



Helping employers strategize, not downsize

How to Review Weekly Claims

# How to Review Weeks Claimed

- An employer can view their Work Share employees' weekly claims
- If the claim was made within the past 14 days, the employer can dispute the details of the claim
  - Employers are not required to review
  - Weekly claims will be paid from the information originally provided
  - Any logged disputes will be investigated, and over or under-payments will be addressed if necessary



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Home Action Center Settings I Want To ...

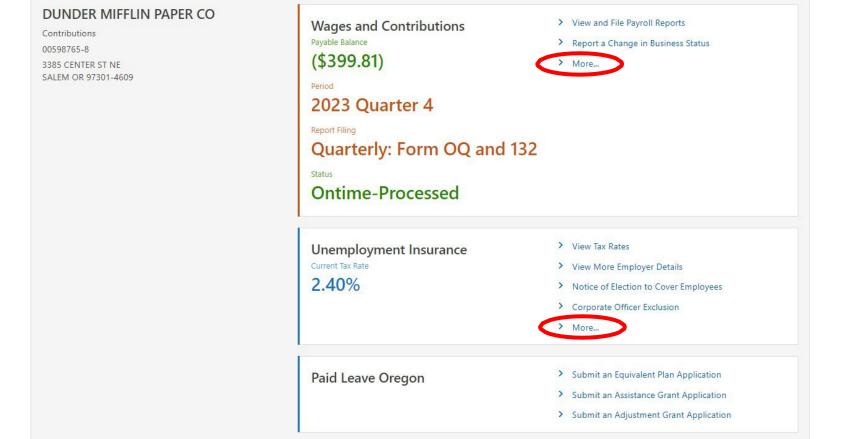
Filter

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3385 CENTER ST NE SALEM OR 97301-4609

# On the Home tab, select the "More" hyperlink in either the Wages and Contributions panel or the Unemployment Insurance panel.

(Depending on your access, you may not see both panels.)





On the More tab, you will see several sub-panels, including Work Share Plans.

(Depending on your access, you may not see all panels.)



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#### More...

Contributions

00598765-8

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#### More...

**Q** What are you looking for?

### Wages and Contributions

Submit requests relating to your wages and contributions account.

- > View and File Payroll Reports
- > Make Garnishment Payment
- > Report a Change in Business Status
- > Add Authorized Representative
- > Tax Compliance Certification

#### Refunds

Request a new or replacement refund for your

- > Request a New Refund
- > Request a Replacement Refund

### m Unemployment Insurance

Submit requests relating to Unemployment Insurance.

- > Enter School Break Dates
- > FUTA Certification
- > Request a Good Cause Waiver or Deletion
- Report Separation Reason and Request Relief of Charges
- > Notice of Election to Cover Employees
- > Corporate Officer Exclusion
- > Benefit Charges Inquiry

### Appeals

Submit requests relating to appeals.

- > Submit a Benefits Appeal
- > View Benefits Appeal
- > Submit a Tax Appeal
- > Withdraw a Tax Appeal

#### Tax Rates

Submit requests relating to your tax rates.

- > View Tax Rates
- > Rate Review and Redetermination

#### Raid Leave Oregon

Submit requests relating to Paid Leave Oregon.

- > Submit an Equivalent Plan Application
- > Request Data Access for Coverage

## Multi-BIN Filing

File payroll reports for multiple BINs.

- > Multi-BIN Filing
- > Add New Client Accounts To My Business
- > Work With My Clients
- > Remove Clients My Business No Longer Works With

### Work Share Plans

Apply for Work Share or view and manage an existing Work Share plan.

- > Apply for Work Share
- > Work Share Plans
- > View Filed Claims

#### 

The State Information Data Exchange System (SIDES), is a system that allows electronic transmission of information regarding unemployment insurance claims between agencies and employers. Click below to register for SIDES or request a PIN reset.

- > Register for SIDES
- > Reset SIDES PIN

# From the Work Share Plan panel, you can:

- Select "Apply for Work Share" to submit an application.
- Select "Work Share Plans" to change an existing plan.
- Select "View Filed Claims" to view or dispute previous weeks claimed.

# ☑ Work Share Plans

Apply for Work Share or view and manage an existing Work Share plan.

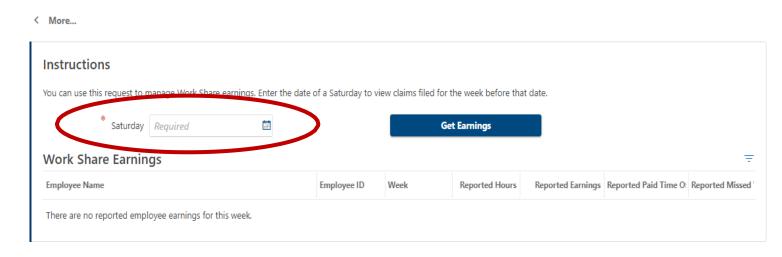
- Apply for Work Share
- > Work Share Plans
- > View Filed Claims



Enter the date of a Saturday to review claims submitted by Work Share participants for that week.

# **Example**:

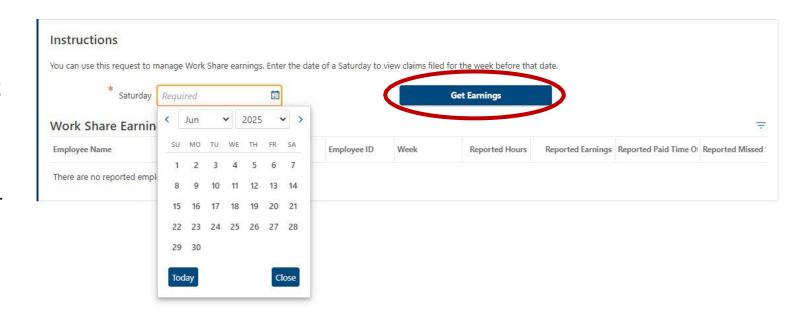
- The claimant's hours were reduced during the week of 02/04/24 – 02/10/24.
- To claim for that week, they need to submit a weekly claim during the week of 2/11/24-02/18/24.
- To review the claim, the employer must select the date of 02/10/24.





You can enter the date manually or by selecting the calendar icon on the right side of the field and choosing the date.

After entering the date, select "Get Earnings" to view the claims submitted for that week.



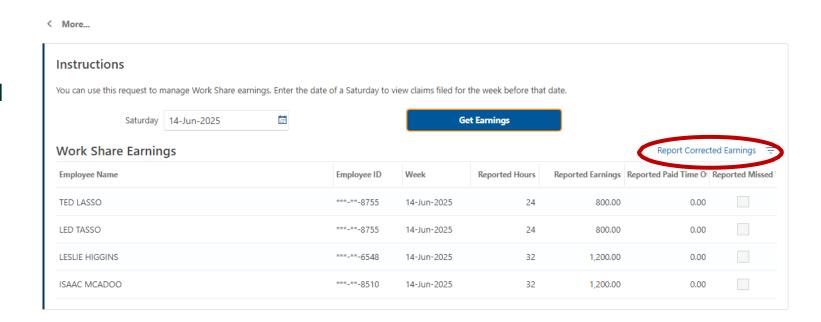


You can use this request process to manage all Work Share earnings.

To review other weeks, enter a new date in the "Saturday" box and select "Get Earnings" to refresh the list for the desired week.

If there the entries are correct, select "More" at the top left of the screen to exit the window.

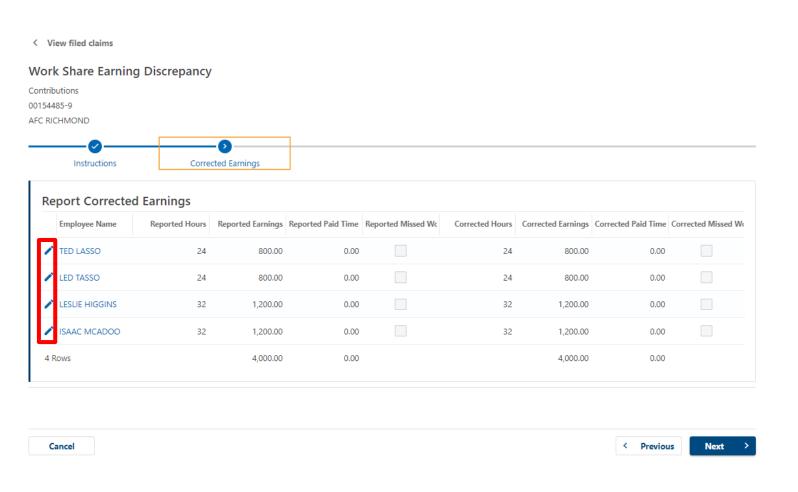
If you need to report discrepancies, select "Report Corrected Earnings."





Individual claims can be disputed for the selected period.

To dispute claimant data, select the "pencil" icon on the left, next to the claimant's name.



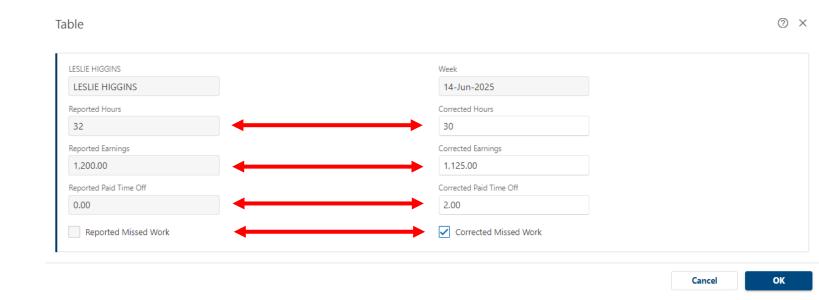


Corrections can be entered for each data point on the selected claim.

Here the employer corrected:

- Reported hours
  - Adjusted 32 to 30
- Reported earnings
  - Adjusted \$1200 to \$1,125
- Reported time off
  - Adjusted 0 to 2.0 hours
- Unreported missed work opportunity

Select "OK" after making corrections or "Cancel" if no corrections are needed.

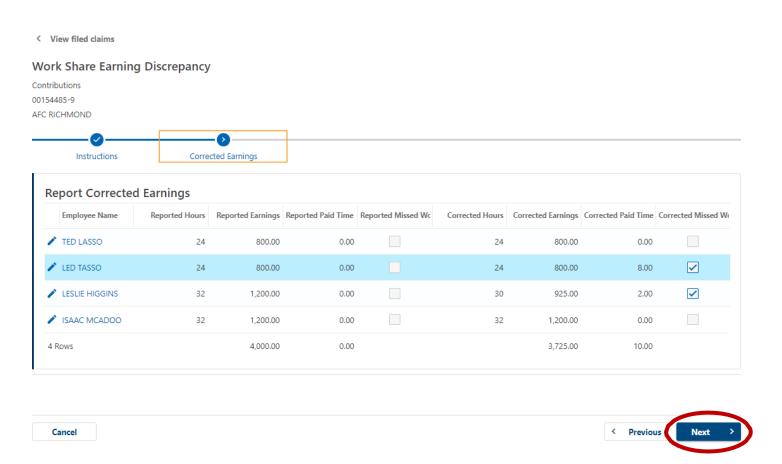




Changes in the system happen in real time.

Select the "pencil" icon on the left of each row to complete all additional updates.

Select "Next" to continue.





Review corrections before submitting. If needed, select "Previous" to return to the "Corrected Earnings" screen.

If all corrections are in order, select "Submit" to complete the process.

