

UIF Submit Report

How to print the UIF Submit Report



In accordance to the Unemployment Insurance Act, the employer must, before the seventh day of each month submit to the Commissioner or the Unemployment Insurance Commissioner, whichever is applicable to such an Employer in terms of section 8 or 9, such information relating to its employees as the Minister may prescribe by regulation, including details relating to:

- The termination of the employment of any employee; and
- The appointment of any employee by the employer

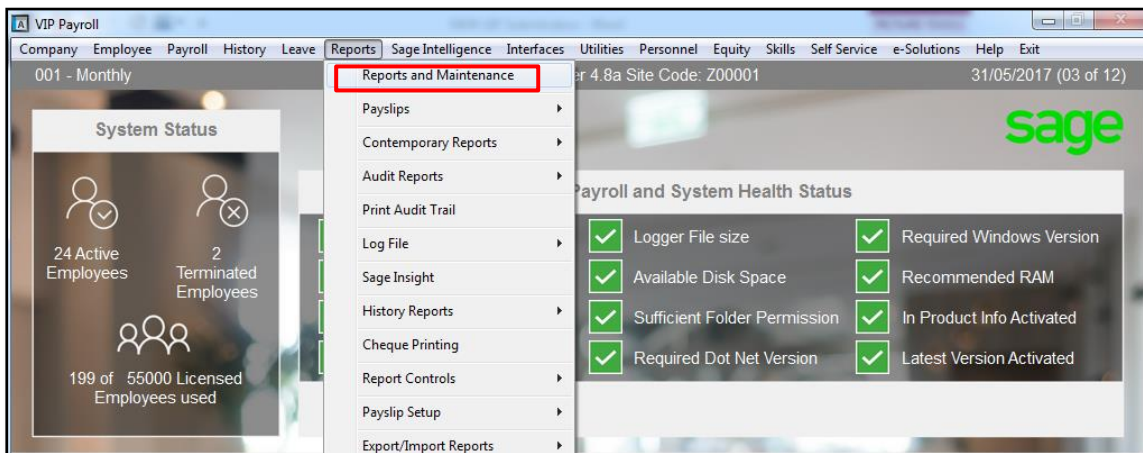
On VIP our clients can make use of the UIF submit report in order to submit this information each month.

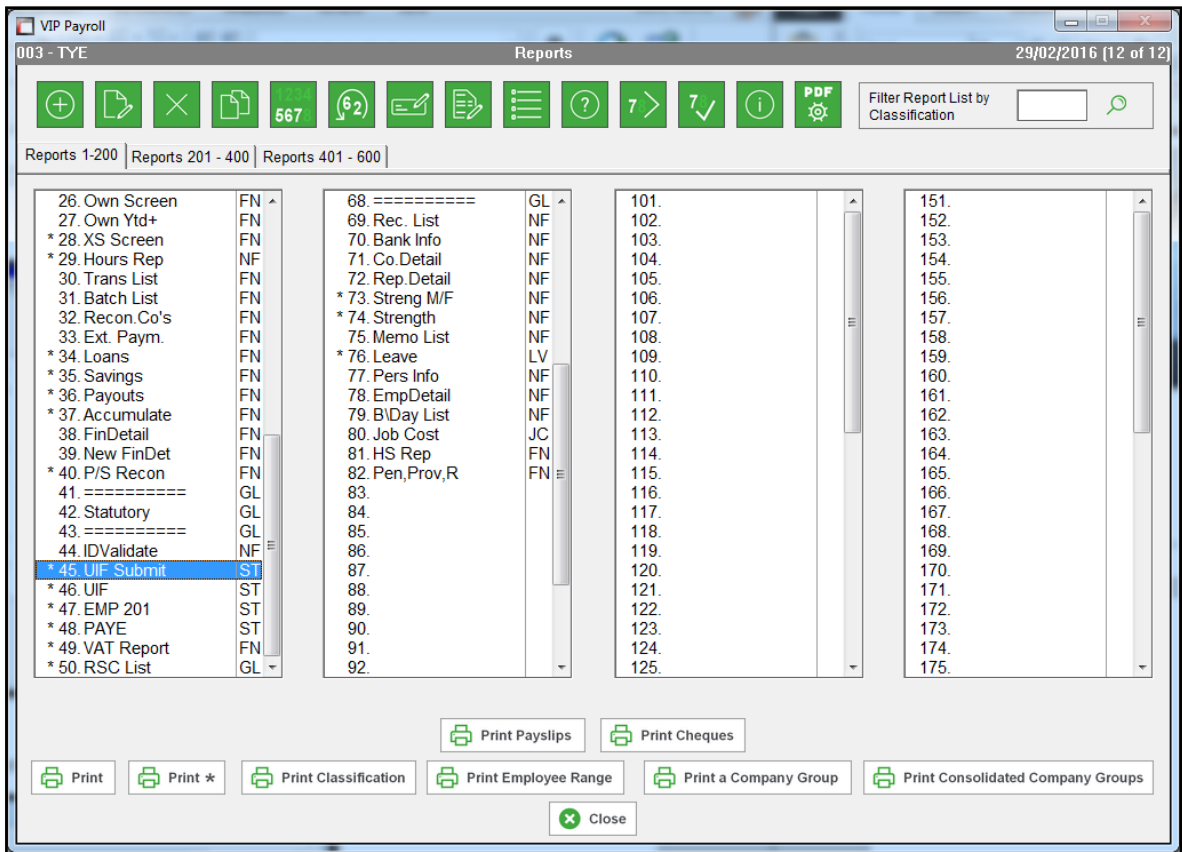
Steps to follow

Ensure that all operators are out of the system

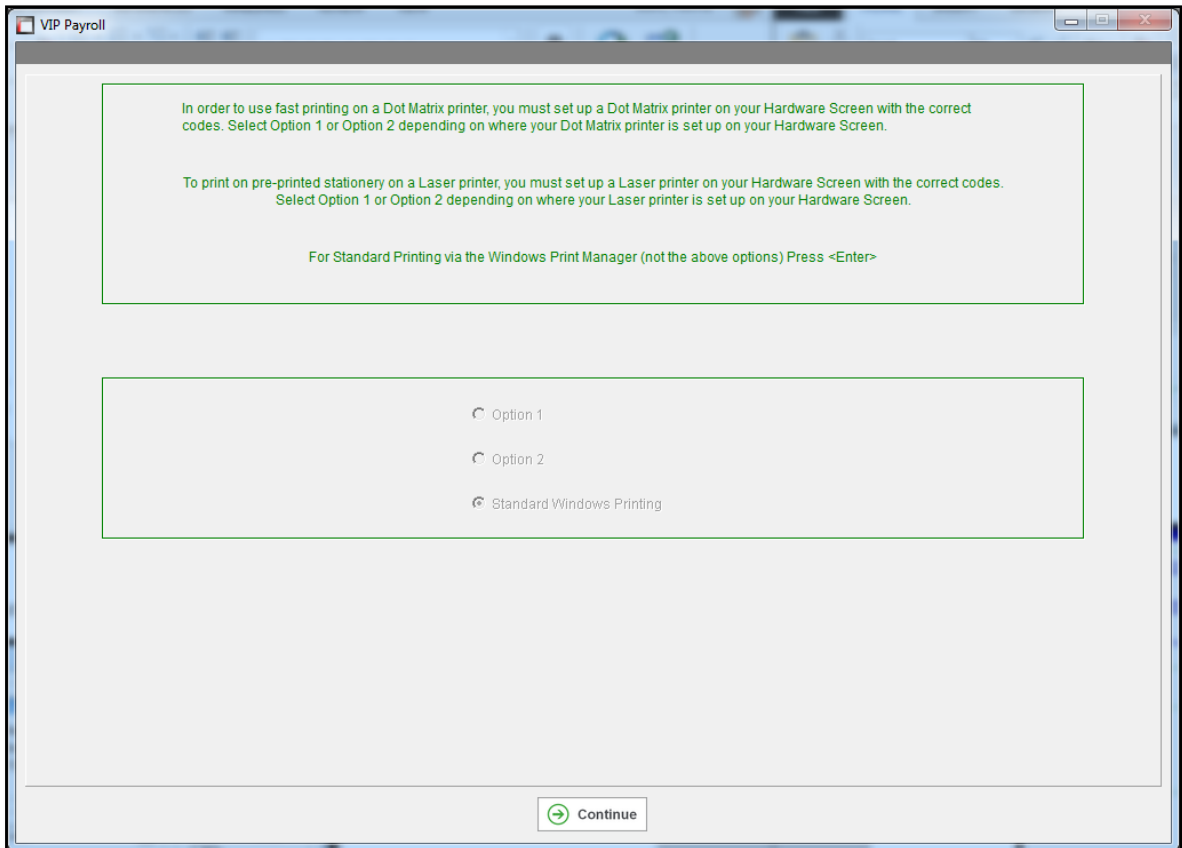
From the VIP Main Menu click on:

- Reports
- Reports and Maintenance





- Click on Continue



- Make sure the information on the screen below is completed and click on Continue

003 - TYE U.I.F. Electronic Submission 29/02/2016 [12 of 12]

U.I.F. Creator and Contact Person Detail for U.I.F. Electronic Submission

Creator U.I.F. Registration Number	06027371
Creator U.I.F. Email	anton@final.co.za
Contact Person Name	Mr T de Waal
Contact Person Telephone Number	012 - 420-7835

- Current or Multiple Companies - If you select to create the file for multiple companies the UIF registration number must be the same for all the companies
- Type of Run - Select Live Run
- File Number - Will be the extension of the file and will change every time you print the report
- Destination Path - Browse to where the file must be saved and click on continue

003 - TYE U.I.F. Electronic Submission 29/02/2016 [12 of 12]

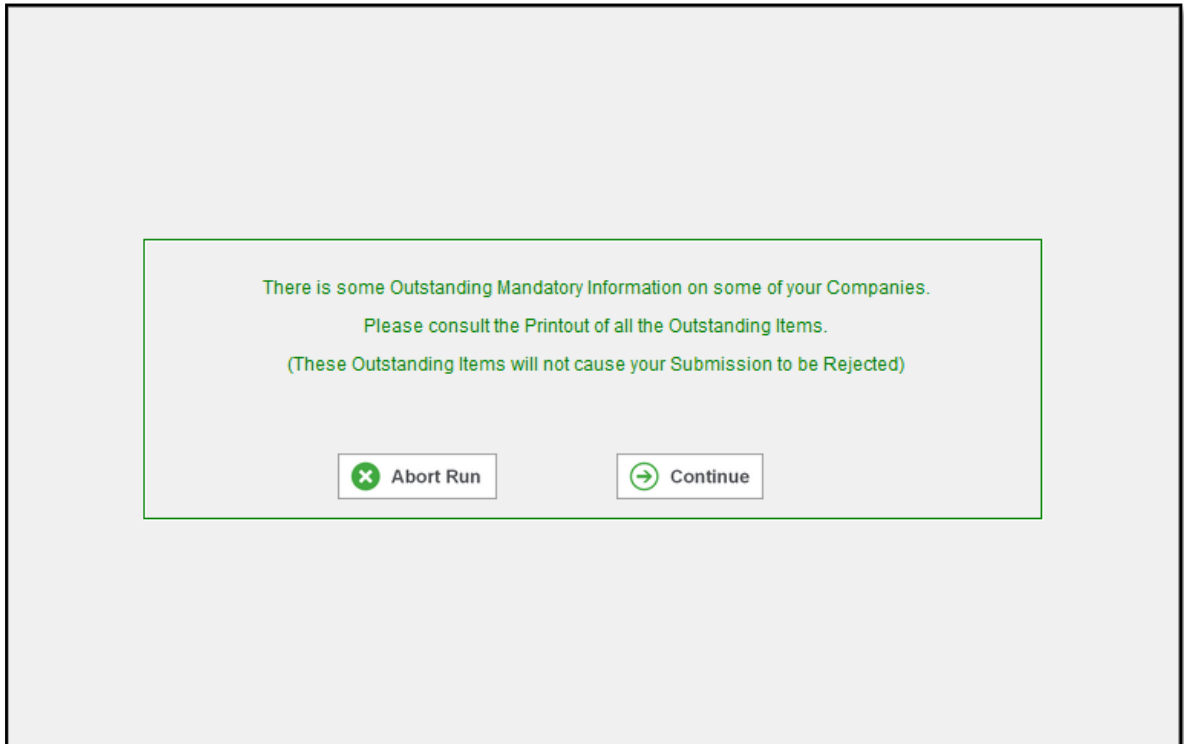
Current Company only or Multiple Companies?	Current Company
Type of Run	Live
File Number	005
Destination path for U.I.F. Download File	D:\46Support Browse

The UIF Submission Report must only be exported and submitted in the last Pay Period of the Month.

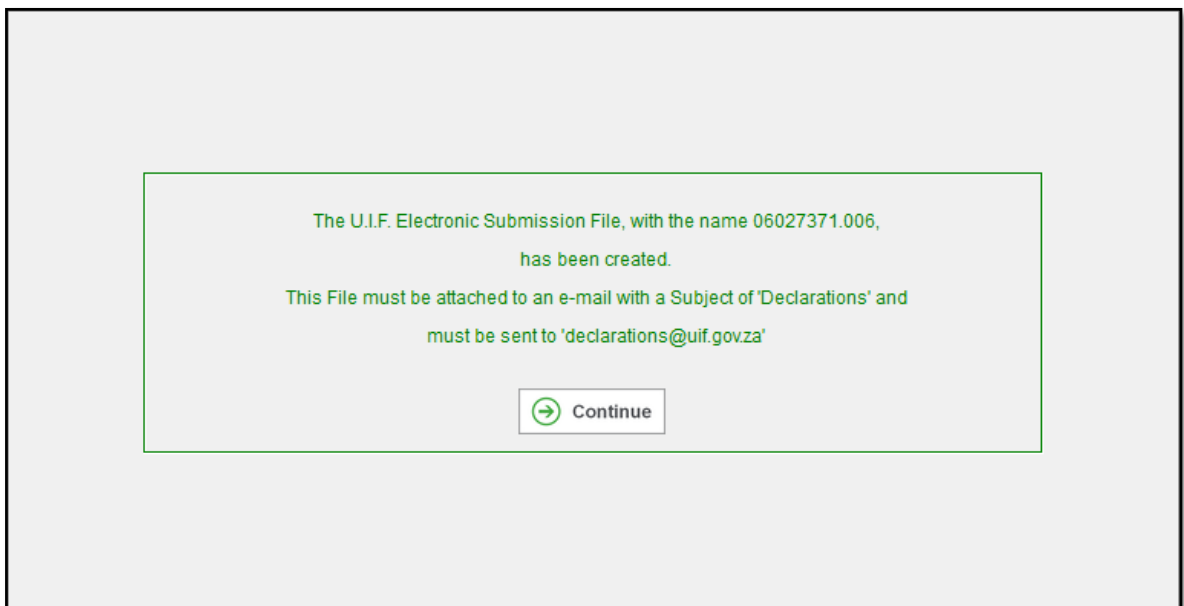
Review the UIF Employment Status and UIF Start Date on the Statutory Details Tab for Employees on Maternity Leave, Illness Leave and for Seasonal Workers

A screen may come up with the following message. This means that there is outstanding information that needs to be corrected.

You can either choose to abort run or complete the outstanding information that will display on the printout or you can choose to continue and create the file that will be sent to the Department of Labor.



- Once you click on continue the following message will appear. It will contain the file name as well as an e-mail address where the file must be sent to



- Click on continue again

The file is now saved in your chosen directory and is ready to be sent to declarations@uif.gov.za.