The top header includes the Department of Employment and Labour logo and the UIF logo. A navigation sidebar on the left lists various functions, with 'Registrations' expanded to show 'Register'. The main content area is titled 'Register Employer' and 'Register an Employer'. It features three tabs: 'Commercial Employer', 'Domestic Employer', and 'Labour Practitioner'. The 'Domestic Employer' tab is selected, showing a list of six steps to follow: 1. Verify Employer, 2. Capture Qualification Criteria, 3. Capture Employer Details, 4. Capture Employee Declaration Details, 5. Capture Employee Employment Details, and 6. Capture Beneficiary Details. A 'Register' button is located at the bottom right of the content area, highlighted with a green box.

Select which type of Employer you want to register and uFiling will display the steps to follow to complete registration. In this example we selected a Domestic employer. Click on “**Register**” at the bottom on the right once you’ve made your selection.

Step 2

Register Employer

- 1 Verify Employer
- 2 Qualification Criteria
- 3 Employer Details
- 4 Employee Declaration
- 5 Employee Employment Details
- 6 Beneficiary Details

Register Domestic Employer

Please complete the required fields to continue.

Are you registering the domestic employer on your own behalf? Yes

[Next](#)

Cancel

The ID Number entered already has a UIF Reference number.

Cancel

Verify the domestic employer details that you wish to register. If you are not completing the registration for yourself, you need to be a registered Labour Practitioner. You will also be asked to complete a vetting process, verifying historical contact details below to complete the registration as Domestic Employer on behalf of another individual. The information you may need to verify includes:

- Physical Address
- Postal Address
- Email
- Mobile number

Register Employer

- 1 Verify Employer
- 2 Vetting Details
- 2.1 Physical Question
- 2.2 Postal Question
- 2.3 Email Question
- 2.4 Mobile Question
- 3 Qualification Criteria
- 4 Employer Details
- 5 Employee Declaration
- 6 Employee Employment Details
- 7 Beneficiary Details

Please note, during the domestic registration process you will be required to answer questions relating to the domestic employer being registered. Failure to provide the correct details may cause the registration to fail and would require a manual registration submission.

Identification Number *

[< Back](#)

[Next >](#)

Cancel

You can only register as a Domestic employer once with your ID number.

- 1 Verify Employer
- 2 **Qualification Criteria**
- 3 Employer Details
- 4 Employee Declaration
- 5 Employee Employment Details
- 6 Beneficiary Details

Qualification Criteria

Please complete the required fields to continue.

Are you an employer as per the Unemployment Insurance Act, No. 63 of 2001? (Y/N) * Yes No

Date of which first contributor (employee) was employed *

Number of contributors employed *

Qualification Criteria: confirm employer status by selecting the “Yes” radio button and complete the required information, then click “Next” to continue.

Step 3

- 1 Verify Employer
- 2 Qualification Criteria
- 3 **Employer Details**
- 4 Employee Declaration
- 5 Employee Employment Details
- 6 Beneficiary Details

Employer Contact Details

Work Number	<input type="text"/>	Home Number *	<input type="text"/>
Email *	<input type="text"/>	Mobile Number *	<input type="text"/>
Fax	<input type="text"/>	Language Preference *	English <input type="button" value="▼"/>
Province *	Gauteng South <input type="button" value="▼"/>	City *	Johannesburg <input type="button" value="▼"/>
Town *	Johannesburg <input type="button" value="▼"/>	Magisterial District *	Johannesburg <input type="button" value="▼"/>
Municipality *	City of Johannesburg <input type="button" value="▼"/>		

Physical Address

Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb	<input type="text"/>
City *	PIETERSBURG
Postal code *	0749

Postal Address

Same as physical	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Suburb *	POLOKWANE
City *	POLOKWANE

Complete personal and contact details for the new Employer.

Step 4

Register Employer

1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 **Employee Declaration** 5 Employee Employment Details 6 Beneficiary Details

Employee Type: Identity Number:

Retrieve

Add at least one employee as part of the registration process, starting with their identity number and then click on **“Retrieve”**. This will send a request for the information available for that ID number at the UIF and populate this on the next screen.

Step 5

1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 **Employee Declaration** 5 Employee Employment Details 6 Beneficiary Details

Employee Type: Identity Number:

Title: Initials:

First Name(s): Surname:

Date Of Birth:

< Back **> Next** **Cancel**

Confirm the name and date of birth for the employee, and click on **“Next”** to continue.

Step 6

- 1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 Employee Declaration 5 **Employee Employment Details** 6 Beneficiary Details

Employment Information

Employee: *	<input type="text"/>	Employer:	<input type="text"/>
Commencement date of Employment: *	<input type="text" value="2018/07/01"/>	Termination Date:	<input type="text"/>

Salary Information Period

From: 2018/07 Until: 2018/07

Is This Employee a UIF Contributor (Yes/No)? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Gross Salary Per Month: *	<input type="text" value="R5,000.00"/>
Hours Worked (Monthly): *	<input type="text" value="60"/>	UIF Contribution:	<input type="text" value="R100.00"/>
UIF Deductible Salary: *	<input type="text" value="R5,000.00"/>	Occupation: *	<input type="text" value="Domestic Worker"/>
Occupation: *	<input type="text" value="Domestic Worker"/>	Qualification: *	<input type="text" value="Grade 12"/>

Physical Address

Postal Address

Address line 1 *	<input type="text" value="test"/>	Same as physical	<input checked="" type="radio"/> Yes <input type="radio"/> No
Address line 2	<input type="text"/>	Address line 1	<input type="text" value="test"/>
Address line 3	<input type="text"/>	Address line 2	<input type="text"/>

Complete all required fields related to the individual's employment, including demographic details and salary information. Click on "Up" or on "Next" to continue to the last step.

Step 7

- 1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 Employee Declaration 5 Employee Employment Details 6 **Beneficiary Details**

First Name	Surname	ID Number	Action
No records found.			

Beneficiary Details

Full Names *	<input type="text"/>	Surname *	<input type="text"/>
ID Number *	<input type="text"/>	Mobile Number *	<input type="text"/>

- 1 Verify Employer 2 Qualification Criteria 3 Employer Details 4 Employee Declaration 5 Employee Employment Details 6 **Beneficiary Details**

First Name	Surname	ID Number	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add details of at least one beneficiary for your employee and click on "Add Beneficiary". Repeat this step to load more than one beneficiary, and then click on "Submit" to finalise the new Domestic Employer registration.

Step 8



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

Dear Mr [REDACTED],

Thank you for registering on U-Filing as an employer.

Your UIF Registration Number is: [REDACTED]

Should you have any queries or require any assistance please contact our UIF Call Centre on 012 337 1680 / 0800 843 843.

Best Regards,

The U-Filing Team

You will receive an email from the Department of Labour with the UI number for the new employer once the registration application was processed successfully.

Repeat this process for all new domestic employer registrations.

3.1.2 Commercial Employer

Step 1

To register a new Commercial Employer, select this option on the “**Registrations – Register**” page and click on “**Register**” to continue.

Step 2

Register Employer

- 1 Verify Employer
- 2 Ownership Details
- 3 Qualification Criteria
- 4 Organisation Details
- 5 Add Employee
- 6 Employee Employment Details
- 7 Beneficiary Details

Verify Employer

Please complete the required fields to continue.

Select Ownership type: In this example, Company is selected.

Select an “**Authorisation Type**” from the options listed for the ownership type you picked.

Step 3

- 1 Verify Employer
- 2 Ownership Details
- 3 Qualification Criteria
- 4 Organisation Details
- 5 Add Employee
- 6 Employee Employment Details
- 7 Beneficiary Details

Complete Ownership details and verify or complete address fields, then click “**Next**” to continue.

Step 4

- 1 Verify Employer
- 2 Ownership Details
- 3 **Qualification Criteria**
- 4 Organisation Details
- 5 Add Employee
- 6 Employee Employment Details
- 7 Beneficiary Details

Qualification Criteria

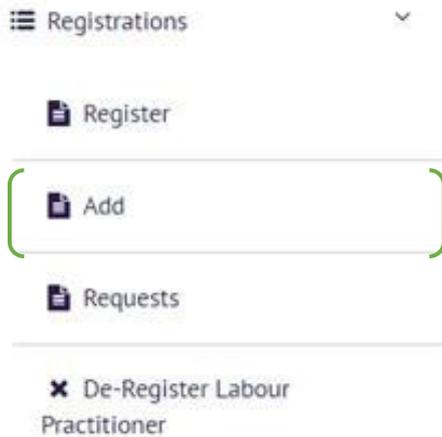
Please complete the required fields to continue.

Are you an employer as per the Unemployment Insurance Act, No. 63 of 2001? (Y/N) *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of which first contributor (employee) was employed *	2018/07/01 
Number of contributors employed *	1
Trading Name of Employer *	<input type="text"/>
Nature Of Business *	Personal Services, Hotels, Flats, etc 
PAYE Number	<input type="text"/>
Registered Name of Employer *	<input type="text"/>
Company Registration/CIPC Number *	<input type="text"/>

Qualification Criteria: Complete the required information and click on “**Next**” to continue.
Follow **Steps 4 – 9** to complete the rest of the registration process for a new **Commercial Employer**.

3.2 Add an existing Employer

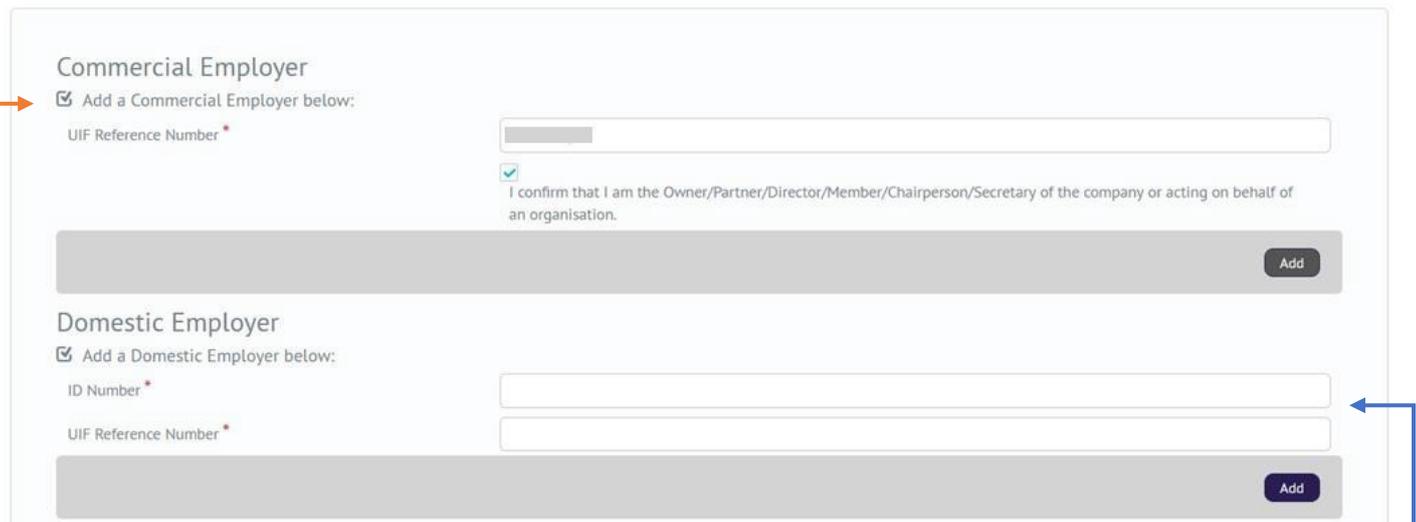
Step 1



Select “**Registrations**” on the right-hand menu pane and click on “**Add**”.

Step 2

Add Employer



The screenshot shows the 'Add Employer' form with two sections: 'Commercial Employer' and 'Domestic Employer'. The 'Commercial Employer' section has a checked checkbox 'Add a Commercial Employer below:', a text input field for 'UIF Reference Number', a checked checkbox for a confirmation statement, and an 'Add' button. The 'Domestic Employer' section has a checked checkbox 'Add a Domestic Employer below:', text input fields for 'ID Number' and 'UIF Reference Number', and an 'Add' button. An orange arrow points to the 'Commercial Employer' section, and a blue arrow points to the 'Domestic Employer' section.

Select “**Commercial Employer**” if applicable, and complete the UI reference number for the employer before clicking on the “**Add**” button;

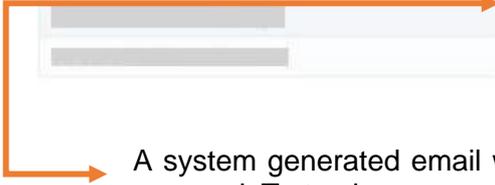
Or

Select “**Domestic Employer**”; complete the employer’s ID number and UI reference before clicking on the “**Add**” button.

Step 3

i An email has been sent to the Owner(s)/Director(s)/Member(s) of the organisation. You can check the status of these requests under Registrations - Requests.

Employer Name	Status	Recipient Email
[Redacted]	ACCEPTED	[Redacted]
[Redacted]	ACCEPTED	[Redacted]
[Redacted]	PENDING	[Redacted]



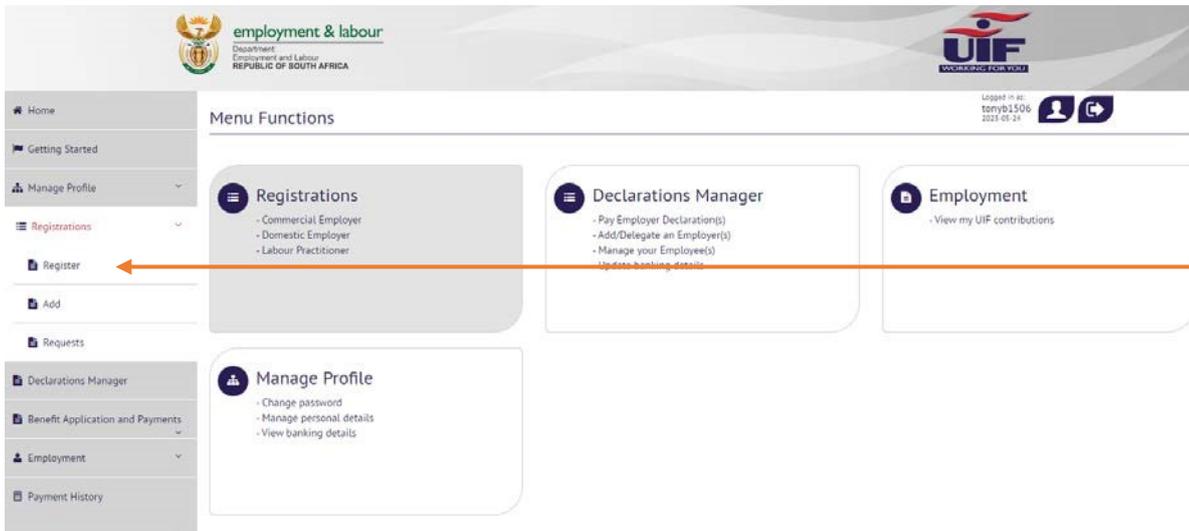
A system generated email will be sent to the Owner/ Director/ Member of the organisation for approval. To track progress, click on **“Registrations”** on the right and select **“Requests”**, this will display a list of all requests. The status next to a request will reflect as **“Pending”** until approved, when the status will update to **“Accepted”**.

Employer Name	Status	Recipient Email
[Redacted]	ACCEPTED	[Redacted]
[Redacted]	ACCEPTED	[Redacted]
[Redacted]	ACCEPTED	[Redacted]



3.3 Register as a Labour Practitioner

Step 1



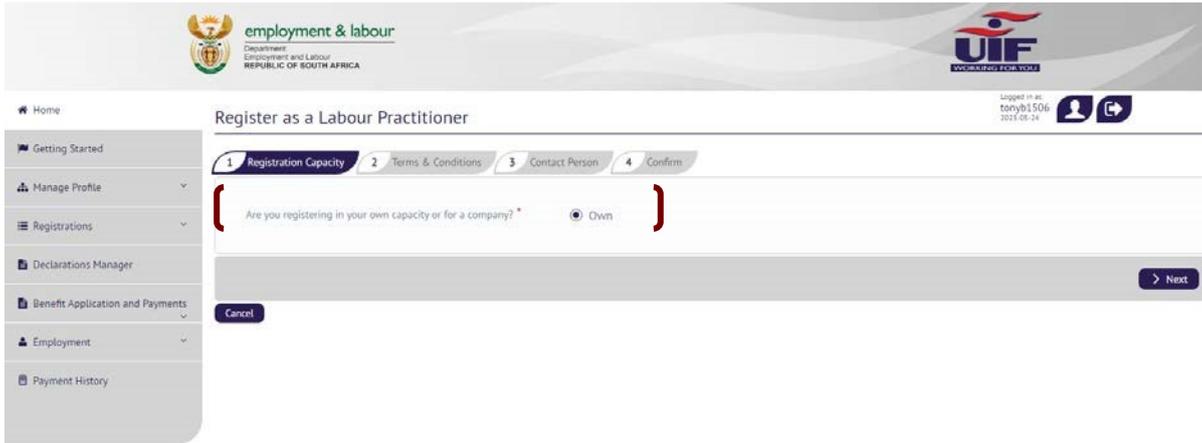
On the Home screen, select the Registrations block, or on the main menu on the left, select **Registrations >> Register**. ←

Step 2



Within the Register Employer page, select the Labour Practitioner Tab. Click **Register** after you have read the steps.

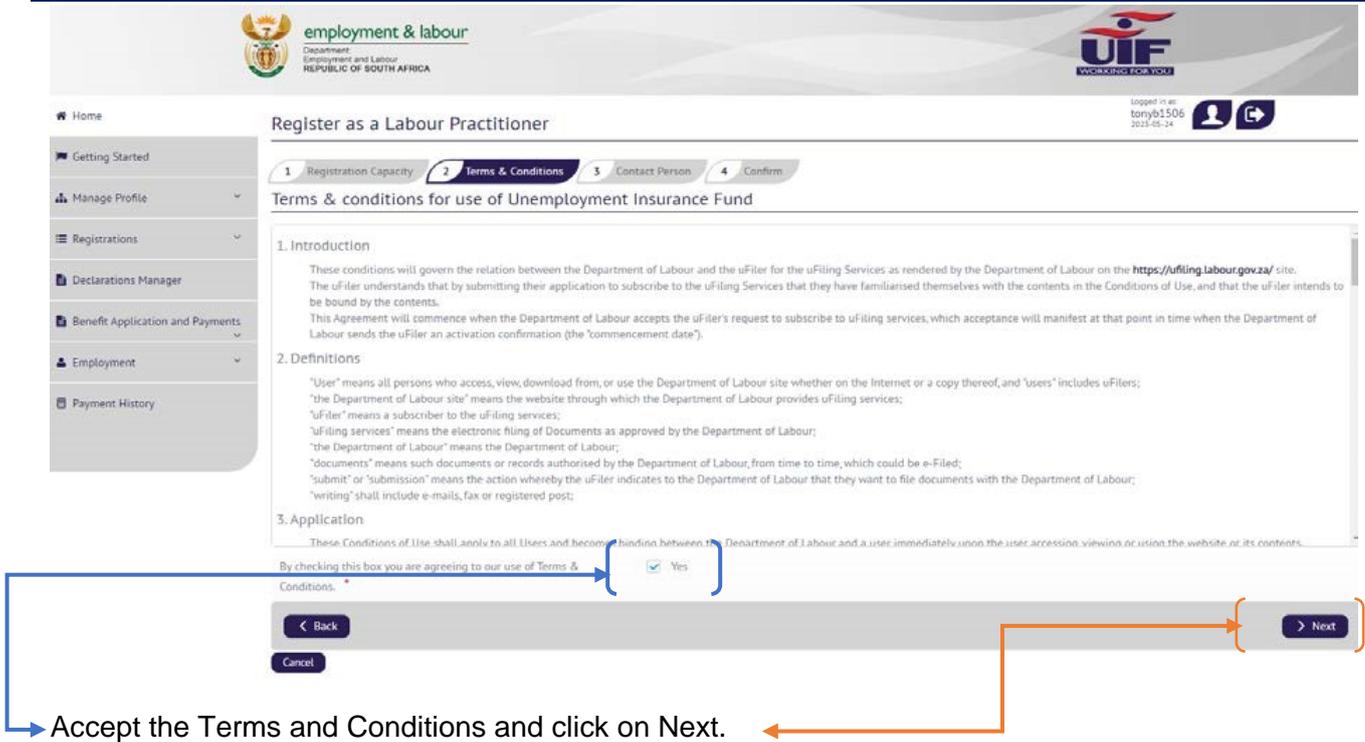
Step 3



The screenshot shows the 'Register as a Labour Practitioner' form. The header includes the Department of Labour logo and the UIF logo. The user is logged in as 'tonyb1506' on '2023-05-24'. The form has four steps: 1. Registration Capacity, 2. Terms & Conditions, 3. Contact Person, and 4. Confirm. The current step is 'Registration Capacity', which asks 'Are you registering in your own capacity or for a company?'. The 'Own' radio button is selected. There are 'Cancel' and 'Next' buttons at the bottom of the form.

If you are registering as a Labour Practitioner in your own capacity, click in the **OWN** Radio button. If you have selected it in error, click on the Cancel button below and select Labour Practitioner again to proceed.

Step 4



The screenshot shows the 'Terms & conditions for use of Unemployment Insurance Fund' page. The header is the same as in Step 3. The user is logged in as 'tonyb1506' on '2023-05-24'. The form has four steps: 1. Registration Capacity, 2. Terms & Conditions, 3. Contact Person, and 4. Confirm. The current step is 'Terms & Conditions', which displays the terms and conditions for use of the Unemployment Insurance Fund. The text includes an introduction, definitions, and application. At the bottom, there is a checkbox labeled 'By checking this box you are agreeing to our use of Terms & Conditions.' which is checked. There are 'Back', 'Cancel', and 'Next' buttons at the bottom of the form. A blue arrow points from the 'Next' button to the text 'Accept the Terms and Conditions and click on Next.' and another blue arrow points from the text to the 'Next' button.

Step 4

The screenshot shows the 'Register as a Labour Practitioner' interface at the 'Contact Person' step. The form is divided into two main sections: 'Personal Information' and 'Physical Address'. The 'Personal Information' section includes fields for Title (MR), Full Names, Work Number, Mobile Number, Initials (A), Surname, Fax Number, and Email (Work). The 'Physical Address' section includes fields for Address line 1, 2, 3, Suburb, City, and Postal code, with a 'Same as physical' checkbox set to 'Yes'. A 'Next' button is located at the bottom right of the form, with a red arrow pointing to it from the text below.

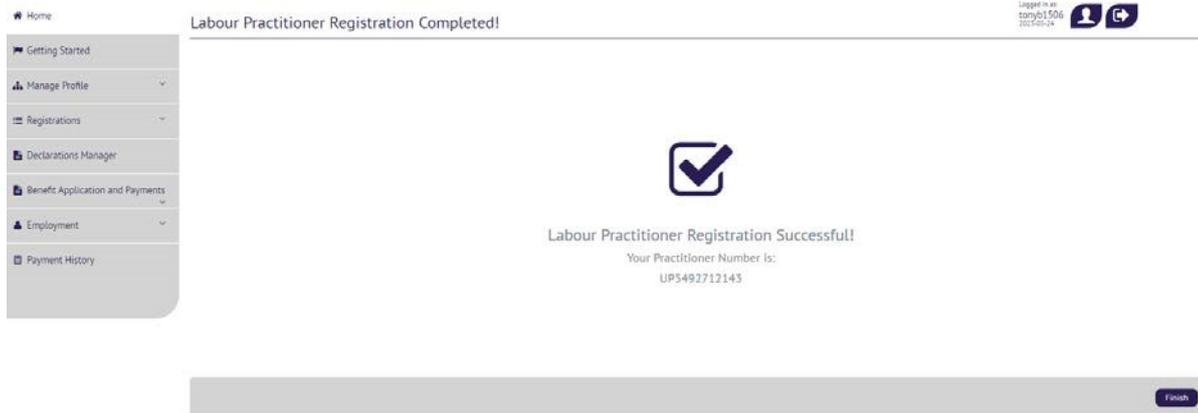
Update your details as the contact person and click **Next**.

Step 5

The screenshot shows the 'Register as a Labour Practitioner' interface at the 'Confirm' step. The form displays a message: "Please click the submit button to complete the registration." and a "Submit" button. A "Back" button is also visible. An orange arrow points to the "Submit" button from the text below.

Lastly, click on the **Submit** button to complete your registration as a Labour Practitioner.

Step 6



Labour Practitioner Registration Completed!

Labour Practitioner Registration Successful!
Your Practitioner Number is:
UP5492712143

Finish

Both the screen and email will confirm your registration.



Dear Mr [REDACTED],

Thank you for registering on uFiling as a practitioner.

Your uFiling Practitioner Number is: UP5492712143.

You are now able to securely manage your and your client UIF accounts.

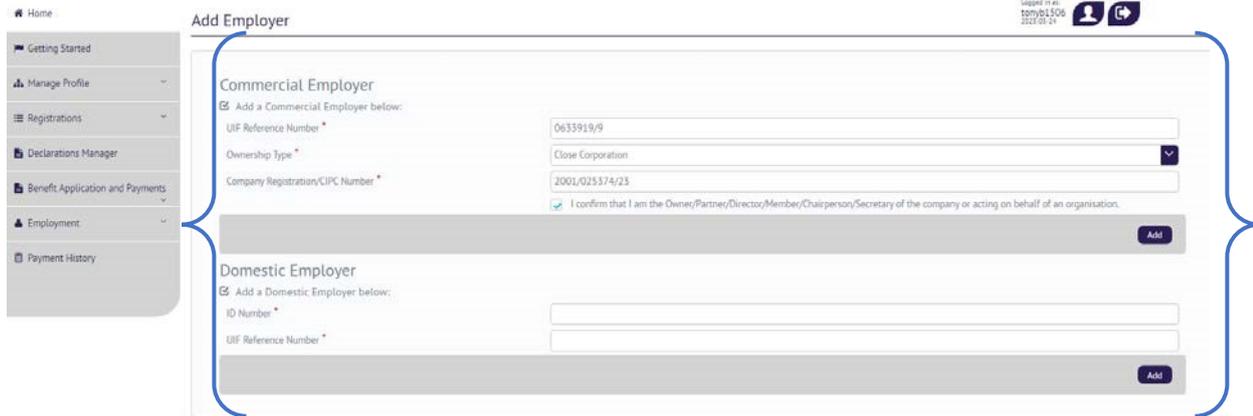
Best Regards,
The uFiling Team

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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Step 7



To add an employer, click on the **Registrations >> Add** menu item on the left. The Add Employer screen will allow you to add either a Commercial or a Domestic Employer.

Step 8

An email has been sent to the Owner(s)/Director(s)/Member(s) of the organisation. You can check the status of these requests under Registrations - Requests.



employment & labour
Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



Dear GERHARDUS PETRUS PRETORIUS,

A uFiling Practitioner, Mr A [REDACTED] has requested to access your uFiling or UIF account ([REDACTED] registration number: [REDACTED]) in order to transact against the account .

Use the buttons below to accept or decline this request:

Accept

Decline

Should you have any queries or require any assistance please contact our uFiling Call Centre on 0860-345-464 or 012-3371680 option 3.

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.

Once the employer details are captured, the **Employer will receive an email** requesting approval for the practitioner to register and submit declarations on the employer's behalf.

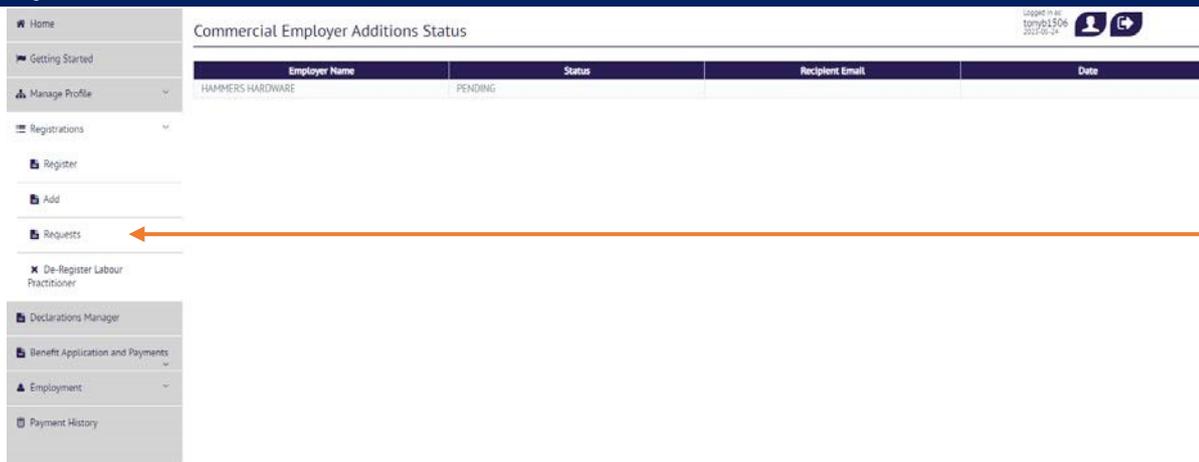
Step 9



 This request has been accepted.

Once the employer clicks on the “**Accept**” link on their email, the employer will be directed to the uFiling system with confirmation that the request has been approved.

Step 10

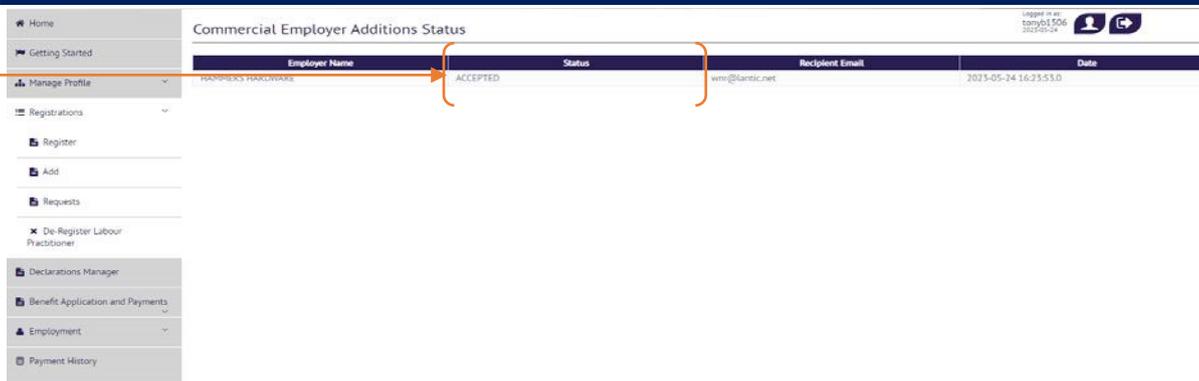


Commercial Employer Additions Status

Employer Name	Status	Recipient Email	Date
HAMMERS HARDWARE	PENDING		

As the practitioner, you can view your requests for employer additions to your profile by clicking on the **Registrations >> Requests** menu item on the left.

Step 10

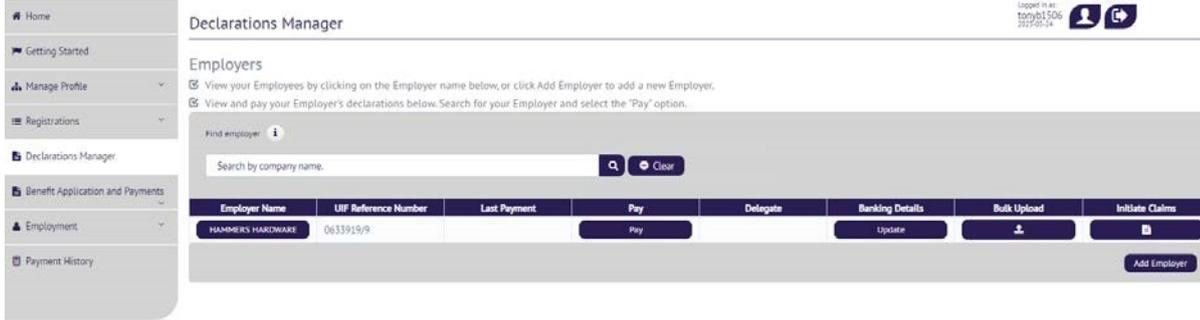


Commercial Employer Additions Status

Employer Name	Status	Recipient Email	Date
HAMMERS HARDWARE	ACCEPTED	www@lantic.net	2015-05-24 16:25:53.0

As soon as the employer accepted your request for addition, your employer addition status will change from **pending** to **accepted**.

Step 11



Home

Getting Started

Manage Profile

Registrations

Declarations Manager

Benefit Application and Payments

Employment

Payment History

Declarations Manager

Employers

View your Employers by clicking on the Employer name below, or click Add Employer to add a new Employer.

View and pay your Employer's declarations below. Search for your Employer and select the "Pay" option.

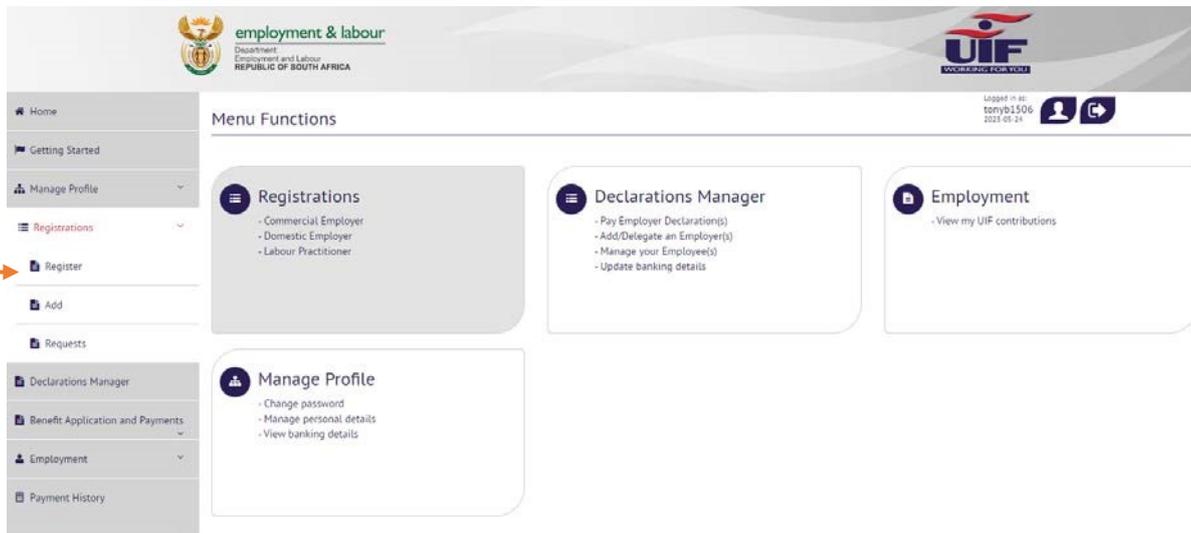
Find employer:

Employer Name	UIF Reference Number	Last Payment	Pay	Delegate	Banking Details	Bulk Upload	Initiate Claims
HAMMER'S HARDWARE	0633919/9		<input type="button" value="Pay"/>		<input type="button" value="Update"/>	<input type="button" value="Bulk Upload"/>	<input type="button" value="Initiate Claims"/>

You can go to Declarations Manager and submit declarations on behalf of the employer.

3.4 Register as a Sole Proprietor

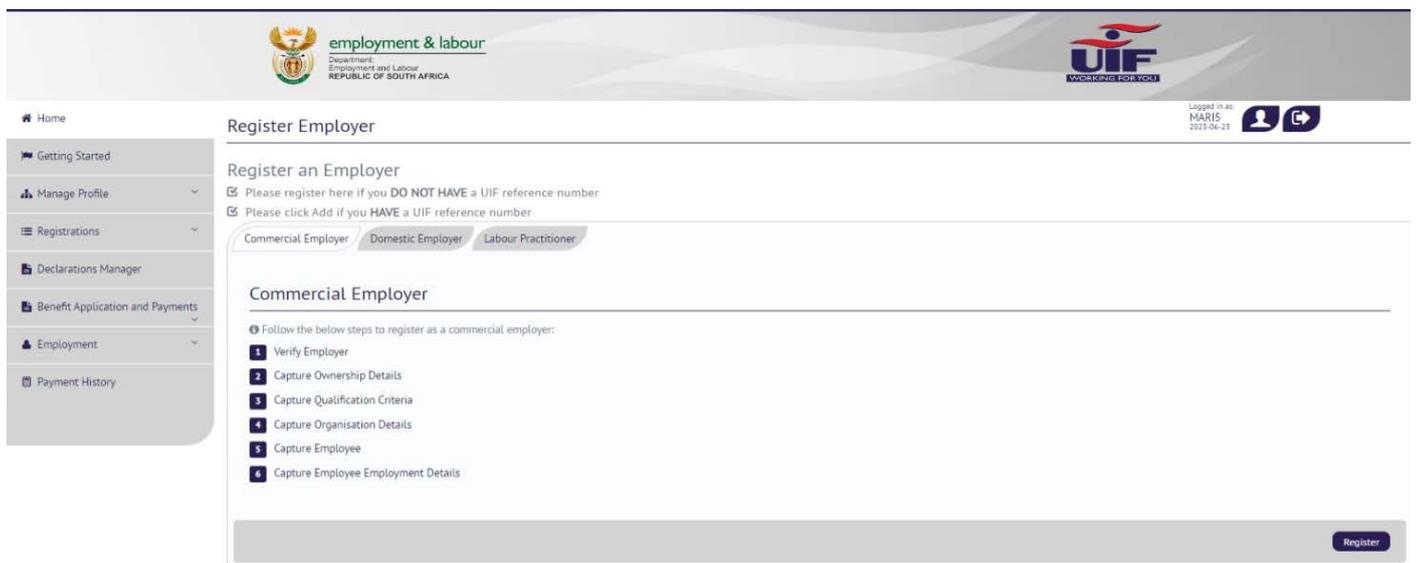
Step 1



The screenshot shows the UIF uFiling Home screen. The 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 (selected), Add, Requests, Declarations Manager, Benefit Application and Payments, Employment, and Payment History. The main content area is titled 'Menu Functions' and contains three blocks: 'Registrations' (with sub-options: Commercial Employer, Domestic Employer, Labour Practitioner), 'Declarations Manager' (with sub-options: Pay Employer Declaration(s), Add/Delegate an Employer(s), Manage your Employee(s), Update banking details), and 'Employment' (with sub-option: View my UIF contributions). A 'Manage Profile' block is also visible with sub-options: Change password, Manage personal details, View banking details. An orange arrow points from the 'Registrations' block in the main content to the 'Registrations' option in the left-hand menu.

On the Home screen, select the Registrations block, or on the main menu on the left, select **Registrations >> Register**.

Step 2



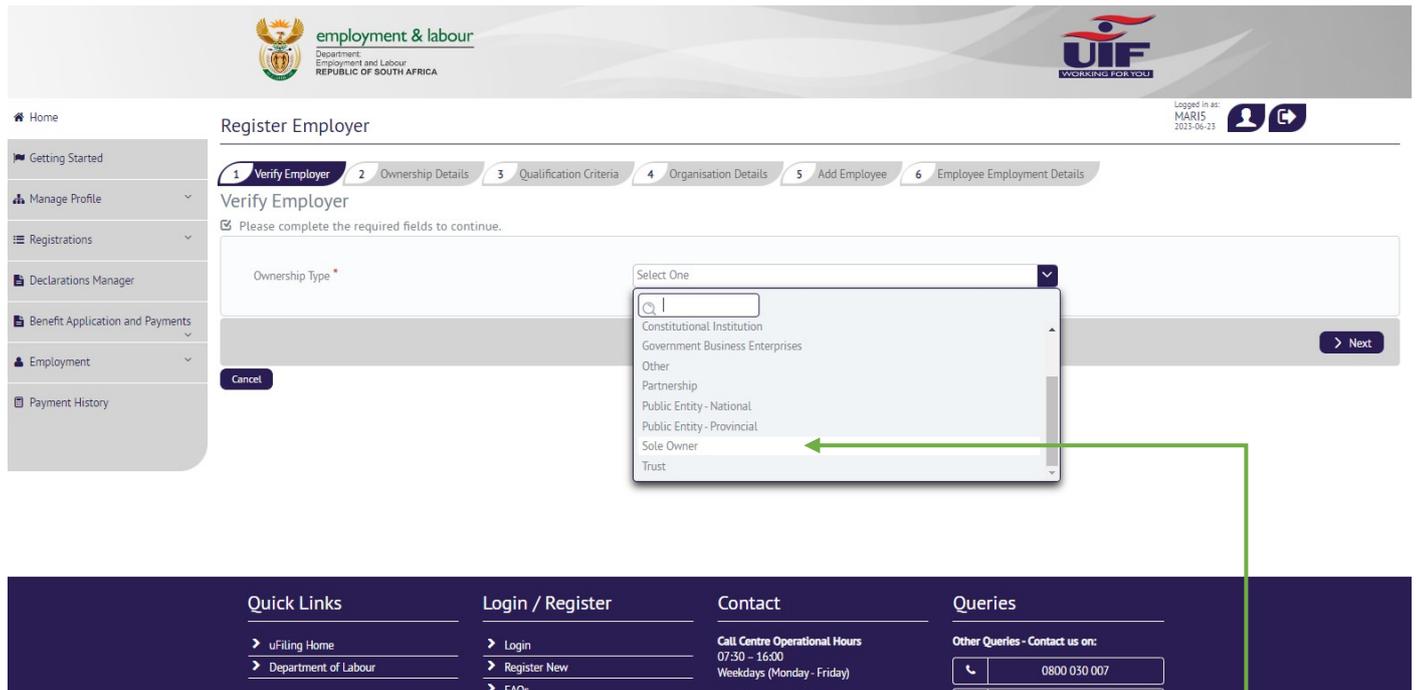
The screenshot shows the 'Register Employer' page. The header includes the Department of Employment and Labour logo and the UIF logo. A navigation menu on the left lists: Home, Getting Started, Manage Profile, Registrations (selected), Declarations Manager, Benefit Application and Payments, Employment, and Payment History. The main content area is titled 'Register Employer' and contains a sub-header 'Register an Employer'. Below this are two checkboxes: 'Please register here if you DO NOT HAVE a UIF reference number' and 'Please click Add if you HAVE a UIF reference number'. Below these are three tabs: 'Commercial Employer' (selected), 'Domestic Employer', and 'Labour Practitioner'. Under the 'Commercial Employer' tab, there is a list of six steps to follow: 1. Verify Employer, 2. Capture Ownership Details, 3. Capture Qualification Criteria, 4. Capture Organisation Details, 5. Capture Employee, and 6. Capture Employee Employment Details. A 'Register' button is located at the bottom right of the main content area.



The screenshot shows the footer section of the UIF uFiling system. It contains four columns: 'Quick Links' with links to uFiling Home and Department of Labour; 'Login / Register' with links to Login, Register New, and FAQs; 'Contact' with Call Centre Operational Hours (07:30 - 16:00, Weekdays) and Website Related Queries (0800 030 007, UIF Website Support); and 'Queries' with Other Queries - Contact us on: 0800 030 007 and UIF Services Support.

Select **“Commercial Employer”** as your Registration Type.

Step 3



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Department of Employment and Labour
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UIF
WORKING FOR YOU

Home

Register Employer

Logged in as: MARIS 2023-06-23

1 Verify Employer 2 Ownership Details 3 Qualification Criteria 4 Organisation Details 5 Add Employee 6 Employee Employment Details

Verify Employer

Please complete the required fields to continue.

Ownership Type *

Select One

- Constitutional Institution
- Government Business Enterprises
- Other
- Partnership
- Public Entity - National
- Public Entity - Provincial
- Sole Owner
- Trust

Next

Quick Links

- uFiling Home
- Department of Labour

Login / Register

- Login
- Register New
- FAQs

Contact

Call Centre Operational Hours
07:30 – 16:00
Weekdays (Monday - Friday)

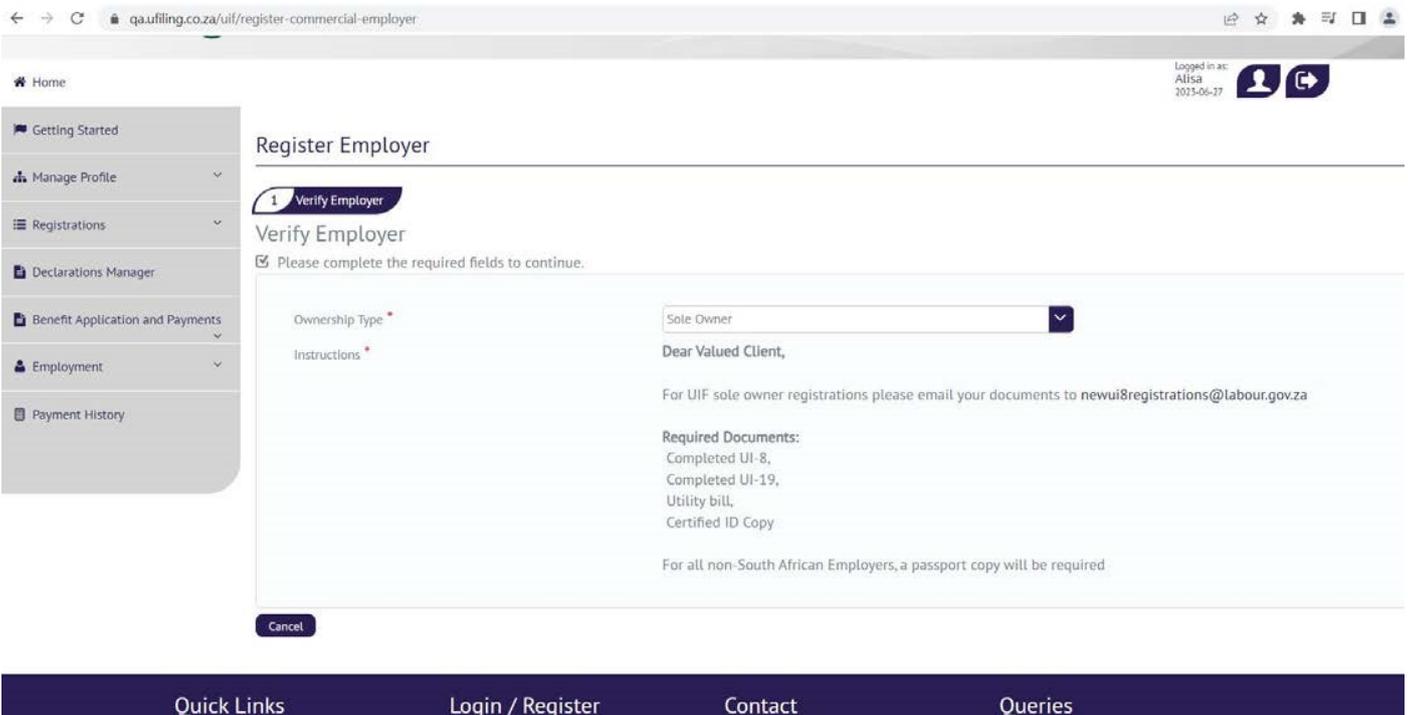
Queries

Other Queries - Contact us on:

0800 030 007

From the “Ownership Type” menu item, select “Sole Owner”

Step 4



qa.ufiling.co.za/ufil/register-commercial-employer

Home

Register Employer

Logged in as: Alisa 2023-06-27

1 Verify Employer

Verify Employer

Please complete the required fields to continue.

Ownership Type *

Sole Owner

Instructions *

Dear Valued Client,

For UIF sole owner registrations please email your documents to newui8registrations@labour.gov.za

Required Documents:

- Completed UI- 8,
- Completed UI-19,
- Utility bill,
- Certified ID Copy

For all non-South African Employers, a passport copy will be required

Cancel

Quick Links

- uFiling Home
- Department of Labour

Login / Register

- Login
- Register New
- FAQs

Contact

Call Centre Operational Hours
07:30 – 16:00
Weekdays (Monday - Friday)

Queries

Other Queries - Contact us on:

0800 030 007

The message on the screen will confirm that you need to submit your sole owner documents to newui8registrations@labour.gov.za

Chapter 4: Declarations Manager (Manage Employees and Declarations)



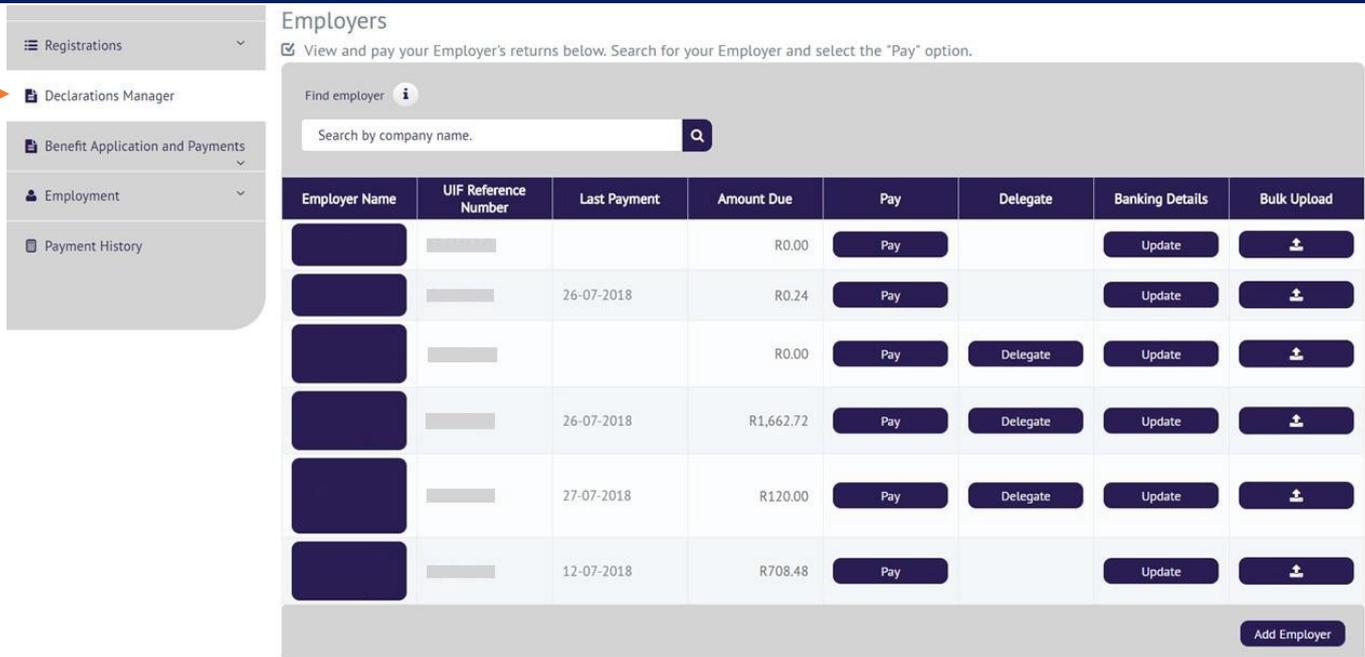
Through uFiling, Employers (Commercial and Domestic), Agents or Tax Practitioners can easily declare and pay UIF contributions online, view all previous declarations and contributions made, and receive notifications about future declarations.

Simply capture or update employer and employee details when needed, including salary and employment details, uFiling will automatically prepare and populate your monthly declarations for review before you submit.

Please note: All information populated on the UI declarations are retrieved from the information you captured for employer and/or employee(s). Declarations can't be modified or edited, you need to update or correct employer or employee details which will update the declaration in turn.

4.1 Manage Employees and Historical Declarations

Step 1



Employers
 View and pay your Employer's returns below. Search for your Employer and select the "Pay" option.

Find employer ⓘ
 Search by company name.

Employer Name	UIF Reference Number	Last Payment	Amount Due	Pay	Delegate	Banking Details	Bulk Upload
[Redacted]	[Redacted]		R0.00	<input type="button" value="Pay"/>		<input type="button" value="Update"/>	<input type="button" value="Upload"/>
[Redacted]	[Redacted]	26-07-2018	R0.24	<input type="button" value="Pay"/>		<input type="button" value="Update"/>	<input type="button" value="Upload"/>
[Redacted]	[Redacted]		R0.00	<input type="button" value="Pay"/>	<input type="button" value="Delegate"/>	<input type="button" value="Update"/>	<input type="button" value="Upload"/>
[Redacted]	[Redacted]	26-07-2018	R1,662.72	<input type="button" value="Pay"/>	<input type="button" value="Delegate"/>	<input type="button" value="Update"/>	<input type="button" value="Upload"/>
[Redacted]	[Redacted]	27-07-2018	R120.00	<input type="button" value="Pay"/>	<input type="button" value="Delegate"/>	<input type="button" value="Update"/>	<input type="button" value="Upload"/>
[Redacted]	[Redacted]	12-07-2018	R708.48	<input type="button" value="Pay"/>		<input type="button" value="Update"/>	<input type="button" value="Upload"/>

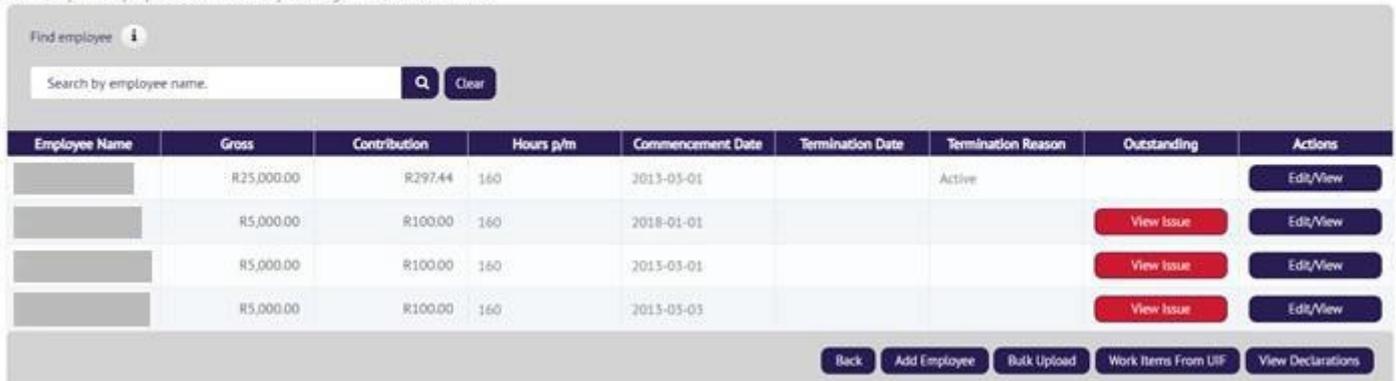
Click on **"Declarations Manager"** on the right, this will display a list of the Employers linked to your uFiling profile.

Step 2

Employment Summary

Logged in as: NGUBOQA1
2019-04-02

View and add your employees declarations on this page. Search for your employee and then select the 'Edit/View' option.
 View your employees declarations by clicking on View Declarations.



Find employee ⓘ
 Search by employee name.

Employee Name	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Outstanding	Actions
[Redacted]	R25,000.00	R297.44	160	2013-05-01		Active		<input type="button" value="Edit/View"/>
[Redacted]	R5,000.00	R100.00	160	2018-01-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[Redacted]	R5,000.00	R100.00	160	2013-03-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[Redacted]	R5,000.00	R100.00	160	2013-05-03			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>

To view or retrieve active employees for an existing employer, click on the name of that employer on the left. This will display the Employment Summary for that employer, including an employee list and declaration summary.

Step 2

Declarations Manager

Logged in as:
NGUBOOA1
2019-04-02




View Employee Status & History

Employee: Employer:

Commencement Date: Current Employment Status:

Period Start	Period Till	Hours	Gross	UIF Deductible Amount	Contribution Amount	Non Contribution Reason	Actions
201303	201402	160	R25,000.00	R25,000.00	R297.44		 

[Back](#)
[Add Employment Info](#)

To manage or update employee information, scroll through the employee list or use the search function to find the relevant employee record. Click on the 'Edit/View' button on the right to view the employment status and history for that individual.

- Click on the pencil icon on the right to edit employment and salary information
- Click on the trashcan icon to delete the selected employment information
- Click on Add employment Info if it was not captured previously
- Click on the Back button at the bottom to return to the employee list for the employer

Step 3



To capture new employees, click on **"Add Employee"** below the employee list on the Employment Summary page and follow the remaining steps detailed in Chapter 4.2

Step 4

Employment Summary

Logged in as: NGUBDQA1
2019-04-12

- View and add your employees declarations on this page. Search for your employee and then select the 'Edit/View' option.
- View your employees declarations by clicking on View Declarations.

Find employee 

Search by employee name.

Employee Name	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Outstanding	Actions
	R25,000.00	R297.44	160	2013-05-01		Active		<input type="button" value="Edit/View"/>
	R5,000.00	R100.00	160	2018-01-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
	R5,000.00	R100.00	160	2013-03-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
	R5,000.00	R100.00	160	2013-05-03			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>

Existing users may need to complete a few additional steps to retrieve historical declaration data before processing current declarations on the new uFiling website. Click on **“Declarations Manager”** on the left and click on the relevant Employer to open the Employment Summary. Click on **“View Declarations”** below the table on the right.

Tip: Click on “View Issue” for a summary of possible issues with declarations. Click on View/Edit to rectify the relevant declaration(s)

Outstanding Declarations (Click on Edit/View to rectify the below) ×

Declarations not filed for the following periods: 201703, 201704, 201705, 201706, 201707, 201708, 201709, 201710, 201711, 201712, 201801, 201802, 201803, 201804, 201805, 201806, 201807, 201808, 201809, 201810, 201811, 201812, 201901, 201902.

-  **Quick Tips:**
- Click Edit/View to add a new Declaration.
 - Click View Declaration to show a graphical view of your consolidated Employees status.
 - Click View Issue to View outstanding declarations

Step 5

Logged in as:  
2019-04-03

View Employer Declarations :

- The details displayed in the grid may be out of date. Please 'click' on the Calculate Declarations button in order to display the latest status.
- If no results are displayed immediately, click on Calculate Declarations again.

[Back](#) [Calculate Declarations](#)

Click on **“Calculate Declarations”** to view a grid displaying a five-year history of prior declarations.

Logged in as:  
2019-04-03

View Employer Declarations :

- The details displayed in the grid may be out of date. Please 'click' on the Calculate Declarations button in order to display the latest status.
- If no results are displayed immediately, click on Calculate Declarations again.

[Back](#) [Calculate Declarations](#)

Period From: 201403 Period To: 202002

Year	March	April	May	June	July	August	September	October	November	December	January	February
2014	View											
2015	View											
2016	View											
2017	View											
2018	View											
2019	View	View										

[Declaration Submitted](#)

[Declaration Allowed](#)

[Declaration Issues](#)

If no results are displayed immediately, click on **“Calculate Declarations”** again.

Step 6

View Employer Declarations :

Logged in as:

The details displayed in the grid may be out of date. Please 'click' on the Calculate Declarations button in order to display the latest status. Change If no results are displayed immediately, click on calculations again.

Period From: 201403 Period To: 202002												
Year	March	April	May	June	July	August	September	October	November	December	January	February
2014		<input type="button" value="View"/>										
2015	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2016	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2017	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2018	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2019	<input type="button" value="View"/>	<input type="button" value="View"/>										

Return Values

Gross Remuneration:

UIF Salary:

UIF Amount:

Number of Employees:

Payment Status:

Period:

Quick Links
Login / Register
Queries

On the Employer Declaration screen, select the month displayed in red on the grid (click on View), and click on Open Declaration

Step 7

View Employer Declarations :

Logged in as:

The details displayed in the grid may be out of date. Please 'click' on the Calculate Declarations button in order to display the latest status. Change If no results are displayed immediately, click on calculations again.

Period From: 201403 Period To: 202002												
Year	March	April	May	June	July	August	September	October	November	December	January	February
2014		<input type="button" value="View"/>										
2015	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2016	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2017	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2018	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>									
2019	<input type="button" value="View"/>	<input type="button" value="View"/>										

Return Values

Gross Remuneration:

UIF Salary:

UIF Amount:

Number of Employees:

Payment Status:

Period:

Quick Links
Login / Register
Queries

Repeat Steps 5 and 6 and select the same period as before, the Declaration values should now be populated for the user to review.

4.2 Manage Declarations

Step 1

- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

Employers

View and pay your Employer's returns below. Search for your Employer and select the "Pay" option.

Find employer i

Employer Name	UIF Reference Number	Last Payment	Amount Due	Pay	Delegate	Banking Details	Bulk Upload
[Redacted]	[Redacted]		R0.00	Pay		Update	Bulk Upload
[Redacted]	[Redacted]	26-07-2018	R0.24	Pay		Update	Bulk Upload
[Redacted]	[Redacted]		R0.00	Pay	Delegate	Update	Bulk Upload
[Redacted]	[Redacted]	26-07-2018	R1,662.72	Pay	Delegate	Update	Bulk Upload
[Redacted]	[Redacted]	27-07-2018	R120.00	Pay	Delegate	Update	Bulk Upload
[Redacted]	[Redacted]	12-07-2018	R708.48	Pay		Update	Bulk Upload

[Add Employer](#)

Click on “**Declarations Manager**” on the right, this will display a list of the Employers linked to your uFiling profile.

Step 2

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

Employment Summary

View and add your employees declarations on this page. Search for your employee and then select the 'Edit/View' option.

Find employee i

Employee Name	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Outstanding	Actions
[Redacted]	R150,000.00	R354.24	160	2018-01-01		Active	View Issue	Edit/View
[Redacted]	R25,000.00	R354.24	160	2018-01-01		Active	View Issue	Edit/View

[Back](#)
[Add Declaration](#)
[Return History](#)
[Designation Of Authority](#)
[Bulk Upload](#)
[Work Items From UIF](#)
[View Returns](#)

To view details for a specific employer, click on the name of that employer on the left. This will display the employee and declaration summary. On new Domestic Employer profiles, it may be necessary to add one employee before you can view, submit, pay or amend a declaration.

Step 3

Add Employee

Employee Type: *	Individual with an identity num	Identity Number: *	<input type="text"/>
Title: *	Ms	Initials:	<input type="text"/>
First Name(s):	<input type="text"/>	Surname:	<input type="text"/>
Date Of Birth:	<input type="text"/>		

Add full names and ID number for an employee and click on **“Next”**.

Step 3

Declarations Manager

Employment Information

Employee: *	<input type="text"/>	Employer:	<input type="text"/>
Commencement date of Employment: *	<input type="text"/>	Termination Date:	<input type="text"/>

Salary Information Period

Is This Employee a UIF Contributor (Yes/No)? *	<input type="text"/>	Gross Salary Per Month: *	R0.00
Hours Worked (Monthly): *	<input type="text"/>	UIF Contribution:	<input type="text"/>
UIF Deductible Salary: *	<input type="text"/>	Occupation: *	Select One
Occupation: *	Select One	Qualification: *	Select One

Capture employment and salary information and click on **“Next”**.

Step 4

Beneficiary Details

First Name	Surname	ID Number	Action
			Delete
			Add New

Physical Address

Address line 1 *

Address line 2

Address line 3

Suburb

City *

Postal code *

Postal Address

Same as physical Yes No

Address line 1

Address line 2

Address line 3

Suburb

City

Postal code

Back Save

→ You must add at least one beneficiary for each employee. Click on **“Add New”** to capture more.

→ Capture or update demographics, including physical and postal addresses for the employee and click on **“Save”** to add the employee details for the employer.

Step 4

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

Employer Declarations Save Successful!



Employer Declarations Completed.
Declarations Saved Successfully.

A confirmation message will display when the employee record and declaration is saved.

Step 5

From the Declarations Manager and by selecting an employer, you can:

- Add another employee by clicking on “Add Declaration”
- Review declarations before submission and payment by clicking on “View Returns” or “Edit/View”
- Add multiple employees in bulk by uploading a payroll file with additional employee information
- Pay a declaration or capture details of a Manual Payment
- Add extra bank details
- Delegate specific responsibility(ies) for an employer to a third party

Step 6

Employment Summary

View and add your employees declarations on this page. Search for your employee and then select the 'Edit/View' option.

Find employee 

Search by employee name. 

Employee Name	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Outstanding	Actions
HENDRINA FRANCINA	R4,000.00	R80.00	80	2017-01-01		Active	View Issue	Edit/View

[Back](#)
[Add Declaration](#)
[Return History](#)
[Delegation of Authority](#)
[Bulk Upload](#)
[Work Items From UIF](#)
[View Returns](#)

➔ View Returns – click on “**Calculate Returns**” to display a history of declarations for 5 years, with a status reflected for each period.

Step 7

View Employer Returns :

[Back](#) [Calculate Returns](#)

Period From: 201303 Period To: 201902

Year	March	April	May	June	July	August	September	October	November	December	January	February
2013												
2014												
2015												
2016											View	View
2017	View											
2018	View											

[Submitted](#)
[Pending UIF Submission](#)
[Declaration Issues](#)
[Declaration Not Allowed](#)

➔ If you click on “**View**” for any period, it will open a summary of the declaration for that period and list options to allow you to open, view or submit the declaration.

Step 8

View
View

Gross Remuneration:

UIF Salary:

UIF Amount:

Number of Employees:

Payment Status:

Period:

Open Declaration
View UI7
Submit Declaration

Declarations Manager
x

i Your declarations have been submitted to the UIF. Please note that your changes may only be reflected after a couple of minutes or more. Please be sure to click 'Calculate Returns' to see if your submission has been accepted.

Once all employees and related employment and salary information is added, you are ready to submit. Click on **“Submit”** to send a declaration to the UIF. A confirmation message will display after successful submission, and the status on your declaration dashboard will update to **“Submitted”**.

Step 9

- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

Employers

View and pay your Employer's returns below. Search for your Employer and select the "Pay" option.

Find employer i

Q

Employer Name	UIF Reference Number	Last Payment	Amount Due	Pay	Delegate	Banking Details	Bulk Upload
[Redacted]	[Redacted]		R0.00	Pay		Update	Upload
[Redacted]	[Redacted]	26-07-2018	R0.24	Pay		Update	Upload
[Redacted]	[Redacted]		R0.00	Pay	Delegate	Update	Upload
[Redacted]	[Redacted]	26-07-2018	R1,662.72	Pay	Delegate	Update	Upload
[Redacted]	[Redacted]	27-07-2018	R120.00	Pay	Delegate	Update	Upload
[Redacted]	[Redacted]	12-07-2018	R708.48	Pay		Update	Upload

Add Employer

→ Click on **“Pay”** next to an employer and declaration to view a list of outstanding payments.

Step 10

Capture Payments

Period	Contribution Due	Amount Paid	Balance Due	Capture Manual Payment	Online Payment
2018-01	20.00	0.00	20.00	Manual Payment For Period	Pay Online For Period
2018-07	20.00	0.00	40.00	Manual Payment For Period	Pay Online For Period
2018-06	20.00	0.00	60.00	Manual Payment For Period	Pay Online For Period
2018-05	20.00	0.00	80.00	Manual Payment For Period	Pay Online For Period
2018-02	20.00	0.00	100.00	Manual Payment For Period	Pay Online For Period
2018-03	20.00	0.00	120.00	Manual Payment For Period	Pay Online For Period
2018-04	20.00	0.00	140.00	Manual Payment For Period	Pay Online For Period
			Total Balance Due		
			140.00		

Click on **“Pay Online For Period”** to create a payment instruction or click on **“Manual Payment For Period”** to capture details of alternative payment via another channel.

Step 11

Capture Manual Payment for Period

Channel Of Payment *	ElectronicTransfer
Payment Date *	2018/07/27
Bank Reference *	201801
Cheque Date/Transaction Date *	2018/07/27
Reference Number *	201801
Amount Paid *	R20.00
Comments	captured

[Back](#)
[Submit Manual Payment](#)

In Example 1, **“Manual Payment for Period”** was selected. Capture all details of the external payment and then click on **“Submit Manual Payment”**.

Step 12

Payment from selected Employer

Enter the amount you wish to pay and then select your payment method below

UIF Reference Number	Employer Name	Amount Due	Amount To Pay
		R354.24	R354.24
		R 354.24	R 354.24

Payment Type * ▼ ⓘ

This payment instruction is a two step process and requires you to login into your ABSA Internet Banking Profile and release the payment before it is deemed successful.

In Example 2, "Pay Online For Period" was selected. Select a bank account from the drop-down list and click on "Continue".

Step 13

Absa Internet Banking / AOL

These transactions will be listed in your Internet Banking for you to authorise the payment release.

Use Access Number * ⓘ

Bank Account * ▼ ⓘ

User Number * ⓘ

UIF Reference Number	Employer Name	Amount Due	Amount To Pay
		R354.24	R354.24

You're almost there! ✕

This payment must be released before 11:30 pm tonight. Please login to ABSA Internet Banking and release this payment under Authorisations >> Bills and Municipalities.

Double check the details displayed of the payment you're about to create and click on "Pay". Remember to log on to your banking application to approve the payment within the allowed time limit.

Step 14

Banking Information :

List of Bank Accounts

Bank Name	Account Holder	Account Number
No records found.		

[Back](#) [Add New](#)

Details of Bank Account :

Account Holder *	<input type="text"/>
Bank Name *	ABSA BANK LIMITED <input type="button" value="v"/>
Bank Account Number *	<input type="text"/>
Branch Name	ABSA ELECTRONIC SETTLEMENT CNT
Branch Code *	632005/ABSA ELECTRONIC SETTLEMENT CNT <input type="button" value="v"/>
Bank Account Type *	Cheque / Current <input type="button" value="v"/>

[Update](#)

If no banking details are listed, or if a new account must be added you will need to capture this before you can finalise online payments. Click on **“Add New”** on the List of Bank Accounts and capture the details of the employer’s (new) bank account. Click on **“Update”** to save the captured information.

Step 15

Employer Delegation

Delegate Employer	GERHARDUS ALBERTUS
Third Party Name *	<input type="text"/>
Third Party E-mail *	<input type="text"/>
Type of ID *	Select One <input type="button" value="v"/>
Reason For Invitation *	<input type="text"/>
Practitioner Number	<input type="text"/>

Delegation Invitation Sent

 Your delegation request has been successful! For the delegation to be completed the delegatee needs to accept or reject this invite.

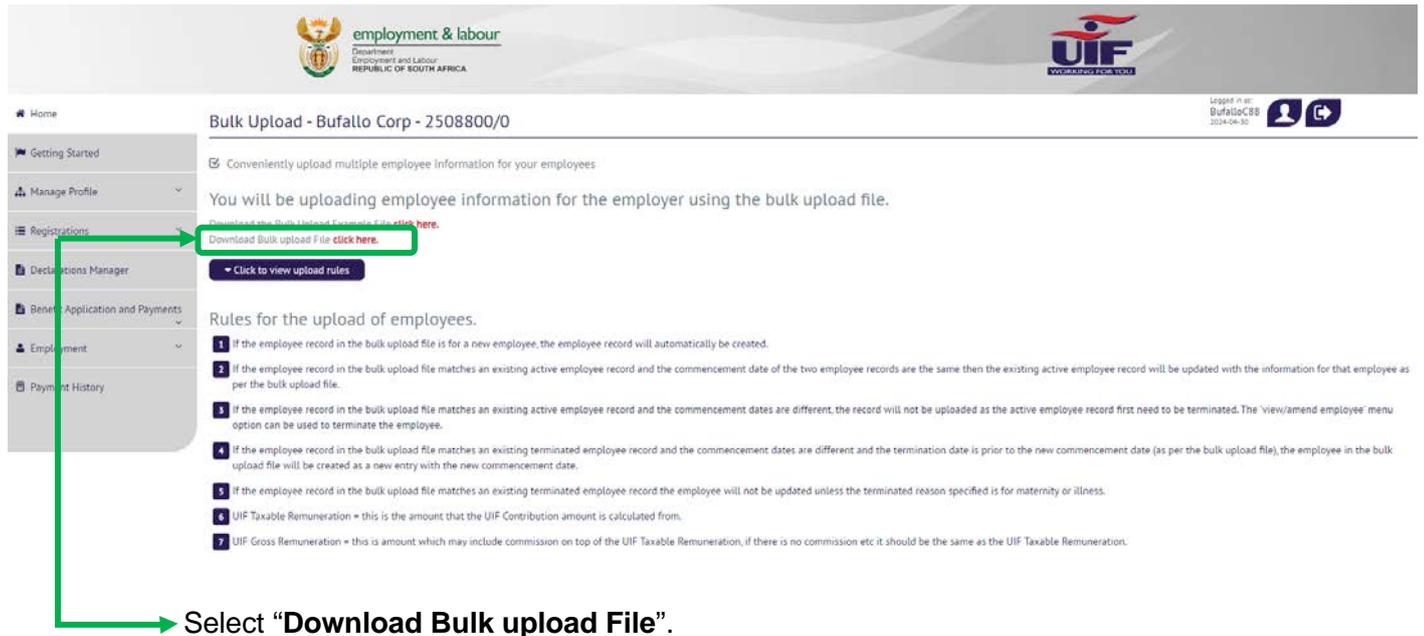
When needed, responsibility for an employer's declaration(s) can be delegated to a third party. Complete all the required fields, and remember to assign permissions for this delegate:

- Administrator
- View Only
- Pay
- Capture Declarations
- View Reports
- Submit Declarations
- Capture Declaration Adjustments

Click on "**Send Invitation**".

A system generated message will be sent to the delegate with an option to accept or decline the invitation.

4.3 Bulk Employee Registration



Home Bulk Upload - Buffalo Corp - 2508800/0

Conveniently upload multiple employee information for your employees

You will be uploading employee information for the employer using the bulk upload file.

Download the Bulk Upload Form file [click here](#).

[Download Bulk upload File **click here**](#)

[Click to view upload rules](#)

Rules for the upload of employees.

- 1 If the employee record in the bulk upload file is for 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.
- 6 UIF Taxable Remuneration = this is the amount that the UIF Contribution amount is calculated from.
- 7 UIF Gross Remuneration = this is amount which may include commission on top of the UIF Taxable Remuneration, if there is no commission etc it should be the same as the UIF Taxable Remuneration.

Select **"Download Bulk upload File"**.

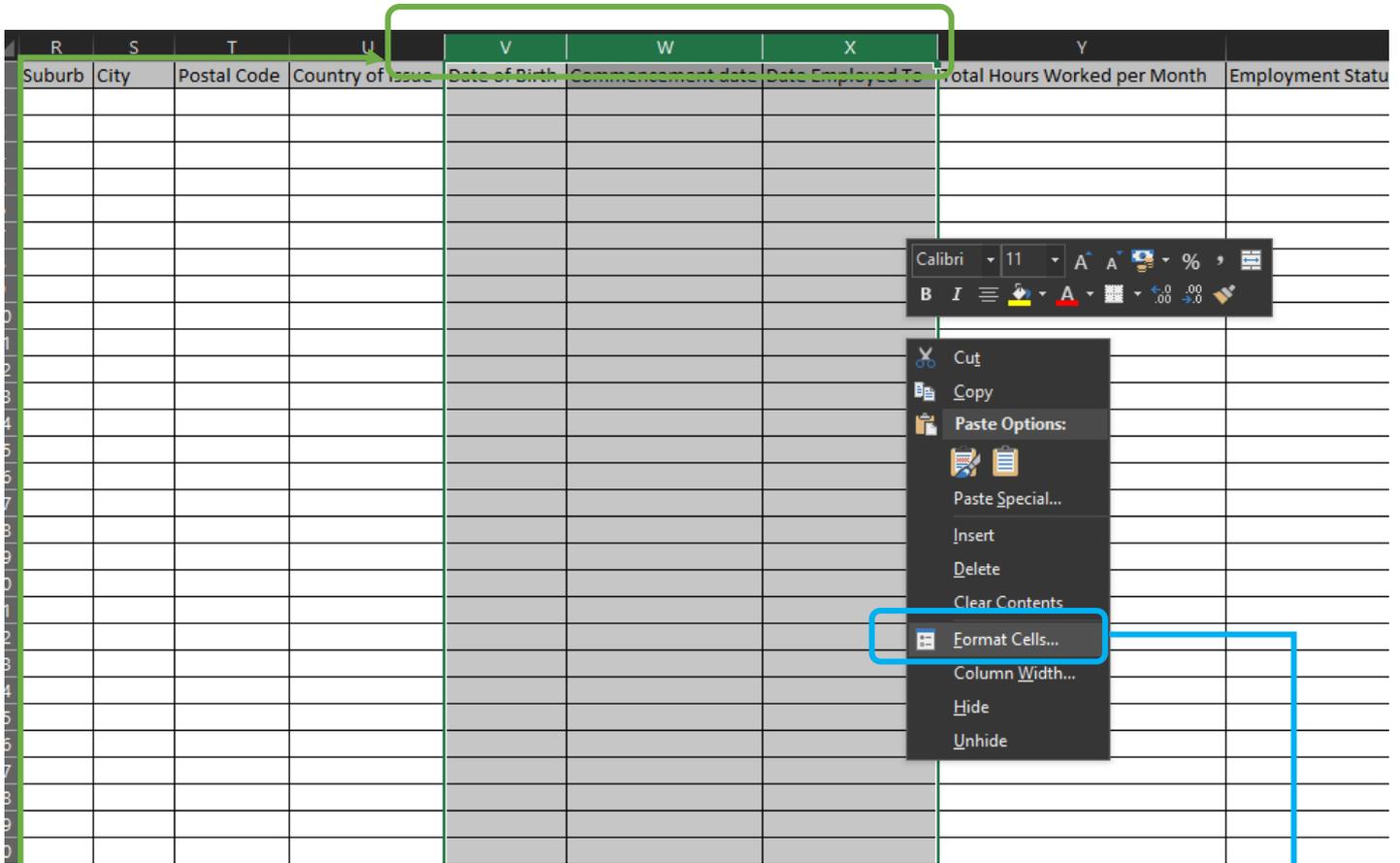
Rules for the upload of employees:

- If the employee record in the bulk upload file is for a new employee, the employee record will automatically be created.
- 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.
- 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.
- 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.
- 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.
- UIF Taxable Remuneration = this is the amount that the UIF Contribution amount is calculated from.
- UIF Gross Remuneration = this is amount which may include commission on top of the UIF Taxable Remuneration, if there is no commission etc it should be the same as the UIF Taxable Remuneration.

4.3.1. Configuring the Bulk Upload File

Formatting Dates

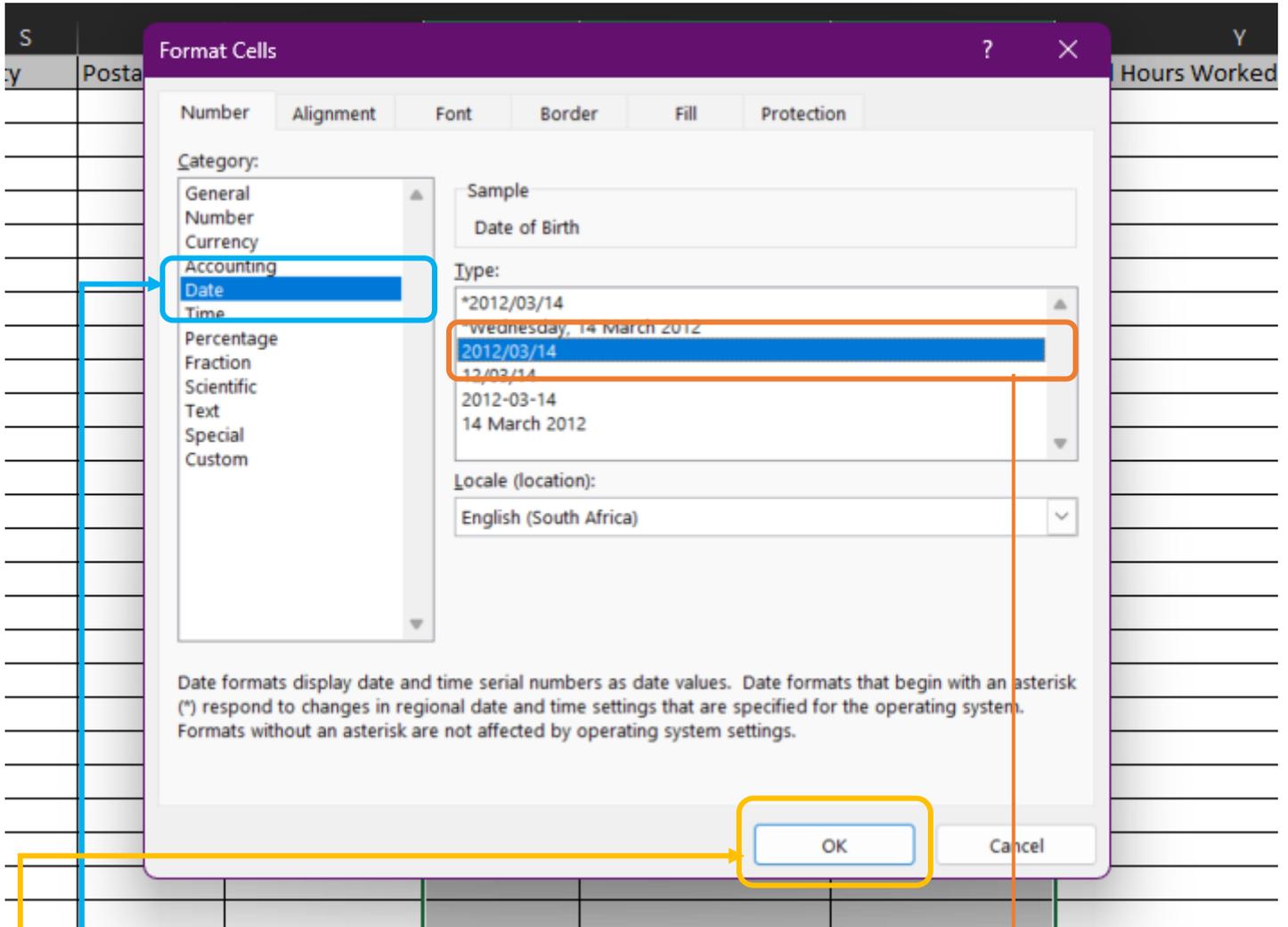
Step 1



→ Select the Dates columns by holding down the “**Ctrl**” button and clicking on the column headers.

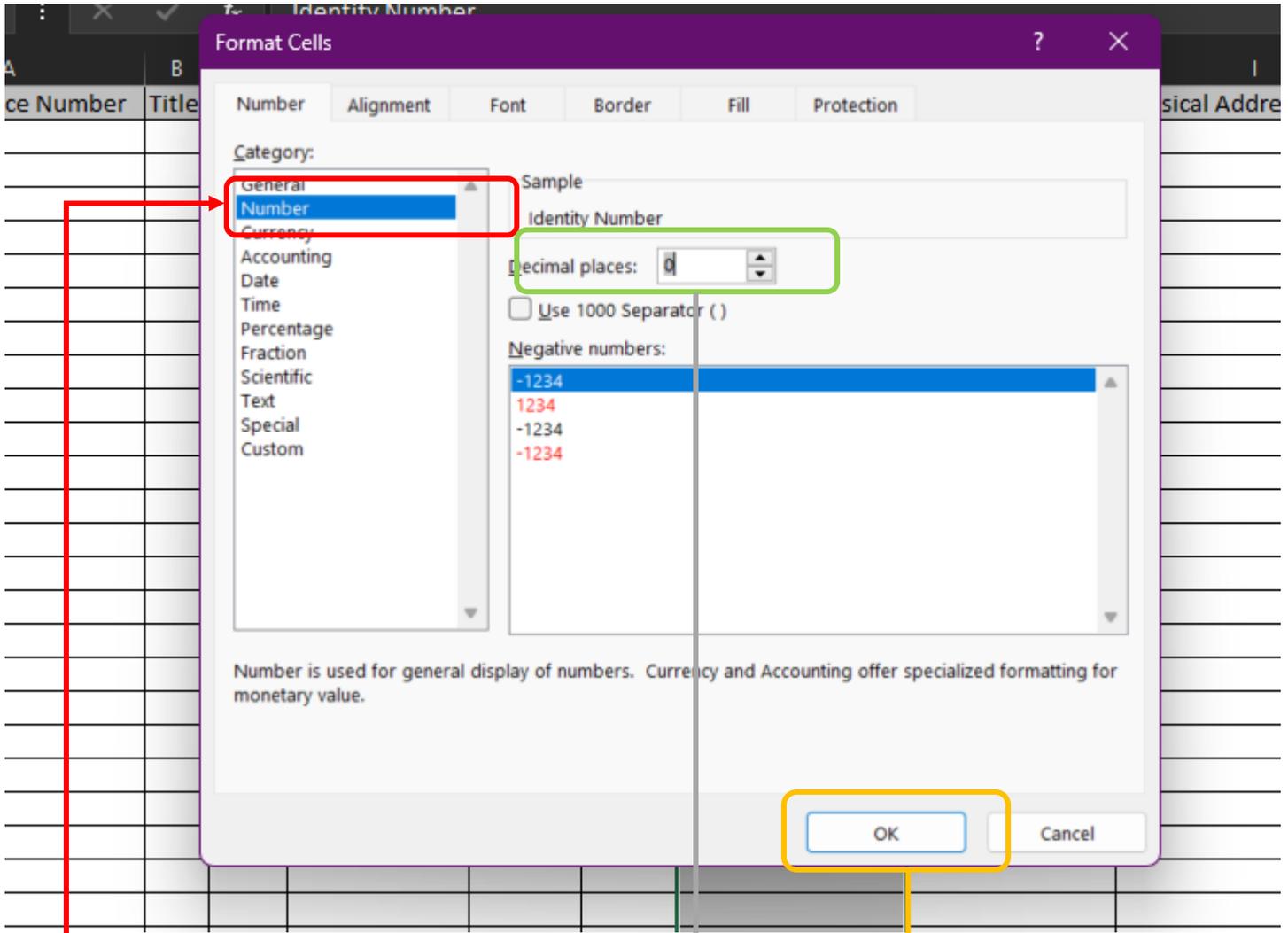
Right-click with your mouse and select “**Format Cells**” ←

Step 2



- In the **“Format Cells”** box, select **“Date”**
- In the **“Type”** section, select the date format as **YYYY / MM / DD**
- Click **“OK”**

Step 2



Within the **"Format Cells"** box, select **Number**.

Set the **"Decimal places"** to **0**

Click **OK**

4.3.2 Capturing employee data into the bulk upload file

Important notice

It is recommended that you **split** your **Foreign employees** from your **South African employees** and save them into separate bulk files.

Points to remember

- There is no limit to the number of South African Citizens to be captured in the bulk upload file.
- There is no limit to the number of Foreign Nationals to be captured in the bulk upload file.
- An employee's UIF contribution is capped to **2%** of their monthly income
- The remuneration subject to the UIF ceiling is set to **R17,712.00**. Thus if the employee's salary is greater than R17,712.00, their contribution value is **R354.24**.
- If the employee is a non-contributor, the UIF Contribution value must be entered as **"0"**.

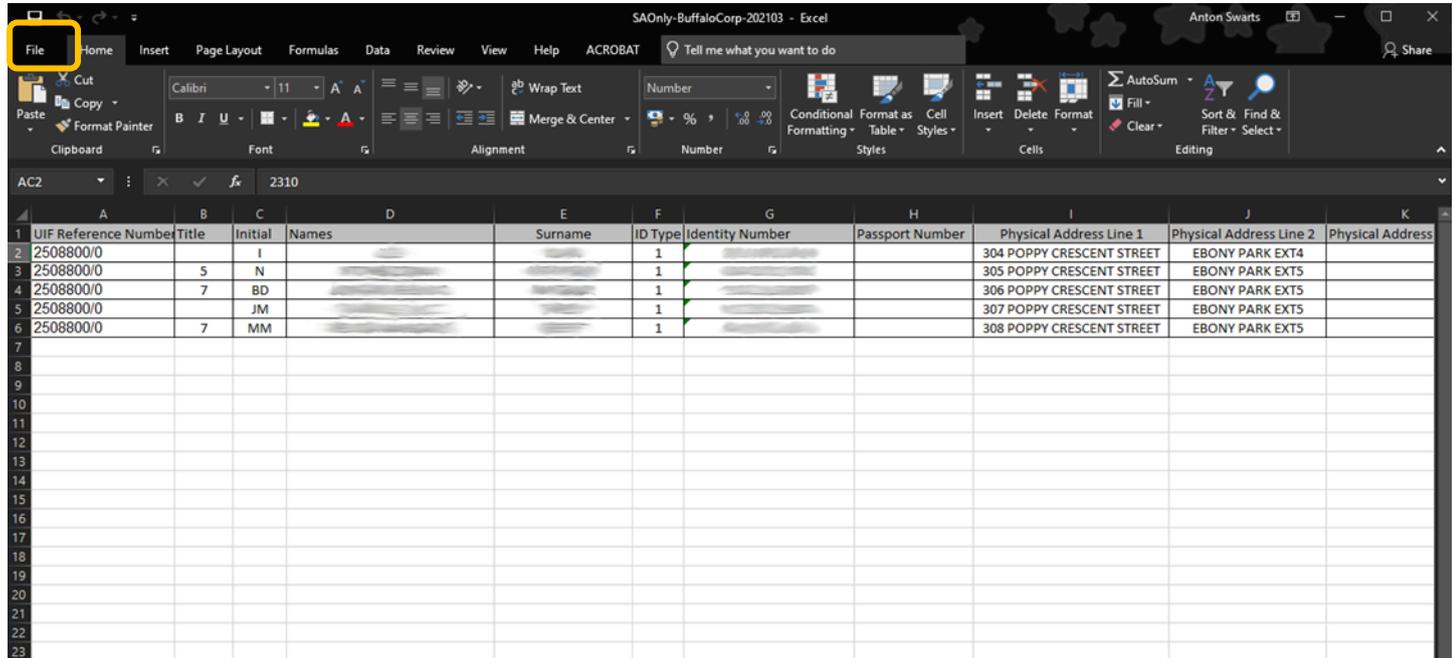
Using Codes

For the most up to date list of South African Postal Codes, click on the following link and go to <https://www.postoffice.co.za/Questions/postalcode.html>

Please click on the link and go to <https://countrycode.org/> for the full list of **country codes** to be entered as the country of issue instead of entering the country by name.

Title	Employment Status	Reason for Non Contribution
1 - Adv	2 - Deceased	1 - Temporary employees (less than 24 hours per month)
2 - Dr	3 - Retired	2 - Learners in terms of the skills development act
3 - Hon	4 - Dismissed	3 - Employees in the national and provincial spheres of government
4 - Miss	5 - Contract Expired	4 - Employees who are repatriated at the end of their contract of service
5 - Mr	6 - Resigned	5 - Employees who earn commission only
6 - Mrs	7 - Constructively Dismissed	6 - No income paid for the payroll period
7 - Ms	8 - Employers Insolvency	
8 - Prof	9 - Maternity / Adoption leave	
9 - Rev	10 - Illness leave	
	11 - Retrenched	
	12 - Transfer to another branch	
	13 - Absconded	
	14 - Business Closed	
	15 - Death of Domestic Employer	
	16 - Voluntary Severance Package	
	17 - Reduced Working Time	

Step 3

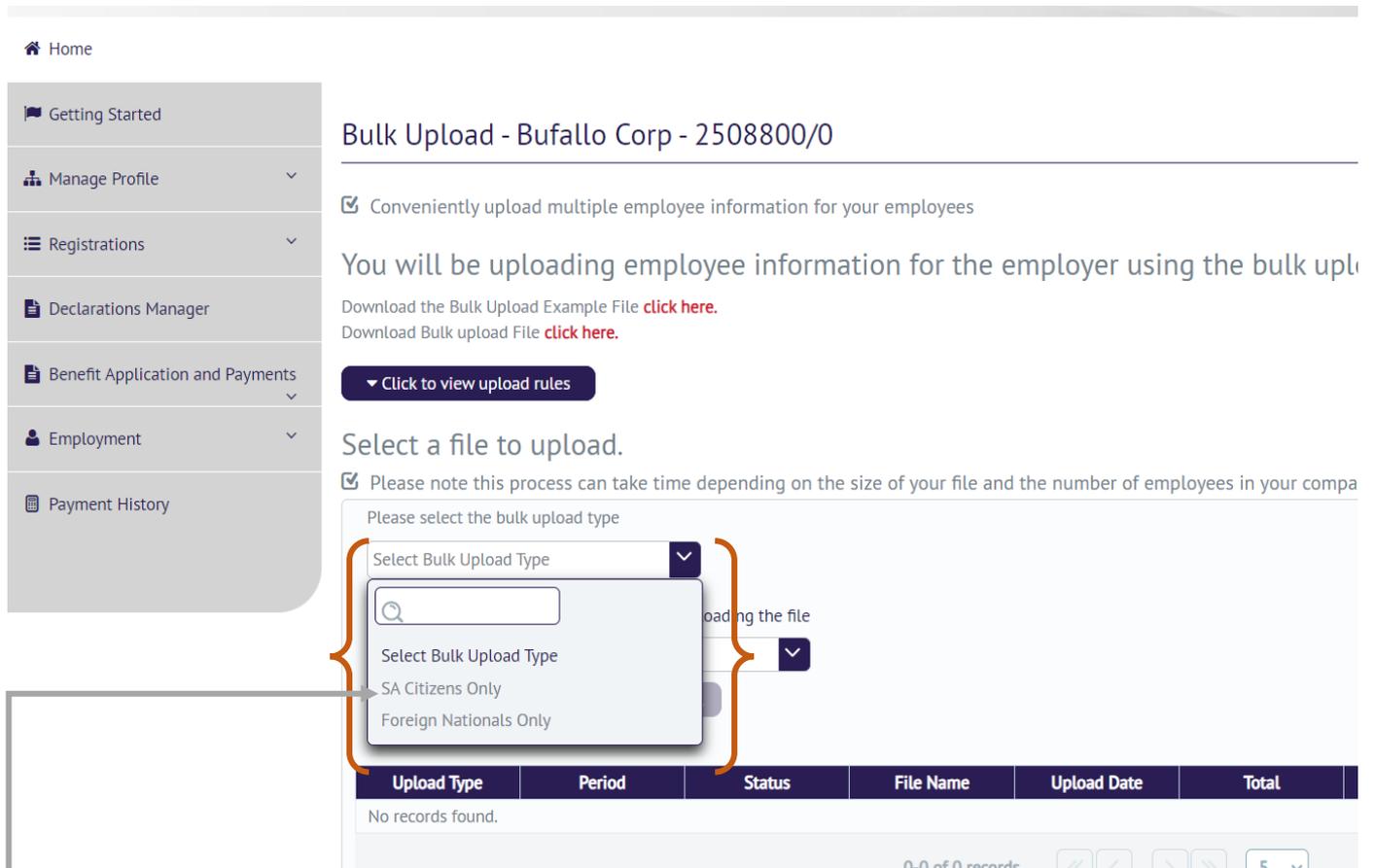


Once you have completed your bulk spreadsheet, select **“File”** and save the file to your PC.

4.3.3 Uploading the Bulk file

South African Citizens

Step 1

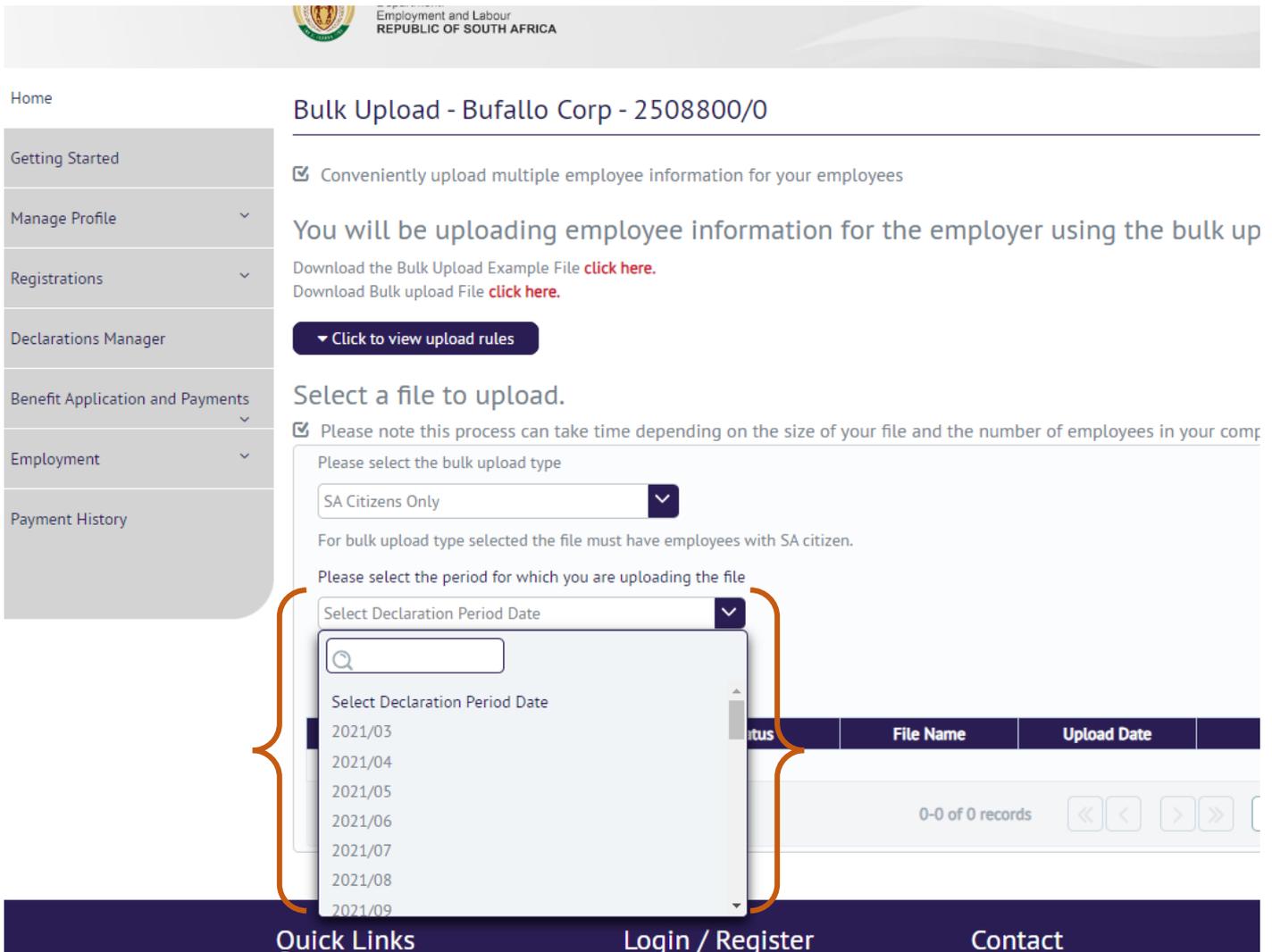


The screenshot shows the 'Bulk Upload - Bufallo Corp - 2508800/0' page. On the left is a navigation menu with options: Home, Getting Started, Manage Profile, Registrations, Declarations Manager, Benefit Application and Payments, Employment, and Payment History. The main content area includes instructions to conveniently upload multiple employee information, a link to download example files, and a button to view upload rules. The primary instruction is 'Select a file to upload.' Below this, a dropdown menu for 'Select Bulk Upload Type' is open, showing options: 'Select Bulk Upload Type', 'SA Citizens Only', and 'Foreign Nationals Only'. An arrow points from the 'SA Citizens Only' option to the explanatory text below. Below the dropdown is a table with columns: Upload Type, Period, Status, File Name, Upload Date, and Total. The table currently shows 'No records found.'

Login and navigate to **Declarations Manager => Bulk Upload.**

From the **"File Selection"** dropdown, select **"SA Citizens Only"** as your first bulk file upload.

Step 2



Home

Getting Started

Manage Profile

Registrations

Declarations Manager

Benefit Application and Payments

Employment

Payment History

Employment and Labour
REPUBLIC OF SOUTH AFRICA

Bulk Upload - Bufallo Corp - 2508800/0

Conveniently upload multiple employee information for your employees

You will be uploading employee information for the employer using the bulk up

Download the Bulk Upload Example File [click here](#).
Download Bulk upload File [click here](#).

[Click to view upload rules](#)

Select a file to upload.

Please note this process can take time depending on the size of your file and the number of employees in your comp

Please select the bulk upload type

SA Citizens Only

For bulk upload type selected the file must have employees with SA citizen.

Please select the period for which you are uploading the file

Select Declaration Period Date

Select Declaration Period Date

- 2021/03
- 2021/04
- 2021/05
- 2021/06
- 2021/07
- 2021/08
- 2021/09

Status	File Name	Upload Date
--------	-----------	-------------

0-0 of 0 records

[Quick Links](#) [Login / Register](#) [Contact](#)

Next, select the Declaration Period Date

Step 3

Select a file to upload.

Please note this process can take time depending on the size of your file and the number c

Please select the bulk upload type

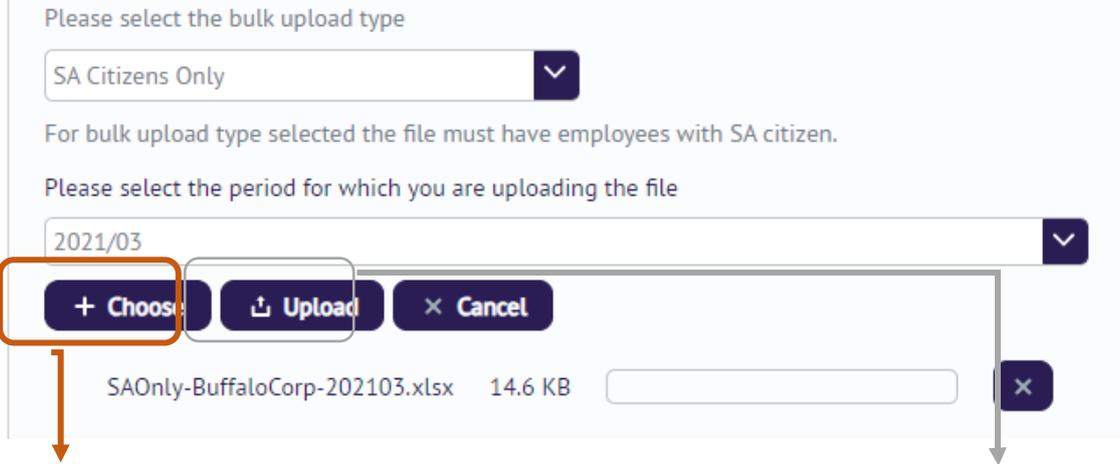
SA Citizens Only

For bulk upload type selected the file must have employees with SA citizen.

Please select the period for which you are uploading the file

2021/03

SAOnly-BuffaloCorp-202103.xlsx 14.6 KB



Click “**Choose**” and select your saved completed file. Thereafter, click on the **Upload** button.

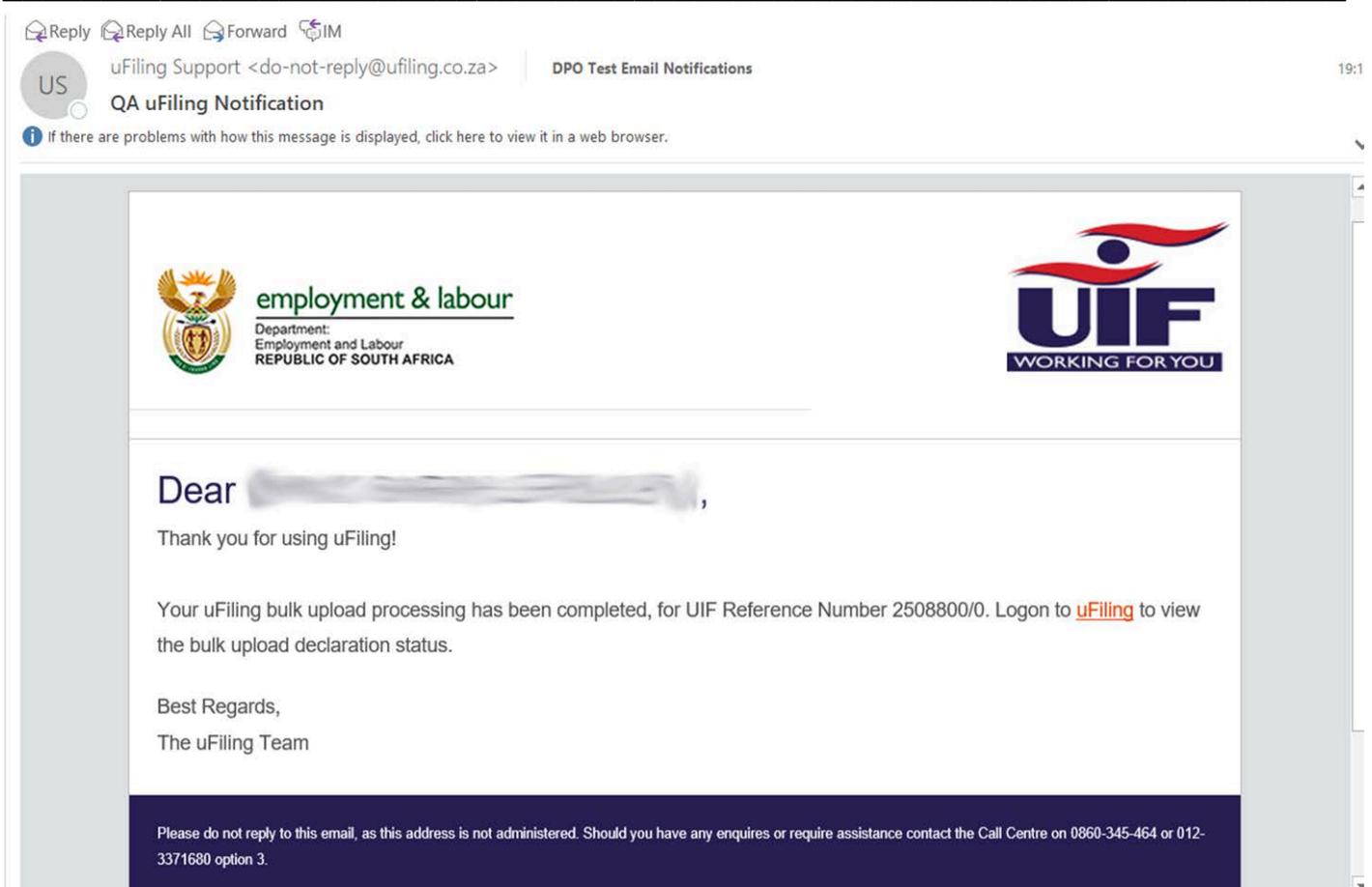
Step 4

The screenshot shows the 'Bulk Upload - BUFALLO CORP - 2508800/0' page. A confirmation popup titled 'Bulk Upload Submitted' is centered on the screen. The popup contains the following text: 'Bulk Upload Declaration have been submitted. Employees will be added to your declaration once validation is completed and status notification will be sent to your email.' Below the popup, a table displays the upload record.

Upload Type	Period	Status	File Name	Upload Date	Total	Successful	Failed	Download Issues
SA Citizens Only	202103	In-progress	SAOnly-BuffaloCorp-202103.xlsx	02-05-2024 19:12	0	0	0	

Read and **close** the confirmation popup. Now, to go into your email inbox and open your email.

Step 5



The email confirms your bulk upload as being completed. You can now log back into uFiling.

Step 6

Home

Bulk Upload - BUFALLO CORP - 2508800/0

Logged in as: BuffaloC88
2014-05-02

Getting Started

Manage Profile

Registrations

Declarations Manager

Benefit Application and Payments

Employment

Payment History

Conveniently upload multiple employee information for your employees

You will be uploading employee information for the employer using the bulk upload file.

Download the Bulk Upload Example File [click here](#).

Download Bulk upload File [click here](#).

Click to view upload rules

Select a file to upload.

Please note this process can take time depending on the size of your file and the number of employees in your company. Only Excel Spread Sheets (*.xlsx) are allowed.

Please select the bulk upload type

Select Bulk Upload Type

Please select the period for which you are uploading the file

Select Declaration Period Date

+ Choose Upload Cancel

Upload Type	Period	Status	File Name	Upload Date	Total	Successful	Failed	Download Issues
SA Citizens Only	202103	Completed with errors	202103.xlsx	02-05-2024 19:12	5	4	1	Download File

1-1 of 1 records

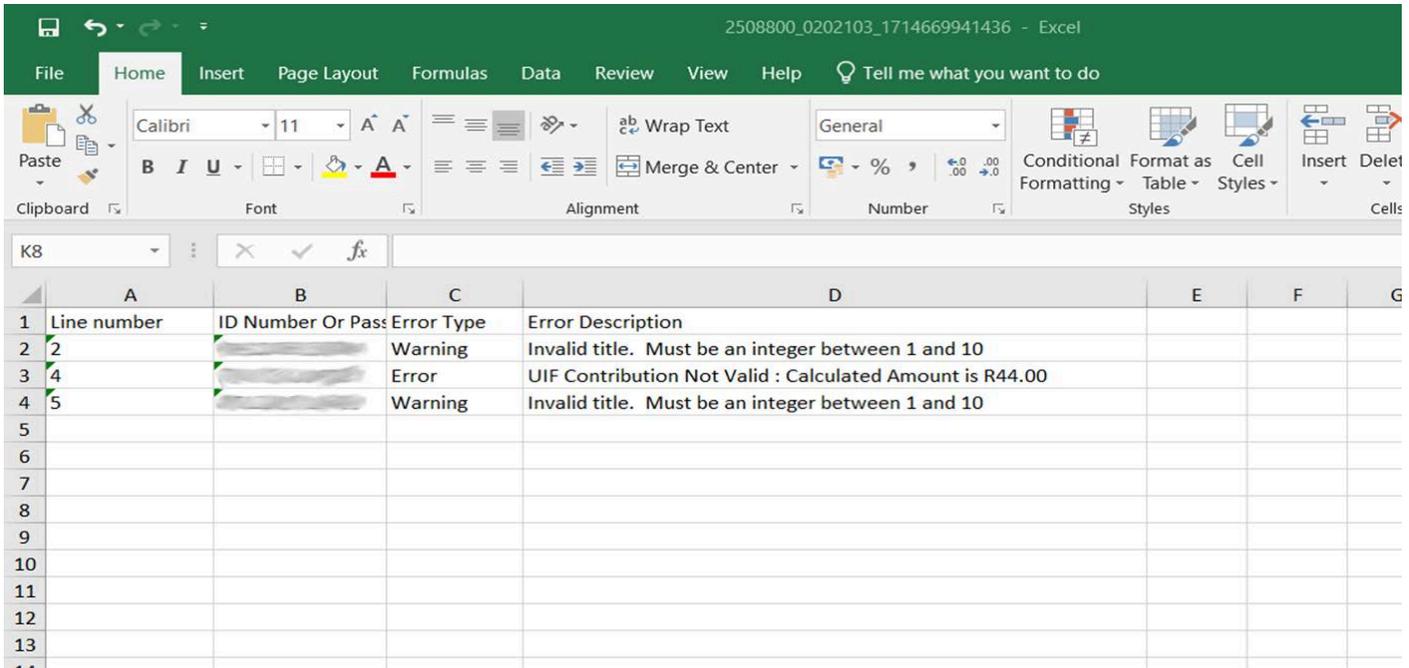
Quick Links Login / Register Contact Queries

In this example, we have a bulk file with an error and some warnings.

Click on the **“Download File”** button to get a full description of errors in an excel spreadsheet.

Bulk File Errors - South African Citizens

Step 1



Line number	ID Number Or Pass	Error Type	Error Description
2	[REDACTED]	Warning	Invalid title. Must be an integer between 1 and 10
4	[REDACTED]	Error	UIF Contribution Not Valid : Calculated Amount is R44.00
5	[REDACTED]	Warning	Invalid title. Must be an integer between 1 and 10

In this example, the error and warnings also specified the line number in your bulk upload file that needs to be rectified. Once you have rectified the issues in your bulk file, repeat steps 1 – 5 of this bulk upload file for South-African Citizens.

Step 2

employment & labour
Department
Employment and Labour
REPUBLIC OF SOUTH AFRICA

Home

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

Logged in as:
BufalloC88
2024-05-02

Employment Summary

BUFALLO CORP – 2508800/0

View your consolidated employee declarations (incl. history) by clicking on View Declarations below

Find employee i

Q Clear

Employee Name	ID/Passport Number	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Issues	Actions
[Blurred]	[Blurred]	R 15,000.00	R 300.00	160	2021-03-01				Edit/View
[Blurred]	[Blurred]	R 2,310.00	R 46.20	160	2021-03-01			View Issue	Edit/View
[Blurred]	[Blurred]	R 2,310.00	R 46.20	160	2021-03-01			View Issue	Edit/View
[Blurred]	[Blurred]	R 2,310.00	R 46.20	160	2021-03-01			View Issue	Edit/View
[Blurred]	[Blurred]	R 1,980.00	R 39.60	144	2021-03-01			View Issue	Edit/View

[Back](#)
[Add Employee](#)
[Bulk Upload](#)
[Work Items From UIF](#)
[View Declarations](#)

Quick Tips:
 Click Edit/View to add a new Declaration.
 Click View Issue to View outstanding declarations

You can view your consolidated employee declarations after your bulk file is successfully uploaded.

Foreign Nationals

Step 1

Bulk Upload - Buffalo Corp - 2508800/0

Conveniently upload multiple employee information for your employees

You will be uploading employee information for the employer using the bulk upload file.

Download the Bulk Upload Example File [click here](#).

Download Bulk upload File [click here](#).

[Click to view upload rules](#)

Select a file to upload.

Please note this process can take time depending on the size of your file and the number of employees in your company. Only Excel Spread Sheet

Please select the bulk upload type

Select Bulk Upload Type

Select Bulk Upload Type

SA Citizens Only

Foreign Nationals Only

Upload Type	Period	Status	File Name	Upload Date	Total	Successful	Failed	Download Issues
-------------	--------	--------	-----------	-------------	-------	------------	--------	-----------------

For Foreign employees, select the “Foreign Nationals”

Step 2

Home

Getting Started

Manage Profile

Registrations

Declarations Manager

Benefit Application and Payments

Employment

Payment History

Bulk Upload - BUFALLO CORP - 2508800/0

Conveniently upload multiple employee information for your employees.

You will be uploading employee information for the employer using the bulk upload file.

Download the Bulk Upload Example File [click here](#).

Download Bulk upload File [click here](#).

[Click to view upload rules](#)

Select a file to upload.

Please note this process can take time depending on the size of your file and the number of employees in your company. Only Excel Spread Sheets (*.xlsx) are allowed.

Please select the bulk upload type

Foreign Nationals Only

For bulk upload type selected the file must have employees with only passport number.

Please select the period for which you are uploading the file

2021/03

[Choose](#) [Upload](#) [Cancel](#)

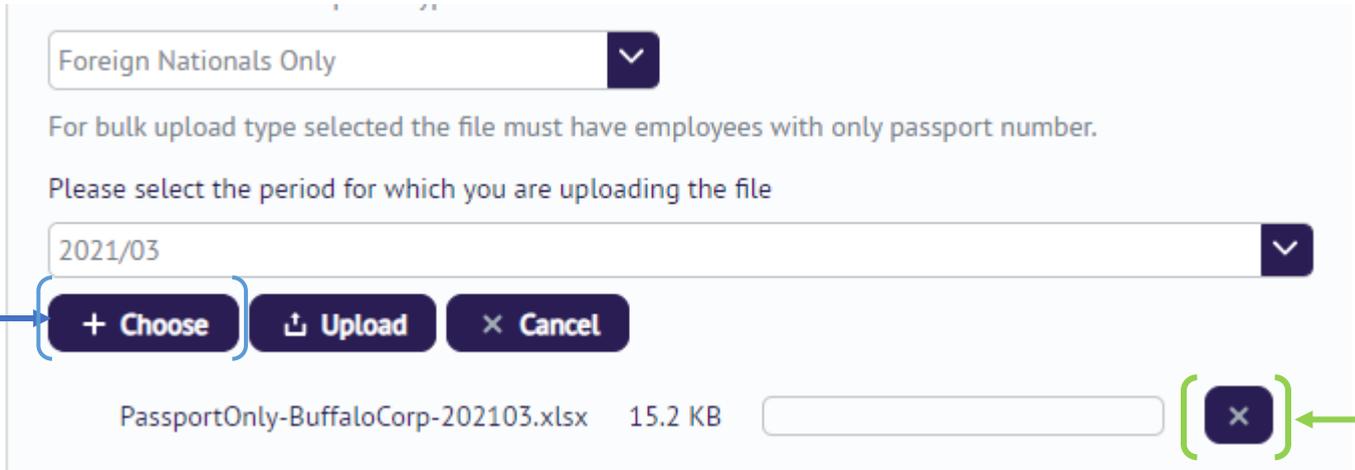
PassportOnly-BufferaloCorp-202103.xlsx 15.1 KB

Upload Type	Period	Status	File Name	Upload Date	Total	Successful	Failed	Download Issues
SA Citizens Only	202103	Completed with errors	SAOnly-BufferaloCorp-202103.xlsx	02-05-2024 19:12	5	4	1	Download File

1-1 of 1 records

Refer to page 11 of this guide on how to get to the bulk upload page

Step 3

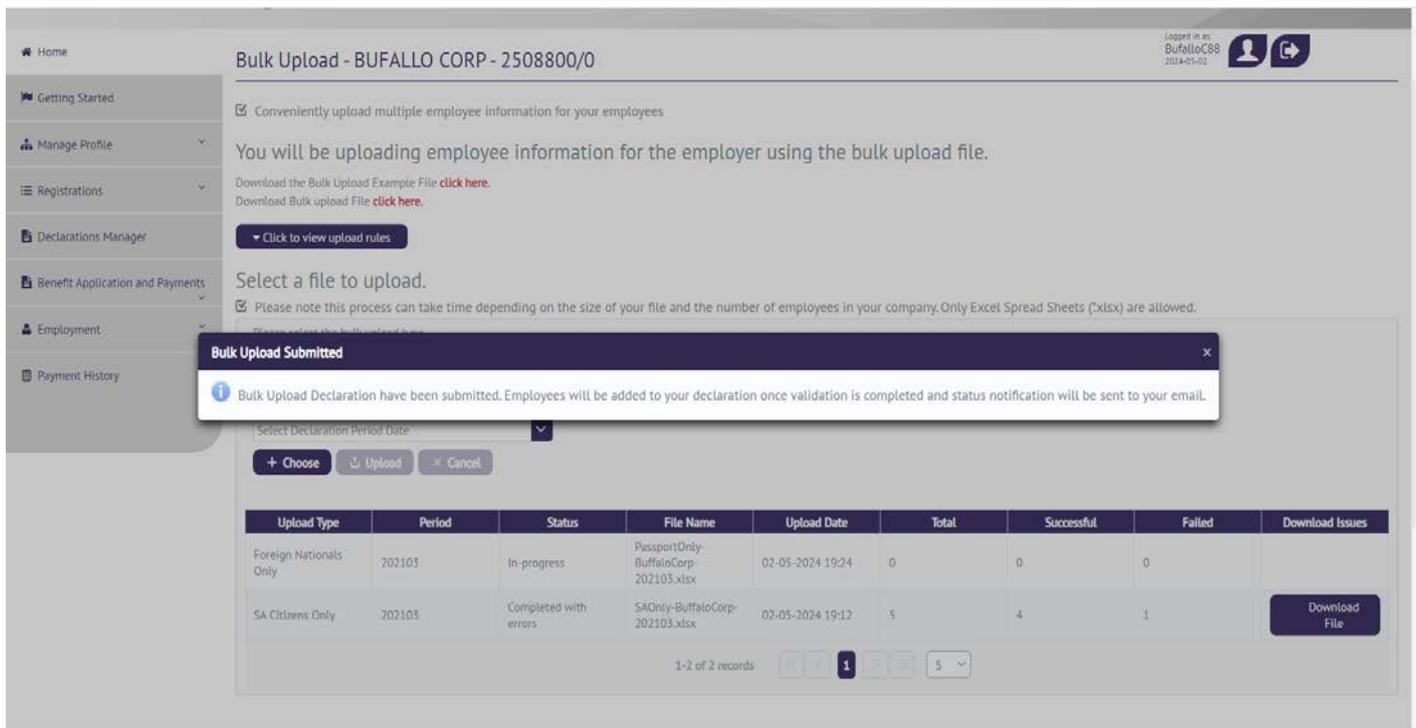


Click **“Choose”** and locate the bulk upload file for foreign Nationals within your PC.

Click the **“X”** button if you loaded the wrong file.

click on the **“Upload”** button.

Step 4



Upload Type	Period	Status	File Name	Upload Date	Total	Successful	Failed	Download Issues
Foreign Nationals Only	202103	In-progress	PassportOnly-BuffaloCorp-202103.xlsx	02-05-2024 19:24	0	0	0	
SA Citizens Only	202103	Completed with errors	SAOnly-BuffaloCorp-202103.xlsx	02-05-2024 19:17	5	4	1	Download File

Read and close the confirmation popup. Go to your email inbox and check your email.

Step 5

Reply Reply All Forward IM

US uFiling Support <do-not-reply@ufiling.co.za> DPO Test Email Notifications 19:1

QA uFiling Notification

if there are problems with how this message is displayed, click here to view it in a web browser.



employment & labour
Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



UIF
WORKING FOR YOU

Dear [REDACTED],

Thank you for using uFiling!

Your uFiling bulk upload processing has been completed, for UIF Reference Number 2508800/0. Logon to [uFiling](#) to view the bulk upload declaration status.

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.

Your bulk upload is complete, you can now log back into uFiling.

Step 6

- Home
- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History

Bulk Upload - BUFALLO CORP - 2508800/0

Logged in as: BuffaloC88
2024-05-02

Conveniently upload multiple employee information for your employees

You will be uploading employee information for the employer using the bulk upload file.

Download the Bulk Upload Example File [click here](#).
Download Bulk upload File [click here](#).

[Click to view upload rules](#)

Select a file to upload.

Please note this process can take time depending on the size of your file and the number of employees in your company. Only Excel Spread Sheets (.xlsx) are allowed.

Please select the bulk upload type
Select Bulk Upload Type

Please select the period for which you are uploading the file
Select Declaration Period Date

[+ Choose](#) [Upload](#) [Cancel](#)

Upload Type	Period	Status	File Name	Upload Date	Total	Successful	Failed	Download Issues
Foreign Nationals Only	202105	Completed with errors	PassportOnly-BuffaloCorp-202105.xlsx	02-05-2024 19:24	7	4	3	Download File
SA Citizens Only	202105	Completed with errors	SAOnly-BuffaloCorp-202105.xlsx	02-05-2024 19:12	5	4	1	Download File

1-2 of 2 records

Both SA Citizens and Foreign Nationals Bulk upload files are uploaded. In this example, the Foreign Nationals bulk file contains 3 failed uploads.

Click on the **“Download File”** button to download the Bulk upload errors spreadsheet.

Bulk File Errors – Foreign Nationals

Step 1

Line number	ID Number Or Passport	Error Type	Error Description
2	[REDACTED]	Warning	Invalid title. Must be an integer between 1 and 10
2	[REDACTED]	Error	UIF Contribution Not Valid : Calculated Amount is R297.44
5	[REDACTED]	Warning	Could not validate physical address for foreigner W152336.
5	[REDACTED]	Warning	Could not validate postal address for foreigner W152336.
5	[REDACTED]	Warning	Invalid title. Must be an integer between 1 and 10
6	[REDACTED]	Error	UIF Contribution Not Valid : Calculated Amount is R297.44
7	[REDACTED]	Warning	Invalid title. Must be an integer between 1 and 10
8	[REDACTED]	Warning	Invalid title. Must be an integer between 1 and 10
8	[REDACTED]	Error	UIF Contribution Not Valid : Calculated Amount is R297.44

The downloaded file will display a list of erroneous uploads. You will need to update your Bulk Upload file and re-upload the file. Repeat this exercise until all the upload errors are cleared.

Step 2

Employment Summary
 BUFALLO CORP – 2508800/0
 View your consolidated employee declarations (incl. history) by clicking on View Declarations below

Find employee: Search by employee name.

Employee Name	ID/Passport Number	Gross	Contribution	Hours p/m	Commencement Date	Termination Date	Termination Reason	Issues	Actions
[REDACTED]	[REDACTED]	R 15,000.00	R 300.00	160	2021-03-01				<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 2,310.00	R 46.20	160	2021-03-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 2,310.00	R 46.20	160	2021-03-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 2,310.00	R 46.20	160	2021-03-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 1,980.00	R 39.60	144	2021-03-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 2,310.00	R 46.20	168	2021-03-01	2023-10-31	Retired	<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 2,310.00	R 46.20	168	2021-03-01	2023-10-31	Dismissed	<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 2,310.00	R 46.20	168	2021-03-01	2023-10-31	Contract Expired	<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>
[REDACTED]	[REDACTED]	R 2,310.00	R 46.20	168	2021-03-01			<input type="button" value="View Issue"/>	<input type="button" value="Edit/View"/>

The consolidated employee declaration screen will display both your South African employees as well as your foreign employees.

Chapter 5: Payment History

- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Payment History**

Payment History

View the history of your payment(s). Select from the dropdown menu.

Select: VINCENT ▾

Payment Reference	Description	Due Date	Date Paid	Amount Paid	Payment Method	Status
2354672001807001	PAYMENT		27-07-2018	354.24	ABSA Online	PAID

<< < 1 > >>

[View Manual Payment](#)

Payment Channel	Payment Date	Bank Reference	Cheque/Transaction Date	Reference Number	Amount Paid	Comments	Status
ElectronicTransfer	2018-07-27 00:00:00.0	Eugene test1	2018-07-27 00:00:00.0	Eugene test1	354.24	test	PAID

The details of all electronic and manual payments are reflected on the Payment History Page. The status listed next to each payment will update to “PAID” once the transaction is cleared.

Chapter 6: Employment

- Home
- Getting Started
- Manage Profile
- Registrations
- Declarations Manager
- Benefit Application and Payments
- Employment
- Employee Declaration Status
- Payment History

Logged in as: Mahomed012
 2018-07-27

View My Employee Declarations :

[Get Declarations](#)

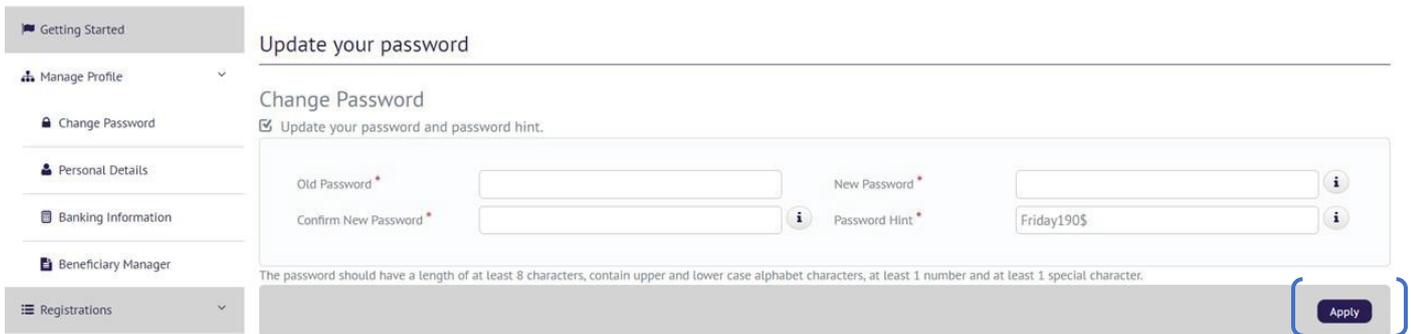
DISTRIBUTORS (201303 - 201902)

<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">March 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R15000.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active</p>	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">April 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active</p>	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">May 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active</p>
<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">June 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active</p>	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">July 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active</p>	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">August 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00 Hours: 160 Start Work Date: 01-11-2012 End Work Date: Termination Reason:Active</p>
<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">September 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00</p>	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">October 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00</p>	<div style="background-color: #2c3e50; color: white; padding: 2px; margin-bottom: 5px;">November 2013</div> <p style="font-size: x-small; margin: 0;">Salary: R14872.00</p>

Select “Employment” on the left and click on “Employee Declaration Status” to view detail of all your historical contributions.

Chapter 7: Manage Profile

7.1 Change Password



Click on “**Manage Profile**” and then on “**Change Password**” to update your uFiling password when needed. Complete all the mandatory fields and click on “**Apply**”.

7.2 Banking Information

My Banking Information

List of Bank Accounts

Bank Name	Account Holder	Account Number
ABSA BANK LIMITED	Mahomed	4896534563

Your own banking information may only be captured once. If you need to change or add another bank account, refer to Chapter 2, Step 4. Bank details may only be captured once on the uFiling system.

To update new bank details, download the UI2.8 Form from the Department of Labour website (www.labour.gov.za).

One portion of the UI2.8 Form must be completed by your bank and the other portion by you. Email the completed UI2.8 Form and your contact details to VOsupport@labour.gov.za

7.3 Beneficiary Manager

Beneficiary Details

First Name	Surname	ID Number	Action
No records found.			
			Add New

Beneficiary Details

Full Names *	<input type="text"/>	Surname *	<input type="text"/>
ID Number *	<input type="text"/>	Mobile Number *	<input type="text"/>
			Add Beneficiary

More Beneficiaries (up to a maximum of 4) can be added by clicking on the “**Add New**” button and completing the name and ID number in the required fields and then clicking on “**Add beneficiary**”.

7.4 Personal Details

Update Your Personal Details

Personal Information: - 720403

Update Your Personal Details

Title	<input type="text" value="ADV"/>	Initials	<input type="text" value="SB"/>
Full Names	<input type="text"/>	Surname	<input type="text"/>
Work Number	<input type="text"/>	Fax Number	<input type="text"/>
Mobile Number *	<input type="text"/>	Email *	Select One <input type="text" value="@gmail.cc"/>

Physical Address

Postal Address

Address line 1 *	<input type="text" value="test"/>	Same as physical	<input checked="" type="radio"/> Yes <input type="radio"/> No
Address line 2	<input type="text"/>	Address line 1	<input type="text" value="test"/>
Address line 3	<input type="text"/>	Address line 2	<input type="text"/>
Suburb	<input type="text" value="PARKTOWN-WES"/>	Address line 3	<input type="text"/>
City *	<input type="text" value="JOHANNESBURG"/>	Suburb	<input type="text" value="PARKTOWN-WES"/>
Postal code *	<input type="text" value="2193"/>	City	<input type="text" value="JOHANNESBURG"/>
		Postal code	<input type="text" value="2193"/>

[Update Personal Details](#)

Click on “**Personal Details**” to update contact and demographic information on your profile, including physical and postal addresses.