How Employers can notify the Office of UC Benefits about fraudulent claims

Employer Keystone IDs used in the UC Tax system are also used to log into the UC Benefits system

Department of Labor & Industry

| | Employer Name | 12-34567 0 | 12-3456789 | Active | Contributory |

☰

- My Home ›
- Amounts Due Delinquencies ›
- Audits
- Certifications ›
- Contact/Note
- Contribution Rates ›
- Correspondence
- Employer Profile ›
- Financial Activities ›
- Inquiries ›
- Make a Payment
- Professional Employer Organizations
- Quarterly Reporting
- Reimbursable Financing Method ›
- Reports
- Representative Profile ›
- User Administration
- Wages Community ›
- UCMS Home
- UC Benefits

Profile Maintenance

Summary   **Name(s)**   **Addresses**   **Contacts/Users**   **PA-100 History**   **Tasks**

Contacts/Users Summary

Notification Preferences

Choose your notification preference.

● Send Notifications via Email   ○ Send Notifications via US Mail

Preferences updated by **b-keystoneid** on Home Screen at 07/10/2019 11:25:06

ⓘ If the Send Notification via Email option is selected, all email contacts will receive an email notification when new correspondence for the account is available. The account will not receive correspondence via US Mail while the notification preference is set to Email. To ensure that you receive email notifications, add LI-UCTS-UCMS-Communication@pa.gov as a trusted/safe sender.

Manage Contacts

First Name ↕	Middle Name ↕	Last Name ↕	Suffix ↕	Title ↕	Email ↕	Phone ↕	User ID ↕	Email Recipient ⓘ ↕	Primary Contact ↕	Actions
				Human Resource Director				☑	☑	🔍 ▤
				Officer				☐	☐	🔍 ▤

Viewing all records

Keystone ID

User ID ↕	Email Recipient ⓘ ↕	Primary Contact ↕
b-keystoneid	☑	☑

Go to https://benefits.uc.pa.gov/ and click "Sign In/Register"

Pennsylvania
Unemployment Compensation System

Sign In/Register

Reset Password
Individuals

Reset Password
Employers / TPA

En Español

If you don't know your company's Keystone ID/password UC Tax can assist you. 1-866-403-6163, option 1

In the meantime, if you are a SIDES E-response participant, you can use SIDES to report fraud without accessing our system. Go to page 9

Third Party Administrators

The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services Available will vary depending on the TPA/Employer relationship.

Type in your Keystone ID and
password and click Sign In

Please enter your User Name and Password below before you continue. If you have not previously registered on this system, follow the instructions in the Create a User Account section to create a new account that allows you to access additional system features.

For help click the information icon next to each section.

🔒 Option 1 - Already Registered
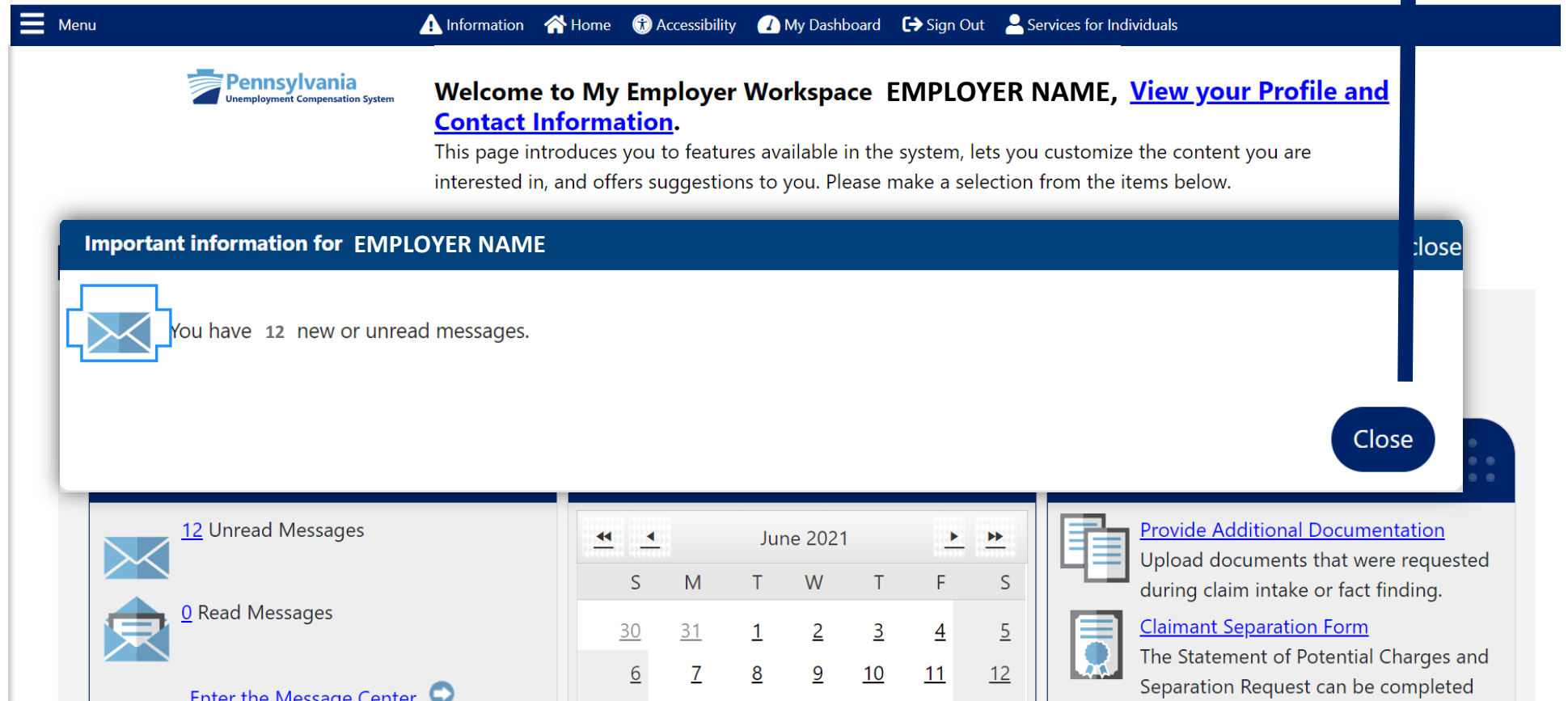
Keystone ID: | b-keystoneid

Password: | ••••••••••

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Sign In

How Employers can notify the Office of UC Benefits about fraudulent claims

Click **Close** if there are new or unread messages

Menu   ⚠ Information   🏠 Home   ⓘ Accessibility   💬 My Dashboard   ⤴ Sign Out   👤 Services for Individuals

Pennsylvania
Unemployment Compensation System

Welcome to My Employer Workspace EMPLOYER NAME, View your Profile and Contact Information.
This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

Important information for EMPLOYER NAME   Close

✉ You have 12 new or unread messages.

Close

12 Unread Messages

0 Read Messages

Enter the Message Center ➡

◀◀ ◀   June 2021   ▶ ▶▶

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12

Provide Additional Documentation
Upload documents that were requested during claim intake or fact finding.

Claimant Separation Form
The Statement of Potential Charges and Separation Request can be completed

How Employers can notify the Office of UC Benefits about fraudulent claims

Click "Claimant Separation Form"

Menu   ⚠ Information   🏠 Home   ⓘ Accessibility   🔵 My Dashboard   ⬈ Sign Out   👤 Services for Individuals

Pennsylvania
Unemployment Compensation System

Welcome to My Employer Workspace EMPLOYER NAME, View your Profile and Contact Information.
This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

| My Employer Dashboard | Directory of Services |

▶ **Services Preview**

▼ **Widgets**

▼ My Messages	▼ My Calendar	▼ Unemployment Services
12 Unread Messages	June 2021	Provide Additional Documentation — Upload documents that were requested during claim intake or fact finding.
0 Read Messages	S M T W T F S	Claimant Separation Form — The Statement of Potential Charges and Separation Request can be completed
	30 31 1 2 3 4 5	
	6 7 8 9 10 11 12	

How Employers can notify the Office of UC Benefits about fraudulent claims

Scroll down to Claimant List

Employer Charges	Claimants	Determinations	Appeals	Mass Layoffs	Labor/Non-Labor Disputes	Shared-Work	Wage Audit Notices

Show Filter Options

Important Notice: By clicking the "Needs Response" link below for each claimant listed, you will be able to see the statements the claimant provided during his/her application process. You will be able to provide a brief response to those statements. The information you provide may lead to more in depth fact-finding.

If you or your agent fail to respond to this Notice of Separation or the Notice of Application, in a timely or adequate manner and this failure results in a claimant being overpaid benefits, **your employer account will be charged with the UC benefits** under section 302(a)(2) of Pennsylvania UC Law (Law). Your employer account will no longer be credited when the overpayment is established. Note: This online Separation Notice is preferred and will provide quicker results, however; responding to both the Notice of Application and this Separation Notice is not necessary. You are only required to reply to one.

Untimely Response – While your response to this request for information is due no later than four (4) days from the date this request was presented, a response is untimely for purposes of section 302(a)(2) of the Law if it is filed more than 14 days after the department's request for information is mailed or transmitted electronically to the employer or agent.

Inadequate Response – A response is inadequate if it misrepresents or omits facts that, if represented accurately or disclosed, would have been a basis for the department to disqualify the individual from receiving compensation.

Click "<u>Needs Response</u>"

Claimants

Benefit Year Begin	Benefit Year End	Claimant	Claimant SSN (Last 4)	Weekly Benefit Amount	Benefit Balance	Action
06/27/2021	06/25/2022	Last Name 1, First Name 1	1234	$583.00	$15,158.00	<u>Needs Response</u>
06/27/2021	06/25/2022	Last Name 2, First Name 2	1234	$583.00	$15,158.00	<u>Needs Response</u>

After clicking "Need Response, "SIDES E-Response users can go to <u>page 14</u> to view the reminder of the process.

If you are a SIDES E-Response users but don't have access to our new system yet, skip to <u>page 9</u>.

If you are not a SIDES participant, you will be taken to the Separation Notice questionnaire displayed on the next two pages.

Return to the Directory of Services

How Employers can notify the Office of UC Benefits about fraudulent claims

Separation Notice

Reply to only the required fields. Indicate the separation reason as "Still Working Full-time." We don't need exact dates of hire. Last day of work can be the current date.

Employee Information

* **Employee First Name:** FIRST NAME

If the individual never worked for you choose "Quit" and provide a "never worked for me" fraud comment in the additional information box.

* **Employee Last Name:** LAST NAME

Remember to hit SAVE.

* **Employee SSN:**

* **Employee Date of Separation:**

* **Employee Date Hired:**

* **Employee Date Last Worked:**

Separation Reason

* **The Reason for Separation:** None Selected ▼

If an employee is retiring, choose "Resigned/Quit" as the Reason for Separation.

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Benefit Payments

Hourly Rate Of Pay:	[ ]	**Hours Worked per Week:** [ ]

Vacation/Accrued Leave - Not PTO: ○ Yes ○ No   **Number of Hours:** [   ]

Severance/Dismissal: ○ Yes ○ No   **Number of Hours:** [   ]

Bonus: ○ Yes ○ No   **Number of Hours:** [   ]

Holiday Pay: ○ Yes ○ No   **Number of Hours:** [   ]

Wages in Lieu of Notice: ○ Yes ○ No   **Number of Hours:** [   ]

Pension: ○ Monthly ○ Lump Sum ○ No

If lump sum, what would the monthly amount be if that option had been chosen?: [   ]

Separation Attachments

Choose File   No file chosen

No records found

By submitting the form with the Save button, I certify that the worker whose name and social security number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.

(Save)   (Cancel)