



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA



**27 August 2020**

***UIF Enhancement Updates***

***UIF Internal Document***



## Employer Linking

Users' linking their Employers to their profile was returning error messages due to inconsistency of data in the backend systems. To rectify this, the Employer was required to complete a UI8 form and submit all CIPC documentation for manual resolution.

### Add Commercial Employer

It was agreed that to assist the user to link their Employer to uFiling be based on CIPC verified information.

1. Click on Registrations and Add
2. Enter UIF Ref
3. Select the Company Type
4. Enter the Company Registration Number

The system will make a call to CIPC to verify the company information

### Practitioner

When a uFiling practitioner links an Employer to their profile, the e-Mail address of the directors will be directly taken from the CIPC database. An E-Mail will be sent to these directors for permission to act on behalf of the Employer.

### Phase 2

Phase 2 of the Employer Linking will include updating of Siyaya via bulk and individual verifications. This requirement needs further IT and business input to formalise the business rules.



## Bulk Upload Enhancements

The bulk upload issues including unsuccessful uploads of the Employee declarations.

Issues identified with the bulk upload file included;

- Address field validation requirements, system blocks the user from proceeding when the address is not verifiable.
- Bulk upload required the full file and all line items to pass validation before items are loaded.

### Address field validations

It was agreed that uFiling would relax the Address information validation to accommodate the ease of uploading the declaration and give a warning to the user that he is required to fix the information before the next upload.

Bulk Upload - TestThriceTwiceAndOnceMore - 2508334/9

Logged in as:  
 8711305028080  
 2020-08-14

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 and no file containing more than 100 employees.

Please select the period for which you are uploading the file

2020/08 ▼

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

Your Uploaded Files

Bulk-upload.xlsx [Remove](#)

The following warnings were reported. Please correct these warnings before your next upload.

Line Number 2 Could not validate physical address for citizen 9901265264085.

Line Number 2 Could not validate postal address for citizen 9901265264085.

[Back](#)

Your file has been successfully uploaded and processed.

The following fields will be loaded;

- Address Line 1
- Address Line 2
- Postal Code



Salary Information Period From: 2015/15 Until: 2016/02

Is This Employee a UIF Contributor (Yes/No)? \*  
Hours Worked (Monthly): \*  
UIF Deductible Salary: \*

Gross Salary Per Month: \* R1,072.00  
UIF Contribution: R21.44

Physical Address  
Address line 1 \*  
Address line 2  
Address line 3  
Suburb  
City \*  
Postal code \* 2169

Postal Address  
Same as physical  Yes  No  
Address line 1 50a Tower Road  
Address line 2  
Address line 3  
Suburb NORTH RIDING UIT 22  
City NOT FOUND  
Postal code 2169

2169 - KYA SAND - JOHANNESBURG  
2169 - NORTH RIDING - NOT FOUND  
2169 - NORTH RIDING EXT 1 - NORTH RIDING  
2169 - NORTH RIDING EXT 2 - NORTH RIDING  
2169 - NORTH RIDING EXT 22 - NOT FOUND  
2169 - NORTH RIDING EXT 4 - NORTH RIDING  
2169 - NORTH RIDING EXT 6 - NORTH RIDING  
2169 - NORTH RIDING UIT 1 - NORTH RIDING  
2169 - NORTH RIDING UIT 2 - NORTH RIDING  
2169 - NORTH RIDING UIT 22 - NOT FOUND  
Click here for more options...

Back Save

The user will be required to update the Address details as per image above.

## Phase 2

Current process requires the full bulk upload file and all line items to pass validation before items are loaded.

The enhancement will allow the lines which pass validation to be loaded into uFiling with a report of lines to be resolved.

## Employer Registration catering for “Other”

The drop down list of entities is limited. This creates a problem with the user is unable to find a relevant entity description.

The incorporation of an entity description of “Other” accommodates other entities like NGO’s etc.

Process is as follows;

1. User selects dropdown menu
2. User selects type “Other”
3. Message popup displays a message directing the user of the process they are required to follow for the registration of the entity.



- Home
- Getting Started
- Manage Profile
- Registrations
  - Register
  - Add
  - Requests
  - De-Register Labour Practitioner
- Declarations Manager

### Register Employer

- 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

- Select One
- Close Corporation
- Company
- Constitutional Institution
- Government Business Enterprises
- Other
- Partnership
- Public Entity - National