## 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



VIP Payroll				
003 - TYE	Reports		29/02/2016 (12 of 12)	
		(i) PDF Silter Report List by Classification		
Reports 1-200 Reports 201 - 400 Reports 401 - 600				
26. Own Screen         FN *           27. Own Ytd+         FN           27. Own Ytd+         FN           *28. XS Screen         FN           *29. Hours Rep         NF           30. Trans List         FN           31. Batch List         FN           32. Recon.Co's         FN           *32. Recon.Co's         FN           *33. Ext. Paym.         FN           *34. Loans         FN           *35. Savings         FN           *36. Payouts         FN           *37. Accumulate         FN           *38. FinDetail         FN           *39. New FinDet         FN           *40. P/S Recon         FN           *41. =======         GL           42. Statutory         GL           43. ======         GL           44. IDValidate         NF           *46. UIF         ST           *46. UIF         ST           *48. PAYE         ST           *49. VAT Report         FN           *40. VAT Report         FN	GL         101.           NF         103.           NF         104.           NF         105.           NF         106.           NF         107.           NF         108.           LV         110.           NF         108.           LV         111.           NF         112.           JC         113.           FN         115.           FN         115.           116.         117.           118.         119.           120.         121.           122.         123.           124.         125.	► 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 171. 172. 173. 174. 175.	E	
		7		
	Int Paysiips Print Cheques			
Print 🖨 Print *	t Employee Range Print a C	company Group	ted Company Groups	
Close				

• Click on Continue

VIP Payro			
	In order to use fast printing on a Dot Matrix printer, you must set up a Dot Matrix printer on your Hardware Screen with the correct codes. Select Option 1 or Option 2 depending on where your Dot Matrix printer is set up on your Hardware Screen.		
	To print on pre-printed stationery on a Laser printer, you must set up a Laser printer on your Hardware Screen with the correct codes. Select Option 1 or Option 2 depending on where your Laser printer is set up on your Hardware Screen.		
	For Standard Printing via the Windows Print Manager (not the above options) Press <enter></enter>		
	C Option 1		
	C Option 2		
	Standard Windows Printing		
	Continue		

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

VIP Payroll 003 - TYE		U.I.F. Electronic Submission	29/02/2016 (12 of 12)
	U.I.F. Creator and Con	tact Person Detail for U.I.F. Electronic Submission	
	Creator U.I.F. Email	anton@final.co.za	
	Contact Person Name Contact Person Telephone Number	Mr T de Waal 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		J.I.F. Electronic Submission	29/02/2016 (12 of 12)
	Current Company only or Multiple Companies? Type of Run File Number Destination path for U.I.F. Download File	Current Company Live 005 D:\46Support	Erowse
Review	The UIF Submission Report must only be withe UIF Employment Status and UIF Start Date on the Statutory	exported and submitted in the last Pay Period of the Month. / Details Tab for Employees on Maternity Leave, Illness Leave ontinue Cose	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.

There is some Outstanding Mandatory Information on some of your Companies.
Prease consult the Printout of all the Outstanding items. (These Outstanding Items will not cause your Submission to be Rejected)
S Abort Run → Continue

• 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

The U.I.F. Electronic Submission File, with the name 06027371.006,	
has been created.	
This File must be attached to an e-mail with a Subject of 'Declarations' and	
must be sent to 'declarations@uif.gov.za'	
⊖ Continue	
	The U.I.F. Electronic Submission File, with the name 06027371.006, has been created. This File must be attached to an e-mail with a Subject of 'Declarations' and must be sent to 'declarations@uif.govza' Continue

Click on continue again

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