Dear Employer

C19 TERS: Temporary Employee / Employer Relief Scheme

Please note the following :

A :Process to follow when applying for Covid19ters

Steps 1:
Key Documents required
- Letter of Authority, on an official company letterhead granting permission to an individual specified to lodge a claim on behalf of the company
- MOA (completion of the agreement between UIF, Bargaining Council and Employer) ; only applicable to employers that has more than 10 employees
- Prescribed template that will require critical information from the employer (refer to C : employees details)
- Evidence/payroll as proof of last three months employee(s) salary(ies)
- Confirmation of bank account details for Covid19ters in the form of certified latest bank statement

  - Please complete template 3 (Employer / Bargaining Council) if payment method / mode is to Employer / Bargaining Council
  - Please note employees banking detail is still required on the prescribed template (attachment 1)

All documents submitted will be subjected to verification.

Step 2:
Submission Process
Submit/transmit all documents as required to UIF via dedicated mailbox **Covid19UIFclaims@labour.gov.za**

Step 3:
Conclusion
Conclusion of the MOA between parties
Payment will only be effected after MOA sign off between the Fund and the Employer/Bargaining Council.

B: Additional Information
1. Minimum Wage
- **NMW that will be used to determine minimum payment to employees is as follows :**

  - **Domestic : R 124 .56 per day**

  - **Agriculture : R 149.44 per day**

  - **EPWP : R 91.36 per day**

  - **Other Sectors : R 166 .08 per day**

2. Opening of special account is only applicable to Bargaining council

3. Payment option : Payment can be made to either to Employer / Bargaining Council or Employees .
4. Please note the enquiry telephone to enquire on the claims lodged: 012 337 1997
5. Leave income is potion of the salary paid during the Shutdown / Lockdown period
6. Shut down period is the temporary lay off period where no Income / partial income is paid to the employees

C: Rules for completing prescribed templates.

Payroll and Non Payroll Companies: (Use Attachment 1 and Attachment 2 serve as an guideline)

Please find the additional guidelines that is required for all employers to adopt for successful file loading. A sample file is attached to follow the suggested format. Also a Guideline document is attached to guide the employers to help convert an excel file to CSV file.
The CSV file is mandatory for both Payroll and Non Payroll companies.

Step -1 - Prepare the list of all employees with all mandatory information using the file National Disaster Payment – Excel Template

Step -2 – Use the Guideline document to convert the Excel file into CSV format as required by UIF.

Step -3 – Submit the file to the UIF.

When preparing the file use the following instructions.

1. **##Filename should be in the following format**

   UIREEFERENCENUMBER_ddmmmyyyy_uniquesequence.csv Example - 00000012_25mar2020_01.csv . unique sequence number can be a number which is not used to send file with same name – so when you send file first time uniquesequence can be 1, when sent second time it can be 2.

2. **File should start with a Header - H|DATE DDMMMYYYY COLUMN HEADERS AS UNDER ARE NOT REQUIRED IN THE FILE. ITS JUST TO INDICATE SEQUENCING. REMOVE THE HEADER ONCE FILE IS GENERATED. ONLY H|DDMMMYYYY is required on the Top**

   UifReferenceNumber|Shutdown From (DD-MMM-YYYY)ONLY|Shutdown Till(DD-MMM-YYYY)ONLY|Trade Name|PAYE number|Contact Number|Email Address|IDNumber|First Name|LastName|Renumeration(Monthly)|Employment Start Date|Employment End Date|Sector Minimum wage per month|Leave Income(During Shutdown)|Bank Name|Branch Code|Account Type|Account Number| Preferred Payment Medium

3. **The values of remuneration should not be comma separated. Example – 26000.90 and not 26,000.92**
4. **All the dates in CSV file should follow the date format DD-MMM-YYYY – Example – 23-APR-2020**
5. **Sector Minimum wage per month value is Mandatory. A blank value will result in error.**
6. **Account Type value should reflect as below. Please use the Account Type ID instead of Account Type description.**

ACCOUNTTYPEID	ACCOUNTTYPE
1	Current Account
2	Savings Account
3	Transmission Account

7. **The Preferred Payment Medium column is mandatory to fill as that information is used to pay to the beneficiaries. Use PaymentmediumId value and not the description when you prepare the file.**

PAYMENTMEDIUMID	PAYMENT_MEDIUM	
1	PAYMENT_TO_EMPLOYEE	...
2	PAYMENT_TO_EMPLOYER	...
3	PAYMENT_TO_BARGAINING_COUNCIL	...

8. ## each file should have footer record as under

F|2050 , HERE 2050 IS THE NUMBER OF EMPLOYEE RECORDS IN THE FILE

Unemployment Insurance Commissioner