

## RETURNS : UIF ELECTRONIC DECLARATION

To electronically submit the monthly UIF Declaration to the Department of Labour, it is important to have the Company's detail completed in full in AfriClock.

### COMPLETE THE COMPANY PARTICULARS:

1. Click on the Main Screen on: Tables.

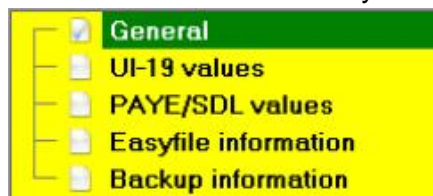


2. Nr. 1 - "General" will be highlighted in green.

3. Click on the option on the right hand side in pink/blue: Company Particulars:



4. Complete the fields required being General (Company particulars), UI-19 values, PAYE/SDL values and Easyfile information:



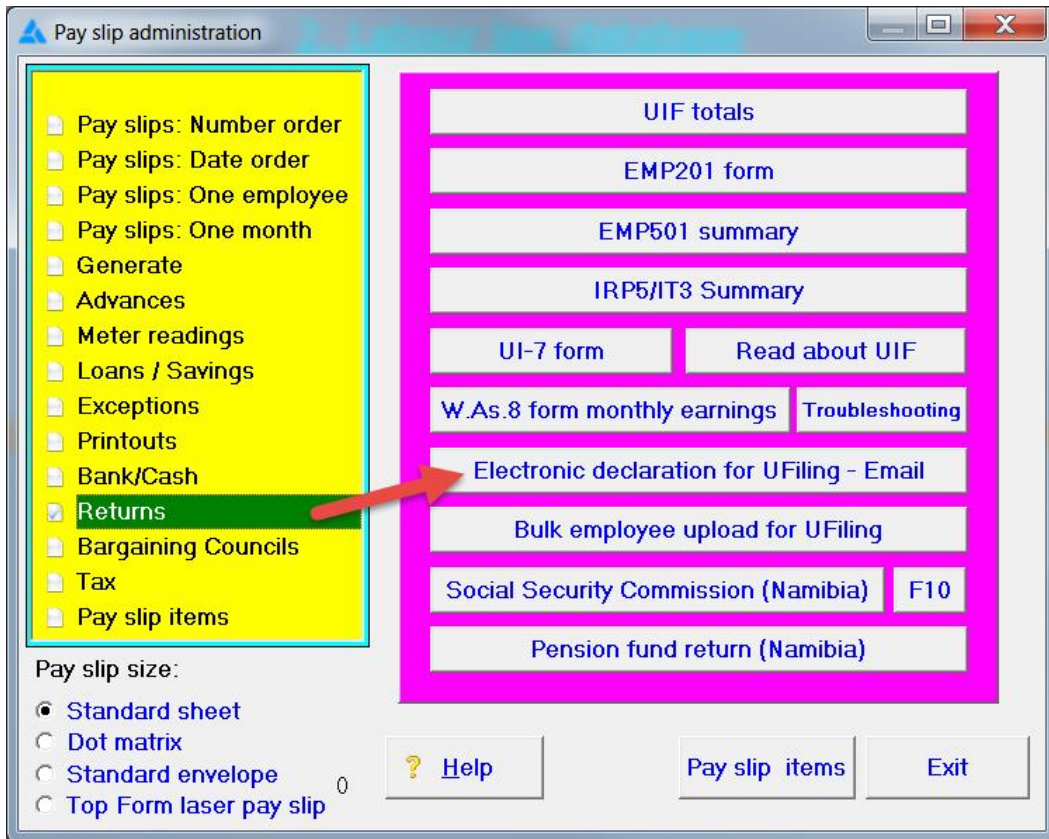
### ELECTRONIC SUBMISSION OF RETURN:

1. Click on the Main Screen on: Pay.

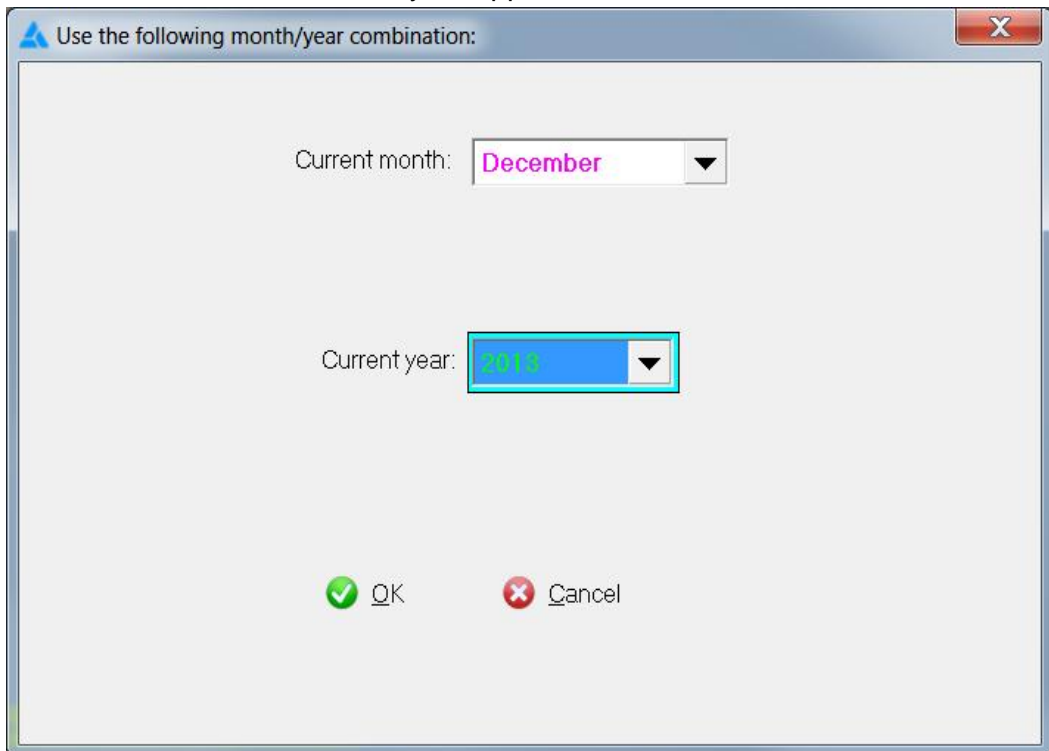


2. Click in the yellow block on: Returns.

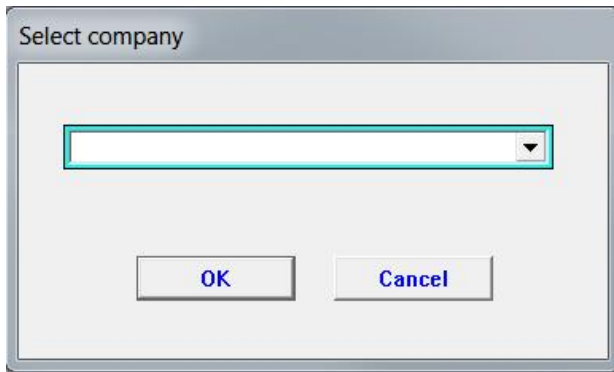
3. Select from the options on the right hand side in pink/blue: "Electronic declaration for Ufiling - Email":



4. Choose the correct month and year applicable:



5. Select the correct company (if more than one):

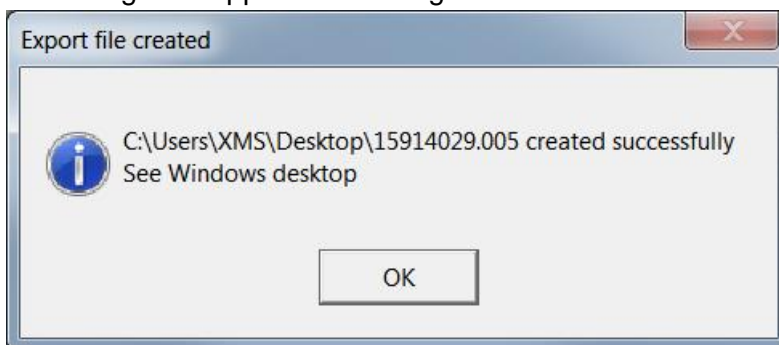


6. A summarized report reflecting the specific month's UIF will be displayed on the screen:

Row	Employee initials, name and surname	ID number	Date of birth	Remuneration	Monthly hours	Appointed	Terminated
Row 1	S Sinethemba ABA	9104085877083	1991/04/08	6383.15	1 254.07	12/01/2012	1
Row 2	S Siphamandla ABA	9406075232082	1994/06/07	1803.00	1 162.10	21/01/2013	1
Row 3	S B Silumko Ben ALLA	6708165674088	1967/08/16	6547.00	1 195.00	11/04/2013	1
Row 4	A J L Ashnevoy Jade Lucious AUGUSTUS	8405035146086	1984/05/03	3537.00	1 207.43	23/07/2012	1
Row 5	B Brenden AUGUSTUS	9604055424089	1996/04/05	2252.13	1 210.15	11/11/2013	1
Row 6	E R Elistin Romeo AUGUSTUS	6903185538088	1969/03/18	2582.47	1 176.02	19/08/2012	1
Row 7	F J J Freek Johannes Jack AUGUSTUS	7404055128083	1974/04/05	1657.00	1 158.08	26/08/2013	1
Row 8	J Josephine BABERS	8902030386089	1989/02/03	5439.00	1 201.12	28/03/2011	1
Row 9	J L Johannes Lodewikus BEKKER	7607075003082	1976/07/07	9072.49	1 182.95	30/01/2012	1
Row 10	R D Roelof Daniel (ROELOF) BEKKER	7903305098087	1979/03/30	6897.03	1 245.33	26/06/2013	1
Row 11	A J Andries Jacobus BESTER	6709175156082	1967/09/17	14872.00	1 233.30	01/02/2003	1
Row 12	MS Mariana Susanna BESTER	6809130021080	1968/09/13	5178.00	1 191.77	26/03/2012	1
Row 13	N Nontsikelelo BLESS	8004041017082	1980/04/04	4548.00	1 195.00	02/01/2009	1
Row 14	PE Philippus Erasmus BOTMA	7310145136087	1973/10/14	8113.00	1 158.20	10/09/2013	1
Row 15	F Flip BRAIN	6305285115082	1963/05/28	6638.00	1 195.00	01/10/2003	1
Row 16	C Cecilia CHIRO		1978/10/06	0.00	1 246.57	26/11/2012	1
Row 17	N Nyengeterai CHIRO		1975/04/06	0.00	1 181.42	20/03/2008	1
Row 18	HF Hendrina Francina CILLIERS	6707250028085	1967/07/25	5592.00	1 195.00	01/03/2011	1
Row 19	I Ilze CILLIERS	8108050008088	1981/08/05	5592.00	1 195.00	01/03/2011	1
Row 20	JA Johanna Aletta CILLIERS	7402240173089	1974/02/24	5592.00	1 195.00	01/03/2011	1
Row 21	CP Christoffel Phillipus COETZEE	5908025024083	1959/08/02	14872.00	1 227.27	08/02/2011	1
Row 22	M Michael COOK	8111045399083	1981/11/04	3901.07	1 199.17	24/07/2013	1
Row 23	M Martinus DE KOCK	6901045783084	1969/01/04	2892.00	1 196.07	11/03/2013	1
Row 24	E W Earl Warren (EARL 0197) DU PLESSIS	8304265151082	1983/04/26	879.05	1 82.38	23/07/2012	1
Row 25	CJ Christiaan Johannes DU PLOOY	5705015096083	1957/05/01	14872.00	1 312.73	01/01/2013	1
Row 26	GK Gesina Catharina DU PLOOY	6208040021084	1962/08/04	14872.00	1 160.97	23/07/2012	1
Row 27	K Karin DU PLOOY	9204130046088	1992/04/13	2000.00	1 161.16	01/03/2013	1
Row 28	M Mphakamisi DYANTYI	7410125813083	1974/10/12	4939.00	1 192.87	09/11/2010	1
Row 29	A Adam FICKS	5806145222084	1958/06/14	8600.00	1 195.00	25/06/1983	1
Row 30	H Hendrik FICKS	7903185046081	1979/03/18	5772.31	1 205.30	08/08/1996	1
Row 31	MH Mbuyiselo Howard FUNANI	6611275774089	1966/11/27	6768.13	1 241.13	01/01/1998	1
Row 32	M S Mabuthi Siyanda GXEKWA	9109266297084	1991/09/26	2543.00	1 230.38	16/10/2013	1
Row 33	E Emanuel JACOBS	9306236062081	1993/06/23	5383.16	1 223.00	15/01/2013	1

7. If satisfied with the figures reflected on the report, close the report.

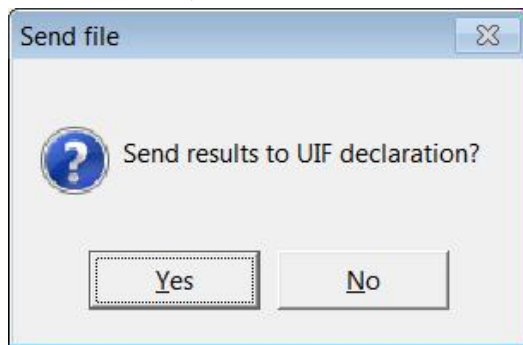
8. A message will appear confirming that the UIF-file will be saved to the Desktop:



9. Click on: OK.

10. A screen will appear on with the question: "Send results to UIF declaration?".

11. Click on: Yes, to confirm:



12. A screen will appear on which the UIF Department's e-mail address, as well as your own will be displayed.

13. If correct, click on: OK (Send):



14. The file will now be submitted and you can expect to receive a confirmation e-mail from the Department.

Should an error message appear at any time or you experience problems in submitting the file, contact AfriClock for assistance.