

# — Five Good Minutes — Unemployment Compensation

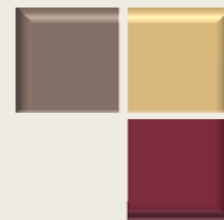
*Presented by*

Lorraine Dubisz,  
Primex<sup>3</sup> Administrative Aide

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An Online  
Learning Opportunity

Made Possible by Primex<sup>3</sup>



# **Class #1**

## **Unemployment Compensation**

**The “Why, Who, What, When?”  
Benefits to Members**



# The “Why - Who - What - When?” Benefits to Members

- **Cost of the UC program is based on both claims and administrative expenses**
- **Each member pays at a rate proportional to their claims**
- **Each member pays their share of administrative expenses**
- **A higher administrative expense equals higher costs**
- **Receiving clean, acceptable files equals less time spent on the UC Program**
- **Less time spent by Primex<sup>3</sup> cleaning up files equals less cost absorbed by each member**
- **The bottom line**



# Who Should Be Reported

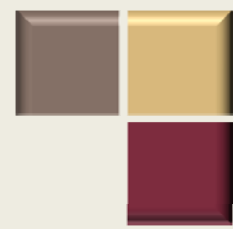
## All employees –except:

- Elected officials
- Elections workers earning under \$600.00
- Employees hired under temporary status for specific effects of current emergency, ***hired for a one time only*** event: ice storms, excessive snow storms, wind storms, other man-made or natural disasters.

## Also:

- An employee ***appointed*** to a post that is ***regularly an elected*** position ***should not be*** included in the report —a Town Treasurer, for example, an elected position, leaves office prematurely and the town appoints a temporary treasurer to fill out the term. That temporary appointment ***should not*** be included in the report.
- If an employee is ***appointed***, and the position is a ***regularly appointed position***, they ***should be*** included in the report.

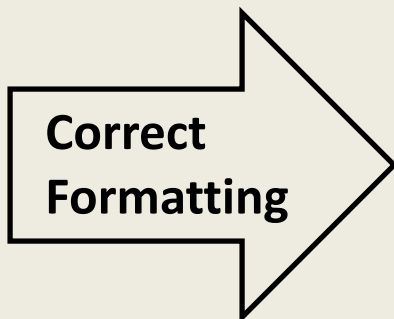
Elected officials, election workers, and one-time temporary status employees are ***“not in employment.”*** Therefore, the Member will not be charged for any Unemployment benefits. These employees cannot collect Unemployment Compensation for the “not in employment” wages earned.



# Know the Rules:

- No extra columns
- No entry with 00 wages
- No extra **empty** lines
- No **dark** lines
- No federal ID #
- Employees listed only **once**
- All files should be in an *Excel* spreadsheet

Social Security #	Name	Gross Wages	State Account #



SSN	NAME	GROSS	ACCT
005112222	JONES H D	000002350	000098723
111223333	JONES HOWARD D	001015610	000098723
123456789	OCONNELL JOANNE D	000022550	000098723
012345678	O'CONNELL M	000050086	000098723
001234567	JONES HOWARDS JR	002392667	000098723
321987664	SMITH SAMUEL III	000632937	000098723
678881234	SMITH SAMUEL JOE III	001623095	000098723
123123123	SMITHJONES JOANNE D	000006445	000098723
		005745740	

# What Type Of Wages



**All gross wages earned during the quarter, as well as:**

- Severance pay
- Cafeteria Plan wages
- Receipt of funds as a result of a back-pay award, such as an arbitration award or negotiated settlement.

All of the above are considered part of the GROSS WAGES

## **Disability Claims:**

- If the Member ***budget and personnel policy include*** payment of disability claims directly to the employee, this amount ***should be*** included in the gross wages.
- If the Employee is being paid by a third party (***non employer fund***) and the third party distributes the disability check to the employee, the wages ***should not be*** included in the gross wages.



## When To Submit

- Since Primex<sup>3</sup> receives approximately 290 reports each quarter, we request members to submit the Quarterly Wage file to Primex<sup>3</sup> by the 15<sup>th</sup>.
- Once we gather the individual reports and review the formatting, they are checked against the C2 forms to ensure they are in balance.
- Each quarter, Primex<sup>3</sup> reports about 270 Quarterly Wage files for members to NH Employment Security.
- **Deadlines** are provided to ensure that Quarterly Reports are submitted to the State timely, accurately, and formatted in compliance with state requirements.

**DEADLINE: Noon prior to the last business day of the month following the end of the quarter: April, July, October, January.**

- Any reports received after this time will be submitted as “Late Filers”.
- If a member expects a problem in meeting the 15<sup>th</sup> requested deadline set by Primex<sup>3</sup> or the Primex<sup>3</sup> deadline set to meet State requirements, please notify us as soon as possible.
- Primex<sup>3</sup> hand delivers the balanced reports and C-2 Forms to NH Employment Security on the due date.
- There is a penalty of \$25.00 charged by NH Employment Security for reports submitted after the last business day of the month following the quarter.



# Meanwhile, Back in the Office . . .

MISTAKES! Being human, we all make them!

Corrections are necessary, and here's how:

CORRECTIONS				
ACCT	Member	Quarter		
000098888	Sample	5thQ06		
CORRECT		PREVIOUS	CORRECT	TOTAL
SSN	NAME	WAGES	WAGES	DIFF
444667777	DUBISZ F	000402589	000422589	20000

- You may use the same form for multiple corrections within the *same* quarter.
- Corrections for different quarters will need a separate form for each quarter.
- All of the above information is required.

**NEGATIVE WAGES** reflect an error made in a prior quarter and **should be handled as a *correction, not included in the current* Quarterly Wage Report.**



## What Options Are Available –In the *Real World*?

Omissions, Problems, Oversight: They all happen!

Unforeseen problems arise from time to time:

- New software conversion —the reporting is off
- SS# is not immediately available
- The file you have does not balance with the payroll service information
- The person handling reports has left, is home sick, or out on disability, and you have no idea what to send or how to send it

Last Minute Solutions:

- A partial report is better than no report.
- I have a temporary solution.
- Corrections can be made later.
- I will walk you through it.

**There are SOLUTIONS that will save you a penalty.** For whatever reason, if you feel the Quarterly Wage Report will not get to Primex<sup>3</sup> in a timely manner, please call Lorraine.

**Important Bottom Line:** Gross Wage Balance of the file and the Gross Wages on the C-2 Form **must agree.**



## Direct Filing With The State Is Available

Is the Quarterly Wage file sent both to Primex<sup>3</sup> and to the State?

As part of our service to members, Primex<sup>3</sup> offers direct reporting to NH Department of Employment Security at no charge. Primex<sup>3</sup> will submit corrections to the State on your behalf for any quarter you have pre-authorized Primex<sup>3</sup> to file. (We now report approximately 280 Members to the State each quarter.)

Your Administrator or HR Director may facilitate this process by e-mailing the information below to: [ldubisz@nhprimex.org](mailto:ldubisz@nhprimex.org)

### Please include:

- Member name
- UC Account #
- The specific quarter to begin reporting

**We must receive authorization by the 15<sup>th</sup> of the month** of the filing and will acknowledge the receipt by e-mail. To prevent double reporting, please notify your payroll service.



ADMINISTRATIVE OFFICE  
 32 SOUTH MAIN STREET  
 CONCORD, NH 03301-4857



RICHARD S. BROTHERS, COMMISSIONER  
 DARRELL L. GATES, DEPUTY COMMISSIONER

**DO NOT PAY**

EMPLOYER ACCT	MONTH OF
	JANUARY 2009

PRIMEX

DATE OF MAILING February 24, 2009

<b>CURRENT MONTH CHARGES AND ADJUSTMENTS</b>	<b>\$115.79</b>
PREVIOUS BALANCE DUE with interest computed through the date of mailing	\$0.00
LATE FEES / PENALTIES	\$0.00
<b>TOTAL AMOUNT DUE - make check payable to State of NH - UC</b>	<b>\$115.79</b>

Interest at the rate of 1% per month will be assessed on the monthly charges if not paid by the end of the month following the mail date.

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 Cut along this line and return upper portion with payment

The following charges and adjustments have been made to your account:

SOCIAL SECURITY NUMBER	CLAIMANT NAME	WEEK ENDING DATE	TOTAL CHARGES
		01/03/2009	\$2.10
		01/10/2009	\$2.68
		01/17/2009	\$2.25
		01/24/2009	\$3.80
		01/03/2009	\$26.24
		01/10/2009	\$26.24
		01/17/2009	\$26.24
		01/24/2009	\$26.24

CURRENT MONTH CHARGES AND ADJUSTMENTS

# Primex<sup>3</sup> “Five Good Minutes”



If you have further questions about the Unemployment Compensation program, contact:

Lorraine Dubisz

225-2841, X-103

[ldubisz@nhprimex.org](mailto:ldubisz@nhprimex.org)

If you would like to know more about Primex<sup>3</sup> online training, contact:

Jenny Chase

Education, Training & Consulting

225-2841, X-151

[jchase@nhprimex.org](mailto:jchase@nhprimex.org)