



Procedures Manual

Table of Contents

Introduction – Section 1

- Member services.....	Page 1
- Claims procedures.....	Page 2
- Providing separation information.....	Page 3
- Activity reports.....	Page 3
- Adding new users.....	Page 3
- Contact information.....	Page 4

Reports & Forms – Section 2

- Quarterly and amended contribution reports.....	Page 5
- Contribution rate notices.....	Page 5
- Employers quarterly wage/tax report.....	Page 5
- Notice to employees posting.....	Page 6
- Unemployment compensation notice to employees.....	Page 6

Website – Section 3

- Functionality and registration.....	Page 7
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Employee Separations – Section 4

- Terminating the working relationship.....	Page 8
- Controlling unemployment costs.....	Page 10
- Important “Do’s and Don’ts”.....	Page 11

Issues that Impact Unemployment – Section 5

- How does a person establish a claim for unemployment benefits.....	Page 12
- How do you calculate how much a person will be paid.....	Page 13
- How many weeks can a person draw.....	Page 13
- What is underemployment.....	Page 13
- Does a person qualify for benefits while on a leave of absence.....	Page 13
- How do weekly earnings affect unemployment benefits.....	Page 14
- How does severance pay affect unemployment benefits.....	Page 14
- How do retirement benefits affect unemployment payments.....	Page 15
- What is allocating vacation pay.....	Page 15
- How does a claimant preserve their credit weeks.....	Page 15
- What is good cause attributable to the employer.....	Page 15
- What is a suitable offer of work.....	Page 16
- What is misconduct.....	Page 16

Sample Reports and Forms – Section 6..... Page 18

- Quarterly contribution report	
- Amended quarterly contribution report	
- Contribution rate notice	
- Employer’s quarterly wage/tax report – UIA Form 1028	
- Notice to employees posting – UIA Form 1710	
- Unemployment compensation notice to employees – UIA Form 1711	

Thank you for being a member of The 501 Alliance and giving us the opportunity to provide your organization with a comprehensive package of unemployment related services. If you should ever have any questions or concerns, please contact the Administrator at 800-968-9675.

Member Services

Listed below are the services your organization receives as a member.

- Claims Processing

We process all monetary determinations, re-determinations and requests for information from the Unemployment Insurance Agency (UIA) based on the separation information you provide to us. We will also appeal any decisions you would like to protest to an unemployment hearing or to the Unemployment Insurance Appeals Commission.

- Unemployment Hearing Advocates

Our goal is to provide a hearing advocate for every unemployment hearing that you need to attend. However, there may be the rare occasion where an advocate is not available. Hearings are typically conducted via phone.

- Verification of Benefits

We verify any charges to your account for unemployment benefits to ensure the amount, duration and the employer(s) involved are properly charged. We will also protest any invalid or improper charges.

- Activity Reports

We provide a self-service reporting system that allows your agency to run your own activity reports based on claims for unemployment benefits. These reports include the following information:

- Total number of claims filed broken out by separation reason.
- Total number of claims protested, along with win percentages.
- Names of individuals who have filed claims for unemployment benefits.
- Total amount of unemployment benefits collected by each individual.

- Unemployment Cost Control Training

We offer an unemployment cost control workshop that is designed to help educate our members' supervisory staff regarding unemployment cost control policies and procedures. The topics reviewed include the unemployment compensation process,

separation issues and concerns and verbal and written warnings. We also offer on-demand and live training events on the following topics; the unemployment process, hearing preparation and the CaseBuilder portal to respond to claims for unemployment benefits.

- Rate Projections

We provide contribution rate projections upon request through our website to help members more accurately budget for their unemployment expenses.

- Sample Forms

We provide sample forms to assist members in documenting incidents or events that may occur in the workplace. These forms include a disciplinary warning, exit interview and leave of absence request and they are available through our website.

- Quarterly Newsletters

A quarterly newsletter is provided to all members and is available on our website at 501alliance.org. Articles include updates on changes to the state's unemployment regulations and procedures, in addition to information about the group in general.

Claims Procedures

A notice is sent either electronically by the UIA or it is mailed to The 501 Alliance when an employee files a claim for unemployment benefits. At that time, an e-mail will be sent to your agency to request separation and special payment (i.e., severance, vacation, pay continuation) information. If you receive a claim at your address, please e-mail it to us.

- Basic Separation Information

When an employee is terminated, you should record the following information and retain it in the employee's personnel file.

1. Employee's first and last day of work, including the date removed from payroll. (Last day they performed work)
2. Employee's social security number.
3. Separation reason, described in detail, along with pertinent documentation.
4. All payments of vacation, holiday, retirement, severance, pay continuation or wages in lieu of notice should be documented.

- Determining Due Dates

Each unemployment claim, determination and decision has a due date by which a response or appeal must be returned to the Unemployment Insurance Agency (UIA).

Time limits must be observed or your agency could lose your rights to contest payments or appeal decisions.

- Appeal Procedures

If The 501 Alliance receives an adverse determination or re-determination your agency will be contacted to discuss if the determination will be appealed to an unemployment hearing. As with a claim, if your agency receives a determination, please e-mail it or fax it to us immediately.

Providing Separation Information

The group uses Equifax as the third-party administrator to process claims for unemployment benefits through their CaseBuilder system. When a claim is received for unemployment benefits, an e-mail is sent to the member with a link to the secure CaseBuilder portal to provide separation information. The member then answers a series of questions based on the separation reason selected by the member. Upon completion, an Unemployment Insurance Consultant (UIC) will review the information and contact the member if additional information is required. If the claim is protestable, a letter will be sent to the UIA stating the reasons why the claimant should be denied unemployment benefits.

If your agency needs to attend an unemployment hearing, your organization will be contacted upon receipt of the hearing notice.

Adding New Users

If you are a current member and you need to add a new user to either CaseBuilder or the Report Dashboard, please contact the Administrator (Bill Gesaman), your Unemployment Insurance Consultant (Deloris Brown) or our Charge Analyst (Marti Bellport) who will be happy to help you.

If you are a registered user and forgot your PIN, follow the steps below to have it reset:

1. Contact Equifax's Help Desk at 866-723-4800.
2. Select option 1 and ask for a PIN reset.
3. Indicate "The 501 Alliance" for the name of your company name or give them company code 69596.
4. Provide the Help Desk with your e-mail address and they will send you a new PIN.

Contact Information

If you have any questions about the Michigan Employment Security Act, responding to a request for separation information, processing claims or other unemployment concerns, please contact us at your convenience.

Mailing Address: The 501 Alliance
20300 Superior Road
Suite 190
Taylor, MI 48180

Telephone #: 800-968-9675

Office Fax: 877-847-1780

Website: 501alliance.org

Administrator: Bill Gesaman, option 3
Email: bill.gesaman@equifax.com

Unemployment Insurance

Consultant: Deloris Brown, option 2
Email: deloris.brown@equifax.com

Charge Analyst: Marti Bellport, option 1
Email: martha.bellport@equifax.com

Please refer to Section 5 for a sample of all of the reports/forms listed below.

1. Quarterly Contribution Report

This report is required on a quarterly basis from each agency. This report must be completed on or before the 25th of the month following the end of the quarter. **This report must be submitted even if no wages were paid during the quarter or no payment is due.** Failure to submit the report and/or payment will result in a 1% penalty being assessed to the amount owed each month the payment remains delinquent. If corrections are needed, they can be made on an amended quarterly contribution report, which is available when a user logs in to the 501 Alliance website.

Excess Wages (for the purpose of completing the Quarterly Contribution Report) are defined as any remuneration included in the quarterly gross wages paid to an employee during the same quarter that is in excess of the first \$9,500 (subject to change) paid to the same employee during the calendar year.

2. Amended Quarterly Contribution Report

This report is to be used to correct wages previously reported in error. File a separate report for each quarter being amended. If you underpaid, please submit the additional amount due. If you overpaid, you can either request a refund or retain a credit for a subsequent quarter's payment.

3. Contribution Rate Notices

The 501 Alliance conducts a verification and computation of each member's unemployment contribution rate on an annual basis. Rate notices are available for the following calendar year from our website in the first week of December.

4. Employer's Quarterly Wage/Tax Report – UIA Form 1028

This information is required by the UIA on a quarterly basis and must be received by the 25th day of the month following the end of the calendar quarter. **Do not send this report to The 501 Alliance.** This information will be used to determine benefit eligibility when a claim is filed. Required information includes gross wages paid for the quarter, SSNs and the number of employees who worked during or received pay for the period that includes the 12th day of each month of the quarter. Members should select the reimbursing employer box and do not complete section 3. Failure to file this report or filing untimely will result in a penalty being assessed against your agency by the UIA. This report must be filed electronically in MiWAM, which is the state of Michigan's system. Instructions on how to do this can be found at the following website: michigan.gov/leo

5. Notice to Employees Posting – UIA Form 1710

This form is required by Michigan law to be displayed by all employers in the state. It provides employees with information on how to file a claim for unemployment benefits. Form UC 1710 is available at the following website: michigan.gov/leo

6. Unemployment Compensation Notice to Employees – UIA Form 1711

Employers must provide each worker at the time of separation from employment with a copy of Form UC 1711 (Unemployment Compensation Notice to Employee) or an equivalent written statement that provides the employer's name and unemployment agency account number and the address of the employer to which any request for wage or separation information or both will be directed. Your unemployment agency account number is indicated on your quarterly contribution report. Form UC 1711 is available at the following website: michigan.gov/leo

The 501 Alliance's website allows members to complete, view and print quarterly and amended contribution reports, contribution rate notices and voluntary contribution notices. In addition, copies of quarterly contribution reports that were submitted through the website can be printed for previous quarters if they were lost or misplaced.

Members must first register for the site to have access to these features. A member must contact Bill Gesaman at 800-968-9675, option 3 to receive their organization's PIN to be connected to their organizations account.

Once a user has been added to their organization's account, a menu should now be displayed on the right-hand side of the home page with all of the available features listed. Please note usernames and passwords are case sensitive. If you do not receive an e-mail with a link to your password, check your Spam and/or Junk e-mail folders. If you still do not receive your password, please contact Bill Gesaman.

The following is additional information about the website:

1. Once you have completed a contribution report for a specific quarter, you will no longer have the option to complete that quarter again on the website. This is designed to prevent members from submitting duplicate reports and payments. If you find an error on a previously submitted report, you will want to click on the amended quarterly contribution link.
2. If you would like to make payments via ACH, provide your bank's payment authorization form to Bill Gesaman for completion. He will provide you with the required banking and routing information.
3. If you have a payroll company that currently completes your quarterly contribution report, you can provide them with your UIA employer account number and PIN so they can register for the site and continue to complete your report.
4. Up to five different individuals can use your UIA employer account number and PIN to register for the website.
5. For any technical questions or problems with the website, contact Bill Gesaman at 800-968-9675, option 3 or via e-mail at bill.gesaman@equifax.com.

Terminating the Working Relationship

Occasionally, despite all efforts to properly hire, train and counsel employees, separations will occur. The terminology used in separating and reporting employee separations is, perhaps, the single most critical element involved in your unemployment cost control program. Regardless of the actual employment record, if the proper language is not used when terminating an employee, you decrease your chances of receiving a favorable decision and can be faced with the possibility of a lengthy and costly unemployment claims process.

You should avoid general statements such as:

- Unsatisfactory performance
- Inability to perform job duties
- Poor employee
- Poor judgment
- Not a good fit

Only use specific remarks that are supported by well-documented personnel records.

Voluntary Terminations – Initiated by Employee

When employees leave a company voluntarily without coercion, they are considered to have quit. An employee who voluntarily quits must show **good cause attributable to the employer** to qualify for unemployment compensation. Please refer to “What is Good Cause Attributable to the Employer?” under Section 5.

An exit interview, preferably conducted by someone other than the immediate supervisor, is recommended for employees who have voluntarily quit. Discussing the separation with them and preparing a statement of the facts formulates a permanent record for future use. Such a statement should be read and signed by the employee if possible. It is also advisable to have a witness present. Listed below are some reasons why employees may quit:

- To seek other employment
- To accept other employment
- Job dissatisfaction
- To relocate
- Illness
- Personal reasons
- Family obligations
- To attend school

Involuntary Terminations – Initiated by Employer

When the employer is the moving party in a separation, it is considered to be involuntary. With **layoffs or job eliminations**, employees are considered to have been separated through no fault of their own. This automatically makes them eligible for unemployment benefits, presuming they have qualifying wages and are able, available and actively seeking work. Listed below are some examples of a lack of work.

- Reduction in hours and/or pay
- Job/position eliminated
- Facilities temporarily or permanently closed
- Temporary or seasonal job completed
- Part-time hours

To render the employee ineligible for unemployment benefits, an employee must be **discharged for misconduct connected with work**. (Refer to “What is Misconduct?” Under Section 5). Depending on the degree of misconduct, this could be the result of multiple violations of a company policy or a one time incident. The documentation in his or her personnel file will be the basis for the case should the employee file for unemployment compensation. The following are some examples of different degrees of misconduct:

- Violating a dress code policy, smoking in an unauthorized location and an unexcused absence are examples of violations that should occur more than once before terminating an employee.
- Unauthorized possession of an employer’s property, being under the influence of a controlled substance and embezzling money are examples of violations that employees could be terminated immediately.

Controlling Unemployment Costs

The control of unemployment compensation costs begins prior to a new employee being hired. It is important to check past education and work references to verify a potential employee's alleged work abilities. The **inability to perform given job duties will not ordinarily disqualify a terminated employee** from receiving unemployment benefits.

Once a new employee has been hired, either an employee handbook or a list of company rules and regulations should be given to him or her. Included should be a "tear-out" signature page, which can be placed in the employee's personnel file after he or she has signed it acknowledging their receipt and understanding of company policies. This procedure will help to protect your position should a separation occur due to a violation of company policy.

Consistent encouragement, advice and discipline are necessary to cultivate each new employee. Periodic reviews, especially during the first year of employment, will let employees know you're interested in their job success and also help them meet company standards. Careful evaluation of new employees is important, because the sooner you terminate an unsuitable employee, the less liability can be incurred.

When an employee violates company policies or does not meet company standards, he or she should be warned. Both verbal and written warnings need to be documented. Written warnings, as well as performance reviews, should be signed by the employee if possible and kept in their personnel file. Proper documentation is a vital part of controlling unemployment costs. The importance of documentation is realized when a terminated employee applies for unemployment benefits. In the case of a protested claim, the burden of proof will fall on you. When this occurs, proper documentation can support you and your position.

If you have an established probationary period, evaluate the employee throughout; do not wait until the end of the period to review the individual. Take appropriate action at the time of any incident.

The 501 Alliance staff is available to consult with your agency during any period of an individual's employment. We can also provide information as to the potential unemployment cost impact to your agency in advance of action being taken by you.

Important “Do’s and Don’ts” for Controlling Unemployment Costs

1. Do evaluate new employees’ performance during their probationary period and either retrain and give them warnings or dismiss if their performance is unsatisfactory.
2. Don’t assume because an employee quits or is discharged, he or she will not collect unemployment benefits.
3. Do conduct exit interviews for employees who voluntarily quit. The information obtained may be necessary to show the employee quit without good cause attributable to the employer if he or she files for unemployment benefits.
4. Don’t use the terminology “poor performance” or “unsatisfactory performance” if it can be avoided when terminating an employee.
5. Do insist “leaves of absence” be requested in writing, so there’s no misunderstanding between you and the employee as to the date and time period agreed too.
6. Don’t let a claim form sit on your desk. Send it to The 501 Alliance immediately.
7. Do contact The 501 Alliance at 800-968-9675 for help if you have a question regarding unemployment.
8. Don’t forget to make rehire offers to your desirable former employees, especially those who are collecting unemployment benefits.
9. Do notify The 501 Alliance immediately if a former employee refuses a rehire offer.
10. Don’t believe if you ask someone to resign and they do so that it is a voluntary quit. It is not...it is a discharge and should be reported to The 501 Alliance accordingly.
11. Do try to get resignations in writing.
12. Don’t underestimate the importance of an appeal hearing when appropriate. If your case isn’t presented at the unemployment hearing, you can almost be assured of losing.
13. Don’t forget to document. Documentation should be done at the time of the separation because the knowledgeable supervisor may be unavailable or details may have been forgotten by the time the information is required. Signed documentation also prevents “the story” from changing at a later date.

How Does a Person Establish a Claim for Unemployment Benefits?

To receive benefits, a person must meet both non-monetary and monetary requirements.

A. To qualify for non-monetary requirements, a claimant must:

- be separated from work in a covered service for a liable employer
- file a claim on time
- file a resume with the Michigan Talent Bank
- register to work at a *Michigan Works!* agency service center
- be able, available and actively seeking work (unless waived)

B. To qualify for monetary eligibility, a claimant must have earned:

- wages in at least 2 quarters of base period
- wages in 1 quarter of at least \$3,744
- total base period wages must equal 1.5 times highest quarter wages

Both non-monetary and monetary requirements must be met to establish a claim.

The “Base Period” of the claim is usually the first four of the last five completed calendar quarters. However, if a worker lacks enough wages in that Base Period to qualify for a claim, the UIA will consider an Alternate Base Period, which is the most recently completed four calendar quarters.

1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	5 th quarter	6 th quarter
\$\$\$\$\$\$ \$	\$\$\$\$\$\$ \$	\$\$\$\$\$\$ \$	\$\$\$\$\$\$ \$	Lag	Filing

Base Period

A claimant may use wages from more than one employer to establish a claim. Employers are charged proportionally. If there are multiple employers, each will be charged their proportion of wages paid in the base period. A claimant may be working part time hours and still be eligible for partial unemployment benefits, as long as the claimant is making less than 1.5 times his or her weekly benefit amount.

How Do You Calculate How Much a Person Will Be Paid?

Minimum weekly benefit	\$ 81.00
Maximum weekly benefit	\$ 362.00
Maximum claim is	\$7,240.00

The UIA will find the calendar quarter in the claimant's Base Period in which the claimant had the highest wages. That quarter is known as the high quarter. The UIA then multiplies the high quarter wages by 4.1% (.041) to determine the claimant's Weekly Benefit Amount (rounded down to the nearest dollar). In addition, \$6.00 per dependent is added, up to five dependents and the total benefit amount cannot exceed \$362 per week. Please note the minimum and maximum weekly benefit amounts are subject to change.

How Many Weeks Can A Person Draw?

To determine the number of weeks of benefits that could be paid on a claim, the UIA multiplies 43% (.43) times the total Base Period wages and then divides by the claimant's weekly benefit amount. The amount is rounded down to the nearest half week. The minimum number of weeks is 14 and the maximum is 20. Please note the minimum and maximum number of weeks is subject to change.

Example: Claimant had \$5,500 Base Period wages and \$150 Weekly Benefit Amount
Calculation: $\$5,500 \times .43 = \$2,365$ / $\$150 = 15.77$ rounds down to 15.0 weeks of benefits

Once a claim is established, so is the benefit year...the time period during which the benefits are to be paid. The benefit year is the 52 weeks immediately following the date the claim was established. A claimant may collect benefits at any time during this benefit year, not to exceed 20 weeks (subject to change) of benefits and providing they meet all of the eligibility requirements.

What Is Underemployment?

An employee can file a claim for unemployment benefits if the hours worked in a subsequent week are less than the hours worked in a previous week. For example, a part-time employee who works 20 hours a week, but is typically scheduled to work 30 hours a week can file a claim for unemployment benefits. However, he or she is required to report any earnings for that week and it will reduce his or her benefit amount.

Does a Person Qualify for Benefits While on a Leave of Absence?

Should a person request a leave of absence from work for medical, personal or maternity reasons that person is not eligible for unemployment benefits, because he or she is not able, available and actively seeking work.

How Do Weekly Earnings Affect Unemployment Benefits?

If a claimant works less than full-time, benefits are reduced as follows (WBA = Weekly Benefit Amount):

- A. If earnings equal or exceed 1.5 times the WBA, no unemployment benefits are paid.
- B. If earnings are less than 1.5 times the WBA, but greater than the WBA, total earnings are subtracted from 1.5 times the WBA. Claimant receives remainder plus earnings.
- C. If earnings are equal to or less than the WBA, 0.5 times the earnings are subtracted from the WBA. Claimant receives remainder plus earnings.

If the claimant chooses to draw a minimum of \$1.00 for a week, the weeks of benefit entitlement will be reduced by a week.

Examples:

WBA	= \$360	Claimant receives \$0 WBA because earnings equal or exceed 1.5 WBA.
1.5 x WBA	= \$540	Claimant receives \$600 earnings only.
Earnings	= \$600	
WBA	= \$360	Claimant receives \$120 WBA because earnings exceed WBA but are less than 1.5 x WBA. $\$540 - \$420 = \$120$
1.5 x WBA	= \$540	
Earnings	= \$420	
WBA	= \$360	Claimant receives \$310 WBA because the earnings equal or are less than the WBA. $\$360 - \$50 = \$310$
0.5 x Earnings	= \$50	
Earnings	= \$100	

How Does Severance Pay Affect Unemployment Benefits?

Jobless benefits are offset by severance pay the worker receives or that is allocated by the employer. If the employer makes a lump sum severance payment to a worker at the time the worker is separated from employment and allocates that severance payment to a week or weeks other than the week in which the payment is made, then the worker's unemployment benefits otherwise payable for that week will be reduced by the severance payment allocated to that week.

If the employer makes a lump sum severance payment to a worker at the time the worker is separated from employment, but does not allocate that severance payment to a week or weeks, then the severance payment will reduce the unemployment benefits only in the week in which the lump sum severance payment is made.

If the employer makes weekly or monthly payments of severance pay, that severance payment will be used to reduce unemployment benefits in the week in which it is paid, unless the employer otherwise allocates the severance payments to other weeks.

How Do Retirement Benefits Affect Unemployment Payments?

If retirement benefits are from the base period employer and:

Claimant's contribution to retirement is:	Reduction to U.I. benefits are:
None	100% reduction
Less than 50%	50% reduction
More than 50%	None

What Is Allocating Vacation Pay?

Unless addressed in a collective bargaining agreement, an employer has the right to designate when employees will take their vacation. Since vacation pay is remuneration, weeks of vacation are not weeks of unemployment. Under Rule 302, to make an effective allocation, **the employer must provide written notice to each employee** on or before their last day of work or if there is a union bargaining representative with a posting to the employees. Further, the notice must indicate both the designation and that such designation may render the employees ineligible for unemployment benefits during the designated period.

How Does a Claimant Preserve Their Credit Weeks?

A claimant must contact the UIA within 90 days after the start of a period of disability or within 90 days of being advised of their rights by the UIA or if the individual has been unable to submit the written request due to medical reasons, within 90 days after the end of that medical inability.

The written notice should contain:

1. The expected duration of the injury, illness or hospitalization. Claimants who preserve their credit weeks may then file a claim when they are no longer disabled and their last employer would potentially be liable, if they do not have suitable work available for the claimant.
2. The nature of the injury, illness or hospitalization.
3. That based upon examination by a physician, the individual is not able and available to perform full-time work.

What Is Good Cause Attributable to the Employer?

Good cause attributable to the employer includes reasons that would cause the average reasonable person to leave his or her job, but does not include personal reasons such as babysitting problems. Good cause attributable to the employer typically includes items such as safety hazards, duties that are not customary, different work hours or a change in locations.

What Is a Suitable Offer of Work?

Details considered are the degrees of risk involved to the individual's health, safety and morals, the individual's experience and prior earnings, the length of employment and prospects for securing work in the individual's customary occupation and the distance of the available work from the individual's residence. These are some of the factors that will be used to determine if a current job offer is suitable, as compared to an individual's prior position.

An offer of work will usually be considered suitable if the gross pay is at least 70% (subject to change) of what the claimant earned immediately before becoming unemployed. After a claimant has exhausted 50% of his or her benefit weeks any job that pays at least 120% of his or her weekly benefit amount will be considered suitable.

What Is Misconduct?

As defined for the Unemployment Insurance Agency purposes:

"Misconduct in an unemployment compensation case is...conduct evincing such willful or wanton disregard of an employer's interest as is found in deliberate violations or disregard of standards of behavior which the employer has the right to expect of his employee, or in carelessness or negligence of such degree or recurrence as to manifest equal culpability, wrongful intent or evil design, or to show an intentional and substantial disregard of the employer's interests or of the employee's duties and obligations to his employer. On the other hand, mere inefficiency, unsatisfactory conduct, failure in good performance as the result of inability or incapacity, inadvertencies or ordinary negligence in isolated instances, or good-faith errors in judgment or discretion are not to be deemed "misconduct" within the meaning of the (unemployment compensation) statute." (Boynton Cab v Neubeck, 296 n.2.636) (1941).

Examples:

1. Unauthorized possession of employer's property.
2. Insubordination, refusal to obey instructions of supervisor and warned their job is in jeopardy.
3. Use, possession or being under the influence of a controlled substance on the employer's premises or for refusing to submit to a drug test or for testing positive.
4. Malicious damage to employer's property.
5. Fighting or assault (provide witness statements).
6. Rudeness to customers (may require prior warnings and witness statements).

7. Violation of rules (cite the rule, which the employee must have known existed).
8. Excessive unexcused absences (warnings, have dates, time and reasons available; note whether claimant also failed to report his or her final absences).
9. Excessive lateness (warnings, have dates, time and reasons available).
10. Falsification of records (provide copy of records).
11. Willful failure to perform in a manner of which he/she was capable.
12. Violation of conditions of employment (specify).

The following pages contain samples of the reports/forms listed below.

1. Quarterly Contribution Report
2. Amended Quarterly Contribution Report
3. Contribution Rate Notice
4. Employer's Quarterly Wage/Tax Report – UIA Form 1028
5. Notice to Employees Posting – UIA Form 1710
6. Unemployment Compensation Notice to Employees – UIA Form 1711

The 501 Alliance Quarterly Contribution Report

UIA #: XXXXXXXX

For office use only:

Mr. John Doe
ABC Company
123 Oak Street
Anywhere, MI 48111

DD: _____
Ck: _____
Amt: _____

Make any changes to the address or recipient directly on this report.

This report is due on or before the 25th of the month following the end of the quarter. Failure to submit the payment and/or the report by the due date will result in a penalty assessment of 1% for each month of delinquency. Continued delinquency may result in your agency's expulsion from The 501 Alliance. This report must be submitted, even if no wages were paid during the quarter or no payment is forwarded.

Employment information:

Enter the number of employees on your payroll during the pay period as of the 12th day of each month of this quarter.

Quarter ending:

March 31, 20xx

1st Month

2nd Month

3rd Month

This report must be filed by:

April 25, 20xx

- | | |
|--|----------|
| 1. Gross wages this quarter: | \$ _____ |
| 2. Less excess wages this quarter: | \$ _____ |
| 3. Equals taxable wages this quarter (line 1 – line 2) | \$ _____ |
| 4. Contribution rate: | 2.00% |
| 5. Total remittance enclosed (line 3 x line 4) | \$ _____ |

If payment is due, send report and check to:

The 501 Alliance
6686 Solution Center
Chicago, IL 60677-6006

If no payment is due, send report to:

The 501 Alliance
20300 Superior Road
Suite 190
Taylor, MI 48180

Gross Wages: Total remuneration paid during this quarter only. This should include the gross amount of salaries, commissions, bonuses, overtime, as well as the cash equivalent of any allowances other than cash. Do not include reimbursed travel expenses.

Excess Wages: Any remuneration included in line 1 above paid to an employee in this quarter, which is in excess of the first \$9,000 paid to such an employee during the calendar year.

Certification: I (We) hereby certify that, to the best of my (our) knowledge and belief, this report is a true and complete statement, prepared from the records of the above employer in accordance with Michigan's Unemployment Act and regulations and The 501 Alliance By-laws, rules and regulations.

Date Signed _____ Signature _____ Title _____

Make checks payable to The 501 Alliance and retain a copy of this report for your files.

Important Information: UIA Form 1028 Filing Requirement

UIA Form 1028 must be filed with the State of Michigan by the 25th day of the month following the end of the calendar quarter. Failure to comply with the state's filing requirements will result in a penalty of up to \$60.00 if not received within 30 days of the due date with an additional \$250.00 penalty for each subsequent quarter it is not received. Do not send the original or a copy of Form 1028 to The 501 Alliance.

Tel: 800-968-9675 / Fax: 877-847-1780

Amended Quarterly Contribution Report

The 501 Alliance
20300 Superior Road, Suite 190
Taylor, Michigan 48180
Tel: (800) 968-9675 Fax: (877) 847-1780

For office use only:
Check #: _____

Amount \$: _____

Deposit date: _____

Your UIA #:

Quarter Ending:

Name
Company
Address
City, State Zip

This report is only to be used to correct wages previously reported in error. File a separate report for each quarter being amended. If you underpaid, please submit the additional amount due with this report. If you overpaid, a refund will be sent to you.

	Previously Reported Amount	Corrected Amount	Difference
1. Gross wages* this quarter:	\$ _____	\$ _____	\$ _____
2. Less: Excess wages** this quarter:	\$ _____	\$ _____	\$ _____
3. Taxable wages - this quarter (line 1 – line 2):	\$ _____	\$ _____	\$ _____
4. Contribution rate:	_____	_____	_____
5. Total remittance enclosed (line 3 x line 4):	\$ _____	\$ _____	\$ _____
6. Reason for amendment:	_____ _____		

If payment is due, send report and check to:

The 501 Alliance
6686 Solution Center
Chicago, IL 60677-6006

If no payment is due, send report to:

The 501 Alliance
20300 Superior Road
Suite 190
Taylor, MI 48180

***Gross Wages** - Total remuneration paid during this quarter only. This should include the gross amount of salaries, commissions, bonuses, overtime, as well as the cash equivalent of any allowances other than cash. Do not include reimbursed travel expenses.

****Excess Wages** - Any remuneration included in line 1 above paid to an employee in this quarter, which is in excess of the first \$9,000 paid to such an employee during the calendar year.

Certification: I (We) hereby certify that, to the best of my (our) knowledge and belief, this report is a true and complete statement, prepared from the records of the above employer in accordance with Michigan's Unemployment Act and regulations and The 501 Alliance By-laws, rules and regulations.

Date Signed _____ Signature _____ Title _____

Make checks payable to The 501 Alliance and retain a copy of this report for your files.

The 501 Alliance
Notice of Contribution Rate for Calendar Year 20xx
Issued December 1, 20xx

Employer Number: xxxxxxxx

Date	Code	Account History	Taxable Wages*	Ratio	20xx Rate
06/30/20xx	3	\$20,848.61	\$199,325.23	10.460	1.22%

In accordance with a resolution adopted by the Board of Directors, your contribution rate for calendar year 20xx is shown above.

Code 2: All new member agencies that are contributing employers are assessed a rate that is 25% less than their current rate with the state for their first two years of membership, unless they qualified under an alternative rate. All new member agencies that are reimbursing employers are assessed a rate of 2.50% for their first two years of membership. A new member that does not have any unemployment benefits charged to their account for their first two years of membership can remain at the rate that they were originally assigned in the next calendar year or until benefits are charged to their account or until their calculated rate is lower than their original rate.

Code 3: The rate formula for member agencies having a positive account history as of June 30, 20xx is shown below.

Code 4: The rate formula for member agencies having a negative account history as of June 30, 20xx is shown below.

Code 3 Formula:

Rate = 2.00% - {0.075 x (Account History/Average Taxable Wages)}

Minimum Rate: 0.20% Maximum Rate: 2.00% Taxable Wage Base: \$9,000

Code 4 Formula:

Rate = 3.50% - {1.000 x (Account History/Average Taxable Wages)}

Minimum Rate: 3.50% Maximum Rate: 11.00% Taxable Wage Base: \$9,000

*Taxable wages are the average of the prior three fiscal years...3rd quarter 20xx through 2nd quarter 20xx.

Please Note: A surcharge, in the amount by which benefit charges exceed member contributions for the prior year, will be assessed on members paying the maximum contribution rate for three or more consecutive years.

This determination becomes final unless written request for review is received by December 31, 20xx. Please address all correspondence to the address indicated below.

The 501 Alliance
20300 Superior Road, Suite 190
Taylor, MI 48180



Mail To:

Unemployment Insurance Agency
PO Box 33598
Detroit, MI 48232-5598

Employer's Quarterly Wage/Tax Report

YOU MUST FILE THIS REPORT EVEN IF YOU ARE UNABLE TO PAY OR HAVE NO PAYROLL FOR THE QUARTER.
For details about completing this report, see the instructions page.

Employer Type: Contributing ☐ (Complete Sections 1, 2, 3 & 4) Reimbursing ☐ (Complete Sections 1, 2 & 4)

SECTION 1

☐ Check this box if this is an Amended report. Explain: _____

UIA Employer Account No: _____

FEIN: _____

Quarter Ending Date (mm/dd/yyyy) _____

Provide the **number** of all **full-time** employees plus **part-time** employees who worked during or received pay for The pay period that includes the 12th of the month:

1 st Month	2 nd Month	3 rd Month

SECTION 2

List only employees who had wages during this quarter.

Family Owned Enter "F"	Delete "X"	Social Security Number	Employee Last Name	Employee First Name	Gross Wages Paid This Quarter

If more lines are needed to enter employee information, continue to Section 1 on back of form. When finished entering employees, continue to Section 3 for Contributing Employers or Section 4 for Reimbursing Employers.

For UIA Use Only. Do Not Write Below Line.



SECTION 2 (continued)

EAN: _____

[illegible]

Beginning in the first quarter 2015, all employers must use MiWAM to file online; this includes employers who are reporting out-of-state wages and/or entering J-1 or H-2B wages.

SECTION 3

Total Gross Wages paid this quarter:

Excess Wages:

Taxable Wages:

UI Tax Rate (ABC + CBC + NBC):

UI Tax Due (UI Tax Rate x Taxable Wages) Round to Nearest \$:

Obligation Assessment (OA) Rate:

OA Due (OA Rate x Taxable Wages) Do Not Round:

Total Amount Due (UI Tax Due + OA Due):

Prior Balance:

Amount Enclosed:

Taxable Wage Limit:

DUE DATE:

[illegible]

☐ Check this box if this is the Final Report for this business. (Prepare and submit Form UIA 1772)

☐ I meet the requirements to apportion my payments and elect this option.
(See instructions for more information)

SECTION 4

YOUR CERTIFICATION: I certify that I have examined this report, and that to the best of my knowledge and belief, it is correct and complete.

Signature

Title

Date _____

Contact Phone Number

Questions: If you have any questions, please contact the Office of Employer Ombudsman (OEO) at 1-855-484-2636) or by email at OEO@michigan.gov MAKE A COPY OF THIS REPORT FOR YOUR RECORDS

Notice To All Employees:

Information about Unemployment Benefits

This employer is covered by the

MICHIGAN EMPLOYMENT SECURITY ACT

Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance Agency.

File an unemployment claim online

If you become unemployed, you can file your new unemployment claim or reopen an established claim online through the Michigan Web Account Manager (MiWAM) at michigan.gov/uia. Click on MiWAM for Workers.

A claim for benefits begins the week it is filed. File your claim the first week you become unemployed.

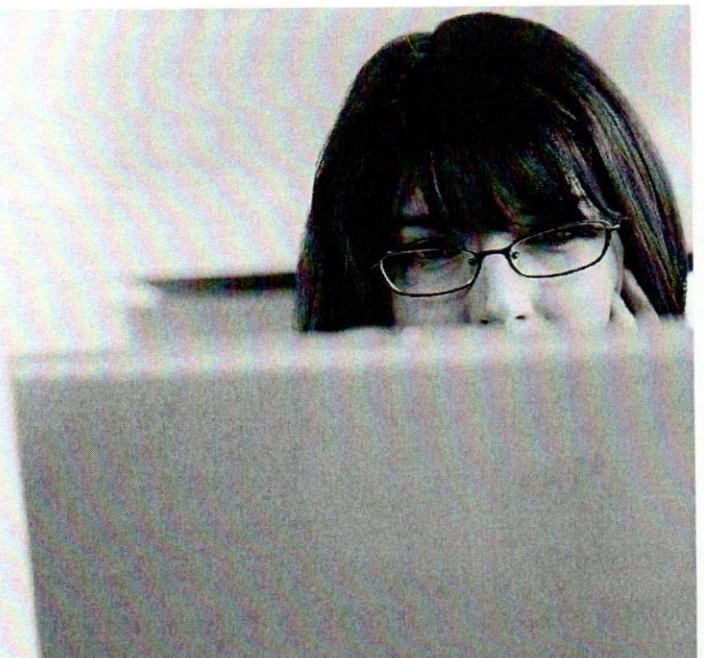
For complete information about your benefit rights and responsibilities, review the Handbook for Unemployed Workers at michigan.gov/uia.

**STATE OF MICHIGAN
DEPARTMENT OF LABOR AND
ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY**

UIA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Labor and Economic Opportunity
Unemployment Insurance Agency; Authority: Michigan Administrative
Code, Section R 421.105; Paid for with federal funds.

UIA 1710
(Rev. 12-19)





GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

JEFF DONOFRIO
DIRECTOR

UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

Information Needed to File a Claim:

- Your social security card.
- Your state issued driver's license or ID card number or your MARVIN PIN (if you have one).
- The names and addresses of employers you worked for during the past 18 months along with your quarterly gross earnings.
- The first/last date of employment with each employer.
- Your most recent employer's Federal Employer ID number (FEIN) and Employer Account Number (EAN). Depending on your situation, knowing the account number may speed up the processing of your claim.
- If you are not a U.S. citizen or national, you will need your Alien Registration card and the expiration date of your work authorization.

Bi-Weekly Certification:

You must certify your eligibility every two weeks to receive payment. The preferred method of certifying is online, although phone certification is also available.

- Online: Visit www.michigan.gov/uia and sign into MiLogin to access your MiWAM account. Your online account is accessible seven days a week, 24 hours a day.
- By Phone: Call MARVIN at 1-866-638-3993, Monday through Saturday, 8:00 a.m. to 7:00 p.m.

Register for Work and Work Search Requirements during the COVID-19 pandemic:

- Your application for benefits satisfies the register for work requirement.
- Your application for benefits satisfies the seeking work requirement.

To Be Completed by the Employer

Complete the following information in the spaces below. Each employee, when separated from your employment should receive a completed copy of this form or an equivalent written notice. A \$10.00 penalty for non-compliance may be imposed by UIA.

Your **10-digit** UIA Employer Account Number (EAN): _____

Your **9-digit** Federal Employer Identification Number (FEIN): _____

Employer's Name with Doing Business As (DBA) Name and complete mailing address where wage and separation information is available.

Employer's Name

DBA

Employer's Address

City, State, Zip Code

Name of Contact Person

Telephone Number

Reason for Separation

Employers, direct any questions to the Office of Employer Ombudsman (OEO) through your MiWAM account at www.michigan.gov/uia or call 1-855-484-2636. TTY service is available at 1-866-366-0004.

THIS FORM IS NOT A WAIVER REQUEST OR APPROVAL OF A REQUEST.

UIA is an equal opportunity employer/program.