

Welcome

UC -101

Employer Unemployment Compensation
Benefits
How It All Works



Agenda

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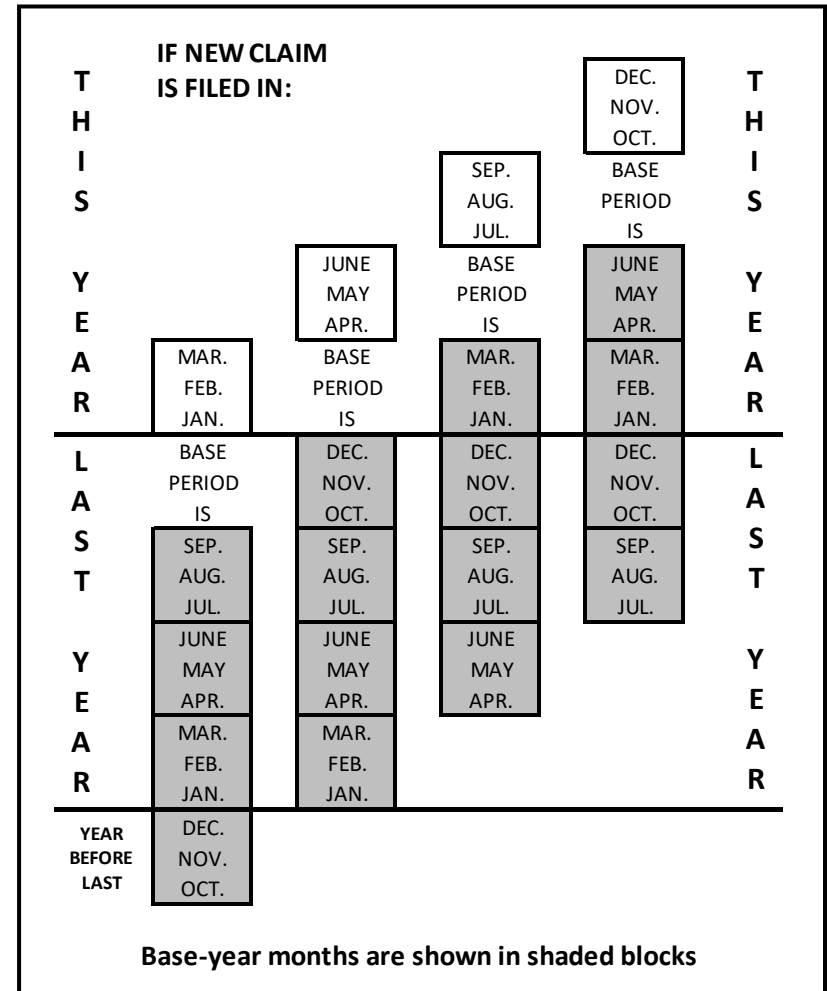
New Program Info 2020-2021

The Basics - How Financial Eligibility is Determined

Financial Eligibility & The Base Year

The first “eligibility” test anyone opening an unemployment claim must pass is whether or not they are “financially” eligible for benefits. The amount of money paid to the employee by all employers covered by the UC Law during the “base year,” determines whether the employee will qualify financially for benefits and for what amount.

The “**base year**” is a time period which consists of the first 4 of the last 5 completed calendar quarters prior to the quarter in which the claim was filed.



The Basics - Wages Outside of the High Quarter

Also to be eligible, a person needs to have earned at least 37% of their total base year wages outside of their high quarter.

To figure this out we take the total of all base year wages and multiply by 37%. We then add up the wages from the three lower quarters. The wages from the three lower quarters need to equal or exceed 37% of the total base year amount.

Example:

Total base year earnings of \$10,000.

Multiply the total base year wages by 37% ($\$10,000 \times 37\% = \$3,700$).

Claimant has wages in two quarter of their base year.

A) \$0 / \$0 / \$4,000 / \$6,000 (at 40%, the claimant is Eligible).

B) \$0 / \$0 / \$3,000 / \$7,000 (at 30%, the claimant is Ineligible).

The Basics - Credit Weeks & Claim Duration

Additionally, the employee must also satisfy the credit week requirement to be considered eligible to receive UC benefits.

An employee needs to have a minimum of 18 credit weeks in their base year to be eligible for any amount of benefits. (One payable week of UC benefits for each credit week, minimum 18 weeks, maximum 26 weeks).

A Credit Week is defined as any calendar week for which a claimant was paid remuneration in employment at least equal to *16 times the minimum hourly wage* under the Minimum Wage Act of 1968. Using the current minimum wage figure [\$7.25/hour] would mean earnings of at least \$116 would be needed to receive a credit week.

A claimant has 52 calendar weeks from the application date to claim available benefits.

The Basics – 6X

Purging an Ineligible Non-Monetary Determination

If an employee is ineligible for benefits because they quit their job without a compelling and necessitous reason, were discharged for misconduct, or are ineligible due to self-employment, they may still be able to qualify for benefits at a later date. To requalify, they must work and earn at least six times their weekly benefit rate. After they have earned that amount, they may be qualified to receive benefits if they are totally or partially unemployed and meet all eligibility requirements. Earnings from self-employment cannot be used to requalify for benefits or to purge a disqualifying non-monetary determination.

Qualifying for a new UC Claim (Back to Back)

Claimants are required to earn six times their weekly benefit rate in covered employment during the first claim year in order to qualify for a subsequent claim.

The Basics - Weekly Benefit Rate (WBR)

An employee's Weekly Benefit Rate is the amount they can receive if eligible for UC benefits for a week and the benefits are not reduced for any reason.

Weekly rates can range from **\$68 to \$583** per week. To qualify for the minimum of **\$68**, the employee would need total base year wages of **\$2,718** with a high quarter of **\$1,688**. To qualify for the maximum of **\$583**, the employee would need total base year wages of **\$23,512** with a high quarter of **\$14,813**. The Weekly Benefit Rate (WBR) will be determined by the highest total gross quarterly earnings during their Base Year.

The employee's WBR should equal about one-half of their full-time weekly wage, realizing that the WBR can never be more than our maximum rate for the year.

Financial Charts for the Weekly Benefit Rate computation can be found at our web site, www.uc.pa.gov.

The Basics - Partial Unemployment

An employee may work part-time and earn up to 30 percent of their weekly benefit rate in each claim week before their earnings affect their weekly benefit payment. This 30 percent of their weekly benefit rate is their "partial benefit credit." Any amount that they earn over the partial benefit credit in a week will be deducted from their weekly benefit rate dollar-for-dollar.

Example: In this example we will use a weekly benefit amount of \$300 and a PBC of \$90.

If the claimant works and earns equal to or less than \$90, they will receive their full benefit of \$300.

If the claimant works and earns more than the PBC \$90 the difference will be subtracted from the weekly benefit rate.

So, let's say the claimant worked part time and earned \$200, the difference between the \$90 and \$200 is \$110.

In this case the claimant will receive UC benefits of \$190 ($\$300 - \110).

The Basics – Biweekly Claims & The Waiting Week

The employee must file a claim for each week in which they are totally or partially unemployed. A "week" is a calendar week beginning on Sunday and ending the following Saturday. The date of the Saturday is called the claim week ending date, or CWE Date. Generally, they will file claims for two weeks at one time. This is called a biweekly claim. Although they will file for two weeks at a time, they will certify their eligibility for each week separately.

The first week of the benefit year that the employee is unemployed and otherwise eligible for benefits is called the "waiting week." UC benefits are not payable for the waiting week. However, the employee must still file a biweekly claim for the waiting week in order to receive credit for serving it. Since the employee must file biweekly and because of the waiting week, the employee's first UC payment may be for only one week.

For a week to serve as a waiting week, the employee needs to be entitled to receive a payment for the week that is held as the waiting week.

The Basics – Able & Available

Compensation shall be payable to any employee who is, or becomes, unemployed and is able to work and available for suitable work. The employee must prove a realistic attachment to the local labor market as indicated by the employee's readiness, willingness, and ability to accept some substantial and suitable work. The employee must certify that he/she is able to accept and is available for suitable work during each week for which he/she files a claim for benefits.



The Basics – Employee UC Requirements



EMPLOYER INFORMATION

THIS FORM PROVIDES THE EMPLOYEE WITH THE EMPLOYER'S INFORMATION TO BE USED IF HE/SHE WISHES TO APPLY FOR UNEMPLOYMENT COMPENSATION BENEFITS.

Please provide this form to separating employees and/or employees working reduced hours. It is important for the claimant to use accurate information and include the PA Unemployment Compensation account number when filing for UC benefits. By doing so, the department can ensure that employers receive requests for separation information timely. Providing this form to employees can help reduce inaccurate UC benefit charges to your account that may increase your UC tax rate.

Employer PA UC Acct. No.:
(seven-digit number followed by R or M, or enter zero)

Employer Legal Name:
(as it appears on the PA Enterprise Registration Form PA-100)

Employer Address (or TPA address):

City: State: Zip:

Contact Person: Title:

Phone: Fax: Email:

Complete the section below only if the employee is expected to return to work at your company.

Employee Name: Last 4 digits of Social Security no.:

(MM/DD/YYYY)

Employer Representative Signature Date

Expected Date of Recall

INSTRUCTIONS FOR EMPLOYERS WHEN COMPLETING THIS FORM

PA Employer UC Account Number This seven-digit number is shown on the New Employer Confirmation Letter (Form UC-1408), Notice of Pennsylvania Unemployment Compensation Responsibilities (Form UC-951), and the Contribution Rate Notice (Form UC-657). If an account number has not been assigned, please register with the department by submitting the Pennsylvania Enterprise Registration Form (PA-100) at www.pa100.state.pa.us. The UC number is also on the UC-44FR (Request for Relief from Charges), UC-44F(3) (Notice of Financial Determination), and the UC-640 (Monthly Notice of Compensation Charged).

Employer Address - Enter your mailing address or the address where you want the Employer's Notice of Application (UC-45), unemployment fact-finding forms, and determinations to be mailed. If your company uses a Third-Party Administrator (TPA) to handle your unemployment claims, please enter the address for the TPA. If your address changes, please complete the UC-1212 online at www.uc.pa.gov.

Contact Person, Email Address - Provide the name, title, telephone number, fax number and email address of the human resource representative in your company that the department can contact if additional separation information is needed.

SIDES: STATE INFORMATION DATA EXCHANGE SYSTEM

SIDES E-Response enables employers to receive and respond securely to Pennsylvania's **Employers' Notice of Application (UC-45) ELECTRONICALLY**, rather than by mail. For the form to enroll (UC-504) to this free-of-charge program or for more information on SIDES, please go to the Employers' section of our website: www.uc.pa.gov.

Anyone collecting UC without a recall date to return to work in writing, is required to register for employment-search services through PA CareerLink® within 30 days after filing an application for benefits. They are also required to do weekly work searches or work search activities starting with the 3rd week of their claim year and maintain a written record of the searches.

If reducing your work force either temporarily or permanently, use of the form 1609 will help your employees to file correctly and with accurate information.



▶ The Basics – Contributory Vs Reimbursable Employer

If employment is covered under the Pennsylvania UC Law, employers are responsible for UC coverage of their employees as a Contributory Employer. However, political subdivisions and certain nonprofit employers have a choice of two methods of financing this coverage. These are:

- **Contributory** - employers pay contributions based on a taxable wage base paid annually to each employee, or
- **Reimbursable** - employers may elect, if qualified, to reimburse the UC Fund the amount of the benefits chargeable to their account on a dollar-for-dollar basis.

For additional information, please search Reimbursable Employers at our website, www.uc.pa.gov .

Opening A UC Claim

Now that we have covered the basics of Unemployment Compensation, let's look at what happens when a worker is separated from employment and opens a UC Claim.

Unemployment Compensation refers to these workers as Claimants.

Opening A UC Claim (Continued)

- An employee has the right to file an application during the first week he/she works less than their normal full-time hours. (Delaying the filing could cost them benefits.)
- Applications can be filed during with the first week affected, anytime on our website www.uc.pa.gov.
- If the internet is not available, telephone calls are accepted at 888-313-7284 **(Monday through Friday from 8am to 4pm).**



A great employee handout, UC-98 Online is Easy is a brief employee guide for opening and working with a UC claim, which can be found at our website,

www.uc.pa.gov .

Employee UC Mailings

Within 10-12 days of filing an initial claim the Employee will receive the following:

- 1. Claim Confirmation Letter** which confirms the claim was filed, provides their UC **P**ersonal **I**dentification **N**umber and has payment option information regarding both the debit card and direct deposit.
- 2. U.S. Bank *ReliaCard*[®]** (the debit card is our default payment method).
- 3. Unemployment Compensation Handbook** which explains all aspects of your responsibilities when claiming unemployment.
- 4. Notice of Financial Determination** which specifically informs the employee of their financial eligibility for benefits.

Employer UC Mailings

Immediately after a claim is open, the following forms are mailed to the employer.

- 1. Form UC-45/45A/785**, Notification of Claim and Request for Separation and Wage Information.
- 2. UC-44F(3)**, Notice of Financial Determination (Employer Copy).
- 3. UC-44FR**, Request for Relief from Charges.
4. If the claimant indicates any type of issue which could affect their UC benefits, a request for information will also be mailed to the employer. This could include discharge, voluntary quit, refusal of suitable work, pension, 401k, severance, or independent contractor. These forms are referred to as Fact Finding forms.

Employer UC Mailings - UC-45/45A/785

The UC 45/45A/785, Employer's Notice of Application, is used to request **four types** of information.

- Wages for a one-week period.
- Total earnings with the last employer. Has the employee earned six times his/her Weekly Benefit Amount with the last employer.
- The reason for separation.
- Additional wage information.

Deadline for requested information is 4 days.



EMPLOYER'S NOTICE OF APPLICATION
Request for Separation and Wage Information

The individual identified below has filed a claim for unemployment compensation benefits. Complete this form as requested and return it to the address on the reverse in the enclosed envelope **WITHIN 4 BUSINESS DAYS**. Failure to reply within this period will result in a determination as to eligibility based on information available at that time and the date signed are required on the bottom of this form.

PLEASE COMPLETE PARTS: A B C D

FOR LOCAL OFFICE USE ONLY

Social Security No. _____ Date of Separation _____ Employer No. _____ Mailing Address _____ Telephone No. _____

State of Applicant _____ Title of Applicant _____ UC# _____ Date Rec. _____

the claimant has indicated the reason for separation or partial unemployment as _____

PART A
If applicable, list wages, hours worked, firm, and hours absent when work was available for the dates below. If none, check this block:
If the employee was absent when work was available, give average weekly wage: _____

Date	Gross Wages Paid	Hrs. Worked	Hrs. Absent	* Weekly Benefit Amount
TOTAL				

PART B
What was the claimant's last day of work prior to _____?
Please enter the date here: _____
Did the claimant earn \$ _____ or more during _____?
 YES NO; If NO, amount earned \$ _____

EMPLOYER'S NAME AND ADDRESS _____

PART C
1. Last date worked (Complete if date is different from PART B above) _____
2. Was the claimant hired for: Full Time? Part Time? If part time, explain: _____
3. Reason for Separation or Partial Unemployment (IMPORTANT - Please check the appropriate block below. If the employee was separated for reasons other than lack of work, provide an explanation below. If you indicate the reason for separation is serious misconduct, you must provide a full and detailed statement of the accident that resulted in termination of employment. This statement should be signed by a person with firsthand knowledge and must be accompanied by copies of relevant documentation such as: time card, personal files, written warnings, employer's rules, medical statements, and affidavits of persons with firsthand knowledge of the events leading to the termination. Lack of Work Voluntary Quit Misconduct Other, explanation: See extra sheet if necessary!
4. Will the claimant receive a pension payment? YES NO; If YES, amount \$ _____, Monthly Lump Sum If YES, provide the effective date: _____
5. Disposition of Separation by Educational Service Agency: Does this individual have a contract or reasonable assurance of returning to work when school reopens? YES NO. If NO, describe the reasons that an individual who performs services for an educational institution or educational service agency in the field of law, medicine, dentistry, nursing or social work, or a seasonal worker in an established season or holiday industry, has a written contract or implied agreement to return to work for an educational institution or educational service agency in the same capacity and under substantially the same working terms and conditions in the second of such academic years or less, immediately following the expiration of academic year.

PART D
1. What is the claimant's gross full time base wage? \$ _____ hr; \$ _____ day; \$ _____ week.
2. Type of Separation: Permanent Partial Unemployment Temporary - near expected date of recall
WAS THE CLAIMANT PAID OR WILL HE/SHE BE PAID:
3. For any days after last day of work? YES NO; If YES, amount \$ _____ representing wages due _____
4. Holiday Pay? YES NO; If YES, amount \$ _____ holiday _____
5. Vacation Pay? YES NO; If YES, amount \$ _____ payment date _____
If payment is for vacated shutdown or designated period, specify the period from _____ to _____
6. Will the claimant receive severance pay? YES NO
If yes, what is the total amount that will be received? \$ _____ per _____ hr, mo, yr.)
7. Remarks: _____

Signature _____ Title _____ Telephone No. _____
Date _____

NO FURTHER NOTICE WILL BE ISSUED TO YOU UNLESS YOU HAVE INDICATED SOME LEGAL BASIS FOR THE CREDIT OF BENEFITS.

UC-45/45A/785 REV. 9-13

Employer UC Mailings - UC-44F(3)



CLAIMANT:
SOC. SEC. NO:
AB DATE:

NOTICE OF FINANCIAL DETERMINATION (EMPLOYER COPY)

THIS FINANCIAL DETERMINATION ALONE DOES NOT ENTITLE A CLAIMANT TO BENEFITS. AN EVALUATION OF THE EMPLOYMENT HISTORY ALSO WILL BE MADE TO DETERMINE WHETHER THE CLAIMANT MEETS THE REQUIRED ELIGIBILITY PROVISIONS OF THE LAW.

DETERMINATION AND APPEAL

This form constitutes a determination with regard to all financial matters referred to below. You may file an appeal from this determination if you do not believe it to be correct. An appeal must be filed by the "Last Date for Appeal" shown to the right. Appeal instructions are found on the reverse side of this form.

EMPLOYEE SOC. SEC. NUMBER		EMPLOYEE		DATE OF APPLICATION	BENEFIT YEAR ENDING DATE	BASE-YEAR PERIOD FROM TO		FINANCIAL DECISION MAILING DATE		LAST DATE FOR APPEAL
SERVICE CENTER	TYPE OF CLAIM	WEEKS IN YOUR EMPLOY	QUARTERLY WAGES	TOTAL WAGES	CREDIT WEEKS	TOTAL OF ALL EMPLOYERS WAGES OIL WEEKS		HIGH QTR WAGES	YOUR PERCENT CHARGE	
DETERMINATION AND APPEAL		DETERMINATION AND APPEAL		DETERMINATION AND APPEAL		DETERMINATION AND APPEAL		DETERMINATION AND APPEAL		ELIG. CODE

BASE YEAR - The first four of the last five completed calendar quarters preceding the date of application.

CREDIT WEEK - Any calendar week within the base year in which \$100 or more gross was earned, regardless when paid.

WAGES - Wages are reported when paid, regardless of when earned.

- ELIGIBILITY CODES**
- 1 - Eligible
 - 2 - Ineligible, no wages
 - 3 - Ineligible, insufficient wages
 - 6 - Ineligible, 49.5% of wages not outside of the high quarter
 - 7 - Conditionally eligible monetary, to be verified by the UC Service Center
 - U - Ineligible, insufficient credit weeks


The UC-44F(3), Notice of Financial Determination, informs the employer of the claimant's financial eligibility for a UC claim.

- Date of application
- Benefit Year Ending Date
- Base Year Period
- Last date for appeal, 15 days from the mailing date
- Unemployment Compensation Payable (Weekly Benefit Rate)
- Eligibility Code

Appealable determination



Employer UC Mailings - UC-44FR



 PA DEPARTMENT OF LABOR AND INDUSTRY
 BUREAU OF UC BENEFITS AND ALLOWANCES
 EMPLOYERS' CHARGE SECTION
 P.O. BOX 87504
 HARRISBURG, PA 17106-7504

25-33428 0 REVISED
REQUEST FOR RELIEF FROM CHARGES

CLAIMANT: _____
 SOC. SEC. NO: _____

EMPLOYER ACCOUNT NUMBER		EMPLOYER P.O. BOX 6 HARRISBURG FAX NO. 7	
BEFORE MO. SEC. NO.	EMPLOYEE		
SERVICE DATE	TYPE OF CLAIM	ABLE TO WORK IN YOUR TRADE?	BASE- YEAR
0993	UC	2-02 257.74	

NOTE: LACK OF WORK separations DO NOT and retain for your records.

FOR SEPARATIONS OTHER THAN LACK OF UNNECESSARY CHARGES TO YOUR UNDERSTANDING:

Section 302(a) of the PA UC Law allows you to:

- Quit your employ without good cause as
- Was discharged from your employ for a
- Was separated from your employ for re
- Was discharged or temporarily suspended conducted pursuant to an established sub
- Is still working for you in a part-time separated from another base-year employ
- Was separated from your employ due to a disaster is defined as a fire, flood, or naturally or accidentally.

TO REQUEST RELIEF FROM CHARGES, see below. The enclosed Employer Information Sheet (UC-44FG) are for your retention.

- COMPLETE QUESTION A and then COMPLETE the reason you are requesting relief to this form.
- SIGN and DATE this form on the reverse.
- MAKE A COPY of the completed form for your records.
- MAIL or FAX your request to address above.

UC-44FR REV 3-02

A. SEPARATION: Enter the last date the individual worked for you _____

B. QUIT:

- Did the claimant quit for personal non-work related reasons? due to work related conditions? PLEASE EXPLAIN: _____
- Was the claimant in a layoff status at the time of separation? YES NO.
If YES, complete (a) thru (e) below.
 - On what date was the individual laid off due to lack of work? _____
 - Was this layoff: permanent? temporary?
 - What approximate date of recall was given at the time of layoff? _____
 - On what date was the claimant actually recalled to work? _____
 - Was the claimant's failure to accept recall due to change of hours, job, location, pay reduction, etc? YES NO (Please attach an explanation) _____
- Did the claimant retire? YES NO

2. DISCHARGE:

- Explain fully the circumstances which caused the discharge and answer all questions in this section. _____
- Was this the first offense? YES NO
- Was the claimant warned? YES NO; If YES, when and how warned: _____
- Was the claimant capable of doing the job properly? YES NO; Please explain: _____
- What is the company policy regarding absenteeism/hardness?
 - Give the date(s) and the claimant's reason(s) for absence/hardness: _____
- Was the claimant discharged for criminal activity outside of your employment? YES NO
 - Did the claimant's criminal activity adversely affect your business? YES NO; If YES, please explain: ALCOHOL TEST
- Was the claimant discharged for failure to submit or pass a drug testing? YES NO
 - What is your established policy concerning drug test? ALCOHOL

3. STILL WORKING:

- Is the claimant employed by you on a part time temporary or casual/intermittent basis?
- How long has the claimant been working for you on this basis? _____
- Have the claimant's hours/wages been reduced? YES NO If YES, give date and reason for reduction: _____

4. DISASTER:

- What type of disaster occurred to cause the cessation of your business? Flood Fire Other physical occurrence; Please explain: _____
- Did the disaster occur at your place of business? YES NO; If NO, where did the disaster occur? _____
- When did the disaster occur? _____
- Expected date of business reopening, if known: _____

SIGNATURE _____ TITLE _____
 PHONE NO. _____ DATE _____

The UC-44FR, Request for Relief from Charges gives the employer an opportunity to file for Relief from Charges for separations **other than lack of work**. If requesting Relief from Charges, the back of the form should be completed indicating the reason for the request.

Quit, Discharge, Still Working (part-time employer) and Disaster.

Please note last day for timely request.

Fact Finding – Forms/Issues

Fact Finding forms can cover various issues including -

Discharge issues - Absenteeism, Drug Tests, Insubordination, Refusal of Overtime, Rule Violation, Incarceration, Temp Agency Employment, Attitude, Fighting, Loss of License, Performance, Sexual Harassment, Damage to Equipment, Dishonesty, Profanity, Sleeping on the Job, Discrimination and Other.

Voluntary Quit issues - Health, Seek Work, Transportation, Discrimination, Relocation of Spouse, Voluntary Layoff and Personal Reasons.

Other issues - could include Able and Available, Corporate Officer, Independent Contractor, Reporting Requirements, Self Employment, Refusal of Suitable Work, Restricting Work Hours, Sideline Business, Retirement/Pensions and Severance Payments.

Fact Finding – Gathering the Information

The UC Service Center conducts claimant fact-finding regarding the reason for the separation at the time the application for UC is filed or when discovered, if later.

To ensure timely determinations, when an issue is discovered, the UC Examiner will contact the employer by telephone for fact finding information. If the employer is not available for the interview when called, forms can be sent by mail, fax or email.

These forms are time sensitive and should be completed and returned as soon as possible upon receipt.

Fact Finding – Burden of Proof

Voluntary Quit - Claimant has the burden of proof to show a necessitous and compelling reason for quitting.

Discharge - Employer has the burden of proof to show that the claimant was discharged for willful misconduct in connection with the work.

The UC Service Center will issue a determination based on the information available. If the employer or claimant does not return the issue specific fact-finding form within seven days, the decision will be made based on all available information. An appealable nonmonetary determination will be issued to both parties at the completion of the fact-finding process.

Time frame for a determination is normally 4-6 wks. but it depends on the office's caseload.

Fact Finding – Appeals

Referee Appeals – 1st level – 15 days from the date of determination

Board of Review Appeals – 2nd level – 15 days from the date of the decision

Reconsideration Date – 15 days from the date of the Board decision

Commonwealth Court Appeals – 3rd level – 30 days from the date of the Board decision

UCP-18, UC Appeals Information & UC-46A, Petition for Appeal can be found at our website, www.uc.pa.gov.

Monthly UC Mailing - UC-640



PA DEPARTMENT OF LABOR AND INDUSTRY
EMPLOYERS' CHARGE SECTION
PO BOX 67504
HARRISBURG, PA 17106-7504

DEPARTMENT OF
LABOR & INDUSTRY
COMMONWEALTH OF PENNSYLVANIA

MONTHLY NOTICE OF COMPENSATION CHARGED

PENNSYLVANIA EMPLOYER ACCOUNT NO.

MAILING DATE

REVIEW CHARGES TO YOUR ACCOUNT TO PROTECT YOUR TAX RATE AND PREVENT FRAUD

Protests concerning this notice must be filed within 90 days from the mailing date appearing on the next page. You can not base a later appeal of your contribution rate on the accuracy of this notice unless you file a protest. Any protest must be made in writing, setting forth in detail the items to which you take exception and the reason for the exception.

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MONTHLY NOTICE OF COMPENSATION CHARGED

MAILING DATE

EMPLOYER NAME:

PAGE:

PA EMPLOYER ACCOUNT NUMBER:

YOU HAVE NINETY DAYS FROM THE MAILING DATE TO FILE A PROTEST IN WRITING CONTESTING THIS NOTICE.
THIS IS NOT A BILL TO BE PAID - DO NOT RETURN THIS FORM

If you
UC-64
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1. PLANT NUMBER	2. SOCIAL SECURITY NUMBER	3. CLAIMANT'S NAME	4. A B DATE			5. COMP. WEEK ENDING DATE			6. DATE COMP. PAID			7. AMOUNT PAID	8. % OF CHARGE	9. AMOUNT CHARGED	10. ADJ. CODE	11. OFFICE NUMBER
			MO	DAY	YR	MO	DAY	YR	MO	DAY	YR					

RETAIN THIS NOTICE. IT IS YOUR RECORD OF CHARGES AND CREDITS TO YOUR ACCOUNT.
COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY

UC-640 REV 7-00

Form UC-640, Monthly Notice of Compensation Charged, is sent to covered employers to notify them of benefit payments to former employees. Form UC-640 is also used to notify employers when credits are issued to the reserve account.

Form UC-150 Notice to Reimbursable Employers of Compensation Charged is utilized in the same manner as the UC-640 for reimbursable employers.



Yearly UC Mailing - UC-657

PENNSYLVANIA UNEMPLOYMENT COMPENSATION (UC) CONTRIBUTION RATE NOTICE FOR CALENDAR YEAR 2007 (RETAIN FOR YOUR RECORDS)

The yellow highlighted areas will change according to the year for which the rate notice is being issued. The dates showing here are for rates issued for calendar year 2007.

"REVISED" will print right below the "(RETAIN FOR YOUR RECORDS)" line if it is a revised rate notice.

MAILING DATE		
Month	Day	Year

Employer Name
Employer Address Line 1
Employer Address Line 2
Employer Address Line 3
Employer Address Line 4

Employer Account No. _____

YOUR EMPLOYER CONTRIBUTION RATE FOR 2007 IS _____

Multiply this rate by the amount of taxable wages paid to each PA employee in each calendar quarter of 2007 to determine the amount of UC employer contributions you owe. The components of this rate are indicated in the chart below:

See insert for an explanation of the components of your employer contribution rate and your UC employer experience.

RESERVE RATIO FACTOR		
BENEFIT RATIO FACTOR	+	
STATE ADJUSTMENT FACTOR	+	
BASIC RATE	=	
INCREASE FOR UC DELINQUENCY	+	
SURCHARGE ADJUSTMENT	+	
ADDITIONAL CONTRIBUTIONS	+	
TOTAL CONTRIBUTION RATE	=	
REASON (if applicable, see the box below.)		

The last day to appeal this rate notice is 90 days from the mailing date. See reverse for appeal instructions.

This will be the comments area of the rate notice and would be used for:

- Explaining the reason, if any assigned – this would use the current explanations, as shown on the attached "Explanation of Reasons".

THE EMPLOYEE CONTRIBUTION RATE FOR 2007 IS _____. Withhold employee contributions at this rate from the gross wages paid to each PA employee in calendar year 2007. Employee contributions are not credited to your reserve account.

YOUR EMPLOYER EXPERIENCE RECORD

The following information is derived from your record as an employer under the PA UC Law. (If you acquired some or all of a predecessor employer's experience, that experience is included in your record and is reflected below.) If you have a Group Number, this information was used to calculate the Reserve Ratio Factor and Benefit Ratio Factor in your employer contribution rate.

RESERVE ACCOUNT BALANCE 6-30-05	+	CONTRIBUTION PAYMENTS* 7-1-05 TO 6-30-06	-	BENEFIT CHARGES 7-1-05 TO 6-30-06	=	RESERVE ACCOUNT BALANCE* 6-30-06
	+		-		=	

AVERAGE ANNUAL TAXABLE WAGES*	AVERAGE ANNUAL BENEFITS	EMPLOYER PERCENTAGE	GROUP NUMBER

* Only wages reported and contributions paid by September 30, 2006 are used for rate calculation purposes.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

JC-657 REV 12/06 (Page 1)

The UC-657, Contribution Rate Notice for Calendar Year.

- Reserve Ratio Factor
- Benefit Ratio Factor
- State Adjustment Factor
- Basic Rate (Reserve Ratio + Benefit Ratio + State Adjustment)
- Surcharge Adjustment
- Additional Contribution
- Interest Tax Factor

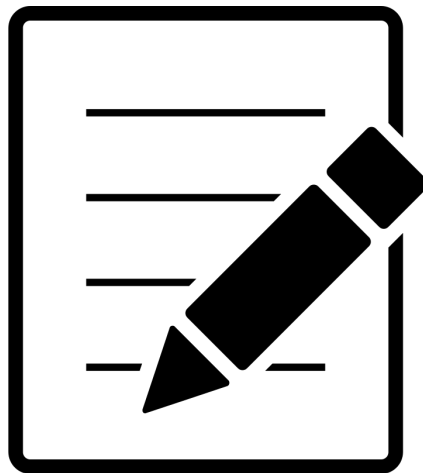
This notice is mailed at the end of the calendar year. If you are a new employer, this notice is mailed before the year ends.

Appeals must be filed within 90 days after notice received electronically or from mailing date.



Miscellaneous UC Mailings & Information

- **UC-471** Employer Questionnaire, Quarterly Wage Verification requests wage information for a specific time frame and is used when the Bureau is notified of a potential overpayment.
- **UC-756** Employer Inquiry Notice requests quarterly wage information and is used for routine auditing purposes.
- **UC-784** Weekly Report of Work and Earnings requests weekly information for a possible overpayment. The UC-45 Part A is also used for this purpose.



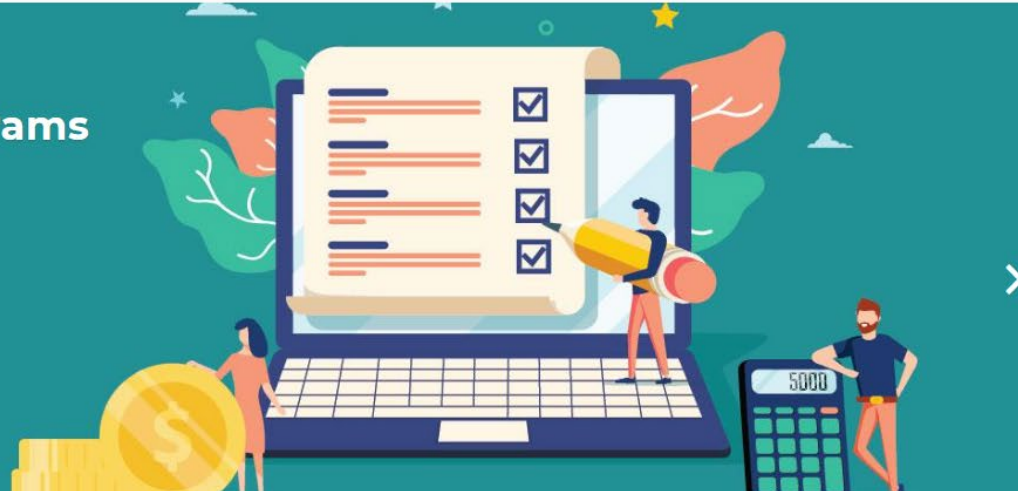
Miscellaneous UC Mailings & Information (Cont.)

- **New Hire Reporting Program** – The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 with PA's Act 58 of 1997 requires all employer to report certain information on their newly-hired employees to a designated state agency. As an employer, you are a key partner in ensuring financial stability for many children and families across the Commonwealth.
- **SIDES and SIDES E-Response** are web-based options created to simplify and streamline responses to UC Requests.
- **Shared-Work Program** empowers employers to retain a trained and qualified workforce during periods of slowdown, and quickly ramp up operations without the expense of recruiting, hiring, and training new employees.

Update on PUA & PEUC Programs

Information on Resuming Payments

More Info



File an Initial Claim



File a Biweekly Claim



MEUC



Report Fraud



Federal CARES



UC Live Chat



FAQs



COVID-19

COVID UPDATE: PA Is Rolling Out The Vaccine, But Supplies Are Extremely Limited. Even If You Qualify, You May Have To Wait For An Appointment.

1099G For UC/PUA & FD-1099G Reemployment Trade Update

Child Support Information For UC Claimants

POPULAR ON UC.PA.GOV

Last 24 Hours Last 7 Days Last 30 Days Last 365 Days

Filing a Biweekly Claim Unemployment Benefits

Some of the forms referenced in this presentation can be found at our website, www.uc.pa.gov

Employer Contact Information

PA UC Service Center Employer Line – (833)728-2367

- Option 1 for Relief from Charges, Shared-Work Program or Mandatory Workplace Posters. This option transfers to the PA UC Resource Center in Harrisburg.
- Option 2 for Separation, Notice of Determination, Wage issues and Credit Week Issues. This option transfers to the PA UC Service Centers.

Rapid Response Services

provide early intervention services that assist workers and employers affected by layoffs, plant closures, or natural disasters and can be contacted at RA-LI-BWPO-Rapid@pa.gov .



Employer Contact Information (Cont.)

Questions regarding requesting Relief from Charges (Form UC-44FR) and/or your Monthly Notice of Compensation Charged (Form UC-640) can be directed to:

Employers' Charge Section

Department of Labor & Industry

P. O. Box 67504

Harrisburg, PA 17106-7504

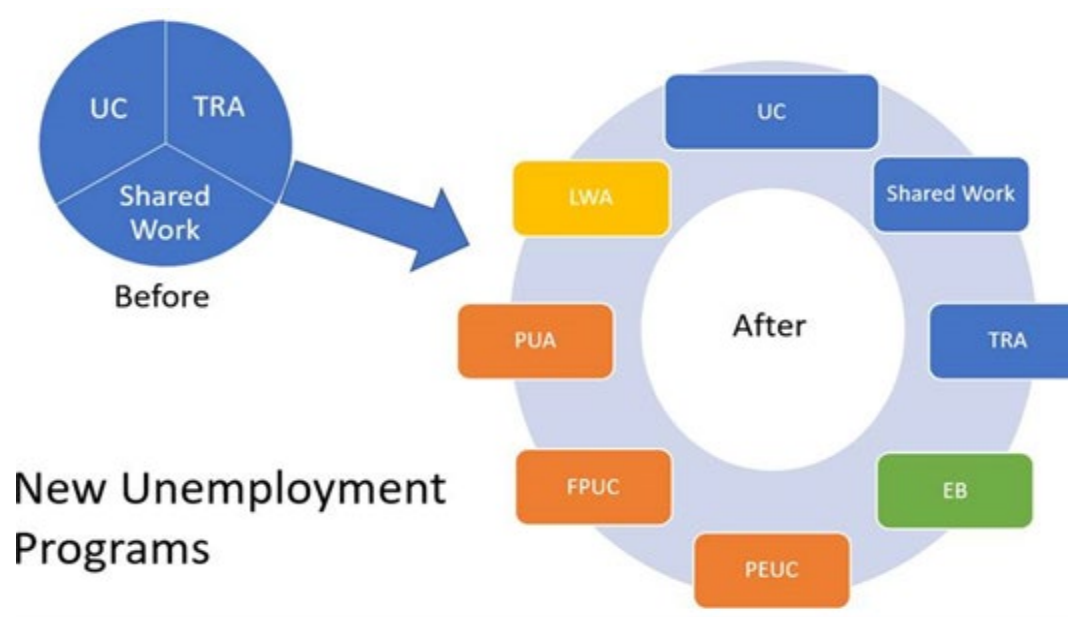
E-mail: uiempcharge@state.pa.us

Phone: 833-728-2367, Select Option 1.

Fax: 717.772.0398

New Programs

New programs were added following Federal and State guidelines. UC went from offering three programs to offering eight programs in 2020. The following slides will discuss the new programs.



Changes to Regular UC

The program that most people are familiar with is the regular Unemployment Compensation (UC) program. This program functions the same under the pandemic, but some requirements have temporarily been changed.

- **The need for claimants to claim and serve a valid waiting week has been waived.**
- **Claimants are not required to register with the PA CareerLink within 30 days of filing an initial claim.**
- **Claimants are not required to perform and record an active search for work.**

Federal Pandemic Unemployment Compensation - FPUC

This Program provided eligible individuals with \$600 per week in addition to the weekly benefit amount payable from UC programs. This was paid to individuals who collected benefits under the following programs:

- ❖ Regular UC
- ❖ Pandemic Emergency Unemployment Compensation (PEUC);
- ❖ Pandemic Unemployment Assistance (PUA);
- ❖ Trade Readjustment Allowances (TRA);
- ❖ Shared-Work Program.

This \$600 payment was paid starting the week ending April 4, 2020 and the last week that was paid was the week ending July 25, 2020.

On December 27, 2020, the Consolidated Appropriations Act was signed into law.

This extended the FPUC program, but the amount of the payment was reduced from \$600 to \$300 per week. The \$300 benefit may be paid for the week ending January 2, 2021 to the week ending March 13, 2021.

The cost of these additional payments was 100% federally funded.

Pandemic Unemployment Assistance - PUA

The PUA program allows states to pay up to 39 weeks of benefits to individuals who are not eligible to receive or who have exhausted regular unemployment compensation (UC) or Pandemic Emergency Unemployment Compensation (PEUC). The costs of the new federal benefit and of program administration are 100% federally funded.

“Covered Individuals” include:

- ❖ Self-employed,
- ❖ Individuals seeking part-time employment,
- ❖ Individuals lacking sufficient work history, or
- ❖ Those otherwise not qualified for regular UC, extended benefits under state or federal law, or PEUC.

In Pennsylvania, the first week for which PUA was paid was the week ending February 8, 2020.

PUA continued

Other examples of individuals covered by this program:

- ❖ Sole-proprietors;
- ❖ Farmers;
- ❖ Independent Contractors;
- ❖ Corporate Officers, etc.

The base period to be utilized in computing the PUA weekly amount is the most recent completed tax year. With a benefit range of \$195 to \$572.

The claimant must complete a self-certification form (either paper or on-line) to apply for this program.

The weekly self-certification for benefits can be filed at the website <https://pua.benefits.uc.pa.gov>.

It is important to note that, unlike regular Unemployment Compensation, no PIN numbers are assigned or required for the claimant to access their PUA claim or to certify their benefit weeks.

PUA Extended

On December 27, 2020, the Consolidated Appropriations Act was signed into law.

For Pennsylvania, the Act extends the PUA program for an additional 11 weeks. The first payable week ending is January 2, 2021, and the last payable week is March 13, 2021.

These dates are applicable for NEW PUA claims established on or after AB date December 27, 2020, and after. The last day for a new PUA claim is AB date March 7, 2021.

The maximum number of weeks of PUA benefits was increased from 39 weeks to 50 weeks.

Individuals receiving PUA during week ending March 13, 2021, who have not exhausted their entitlement may continue to collect benefits up to CWE April 10, 2021.

Phase-out means that while no new PUA claims can be established on or after AB date March 14, 2021, those individuals with available weeks can continue to receive PUA benefits up to week ending April 10, 2021.

Pandemic Emergency Unemployment Compensation - PEUC

The PEUC program allows states to pay up to 13 weeks of benefits to individuals who:

- ❖ Have exhausted all rights to regular unemployment compensation under state or Federal law.
- ❖ Have no rights to regular UC under any other state or Federal law.
- ❖ Are not receiving compensation under the UC laws of Canada.
- ❖ And are able and available to work, and actively seeking work.

It also recognized that states must provide flexibility in meeting the “actively seeking work” requirement if individuals are unable to search for work because of COVID-19, including because of illness, quarantine, or movement restriction.

PEUC continued

An individual is deemed to have exhausted his/her right to regular compensation under a State law when:

- ❖ No payments of regular compensation can be made because the individual has received all regular compensation available
- ❖ The individual's rights to compensation have been terminated by reason of the expiration of the benefit year.

If the individual can establish a new benefit year in PA or in any other state, the individual may not continue to collect PEUC.

Claimants who have exhausted their weeks of regular UC benefits, would go onto PEUC before being eligible for other federal or state programs.

PEUC continued

The weekly benefit amount (WBA) payable to an individual for a week of PEUC is equal to the WBA, including dependents' allowance, payable on the UC claim that was used to establish the PEUC claim.

The amount of the PEUC claim will be equal to 13 times the individual's average weekly benefit amount (including dependent's allowances).

The State must identify individuals who are potentially eligible for PEUC and provide them with appropriate written notification of their potential entitlement to PEUC, including filing instructions.

Applications for PEUC can be filed on our web site, www.uc.pa.gov, by clicking on File for PEUC.

PEUC payments began with the claim week ending 4/4/2020.

PEUC Extended

On December 27, 2020, the Consolidated Appropriations Act was signed into law.

This Act increases the amount established in an individual's PEUC account to 24 times the individual's average WBA.

Any individual who established eligibility for PEUC before the date of enactment of the Act (December 27, 2020), will have their PEUC accounts augmented by an amount equal to an additional 11 times the individual's average WBA.

The additional PEUC amounts may not be paid for any weeks that begin prior to enactment of the extension on December 27, 2020. The first payable week ending for the PEUC extension is January 2, 2021.

Individuals who have not exhausted PEUC with the week ending March 13, 2021 and are otherwise eligible, may continue to be paid for weeks of PEUC during a phase out period.

The last week of PEUC payable during this phase-out is the week ending April 10, 2021.

Extended Benefits - EB

Extended Benefits (EB) are additional unemployment compensation (UC) benefits payable to qualified workers when an “Extended Benefit Period” occurs in Pennsylvania.

EB is payable only for weeks of unemployment during an EB period and is only available to claimants who meet the EB eligibility criteria, including additional eligibility provisions that do not apply to regular UC.

The current EB period began with the week ending July 4, 2020.

An EB period ends with the third week after the unemployment rate declines to a certain level prescribed by law. However, an EB period must last at least 13 consecutive weeks.

The EB weekly benefit amount is the same as the weekly benefit amount on the claimant’s most recent, regular UC claim, including any dependents’ allowance.

The total amount of EB payable is 50% of the amount of regular UC the claimant was financially eligible to receive on the most recent UC claim.

EB Eligibility

To be eligible for EB a claimant must:

- ❖ Be totally or partially unemployed.
- ❖ Have the total amount of wages in the base year of the claimant's most recent UC claim be equal to or exceed one and one-half (1-½) times the amount of wages in the calendar quarter of the base year in which they were paid the most wages.
- ❖ Have received the maximum amount of regular UC they were eligible to receive on their most recent UC claim, or their most recent UC benefit year has ended.
- ❖ Have received the maximum amount of PEUC that they were eligible to receive.
- ❖ Be ineligible for any other UC benefits, including PEUC, under any state or federal law, and not claiming benefits under the UC law of Canada or the Virgin Islands.
- ❖ Satisfy the requirements of being able and available for work and not be disqualified for willful misconduct, refusing work or voluntarily quitting work.

Filing for EB

PA Tele claims (PAT) is not available for filing EB claims.

EB claims can be filed through the Internet claim system or a paper EB claim form for each week of unemployment

EB claim forms must be completed accurately and thoroughly and follow the mailing instructions.

Claimants are required to report all work, earnings, hours absent, holiday pay and/or vacation pay when completing the EB filing through the Internet claim system or the paper EB claim form.

An EB disqualification can be purged by being employed for four subsequent weeks and earning no less than four times the EB weekly benefit amount.

Lost Wages Assistance - LWA

The federal Lost Wages Assistance (LWA) Program provided Pennsylvania \$2.8 billion to give an extra \$300 a week in additional funds to individuals that were unemployed (or partially unemployed) because of COVID-19 from August 1 through September 5, 2020.

To be eligible for LWA a claimant must;

- ❖ Be fully or partially unemployed due to COVID-19
- ❖ Have a weekly benefit rate (+ dependent allowance, if applicable) totaling \$100 or more
- ❖ Receive a payment each week from one of the qualifying programs:
 - Unemployment Compensation (UC)
 - Pandemic Emergency Unemployment Compensation (PEUC)
 - Pandemic Unemployment Assistance (PUA)
 - State Extended Benefits (EB)
 - Shared-Work
 - Trade Readjustment Allowances (TRA)



For more information on these and other UC topics, please visit our web site at www.uc.pa.gov. Use the Search option to narrow in on a particular topic.