How to Convert an Excel file To CSV format.

Extremely Important Instructions:

- 1. Use the Excel Template from UIF. Do not copy and make a new file.
- 2. Do not change the structure of the Excel file.
- 3. Leave the PAYE Number blank, if not applicable. Do not delete the column.
- 4. Fields marked with * in the spreadsheet are mandatory.
- 5. All date format should be DD-MMM-YYYY (06-Apr-2020).
- 6. Id Number should not exceed 13 characters and should be without spaces. Adding spaces will discard the record. The Passport Number can be filled in the ID No column without spaces.
- 7. Do not add spaces in any field between values.
- 8. The values of remuneration should not be comma separated. Example 26000.90 and not 26,000.92
- 9. The UI Reference number is the 8 digit number in the format(1234567/8) and not the U-number. The uif reference number in side the File should always have '/". The uir reference number without '/' is not recognized.
- **10.** No spaces should be anywhere in or between values. Trim all the values in the file. Files with spaces are discarded and not processed.

COLUMN_NAME	DATA_TYPE	MAXIMUM_LENGTH
UIF REFERENCE NUMBER	CHARACTER	9 (fixed length, must contain '/' character)
SHUTDOWN FROM	DATE	DD-MMM-YYYY
SHUTDOWN TILL	DATE	DD-MMM-YYYY
TRADE NAME	CHARACTER	120
PAYE NUMBER	CHARACTER	20
CONTACT NUMBER	CHARACTER	20
EMAIL ADDRESS	CHARACTER	120
ID NUMBER/PASSPORT NO	CHARACTER	Max 30 . No Spaces allowed.
FIRST NAME	CHARACTER	120
LAST NAME (SURNAME)	CHARACTER	120
REMUNERATION	NUMERIC	10,2 (no comma separator OR Space in value) Must be 10.2
EMPLOYMENT START DATE	DATE	DD-MMM-YYYY
EMPLOYMENT END DATE	DATE	DD-MMM-YYYY
SECTOR MINIMUM WAGE	NUMERIC	10,2 (no comma separator or Space in value) Must be 10.2
REMUNERATION RECEIVED DURING SHUTDOWN PERIOD	NUMERIC	10,2 (no comma separator in value) Must be 10.2
BANK NAME	CHARACTER	120
BRANCH CODE	CHARACTER	10
ACCOUNT TYPE	NUMERIC	1
ACCOUNT NUMBER	CHARACTER	20
PREFERRED PAYMENT MEDIUM	NUMERIC	1

11. Column Requirements:

1. Press Ctl + R on a Windows Machine and type control panel and Press Enter.

📨 Run	
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
<u>O</u> pen:	control panel This task will be created with administrative privileges.
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Alternatively, Go to Windows Start Button and select Control Panel .



2. Select Region and Language

djust your computer's sett	ings			
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🔩 Configuration Manager	Credential Manager	🔮 Date and Time	👦 Default Programs	📑 Desktop Gadgets
🚔 Device Manager	not services and Printers	🛄 Display	🧼 DTS Audio Control Panel	🕒 Ease of Access Center
Flash Player (32-bit)	Folder Options	🗽 Fonts	🔒 Getting Started	🍓 HomeGroup
🧐 HP Client Security	🔒 Indexing Options	👰 Intel® Rapid Storage Technology	😒 Internet Options	🛃 Java
🎟 Keyboard	🖾 Location and Other Sensors	3 Mail		🚆 Network and Sharing Center
🔜 Notification Area Icons	Performance Information and Tools	Personalization	📰 Phone and Modem	Power Options
Programs and Features	🜮 Recovery	🔗 Region and Language	🐻 RemoteApp and Desktop Connections	🛋 Sound
Speech Recognition	📵 Sync Center	🕎 System	🛄 Taskbar and Start Menu	Troubleshooting
👫 User Accounts	🥰 Windows Anytime Upgrade	📑 Windows CardSpace	🕍 Windows Defender	💣 Windows Firewall
🚰 Windows Update				
		Click Region and Language	2	

3. Click Additional setting

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Date and time form	ats						
Short date:	dd-MMM-yyyy	▼					
Long date:	dd-MMM-yyyy	▼					
Short time:	hh:mm tt	•					
Long time:	hh:mm:ss tt	▼					
First day of week:	Sunday	•					
What does the nota	tion mean?						
Examples							
Short date:	07-Apr-2020	CLICK HERE					
Long date:	07-Apr-2020						
Short time:	10:06 PM	لي الي					
Long time:	10:06:01 PM						
		Additional settings					
<u>Go online to learn ab</u>	out changing languages	and regional formats					
	40	Cancel Apply					

4. Change the Coma to pipe in Line separator field

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Numbers Currency Time Date					
Example Positive: 123 456 789.00	Negative: -123 456 789.00				
Decimal symbol:					
No. of digits after decimal:	2 🔹				
Digit grouping symbol:					
Digit grouping:	123 456 789 👻				
Negative sign symbol:	- •				
Negative number format:	-1.1 🔹				
Display leading zeros:	0.7 -				
List separator:					
Change the comma to Pipe Here	Metric				
Standard digits:	0123456789 🗸				
Use native digits:	Never				
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[OK Cancel Apply				

Once comma is changed to Pipe, click Apply button and then OK button.

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Numbers Curr	rency Time Date					
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5. Open the Excel file which has all employee information. Check * for all mandatory fields. Complete all mandatory Fields for successful Loading. Failure will result in No Payment.

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6. Go to File (Top Left in the File) and Click Save As

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7. Select the Save as type option dropdown and select CSV(Comma delimited). Also change the file name in the suggested format UIFreferenceNumber_DDMMMYYYY_uniqueno. Eg- if the uifreferencenumber is 0000003/4 and date of sending file is 06 APR 2020 and this is the first file you are sending then use 1 as unique file number.

File name:	00000034_06APR2020_1
Save as type:	CSV (Comma delimited)

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8. On click of Save, you will be prompted with warning message – the selected file does not support workbook that contain multiple sheets. Click OK button(marked with an Arrow)

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9. You will again be prompted with another warning message that the file may contain features that are not compatible with CSV(as below screen). Click Yes button(Marked with an Arrow)

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11. Save the file as indicate by the arrow.



12. The file will be saved in CSV format at the location where the Excel file is located.

13. Right click on the file and select Open with option to select Notepad.

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14. The file will look like the one below with Pipe (|)delimiters. Remove the Header that represents column name. Here the first line that starts with Uifreferencenumber must be removed.



15. Add a header on the first line as indicated below . H|Date 06Apr2020 and add a Footer at the end of the file F|Number of records in the file(as seen in the screen below).



16. Save the file using the Save option. The CSV file is ready for submission to the UIF.

17. Verify the file by opening in Notepad and verify the following.

The CSV file is mandatory for both Payroll and Non Payroll companies.

1. ##Filename should be in the following format

UIFREFERENCENUMBER_DDMMMYYYY_uniquesequence.csv Example -00000021_25MAR2020_01.csv . unique sequence number can be a number which is not used to send file with same name – so when you send file first time uniquesequence can be 1, when sent second time it can be 2.

2. File should start with a Header - HIDATE DDMMMYYYY COLUMN HEADERS AS UNDER ARE NOT REQUIRED IN THE FILE. ITS JUST TO INDICATE SEQUENCING. REMOVE THE HEADER ONCE FILE IS GENERATED. ONLY HIDDMMMYYYY is required on the Top

- 3. The values of remuneration should not be comma separated. Example 26000.90 and not 26,000.92
- 4. All the dates in CSV file should follow the date format DD-MMM-YYYY Example 23-APR-2020
- 5. Sector Minimum wage per month value is Mandatory. A blank value will result in error.
- 6. Account Type value should reflect as below. Please use the Account Type ID instead of Account Type description.

ACCOUNTTYPEID	ACCOUNTTYPE
1	Current Account
2	Savings Account
3	Transmission Account

7. The Preferred Payment Medium column is mandatory to fill as that information is used to pay to the beneficiaries. Use PaymentmediumId value and not the description when you prepare the file.

PAYMENTMEDIUMID	PAYMENT_MEDIUM	
1	PAYMENT_TO_EMPLOYEE	
2	PAYMENT_TO_EMPLOYER	
3	PAYMENT_TO_BARGAINING_COUNCIL	

8. ## each file should have footer record as under

F | 2050 , HERE 2050 IS THE NUMBER OF EMPLOYEE RECORDS IN THE FILE