



### REMINDERS

- **We are Under Construction.**  
The renovation of our office at 251 East 12<sup>th</sup> Avenue in Denver continues. If you are planning to attend an Appeals hearing at this location, please keep in mind that parking will be limited. We expect the renovation to be complete in the first quarter of 2005. Thank you for your patience during this time.
- **Do We Have Your Current Address?**  
Over the next several months, we will be mailing you important account information. This information will include your new PIN, which will be required to perform maintenance functions on your account through our Web site, [www.coloradoworkforce.com/UIT/](http://www.coloradoworkforce.com/UIT/). Please be certain that we have a current address on record so that you receive this valuable information.
- Please **pay** any outstanding UI tax debts prior to June 30, 2004, to **avoid an additional delinquent tax penalty** for the 2005 tax-rate year.

### CONTACT US

To contact us, call 303-318-9100 (Denver-metro area) or 1-800-480-8299 (outside Denver-metro area). For tax questions and issues related specifically to your account, send e-mail inquiries to [unemp.tax@state.co.us](mailto:unemp.tax@state.co.us).

You are welcome to send comments or ask questions related to the *genesis* Project and the SUPER system through our e-mail address established specifically for such inquiries. The *genesis* Employer e-mail address is [uiemployerinquiry@state.co.us](mailto:uiemployerinquiry@state.co.us). For issues not related to the SUPER system or the *genesis* Project, please continue to use the [unemp.tax@state.co.us](mailto:unemp.tax@state.co.us) e-mail address for faster service.

For questions relating to the *Colorado Employment Security Act* or the *Regulations Concerning Employment Security*, please send e-mails to [unemp.tax@state.co.us](mailto:unemp.tax@state.co.us).

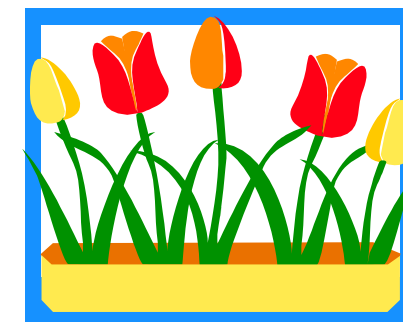


### INTERNET FILING OPTIONS

The SUPER system uses the power and convenience of the Internet. While you can continue to file paper reports, we encourage you to file your quarterly tax-and-wage report online at [www.coloradoworkforce.com](http://www.coloradoworkforce.com). Internet filing of wage reports, currently limited to 100 employees, will be available for an unlimited number of employees in September.

## UI Quarterly News

2nd Quarter 2004



Reminder: The *UI Quarterly News* is no longer being mailed. The most current information regarding unemployment insurance, including current and previous newsletters, is available via the Internet at [www.coworkforce.com/UIT/](http://www.coworkforce.com/UIT/). Hard copies are available when needed through Unemployment Insurance (UI) Operations at 303-318-9000.

**Colorado Department of Labor and Employment**  
**Unemployment Insurance Operations**  
**P.O. Box 8789, Denver, CO 80201-8789**  
**303-318-9100 (Denver-metro area)**  
**1-800-480-8299 (outside Denver-metro area)**  
**[www.coloradoworkforce.com](http://www.coloradoworkforce.com)**

Bill Owens  
Governor



Jeffrey M. Wells  
Executive Director

## SUPER SYSTEM UPDATE

The Unemployment Insurance (UI) Program continues to make progress towards full implementation of the State Unemployment Program E-government Resource (SUPER) system. The UI Program is committed to providing a quality product and superior service to its customers.

The Benefits phase of the SUPER system will be released in September 2004. The Tax phase of the SUPER system will be released in December 2004. These remaining releases will provide an enhanced method for filing, processing, and paying UI benefits claims. They also provide improvements in reporting and processing tax-and-wage reports. These enhancements serve both claimants and employers in the areas of accessibility, convenience, accuracy, efficiency, and timeliness.

Current information about the SUPER system is available on the SUPER System Project Web page. Visit this Web page by clicking on the **SUPER System Project** link that is posted on the Colorado Department of Labor and Employment Web site at:

[www.coloradoworkforce.com/UIT/](http://www.coloradoworkforce.com/UIT/).



### UNEMPLOYMENT INSURANCE PROGRAM FORMS

When you submit data to UI Operations, the current Colorado Unemployment Benefits System (CUBS) and Colorado Automated Tax System (CATS) often require manual entry of this data. With the Benefits and Tax releases of the SUPER system, some manual processes will be automated, allowing data to be entered into the SUPER system in a more accurate and timely manner.

Forms used by the UI Program are being redesigned to support these automated processes. A bar code and a correspondence number unique to a particular document are being added to forms expected back for processing to ensure that the forms are properly routed in the SUPER system. The unique correspondence number links a particular form to a UID, currently called an employer account number. When you return a form that relates to a specific UI claim, the unique correspondence number also links the form to the claimant filing that UI claim. Data is scanned into the SUPER system similar to the way it is currently scanned into CUBS or CATS.

Forms designed for the SUPER system are being assigned new form numbers and, when appropriate, new titles. In addition, improvements are being made to the layout and text of many forms.

For the Benefits release of the SUPER system, planned for September, Form UIB-290, Request for Job-Separation Information, is being renumbered as Form UIS-339, Request for Job-Separation Information. Changes in layout and text are being made, and a unique correspondence number and bar code are being incorporated.

Under the current system, the tax-and-wage report is comprised of three separate forms. These forms are:

- Form UITR-1, Unemployment Insurance Tax Report.
- Form UITR-1a, Unemployment Insurance Report of Workers Wages.
- Form UITR-1c, Unemployment Insurance Report of Workers Wages for Seasonal Employees.

With the Tax release of the SUPER system, planned for December, these three forms are being combined into one as Form UIS-270, Unemployment Insurance Tax-and-Wage Report.

NOTE: Please continue to file tax-and-wage-reports in the **current manner until notified** to begin filing differently.

With the Tax release, taxes and wages must be reported on the new Form UIS-270. However, in order to provide some additional system flexibility, specifications are currently being developed to allow employers to generate replicas of the tax-and-wage report. Employer-generated replicas must successfully pass an approval process before they can be used. More information will be provided about replicating the tax-and-wage reports when specifications are available.

With the Benefits release, job-separation information for a UI claim **must** be returned on the new Form UIS-339. By returning job-separation information on the new form, data will be more accurately scanned into the SUPER system, resulting in savings to the UI Program and ultimately savings to you, the employer.



### UNEMPLOYMENT IDENTIFICATION NUMBER

With implementation of the SUPER system, the format of the current 9-digit employer account number is changing to an 11-digit unemployment identification number (UID). Starting with the Benefits release in September, the new UID will be used on all benefits forms generated out of the SUPER system. These forms include Form UIS-339, Request for Job-Separation Information. Employers are instructed to use the Benefits forms with the 11-digit UID, and for all other forms, continue to use the 9-digit employer account number until the implementation of the Tax release. The current 9-digit employer account number will continue to be used on all tax forms until the Tax release.