



Quarterly News

COVID-19 and Unemployment Insurance What you should know.

For up-to-date information on state and federal legislation surrounding the COVID-19 pandemic and answers to frequently asked questions, please review our **Resource Guide for Montana Employers and Employees** at dli.mt.gov/covid-19. You can find the emergency rules that were adopted on March 17th there.

At the bottom of the page, are links to initial guidance from the US Department of Labor's Wage and Hour Division on the implementation of the Family First Coronavirus Response Act. When the federal stimulus package is enacted, we will post guidance from federal departments overseeing the various components of the law upon release.

At this point, there are more unknowns than knowns in what additional relief and support may be available to business and workers alike. Please be patient as we wait for federal guidance and assess and implement changes to our IT and business processes, hire and train staff, to support the new or enhanced programs. *This is like the Great Recession, on steroids, compressed into days, not years.* We are deeply committed to our mission of serving Montanans, and our economy, in these unsettling, upending times.

How can you help your employees through the UI claim process? We've produced a simple one-page flyer you can provide or direct your employees to. To download the flyer, visit uid.dli.mt.gov and select the [Notice to Employees: Important Information Regarding Unemployment Compensation](#) link.

If you haven't already, we highly recommend you **sign up for SIDES** before your employees begin applying for benefits. Signing up will give you the ability to electronically exchange information with us regarding claims filed by your impacted employees. It's easy to use, reduces a lot of paper, and may speed up the time it takes for your employees to begin receiving benefits. To signup, visit uieservices.mt.gov

If you are new to eServices, have a copy of the last quarterly report you filed handy when you register. For assistance with eServices or SIDES call (406) 444-3834 (option 2) or email uieservices@mt.gov

Changes to eServices Coming June 1, 2020!

Exciting changes are being made to the logon process for UI eServices for Employers (eServices). After June 1, 2020, you will no longer need to log into ePass Montana to access eServices.

Our URL will remain the same, uieservices.mt.gov, but the home page will have a new look and a much easier logon process, no more bouncing between two separate sites before getting in.

If you already have a logon created for eServices, you will be able to maintain your current username but will be prompted to create a new password when logging in for the first time after June 1.

To maintain the security of your data, we are implementing a two-factor verification process. A second factor, or authentication code, will be needed in addition to your password the first time you log into eServices (after June 1) and anytime you use a new PC, change internet browsers, or delete your cookies.

To facilitate the distribution of authentication codes, beginning April 1, 2020, when you log into eServices you will be asked to verify your profile information, most importantly your email address. The email address you provide is where we'll send your authentication code when you try to log in for the first time after June 1, 2020.

Watch our newsletters and your email box for more details as they become available.

**SIDES Webinar - 1st Thursday of every
month from 1:30 to 2:30 (MST).
Email uisides@mt.gov to register.**



Other COVID-19 Related News

Assistance for Business Clinics – The department is evaluating the best path for ABC clinics in the wake of social distancing orders. We are discussing options for moving to virtual presentations, postponing, and/or cancelling clinics. Please check our website dli.mt.gov for updated information as it becomes available.

Extension of filing deadlines – The emergency UI legislation enacted in March provided us the authority to grant temporary extensions to employers who have been directly impacted by COVID-19 and are unable to meet the filing deadlines for Quarterly Wage Reports and tax payments. To request an extension please email uieservices@mt.gov. Use a subject line of “Extension Request” and in the body of the email include your UI Account Number, Business Name, duration of the extension you are requesting and the reason.

Please Note: Your quarterly reported wage records are vital in determining UI benefit eligibility for your employees. A delay in receiving your report may delay their benefits. If you are unable to make your tax payment, we encourage you to file your report and then contact our office to discuss an extension on the tax payment and/or make monthly installment arrangements.

Avoid Over or Under Payment, Check Your Rate!

Using the wrong rate to pay UI taxes is a common mistake we see employers make every year. Before you file and pay your quarterly report, double check to ensure you have updated any software you may be using with the correct rate for 2020. Software companies will not update the rate for you. If you are using a third-party agent to file your reports, make sure you've provided them with the updated rate information. Not sure what your current rate is? Go online to uieservices.mt.gov to find out.

eServices Security – Protect Yourself and Your Data

Are you sharing user names and passwords for eServices among your staff? We hope not! But if you are, are you aware of the risk you are taking?

Our systems have tools in place to log and track user activity: the data they view and changes or requests they make. When you share your user name and password with others, the audit trail created all points back to you. Ever had a staff member leave or quit? If you share user names and passwords, when they leave, they are taking access to your data with them.

Protect yourself and your data by ensuring everyone accessing your UI account online has the permission to do so AND is using their own unique logon.

If you have Administrator level access rights to your account in eServices, under your Profile select the Manage Logons tab to see who has access and at what level. From there you can increase, decrease or inactivate a user's access to your account.

If you are an employer who has allowed a third-party administrator (accountant, payroll provider, etc.) to have access to your account, we encourage you to create a logon into eServices as well. Having access to eServices will allow you to easily review what's being submitted on your behalf.

Never give your user name or password to a third-party, they should create a logon and submit the proper authorization form before accessing your information on eServices.