

UIF Registration and Payment Check List /Tips

HOW TO REGISTER

- Register as the employer. The parent must create a Ufiling profile:
 - Go to ufiling.co.za.
 - Click on 'Register'.
 - Complete all your personal information and create your own username. (NB: you do not receive a username from Ufiling, you must create one here.)
 - Once your registration is successful, you will receive a confirmation email, which also contains a temporary password.
 - Once you receive the email, click on the green block to activate your account.
 - Once your account is activated you will have to change your password.
 - If you have reached this point, you will be required to log back into your profile with the login details you created and you will be asked to answer vetting questions. (NB: These vetting questions can go back as far as 20 years, so pay close attention to how you answer. If your vetting process is not successful your profile can be blocked). These questions relate to your past physical and postal addresses, contact numbers and sometimes previous employment.
 - Once you have successfully been vetted, your profile is complete / created, and you can make use of the UIF services (i.e. register an employee).
 - Always keep record of all attempts for registration. If you encounter any roadblocks, you may need this proof to resolve the problem.
- Then you must register your employee under your profile: Once logged in under the employer profile you have created, navigate the menu, and click on 'Registrations'.
 - Choose 'Domestic Registrations'.
 - Complete all your (the employer's) personal information.
 - Complete all the personal information of your nanny.
 - Click on 'Register'.
 - Your UIF number will pop up and you will receive an email confirming the registration.
 - Keep this number on record.

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HOW TO PAY YOUR EMPLOYEE'S UIF

- UIF contributions amount to 2% of the employee's monthly salary, 1% from the employer and 1% from the employee (deducted from the salary).
- Employers must pay this manually each month, not automatically.
 - This means you must declare the salary that your employee earns every month.
 - Submit the declaration via UFiling.
 - Load your bank account details on the UFiling app. A payment instruction is sent to your bank as a debit order, all via the online portal.
- Register for UIF and manage the payments in this way monthly.

WHAT DOCUMENTS MUST THE EMPLOYER HAVE IN ORDER?

- Employment contract / Personnel file (hardcopy or electronic).
- Monthly payslips stipulating remuneration and leave.

WHAT DOCUMENTS MUST THE EMPLOYER HAVE IN ORDER?

- Foreign nationals are entitled to UIF and must be registered in the same manner as South Africa citizens, only using their passport.
- Only foreign nationals with a valid work permit may be registered for UIF and will be eligible to claim.
- If your nanny does not have a valid work permit, she must apply for one, and the employer should stipulate this in a clause of the employment contract.

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