



**UIF**

**DECLARATION SPECIFICATION  
Version P.081**

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# 1. Data Collection

## 1.1 Employer Declarations

### 1.1.1 Submission format specifications

The details of **all** employees, as defined in terms of the Unemployment Insurance Act 63, 2001, (this excludes non natural persons and independent contractors), on the payroll are required irrespective of whether they are contributors or non-contributors. Codes for non-contributors have been provided in these specifications.

An employer may elect to submit his declaration in one of two formats, namely, the SARS format or the Simple Comma Delimited format without the SARS codes. For employers using a payroll application provided by members of the PAG and who are currently submitting an electronic IRP5 using the SARS codes, or who wish to do so, must submit their UI payroll declaration extracts using the SARS based format specified in paragraph 1.1.1.1 below. Employers who do not wish to submit their UI payroll declaration extracts using the SARS based format, are given the option of submitting their UI payroll declarations in the simple comma delimited format as specified in paragraph 1.1.1.2 below. The information provided in these two submission formats is exactly the same – same lengths and other characteristics, the same sequence of fields in each record and the same processing and validation rules will apply to both formats. The only material difference between the two will be that where a field is “blank” it may be omitted from the SARS format along with the associated Field Code, while in the Simple Comma Delimited Format an allowance for this field must be made by inserting a comma. The information contained in this document will be incorporated in the SARS EMP 10. The formats are described in detail below.

#### 1.1.1.1 SARS Format.

The following attributes have been identified and need to conform to the format as specified (ASCII) and Comma Delimited. The format is divided into different sections comprising a Creator Record, Employer Record and Employee Record. The mechanisms that are available for the submission of declarations are:

- Electronically Via E-mail to [declarations@uif.gov.za](mailto:declarations@uif.gov.za)
- Electronically Via FTP to [alg.gov.za](ftp://alg.gov.za) (Please Refer to section on naming conventions)
- Website (Electronic capture via the UIF website in the near future) at [www.uif.gov.za](http://www.uif.gov.za)
- Manual (Via fax / Post on specified pre-printed format).

#### a. Creator Record:

SARS CODE	FIELD NAME	COMMENTS	UI Comments	Error Handling (Phase 1)
8000	Record Type	A4 Must = UICR	Mandatory	EM="Invalid Record Type" <b>Level 1 error</b>
8010	Format Type	A2 U1 = SARS Format U2 = Simple Comma delim	Mandatory	EM="Format Type not Valid" <b>Level 1 error</b>
8020	UIF Employer ref. No. for the Creator	A9 See rules	Mandatory	EM="Invalid UIF Reference Number Supplied" <b>Level 1 error</b>
8030	TEST / LIVE indicator	A4 (fixed characters) Value may only be TEST or LIVE	Mandatory	"Invalid TEST/LIVE Indicator" <b>Level 1 error</b>
8040	Contact Person	A30	Mandatory	EM="No Contact Name Supplied" <b>Level 2 error</b>
8050	Contact number	A16	Mandatory	EM="No Contact Number Supplied" <b>Level 2 error</b>
8060	Contact E-mail address	A50	Optional	
8070	Payroll month	CCYYMM	Mandatory	<b>Level 2 error</b>

### b. Employer Record

SARS CODE	FIELD NAME	COMMENTS	UI Comments	Error Handling (Phase 1)
8000	Record Type	A4 Must = UIEM	Mandatory	EM="Invalid Record Type" <b>Level 1 error</b>
8110	UIF Employer ref. no.	A9 See rules	Mandatory	EM="Invalid UIF Reference Number Supplied" <b>Level 1 error</b>
8120	PAYE Employer number	N10 (fixed characters) See rules	Optional but mandatory if registered for PAYE	
8130	Total Gross Taxable Remuneration	N13.2 This is the sum of all gross taxable remuneration fields (the total of 8300)	Mandatory	EM="No Total Gross Taxable Remuneration Supplied" <b>Level 2 error</b>
8140	Total contribution	N13.2 This is the sum of all UIF contribution fields (the total of 8320)	Mandatory	EM="No Total contribution Supplied" <b>Level 2 error</b>
8150	Employer total number of Employee records.	N15 See rules	Mandatory	EM="No Total Number of Employer Records Supplied" <b>Level 2 error</b>

### c. Employee Detail Record

SARS CODE	FIELD NAME	COMMENTS	UI Comments	Error Handling (Phase 1)
8000	Record Type	A4 Must = UIWK	Mandatory	EM="Invalid Record Type" <b>Level 1 error</b>
8110	UIF Employer ref. no.	A9 See rules	Mandatory	EM="Invalid UIF Reference Number Supplied" <b>Level 1 error</b>
8200	ID number	N13 (fixed characters) Validation of the number will be performed. See Rules	Mandatory	EM="No Employee ID Provided" <b>Level 2 error</b>
8210	Other number	A16 See Rules for 8200	Optional but mandatory if 8200 & 8220 are absent	EM="No Employee ID (Other) Provided" <b>Level 2 error if mandatory</b>
8220	Personnel / Clock Card/ Payroll No.	A25 See Rules for 8200	Optional but mandatory if 8200 & 8210 are absent	EM="No Employee Payroll ID Provided" <b>Level 2 error if mandatory</b>
8230	Surname	A120	Mandatory	EM="No Employee Surname Provided" <b>Level 2 error</b>
8240	First names	A90	Mandatory	EM="No Employee Names Provided" <b>Level 2 error</b>
8250	Date of Birth	N8 Format CCYYMMDD	Mandatory	EM="No Date of Birth Provided" <b>Level 2 error</b>
8260	Date employed from	N8 (fixed characters) Format CCYYMMDD Must be the latest date that the employee started work at the above employer	Mandatory	EM="No Date Employed From Provided" <b>Level 2 error</b>
8270	Date employed to	N8 Format CCYYMMDD Must be as valid date and may not exceed the last day of the following month.	Optional unless employee was discharged during the payroll month	EM="No Date Employed To Provided" <b>Level 2 error</b>

		Cannot be less than code 8260 Field must be populated if employee is discharged		
8280	Employment status	N2 Employee's employment status as at the month end. See Rules	Optional unless there is a discharge date	EM="No Employment Status Provided" <b>Level 2 error</b>
8290	Reason for non contribution	N2 See Rules	Optional unless the value at 8300, 8310 and 8320 is zero	EM="No Reason For Non Contribution Provided" <b>Level 2 error</b>
8300	Gross taxable remuneration	N13,2 This field should be the same as SARS's code 3699 (Gross taxable remuneration) See Rules	Mandatory except where code 06 is reflected in field 8290	EM="No Gross Taxable Remuneration Provided" <b>Level 2 error</b>
8310	Gross UIF remuneration package	N13,2 The only difference between this field and SARS's code 3699 are the exclusions in terms of the definition of remuneration. See Rules	Mandatory except where code 05 or 06 is reflected in field 8290	EM="No Gross UIF Contribution Remuneration Provided" <b>Level 2 error</b>
8320	UIF contribution	N13,2 This field must be the combined Employer and Employee contribution in respect of the employee	Mandatory except where there is a reason code for non contribution (field 8290)	EM="No UIF Contribution amount Provided" <b>Level 2 error</b>
8330	Bank Branch code	N8 See Rules	Optional but mandatory if either code 8340 or 8350 is provided. Validated against Table	<b>Level 2 error</b>
8340	Bank Account number	N16 See Rules	Mandatory if Branch Code Supplied	<b>Level 2 error</b>
8350	Bank Account type	N2 See Rules	Mandatory if Branch Code Supplied. Validated against Table	<b>Level 2 error</b>

#### 1.1.1.2 Simple Comma-Delimited Format.

The simple Comma Delimited format has exactly the same fields and sequence as specified above except that the SARS codes are omitted and that where a field is "blank" allowance for this field must be made by inserting a comma. The format is divided into different sections comprising a Creator Record, Employer Record and Employee Record. The mechanisms that are available for the submission of declarations are:

- Electronically Via E-mail to - [declarations@uif.gov.za](mailto:declarations@uif.gov.za)
- Electronically Via FTP to - [alg.gov.za](ftp://alg.gov.za) (Please Refer to section on naming conventions)
- Website (Electronic capture via the UIF website in the near future) at [www.uif.gov.za](http://www.uif.gov.za)
- Manual (Via fax / Post on specified pre-printed format).

#### 1.1.2 Submission Frequency

Employers must make monthly submissions using one of the mechanisms provided – E-mail, FTP or Fax. If multiple submissions are made for a given month the second and subsequent submissions with the same file name will over ride any previous submission. The declaration will also be used to provide the information for the invoice which will be sent to employers each month. The accounting cut-off date will be the 7<sup>th</sup> day of each month. This means that the employer's

account for that month will be debited with the amount declared on the latest submission. Any subsequent submission will be construed to be for the following month.

### 1.1.3 Naming Conventions

In the case where submissions are made via an attachment to an E-mail the following rules will apply:

- a. The attached file must be in one of the two approved formats.
- b. The “Subject” of the E-mail must be “Declaration”.
- c. The name of the attachment must be made up as follows:

uuuuuuuu.nnn

Where:

uuuuuuuu = UIF reference number

- This is the number supplied to each Employer on registration with the Fund and is always used on any correspondence from the UIF. The last 8 digits of the UIF Reference number should be used. Only numeric digits are allowed with no slash or leading zeros. NOTE this must always be the Creator UIF Reference Number (Code 8020).

nnn = File Number

- It is important to know that if a file is sent more than once with the same file name, the last file received will be used and it will overwrite all previously sent files with the same file name.
- If the Employer wants to send a new file, or additions to the file, increment the number by 1.

In the case where submissions are made via FTP the following rules will apply.

- a. The submission file must comply with one or other of the two agreed formats.
- b. The naming convention that is used for E-mail submissions will also apply to FTP.
- c. The file must be transferred to the following location on:
  1. alg.gov.za
  2. enter – UI Reference number @ <ftp.uif.gov.za> (This is the number supplied to each Employer on registration to the Fund)
  3. enter- password.
- d. An employer or creator wishing to register as an FTP and or Web user for purposes of submitting declarations electronically, **must** make the following arrangements:
  1. Send an E-mail to [-registrations@uif.gov.za](mailto:-registrations@uif.gov.za) with the following details:
  2. The Employer’s UI reference number. (Refer to Rule 8020),
  3. Full Christian names, surname, residential address and Identity Number of the owner or partners,
  4. In the case of a company or a close corporation, the registered name and number,
  5. E-mail address of contact person, and,
  6. Telephone number of contact person.

Please note that Employers who will be E-mailing their declarations do not have to register with the Fund as EFT users. However, should the attachment which you intend sending by E-mail to the Fund exceed 1 Mb, you are requested to contact the UIF Helpdesk on (012) 337 1680 in order to make special arrangements for the transmission of the E-mail.

## 2. EXPLANATORY NOTES

### 2.1 Field Validation Rules

#### 2.1.1. Rules for Creator Record

- 8010 This field will be used to identify the layout of the entire file.
- 8020 Each Creator must register with the Fund unless the Creator is already registered as an employer. If a Creator is not already registered with the Fund as an employer, a Registration Form (UI 1) must be completed and posted to the Fund at UIF/WVF, Pretoria, 0052 or Faxed to (012) 337 1912. The Registration form is available at any Department of Labour Office.
- 8030 This indicates whether the file is for Test or Production purposes. TEST data is not stored on the Employee Database.

#### 2.1.2. Rules for Employer Record

- 8110 The UIF Reference Number should be used. (It is the 8 digit number and should be zero filled to fit the size of the field which is A9) i.e. 123456/8 should be sent as 001234568. Validation on this number will be done against the UIF Employer Database.
- 8120 Employer's PAYE-reference number, under which employees tax is deducted and paid over to SARS. This number starts with a "7". If the employer is only registered for IT 3(a) purposes, the IT 3(a)-reference number must be used. Must be a valid reference number (modulus 10 test).
- 8150 This is the sum total of all employee records for the employer excluding the employer record.

#### 2.1.3. Rules for Employee Detail Record

- 8200 This must be a valid 13 digit National ID Number. Please note that the key to the UI system is the employee 13 digit bar coded National ID Number, without which an applicant cannot claim benefits from the Fund. The employee and employer are still obliged to pay contributions in respect of the employee and to furnish details of the employee to the Fund if the 13 digit bar coded National ID Number is not available. In this event, the numbers in either field 8210 or 8220 **must** be supplied to enable the Fund to track the contribution payments. These details will be stored in a repository for later cross referencing purposes and as proof of payment of contributions – without which the employee will **not** be allowed to claim benefits.
- 8210 This could be any other number including a passport number, residence permit, (temporary or permanent), old National ID Numbers, etc. This field is compulsory where field 8200 and 8220 is omitted (see Rule 8200).
- 8220 This field should contain the personnel/clock card/payroll number and is compulsory where fields 8200 and 8210 are omitted (see Rule 8200).
- 8280 Employment status codes will be as follows:
- 01 = ACTIVE.
  - 02 = DECEASED.
  - 03 = RETIRED.
  - 04 = DISMISSED.
  - 05 = CONTRACT EXPIRED.
  - 06 = RESIGNED.
  - 07 = CONSTRUCTIVELY DISMISSED.
  - 08 = EMPLOYER'S INSOLVENCY.
  - 09 = MATERNITY/ADOPTION LEAVE.
  - 10 = ILLNESS LEAVE.
- 8290 Reasons for non contribution.  
The following codes will be accepted as valid responses:
- 01 = Temporary employees (less than 24 hours per month).
  - 02 = Learners in terms of the Skills Development Act.
  - 03 = Employees in the national and provincial spheres of government.

- 04 = Employees who are repatriated at the end of the contract of service.
- 05 = Employees who earn commission only.
- 06 = No income paid for the payroll period.
- 07 = Seasonal workers.

- 8300 Gross taxable remuneration. This field must be the same as SARS's code 3699.
- 8310 Gross UIF remuneration package. Equals the salary/remuneration on which the UI contribution is calculated and is defined in terms of section 1 of the Unemployment Insurance Contributions Bill. In the case where this amount exceeds the current UIF limit of R8099,00 pm, the excess above the limit must not be reflected.
- 8320 UIF contribution. This field must be the combined Employer and Employee contribution in respect of the employee. Note the legislative requirements where employers **must** deduct the contribution from the employee (Section 6 & 7 of Unemployment Insurance Contribution Act).
- 8330 This is the Bank Branch code where the employee's bank account is held. Valid branch codes as per ACB. This field is Optional but will assist in swift payouts if supplied.
- 8340 This is the Bank Account number where the employee's bank account is held. This field is Optional but will assist in swift payouts if supplied.
- 8350 This is the Type of Bank Account held by the Employee. Valid account types as per ACB. This field is Optional but will assist in swift payouts if supplied. The Account Types as per the ACB manual are;
- 1 = Current (Cheque) account.
  - 2 = Savings account.
  - 3 = Transmission account.
  - 4 = Bond account.
  - 6 = Subscription Share account.

## 2.2 Rejection Policy and Response Processing to Employer

The implementation of Phase 1 will include a response to the Employer acknowledging receipt of the declaration submission. If there is an E-mail address an E-mail acknowledgement will be sent. During this interim phase, the Fund will adopt the following rules in respect of the rejection of files containing incorrect or invalid data or omissions:

**Level 1 errors** = critical information which is incorrect/invalid or omitted -

If in the Creator Record, the **whole file** (the Creator Records and Employer and Employee Detail Records) will be rejected and the employer/creator will be requested to rectify the error(s) or omission(s) **and resubmit the whole file**.

If in the Employer or the Employee Detail Record, the Employer Record **AND All** the associated Employee Records will be rejected and must be resubmitted after being rectified by the employer/creator. The balance of the files will still be used.

**Level 2 errors** = non critical data which is incorrect/invalid or omitted – a warning will be E-mailed to the Creator/Employer informing them of the error/omission with instructions to rectify the error or omission as soon as possible. The incorrect/invalid data will not be written to the Employee Database but will be saved to a repository for reference purposes. The employee will not be able to claim benefits until the error or omission has been corrected and the data transferred to the Employee Database.

## 2.3 Record Types and Sequence of Records in the File

The file must consist of the following 3 record types:

- 1 Creator record.
- 2 Employee detail records.
- 3 Employer record.

The Creator Record **must** always be the first record in the sequence of the records and the employee detail records must be grouped together with the associated employer record. For example, where data in respect of more than one employer is being sent in a file, the following sequence must be used:

1. Creator record (must be first as it indicates the format type).
2. Employee detail records (Employer A).
3. Employer [trailer] record (Employer A).
4. Employee detail records (Employer B).
5. Employer [trailer] record (Employer B).

#### **2.4. Standards which must be applied when creating a comma delimited file using the SARS Format**

1. A comma-delimited file layout combined with the described code structure, must be used.
2. The file must be submitted in ASCII Format.
3. All numeric fields with decimal values (i.e. Rands and cents) must have the decimal point specified. Take note that this is always a point and not a comma.
4. All numeric fields with no decimal values (i.e. Rands only), must not have the decimal point specified.
5. Non-numeric fields must always be enclosed in double quotes (e.g. "O'Reilly").
6. The code and its associated field must not be included in the record in the record if the field does not have a value. The absence of the code and it's associated field value implies a zero or space value for the field.
7. The first code of each record must not be preceded by a comma.
8. Each record must start a new "line". The previous record must be followed by a carriage return character.
9. In all cases except for the UI Employer reference number (code 8020 and 8110), the leading zeros for numeric fields, and the trailing spaces for alphanumeric fields should be truncated, but this is not mandatory.

#### **Standards which must be applied when creating a simple comma delimited file (non SARS Format)**

1. A comma-delimited file layout must be used.
2. The file must be submitted in ASCII Format.
3. All numeric fields with decimal values (i.e. Rands and cents) must have the decimal point specified. Take note that this is always a point and not a comma.
4. All numeric fields with no decimal values (i.e. Rands only), must not have the decimal point specified.
5. Non-numeric fields must always be enclosed in double quotes( e.g. "O'Reilly").
6. All the fields need to be included in the record. If a field has no value it must be included as a NULL value i.e. ("xxxxxx", "zzzzzz", 1234,1,2). A space or a 0 will be regarded as a value.
7. A comma must not precede the first record.
8. Each record must start a new "line". The previous record must be followed by a carriage return character.
9. In all cases except for the UI Employer reference number, the leading zeros for numeric fields, and the trailing spaces for alphanumeric fields should be truncated, but this is not mandatory.