

**REPLACEMENT UC-2A FOR PARTIAL TRANSFER
UC-252 Online and Paper Form Instructions**

A partial transfer of experience occurs when a portion of an existing business (predecessor) is transferred to another business, having or applying for a separate UC account number (successor). If the successor applies for the transfer of experience, or the transfer is mandated under the provisions of the Pennsylvania Unemployment Compensation Law, the form (UC-252) will be used to amend the form(s) UC-2A (Employer's Quarterly Report) previously submitted by the predecessor, and to transfer appropriate wage information to the successor's account. After the effective date of the partial transfer, any benefit payments based on the transferred wages will be charged to the successor account (and, when necessary, credited to the predecessor account). If all employees of the predecessor account were transferred to the successor, this would constitute a full transfer; the form (UC-252) would not be used.

Online (UCMS) Wage Replacement Instructions

1. The employees listed are currently sorted in ascending order according to their Social Security Number (SSN). If you wish to re-sort the list of employees by SSN or Last Name, please do so before beginning the process of allocating employees to the Predecessor or Successor. Sorting functionality will not be available once you have navigated away from the first page.
2. For each worker listed, select Predecessor or Successor to designate whether the employee worked in the part of the business being transferred (Successor) or not (Predecessor). You will not be able to continue to the next page until all employees on that page have been allocated to either the Predecessor or the Successor. Similarly, the Submit button should not be selected until all employees on all pages have been allocated.
3. The check boxes in the table header are available to Select All employees in the respective columns, but only for the page currently displayed. Please note, however, that you will not be able to allocate all employees in the table either totally to the Predecessor or totally to the Successor.
4. Your selections for each page will be saved when you navigate to the next page. A maximum of 25 employees are displayed per page.
5. If you are submitting wage replacement information for more than one successor on the same acquisition date, employees being transferred to a different successor should be assigned to the Predecessor Account Number on the current screen.
6. If assistance is required to complete the form, please contact Employer Tax Services at 1- 866-403-6163 on weekdays from 7:30 a.m. to 4:00 p.m. Eastern Time.

Online (UCMS) Wage Replacement Instructions via Upload

1. Select the Download action icon to download a CSV file of employee records. These records are from the below Employee Detail table.
2. Open the file and mark in the Move_to_SUCC with a Y or yes all employees that are moving to the Successor account. Employees not marked or marked with anything other than Y or yes will stay with the Predecessor.
3. Save the file with name as provided from the download. If the file name does not match when uploading, an error will be presented and the file will not process.
4. Select the Upload action icon. Browse and select the applicable file then upload.
5. Select the Refresh button to update the file status. As the file processes but has not fully processed the Employee Detail records in the table below will update with the selections from the upload file. Pagination will be stopped while the file is "In Progress".
6. When the status is "Processed" that one file is complete and has updated all the corresponding records below. It is possible to require more than 1 file. Currently each can file contains a maximum of 20,000 employees. Multiple files can be processing simultaneously.
7. Individual employees can be selected to either Predecessor or Successor even after a file has processed until all employees have been selected to either entity.
8. If assistance is required to complete the form, please contact Employer Tax Services at 1- 866-403-6163 on weekdays from 7:30 a.m. to 4:00 p.m. Eastern Time.

Paper Form Instructions

1. Provide the successor's and predecessor's Pennsylvania UC account number and business name.
2. Provide the date of transfer, predecessor's signature, and title.
3. List the names and social security numbers of the employees who worked in the transferred portion of the predecessor's business. Include any employee who worked in the transferred portion at any time during the preceding eight (8) complete calendar quarters through the date of transfer. A list of the names and social security numbers, as required for employees, may be supplied on attachments in lieu of listing information on the form. Please indicate if this information is provided on an attachment or on the form.
4. If assistance is required to complete the form, please contact Employer Tax Services at 1- 866-403-6163 on weekdays from 7:30 a.m. to 4:00 p.m., Eastern Time.