



Quarterly News

Sign Up For UI eServices

Join the expanding number of employers and third party agents who do their UI business via UI eServices. More than 30% of Montana employers use eServices to file their reports, and 41% pay electronically (ACH debit, ACH credit or credit card). So far, almost 15% of Montana employers have signed up to use SIDES eResponse or SIDES, and their filings account for nearly 23% of all claims separation requests. Some of the features of UI eServices include:

- SIDES E-Response, implemented to help employers meet the 8-day response time on benefit claim separation requests, has since been expanded to include modules for monetary and potential charges and earnings verification. SIDES E-Response allows you to communicate directly with UI in a timely manner and track requests and responses. Once enrolled, you'll receive an email requesting that you log into UI eServices to respond to a benefit claim notice.
- You can easily file your quarterly reports on eServices by uploading and updating the previous quarter's employee wage list or by importing an electronic file with quarterly employee wage information. You can also pay current or past due taxes electronically using ACH debit (free) or credit card (2.5% convenience fee assessed by MT.Gov). If you prefer to pay by check, simply click "print a payment voucher" and enclose it with your payment to assure proper payment application.
- If you would like to receive reminders to file and/or pay your quarterly UI taxes, you can easily set up email notifications in your eServices account. Just click the "File & Pay" tab and "Set Up Email Reminder" link in the upper right column.
- You can view correspondence, and review and update your business address, contacts, responsible parties and other demographic information if you have full access rights.

To access UI eServices, go to uieservices.mt.gov and follow the log-in instructions. If new to eServices, you will need an ePass Montana account first (enroll if you don't have one), and then you can register your eServices account. Be sure to have a copy of your most recent quarterly wage report handy to respond to the required security questions. From there, designate your contact(s) for responding to claimant requests in SIDES and for filing and/or paying your UI quarterly wage reports.

It's fast, easy and secure! For questions or assistance in enrolling, call 444-6963.

Hiring Seasonal Employment and/or Alien Workers?

Many employers in Montana ramp up hiring during the summer months, which leads to questions about UI tax requirements for seasonal employees, including temporary, part-time, high school and alien employees.

Some alien visa holders are required to be reported on Montana Unemployment Insurance reports, while others are exempt. Employers need to confirm the visa type for aliens they hire. Alien visa holders who should not be reported to Montana UI include workers identified in 8 USC 1101(a)(15)(F), or (a)(15)(H)(ii)(a), or (a)(15)(J), or (a)(15)(M), or (a)(15)(Q). Aliens working in Montana under any other type of visa should be reported.

Employers should also include school age employees on their Unemployment Insurance reports, unless the employee is a dependent (for whom an income tax exemption may be claimed) working for his or her parent(s) who operate as a sole proprietorship.

All other types of seasonal, temporary or part-time employment are covered, and wages paid to these workers should be reported on the Unemployment Insurance Quarterly Reports. For more information on reportable employment and wages, see Section 3 in our Employer Handbook, which can be found on-line at <http://uid.dli.mt.gov/>.



There is still time to attend 2018 Assistance for Business Clinics. If you are interested in attending, please call a sponsor in these cities for location and fees, or visit our website at <http://dli.mt.gov/-assistance-for-business-clinics> for more information.

Billings	June 27	(406) 896-5890
Polson	Sept. 13	(406) 883-7880
Lewistown	Sept. 19	(406) 538-8701
Hamilton	Sept. 26	(406) 363-2400

SafetyFestMT

The Unemployment Insurance Division is also participating in the Lewistown SafetyFest, which takes place August 14-16. This event is a great opportunity to learn about UI tax and benefits while attending a variety of safety presentations. Register for SafetyFest at <http://SafetyFestMT.dli.mt.gov>.



Free SIDES Webinar

Would you like to know more about how SIDES can work for your business? Then we have good news for you! The Unemployment Insurance Division will host a series of free SIDES informational webinars over the coming months. The first webinar will be JULY 10, 2018 at 2 pm.

During the webinar, we will talk about the importance of employer responses to the integrity of the UI program and show you how to register for UI eServices and SIDES E-Response. Additionally, UI experts will demonstrate the actual E-Response solution and be available to answer your questions.

SIDES can help make your unemployment insurance responsibilities easier by managing your unemployment claims securely online. You can:

- File securely
- Respond faster from anywhere and at any time
- Save on postage and staff time
- Reduce and prevent improper payments

If you would like to register for July's webinar or receive information about future UI webinars, please send an email with your name and contact information to uisides@mt.gov. We will then send you a meeting invite with information on how to join the Skype meeting.

Upcoming Rule Package

Watch for a proposed rule notice in July. We are still working through the details, but you can expect to see language changes to permit electronic transmission of UI documents to claimants and employers.

We are two-thirds of the way through a project that will replace the current UI4U claim filing system. The new claim portal will be integrated into the Department's MontanaWorks.gov website. The new claim portal will support secure electronic communications with claimants and include document-upload capability. MontanaWorks.gov will also include an employer portal that will allow businesses to upload their responses to UI benefit requests to the web as opposed to mailing or faxing them in.

In terms of administrative rules, that means the verb "mail" needs to become "send." We also need to rethink how and when we use the word "postmarked" relative to due dates.

The rule package will also include proposals related to administrative penalties arising from identity theft-related benefit overpayments; clarification of the status of family employees and experience-rating record transfer; and electronic wage reporting for agents and employers of a certain size.

For Benefit Claim Responses - Try a different way: e-Pass, not fax

In the past year, we have encountered innumerable reports of businesses not being able to get through on our fax line for benefit responses. It has been a challenge.

We have made changes to improve fax throughput, but the reality is fax technology doesn't mesh well with VoIP service. Rather than going back and forth to the fax machine in hopes your fax will finally go through, you can send the documents via the state's e-Pass solution. It is a file transfer protocol that is secure and free, and your documents go directly to UI staff who are trained to get your documents into the correct claims processing work queue.

To take advantage of the File Transfer Service all you need is an "ePass Montana" account. If you already have an ePass account, just sign in, upload your files and send them to UI Claims Processing inbox, UIPass@mt.gov. To open an ePass account, simply go to <https://transfer.mt.gov> or type "ePass Montana" in your browser's search window. At the File Transfer Service home page, click "Create an ePass Account" and follow the directions for setting up an account. Once you have your account, upload your files following directions on the website and send them to UIPass@mt.gov. If you have questions about the File Transfer Service, call (406) 444-2545 or (406) 444-0399.