

1.0 Take note

The Minister of Employment and Labour published a new TERS Direction. This Direction is effective 27 June 2020 and extends the TERS benefits until 15 August 2020 with new rules. Following is a summary of the changes/new information.

Extended categories of employers/employees who can claim for July and August:

- Employers/employees not yet permitted to commence operations (either partially or fully) under the Disaster Management Regulations.
- Employers unable to implement special measures in respect of 'vulnerable employees' or to make alternative arrangements for them to work from home. (*'vulnerable employees' are defined as employees with health issues or comorbidities that place them at risk if infected by Covid-19 and/or employees 60 years of age who are at higher risk if infected with Covid-19.)
- Employers who are unable to make use of the employees' services (either fully or partially) because of the operational requirements, based on economic, technological, structural or similar needs of the employer caused by compliance with the Disaster Management Regulations (in particular the need to limit the number of employees at the workplace by way of rostering, staggering of working hours, short time and the introduction of shift systems).

Remuneration received during lockdown:

A definition of 'remuneration' was added and refers to 'remuneration as defined in the Basic Conditions of Employment Act (BCEA), read with section 35(5) of the BCEA and Government Gazette 24889'. Therefore, the employer must report BCEA remuneration as 'monthly remuneration' and 'remuneration received during shutdown' and not UIF remuneration as defined in the UICA (Unemployment Insurance Contributions Act), as per the previous directives.

TERS application procedure:

The TERS applications for July and August 2020 opened on 17 August 2020. When the employer applies, they only have one option to select as 'lockdown period' which is 1 July 2020 – 15 August 2020. Therefore, the employer must complete 1 and a half month's BCEA remuneration (i.e. +/- 6 weeks) for 'remuneration received for work done or to be done' from 1 July – 15 August in the CSV file for the affected employees in order to apply for July/August.

CSV file: The DoEL has also released an amended TERS CSV file. Column O's heading was changed to 'Remuneration for work done or work to be done in July 2020 and August 2020' to align with the above-mentioned amendments.

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

It is your responsibility to confirm the correctness of the data to be submitted to the DoEL. Ensure all relevant documentation is completed as per the guidelines provided by the Department of Employment and Labour.

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

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

2.0 Print the TERS Data Report

From the Main Menu:

- Reports
- Reports and Maintenance.

On the Reports menu, search for your new report: **TERS data**. (The report is saved on the Reports 1-200 tab).

Double-click on the report to run the export.

The following Questions/Fields need to be completed:

2.1 TERS Company Selection

The screenshot shows the Sage 200c VIP interface for the TERS Report Company Selection. The top navigation bar includes 'sage 200c VIP', 'Version 5.5a | Site Code Z00001', '001 | Monthly', and 'Period Ends On 31/08/2020 | Period No 06 of 12'. Below the navigation bar, there are links for 'Manage Companies', 'Company Status', 'Options', 'Global Functions', 'Access Control', 'Renewal', and 'Help'. The main content area is titled 'TERS Report Company Selection' and features two radio buttons: 'Current Company' (selected) and 'Multiple Companies'.

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

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

The screenshot shows the Sage 200c VIP interface for the Report Options screen. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Report Options TERS Report' and includes a section 'Who must be paid' with radio buttons for 'Employee' (selected), 'Employer', and 'Council'. Below this, there are two columns of input fields for 'Company' and 'Council' information, including Bank Name, Branch Code, Account Number, Type of Account, Sector/Min Wage, and PAYE Number to export. The 'Shutdown Dates' section shows 'From Date' as 2020/07/01 and 'To Date' as 2020/08/15, with a note that July 2020 submissions must contain data from 1 July 2020 to 15 August 2020. The 'Value to be used as UIF remuneration' section has a 'Make selection' dropdown set to 'BCEA Remuneration' and a 'Month Last Full Salary' dropdown set to 'March'. The 'Leave Income (During Shutdown)' section has a 'Make Selection' dropdown set to 'BCEA Remuneration'. At the bottom, there is a 'Version' section with a 'Last Version Number' input field set to '1'. The bottom right corner contains 'CANCEL' and 'CONTINUE' buttons.

2.2 Who must be paid:

Who must be paid	
Employee	<input type="radio"/>
Employer	<input checked="" type="radio"/>
Council	<input type="radio"/>

Select Employee, Employer or Council.

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

Banking Details

Company		Council	
Bank Name	<input type="text" value="ABSA"/>	Bank Name	<input type="text"/>
Branch Code	<input type="text" value="326005"/>	Branch Code	<input type="text"/>
Account Number	<input type="text" value="3490154554"/>	Account Number	<input type="text"/>
Type of Account	<input type="text" value="Cheque"/>	Type of Account	<input type="text"/>
Sector Min Wage	<input type="text" value="3500.00"/>	PAYE Number to export	<input type="text" value="Employer"/>

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

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

2.3 Sector Minimum Wage

Sector Min Wage	<input type="text" value="3500.00"/>
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Enter the monthly equivalent of your sector minimum wage.

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

2.4 PAYE Number to Export

Indicate the PAYE Number to be exported in the file

PAYE Number to export	<input type="text" value="Employer"/>
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Note: It is recommended that you use the employer PAYE Number.

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

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

2.5 Shut Down from and to dates

Shutdown Dates		
From Date	<input type="text" value="2020/07/01"/>	To Date
	<input type="text" value="2020/08/15"/>	<input type="text" value="(July 2020 submissions must contain data from 1 July 2020 to 15 August 2020)"/>

This will be the first day of the shutdown period (when the employer had to close, or partially close operations). It will indicate the period that will be claimed for. For the month of July, the claims must contain data from 1 July to 15 August.

2.6 Value to be used as UIF Remuneration

Value to be used as UIF remuneration	
Make selection	BCEA Remuneration <input type="button" value="SELECT EARNING LINE"/>
Month Last Full Salary	March <small>Confirm that exported remuneration is correct before submission and amend if necessary.</small>

Make selection

A definition of 'remuneration' was added and refers to 'remuneration as defined in the Basic Conditions of Employment Act (BCEA), read with section 35(5) of the BCEA and Government Gazette 24889'.

Therefore, the employer must report BCEA remuneration as 'monthly remuneration' and 'remuneration received during lockdown' and not UIF remuneration as defined in the UICA, as per the previous directives

It is our understanding that the remuneration to be used for applications before July (27 March – 30 June) should be UIF remuneration (as defined in the Unemployment Insurance Contributions Act) as previously communicated. We have requested confirmation from the DoEL.

Even though it is recommended that you select the BCEA Remuneration value, for the period 1 July to 15 August, the report allow users with flexibility depending on their setups, thus you have additional options to select specific Earnings, Rate per day calculation or a Calculation screen line. You can select:

- Select BCEA remuneration (From 1 July)
- BCEA Remuneration XS Screen – (will export the value on the selected calculation line in the current period, month-to-date-plus value in non-monthly companies) (From 1 July)
- UIF remuneration
- Select a specific Earning line or multiple Earning lines to be added together.
- Rate per day calculation – This option uses the employee rate per day on his increase screen X 21.667 days per month

Take Note: If your company was not setup to correctly to calculate BCEA values, it is recommended that you calculate the value to be exported in the TERS file and capture it in the current period on the employee Calculation (XS) screen. The TERS export can then read the BCEA value from the Calculation screen

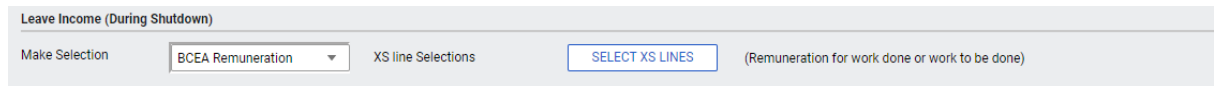
Refer to Month (new selection field)

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

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

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

2.7 Leave Income (During Shutdown)



Leave Income (During Shutdown)

Make Selection: BCEA Remuneration (dropdown) XS line Selections: SELECT XS LINES (button) (Remuneration for work done or work to be done)

The employer must report BCEA remuneration as remuneration received during shutdown¹.

The employers should extract BCEA remuneration for 6 weeks (1 July – 15 August)

The system will allow you to select and XS line (Calculation screen line) and the extract the current period value on the selected line to be included in the file. (in non-monthly companies month-to-date (incl current period) will export)

Setup suggestions would be:

- Define a calculation screen line, with a formula of calculation, that can calculate the BCEA termination rate X the number of days that the employee worked during the period 1 July to 15 August. This value will then be included as the – Remuneration for work done or to be done in July and August
- Alternatively, if the BCEA setup in your company is not correct, you can calculate the value to be included manually and add it to the calculation line.

This will allow the export to include the correct values in the file.

It is our understanding that the remuneration to be used for applications before July (27 March – 30 June) should be UIF remuneration (as defined in the Unemployment Insurance Contributions Act) as previously communicated. We have requested confirmation from the DoEL.

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

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

2.8 Last Version Number



Version

Last Version Number: 001

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

In the following example, 00000012_25mar2020_01.csv the unique sequence number (version number) is **01**.

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

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

Selections made on the screen will be saved for your convenience.

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

2.9 Employee Selection Screen

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

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

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

The screenshot displays the 'TERS Report' interface. At the top, the Sage 200c VIP logo is on the left, and system information (Version 5.5a, Site Code Z00001, 001 | Monthly, Period Ends On 31/08/2020 | Period No 06 of 12) is on the right. Below the header is a navigation menu with options like 'Manage Companies', 'Company Status', 'Options', 'Global Functions', 'Access Control', 'Renewal', and 'Help'. The main content area is titled 'TERS Report' and contains a table with the following data:

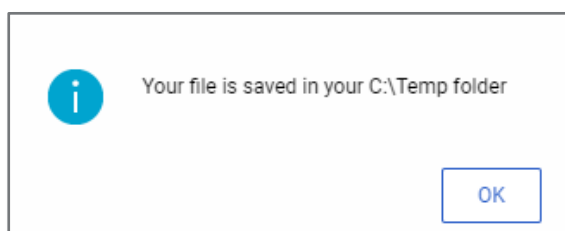
Company	Employee Code	Employee Name	UIF Status	Date Engaged	Select
001	001	Strydom	UIF	2014/03/01	Yes
001	004	Mashaba	UIF	2002/07/15	No
001	005	Abraham	UIF	2005/01/03	Yes
001	006	Jackson	UIF	2002/09/01	Yes
001	007	Boswell	UIF	1998/02/01	Yes
001	008	Fredricks	UIF	2004/01/15	Yes
001	009	Williams	UIF	2003/04/01	Yes
001	010	Hassiem	UIF	2004/12/01	Yes
001	011	Adams	UIF	2001/08/01	No
001	012	Cameron	UIF	2005/01/03	Yes
001	013	le Roux	UIF	2009/11/01	Yes
001	014	Jacobs	UIF	2012/01/01	Yes
001	015	WILSON	UIF	2003/01/01	Yes
001	016	NAIDOO	UIF	2004/02/01	Yes
001	017	RUSSEL	UIF	2000/01/02	Yes
001	018	MASHABA	UIF	2002/07/15	Yes
001	019	DANIELS	UIF	2005/01/03	Yes
001	020	JACKSON	UIF	2002/09/01	Yes
001	021	BENSON	UIF	1998/02/01	Yes
001	022	FREDRICKS	UIF	2004/01/15	Yes
001	023	BOKABA	UIF	2003/04/01	Yes
001	024	HASSIEM	UIF	2004/12/01	Yes

At the bottom of the table, there is a 'Select All' checkbox which is checked. Below the table are 'CANCEL' and 'CONTINUE' buttons.




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

Excel will open the template. (If necessary, click on ‘Enable Content’ to open the file.) This worksheet exports the information contained in the pipe delimited csv file, for your easy reference.

The csv file will generate and will be saved to your C:\Temp folder, as indicated by this message, together with the Excel worksheet:



Local Disk (C:) > Temp

<input type="checkbox"/> Name	Date modified	Type	Size
 Advisor	2020/08/27 21:18	File folder	
 GlobalSOP	2020/08/27 19:19	File folder	
<input checked="" type="checkbox"/>  06027371_27aug2020_02.csv	2020/08/27 21:18	Microsoft Excel C...	4 KB

IMPORTANT

- Review the Microsoft Excel file to ensure that all fields in the file are completed.
- If fields need to be updated, update payroll and re-export the file.
- We do not advise that you edit the pipe-delimited csv file.

Release date: 27 Aug 2020