Payroll Africa

UIF Salary Schedule Manual

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To avoid having issues creating salary schedules, please ensure that UIF declarations are sent live each month.

Please ensure that you have version **1.35.000** or any version after that, in order to create the salary schedule report/s.

<u>Please note</u>: Regardless if you use ETI on the system or not, the Payment Per Hour/Day and Actual ETI Wage are used for remuneration calculations on the salary schedule reports. **It is imperative that this setup is correct, as the incorrect setup will influence the calculations.**

If you enter **hours** on your pay input screen to pay out employees the Payment per Hour/Day option should be selected as **Hour**.
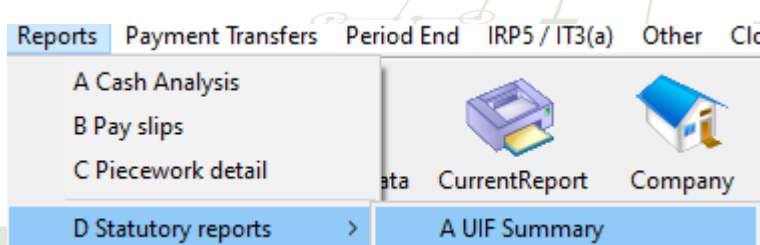
If you enter **Days** on your pay input screen to pay out employee the Payment per Hour/Day option should be selected as **Day**.

The correct minimum wage for the industry your company qualifies under, should be entered per employee. (This can also be done globally if all the employees' minimum wage rates are the same)

Please contact Donkerhoek Data for assistance, as these changes are valid for each year the salary schedule is created.

To create a salary schedule report/s navigate to Reports > D Statutory reports > A UIF Summary

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Click on the 'Salary Schedule' button

The following message will display:

It is imperative that ALL periods per month used to create the salary schedule, have been submitted Live. Incorrect figures will calculate if this was not done correctly.

When submitting the periods live, ensure that the correct month is connected to these periods, as an incorrect month chosen will result in the hours and wages displaying on the incorrect month. E.g., August periods are chosen, but the September month was accidently selected instead of August. In this scenario the hours and wages would display on September on the report, instead of August. Please contact Donkerhoek Data for assistance with this correction (if applicable).

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On the next screen that appears, please choose whether you enter Hours or Days on your pay input screen, as this will influence the Hours and Wage amounts created on the salary schedule report. If the incorrect option is chosen, incorrect calculations will be made and displayed on the report.

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The system needs to establish whether to calculate your remuneration values per Hour or per Day. When entering the Pay Input information for your employees, do you enter the number of Hours worked or number of Days worked?

- ⦿ **Hours Worked**
- ○ **Days Worked**
- ○ **Cancel**

OK

On the next screen that appears, select the last 5 year period for which the salary schedule report/s should be generated.

Please note: Only years where the months linked to them were submitted as Live, will display. If the live declarations were not completed correctly please contact Donkerhoek Data for further assistance.

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Example:

Salary Schedule

Select the 5 year period for which the Salary Schedule should be generated

- ☐ 2010
- ☐ 2011
- ☐ 2012
- ☐ 2013
- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☑ **2019**
- ☑ 2020
- ☑ 2021
- ☑ 2022
- ☑ 2023

Cancel   OK

Please note that a maximum of 5 years may be selected. If more than 5 years were selected, the following message will display.

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⚠ Maximum of 5 years may be selected.

OK

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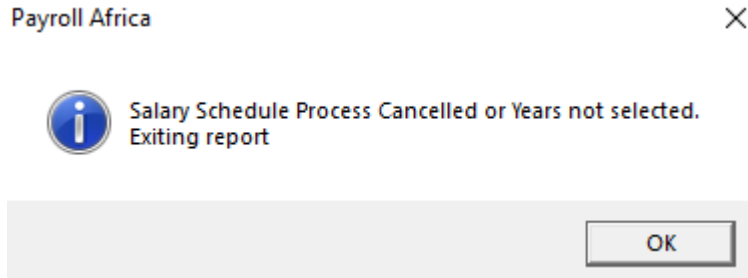**E:** sales@donkerhoekdata.co.za
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If the salary schedule process is cancelled, or a year/s was not selected, the following message will display and exit the screen.

On the next screen that appears, select the employee/s for whom you would like the salary schedule report/s to be created.

The following message may appear:

No information exists for the employee/s selected.

Hours and Wages created on the salary schedule report will only include normal hours and wages. Overtime and public holiday worked hours worked will be excluded. The salary schedule reports hours will not be the same as the UI-19 report. The salary schedule report was setup as per correspondence with Department of Labour. In the example below this employee only had overtime hours, thus no information will be generated.

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Salary Schedule

No information exists for the employee/s selected.

Number	Name	Surname
14	Demo	Demo

[Cancel]   [Print]

The following message may appear:

Employees **cannot** have both and ID or passport number entered at employees.

If this message appears you will not be able to continue with the salary schedule process at all. Print this list to a destination of your choice, and contact Donkerhoek Data for further assistance.

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Salary Schedule

Employee/s exist with both and ID and Passport number.
This need to be rectified before the schedule/s is/are created
Contact Donkerhoek Data for assistance

Number	Initials	Surname	ID Nr	Passport Nr
1	D	Demo	███████████	123456

[Cancel]   [Print]

After employees were selected and information does exist, the system will start generating the salary schedule reports.

		Select Employees			687 Employees Listed			

☐ Active employees only

+	*Nr	A	Nickname	Name	Surname	Comp	Group	Coin	Job	▲
	1	+	Demo	Demo	Demo	1	01	03	01	

Please note that this process might take a while depending on how many employee's salary schedule reports need to be processed.

Worker 279 (251 of 687) Paydate 2022-03-02 Year 2022

[OK]   [Cancel]   [Resubmit and Print]   Print destination
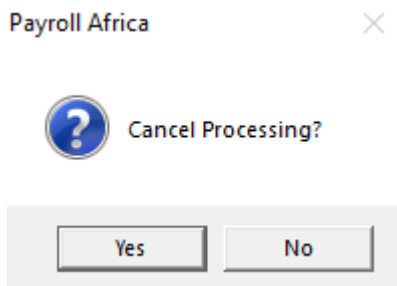   Screen

If you would like to cancel the process, click on the red X button. The following message will be displayed.

Please be patient as it may take a while for the Cancel Processing message to display.

If the salary schedule process was not cancelled, the following message will be displayed when the report/s created successfully.
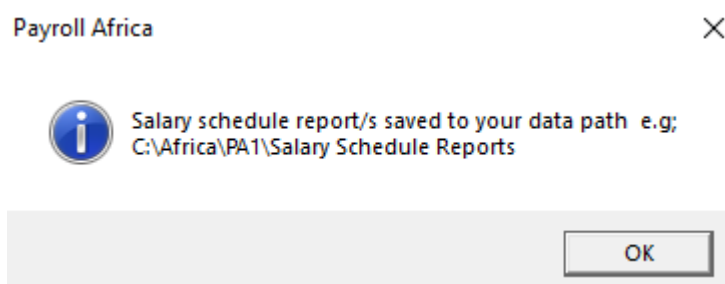
Salary schedule reports will be stored to your payroll data path, under the Salary Schedule Reports folder e.g; C:\africa\PA1\Salary Schedule Reports

Please note that the path on this message displayed is an example. You will have to navigate to the PA folder on your system to locate the generated report/s.

The report will be available in a excel and pdf format (per employee).

Please note: ONLY pdf reports should be given to employees to take to the UIF offices. The excel option is only available in certain cases were the employee setup was not done correctly, which influences the wages amount created on the report. In this case the excel sheets amount can be edited, and sent to the UIF offices. This is done on the users own risk. Donkerhoek Data cannot take responsibility for incorrect figures entered manually.

If the above is not applicable then only the pdf documents will be sent to the UIF offices or printed for the needed employee/s.

When opening an excel sheet and the amount is displayed as ####### on the report (see example below), drag the month (column B) to the right to view the correct wage amount.

	A	B	C	D	E	F	G	H	I	J	K	L	M
13	YEAR	JAN	HRS	FEB	HRS	MARCH	HRS	APRIL	HRS	MAY	HRS	JUNE	HRS
14	2023	########	90	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15													
16	YEAR	JULY	HRS	AUG	HRS	SEPT	HRS	OCT	HRS	NOV	HRS	DEC	HRS
17	2023	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

If changes were made on excel, the report should then be saved to pdf, before giving the schedule to the employee to take to the UIF offices.

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When the salary schedule report is opened, the following screen will be displayed.

COMPANY NAME	Donkerhoek Data
COMPANY UI REGISTRATION NUMBER	
EMPLOYEE'S SURNAME AND INITIALS	Demo D
IDENTITY NUMBER - EMPLOYEE	
EMPLOYMENT PERIOD	2020-02-07 To 2020-12-31

YEAR	JAN	HRS	FEB	HRS	MARCH	HRS	APRIL	HRS	MAY	HRS	JUNE	HRS
2020	0	0	0	0	0	0	0	0	0	0	0	0

YEAR	JULY	HRS	AUG	HRS	SEPT	HRS	OCT	HRS	NOV	HRS	DEC	HRS
2020	0	0	0	0	0	0	6 391.40	20	0	0	0	0

- **COMPANY NAME** > This will display the company Trade Name on the company information screen.
- **COMPANY UI REGISTRATION NUMBER** > This will display the UIF reference number from Department of Labour.
- **EMPLOYEE'S SURNAME AND INITIALS** > This will display the employees surname and initials.
- **IDENTITY NUMBER – EMPLOYEE** > This will display the ID number or passport number of the relevant employee.
- **EMPLOYMENT PERIOD** > This will display the employee/s from and to dates: Employee start date (as per first period which exists for the first year, of the 5 year period selected), and and termination date (if exists), or period date (as per the last period that exists, for the last year, of the 5 year period selected).

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If any of the above information were changed in any period (Company name, UIF registration number, employee surname and initials, and ID/passport number), more than one report will be generated for the same employee. The employment from and to period will also differ per printed schedule.

If non of the above were changed, then only one salary schedule will be generated.

Hours and wages are generated from the pay input screen PER month, as per the 5 year period chosen. Months were no hours and wages exist, will appear as N/A. Minus figures may not display on the report under the Hours or wages column. If these exist please call Donkerhoek Data for further assistance.

Hours and Wages created on the salary schedule report will only include normal hours and wages. Overtime and public holiday worked hours worked will be excluded. The salary schedule reports hours will not be the same as the UI-19 report. The salary schedule report was setup as per correspondence with Department of Labour and the purpose of this report is not to declare monthly UIF contributions of the employees to Department of Labour. Wages displayed on the salary schedule report will be hours as specified above mutliplied by the employees actual wage.

YEAR	JAN	HRS	FEB	HRS	MARCH	HRS	APRIL	HRS	MAY	HRS	JUNE	HRS
2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

YEAR	JULY	HRS	AUG	HRS	SEPT	HRS	OCT	HRS	NOV	HRS	DEC	HRS
2022	N/A	N/A	1 197.90	45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

If you already have a UI-19 Signature loaded, this signature will automatically populate to the salary schedule report as well. The DATE which displays on the report will display your PC date on the day the report was generated.

EMPLOYER SIGNATURE .... DATE: 08/03/2023 OFFICE STAMP

In terms of the provisions of section 56(1 & 3) of the Unemployment Insurance Act 63 of 2001 read with regulation 13 (1&2) an employer must by the 7th of each month, inform the Commission of any changes arising during the previous month regarding the employer's contact details or the employees remuneration details, including new appointments and termination of service. One of the proposed amendments to the said Act, is that employers must forward employee information monthly to the fund and not only when changes arise.

PLEASE INDICATE SALARY RECEIVED IN THE GREY COLOURED COLUMNS.

PLEASE COMPLETE SALARY AND HOURS PER MONTH.

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If you would like to upload a signature that will populate to both the UI-19 and salary schedule report, navigate to the Company icon in your current period, and click on the Contact Information tab. Click on the Load New Signature option. The signature must be a jpg format, and the size should be 180 x 150.

UIF Contact	SARS Contact	UI-19 Signature
		Load New Signature
		Clear Signature

For any queries and support you can contact our friendly support team on 021 874 1047 or email support@donkerhoekdata.co.za for further assistance.

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