





	Description	Code	J (Reason for non-contribution***)	Employer's stamp (if available)
**	If the employer is not a resident in the RSA, or is a body corporate not registered in the RSA, an authorised person must carry out the duties of the employer in terms of this Act.	1	Temporary employees	
D*	Remuneration means actual basic salary plus payment in kind (Declare actual gross salary)	2	Employees who earn commission only	
		3	No income paid for the payroll period	
	If paid weekly, convert wages to monthly salary (weekly wages X 52/12)			
E*	Total hours worked, i.e. actual hours worked during the month.			
	Employers may also submit these details electronically from payrolls or on the UIF's website at <a href="http://www.labour.org.za">www.labour.org.za</a>			
*	Only applicable for commercial employers, Domestic employers - provide surname and initials.			
***	Constructive dismissal can only be determined by the CCMA: Bargaining Council or Labour Court			

Reasons for termination codes

2 Deceased	6 Resigned	10 Illness/Medical boarded	14 Business closed	18 Commissioning Parental
3 Retired	7 Constructive dismissal***	11 Retrenched/Staff reduction	15 Death of Domestic Employer	19 Parental Leave
4 Dismissed	8 Insolvency/Liquidation	12 Transfer to another Branch	16 Voluntary severance package	
5 Contract expired	9 Maternity/Adoption	13 Absconded	17 Reduced Work Time	