



Quarterly News

UI Administrative Rule Changes Effective July 1, 2024

As part of our red tape relief efforts, the Unemployment Insurance Division (UID) underwent a complete rewrite of our administrative rules earlier this year. The goal of the rewrite was to simplify, shorten, and clarify the Administrative Rules of Montana (ARM) pertaining to unemployment insurance (UI). We removed language that was unnecessarily duplicative of statute, as required by 2-4-305(2), MCA, as well as language that was internally repetitive. The rewrite also reorganized ARM pertaining to UI into shorter subchapters (divided by topic) and moved them from ARM Title 24 chapter 11 to [ARM Title 24 chapter 40](#).

Very few of the UI rule changes substantially changed expectations or requirements for employers, except for the electronic filing rule covered below. The rule changes were effective July 1, 2024.

Change to Electronic Filing Rule

The electronic filing requirement in ARM 24.11.2711, now [ARM 24.40.1609\(7\)](#), was revised to **require all Montana Quarterly UI Reports to be electronically filed**. Regardless of employer size or who files them, all quarterly UI reports must be filed using an approved electronic method. We are not requiring electronic payment of UI Contributions (tax), but it is strongly encouraged.

We plan to give employers and third-party representatives, who are not already filing electronically, time to make the switch. However, beginning with the first quarter 2025 report, any report filed by paper may be subjected to a late file penalty. Paper UI5 forms will no longer be provided (mailed out) after fourth quarter 2024.

For more information on the electronic filing options available, review our [Montana UI Contributions E-Filing Handbook](#) or contact our eServices Customer Support team at (406) 444-3834.

Coming Soon!

We routinely look for and take suggestions to improve features within [UI eServices for Employers](#). One such improvement coming soon is the ability to incorporate a double check or review process on quarterly reports.

We've had multiple requests from third-party providers (accountants, payroll companies, etc.) to allow one person to add and save a quarterly report, and another person to review, approve and submit the report. We are planning to implement an option for that in mid to late August. Both users will need the appropriate security access in eServices to file reports.

Additional improvements coming soon include:

- Streamlined access and enrollment for SIDES E-Response
- PEO Client Maintenance Tools
- FSET and ICESA file responses to improve the accuracy of submitted data and reduce over and under payment of UI Contributions (tax).



ASSISTANCE *for* BUSINESS CLINIC

Assistance for Business Clinics (ABC) hosted statewide aim to provide valuable resources to both new and established businesses, as well as accountants, bookkeepers and human resource experts. We hope you will plan to attend one of the following sessions:

- September 10th – Hamilton
- September 11th – Kalispell
- September 12th – Thompson Falls
- September 18th – Butte
- September 19th – Bozeman
- September 25th – Billings

For registration and more information visit our website at dli.mt.gov/employer/abc-clinics.



Where do I report Remote Workers?

Montana continues to see a growing number of remote (teleworking) employees causing many employers to ask...
Where do I report Remote Workers?

If the worker is working from their home, they should be reported in the state where their home office is located, not where the company headquarters are located. An occasional business trip to the headquarters for a company meeting is considered a normal business trip and does not change where they should be reported.

If you have workers who travel from state to state on an ongoing basis and their service is not localized in one state, then you would report the worker in the state where they have a base of direction and control. If there is no base of control, then the state where the employer is headquartered is taken into consideration.

Despite the different wording by each state, the laws are nearly identical in application. Review page 10 of [Montana's Employer Handbook](#) online on ueservices.mt.gov for information on our localization law.

Secure Web Messaging - The Ups and Downs

Secure web messaging through [UI eServices for Employers](#), is an excellent way to communicate directly and securely with the Unemployment Insurance Division (UID). But unlike some other entities, responses from UID are not automated. Our staff review each incoming message and respond accordingly. We do our best to ensure all messages are processed timely, but it's easy for them to pile up during peak processing times. A few tips to help ensure your messages are handled as quickly as possible:

- Select the most appropriate category (tax or benefits) and type of message. This helps route the message to the correct staff and prevents time delays in getting it to someone who can answer the question or process the information.
- Give it a good subject line. Just like email this helps flag high priority or more critical messages.
- Don't forget attachments (if/when applicable).
- Allow ample time for response. Repeated messages providing the same information can slow processing times, not speed them up.

UI eServices for Employers

Highlight – Email Address Changes

We've said it before but it's important enough to repeat, an outdated or incorrect mailing address can have unfortunate consequences, including the loss of rights to respond when UI benefit claims are filed. With electronic fact-finding and other communications, email addresses are now equally as important.

[UI eServices for Employers](#) provides a quick and easy way to ensure your contact information is up to date so you never miss a thing.

While we do collect a primary email address for your business when the account is registered, the email address where most notifications and information is sent is the one associated to your eServices profile.

To manage the email address associated to your profile, log into eServices and select **Manage My Profile** in the upper right-hand corner (generally under your name).

While most people probably used the same email address for both OKTA and UI eServices for Employers, it's important to note they don't have to be the same. If you chose to use a different email address for each (OKTA & eServices), we will never send notifications/information to the email address you used to create your OKTA logon (it's a separate system).

SafetyFestMT

SafetyFestMT is a collaborative effort between the Montana Department of Labor & Industry and business entities across the state who donate their time to provide quality training to employers and workers throughout Montana. Each SafetyFest is unique and free. For more information, or to check out upcoming events, go online to:

safetyfestmt.dli.mt.gov

Questions about Benefit Charges on your account?

Call the Employer Charging Phone Line at 406-444-0399. We are here to help! Hours 8 am – 4 pm (closed for lunch 12 – 1).