

Summer 2014

Employer NEWSLETTER

Colorado Department of Labor and Employment



COLORADO
Department of
Labor and Employment

Welcome

to the third issue of the Colorado Department of Labor and Employment **Employer Newsletter**. When it comes to getting the support their business needs to remain competitive, employers across Colorado turn to the Department of Labor and Employment. Each day, we work with businesses to provide a wide range of services as well as timely, accurate, and useful information to help them become more efficient and profitable.

In this Issue

- **MyUI Employer is replacing the Premium and Wage website**
- **Avoid additional unemployment premium costs**
- **Update on bond interest**
- **Virtual Job Fairs**

On August 5th, 2014, we launched a new website for the entire Department with a section built as a one-stop resource for employers that includes updated audit information, a guide for contract requirements, expectations of the audit process and more. Find this page at <https://www.colorado.gov/cdle/businesses-employers>.

These stories and more in this 3rd Issue of the CDLE Employer Newsletter!

Workforce Development Month and Hire a Veteran Month

September has been proclaimed **Workforce Development Month** in Colorado to recognize and celebrate Colorado's workforce of more than 2.8 million workers and more than 150,000 employers. During September, the Colorado Department of Labor and Employment and workforce centers across the state will showcase services and resources for employers including hiring, screening, recruiting and training assistance, tax credit opportunities, cost savings programs and more. Visit www.coworkforce.gov for a list of events and to find your local workforce center.

In November, we will recognize **Hire A Vet Month**. The Department has veterans services staff across the state dedicated to promoting and developing our veterans and positioning this highly talented workforce pool for success in Colorado's civilian workforce. Veterans bring leadership skills, strong work ethic and collaboration to the workplace. Post your job openings with us and access more than 20,000 Colorado veteran resumes and profiles. Visit www.hireacoloradovet.gov.



Division of Unemployment Insurance

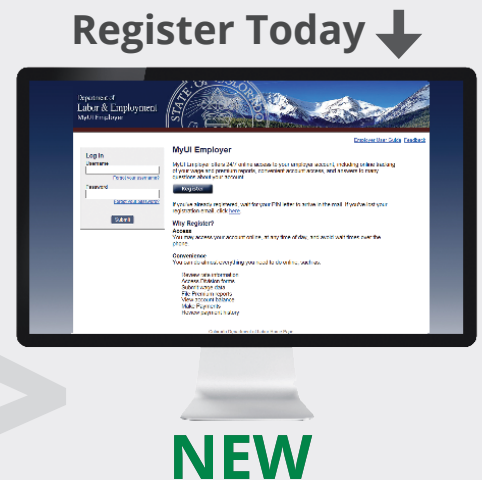
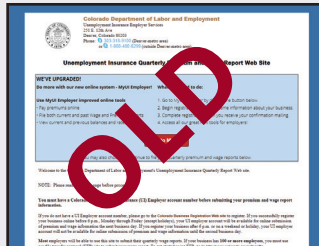
The UI Division provides temporary and partial wage replacement to workers who have become unemployed through no fault of their own. The Division is funded by employer-paid premiums and provides benefits to those who meet the eligibility requirements of the Colorado Employment Security Act. Contact us: www.coloradoui.gov | 303-318-9100 or 1-800-480-8299 | cdle_ui_employer_services@state.co.us

MyUI Employer Replacing Quarterly Premium and Wage Website

The premiums and wage reporting website will be retired at the end of 2014 and has been **replaced** with a new website called **MyUI Employer**.

If you normally use the unemployment premiums and wage reporting website, you may have recently received a letter regarding your pre-registration for MyUI Employer. With this letter, you should have also received a temporary password and username. Follow the directions that we've provided so you can manage your Colorado UI Account online.

If you have not done so already, please register with MyUI Employer to start receiving 24x7 access to your Unemployment Insurance Premium Account. If you need assistance with registration, contact Employer Services at 303-318-9100 or 1-800-480-8299.



Avoid Paying Too Much!

Help Prevent Improper Payment of Unemployment Insurance Benefits

Improper payment of unemployment insurance benefits means that a claim for benefits was paid in error. An improper payment of benefits results when a former employee or employer provides inaccurate information, or when information such as the current employment status of a former employee is not received by our office in a timely manner.

Costs and Consequences

Companies that fail to comply with state and federal UI requirements face a number of preventable costs and consequences, including: Lost revenue paid to ineligible claimants and increases in unemployment insurance premiums.

Be an active partner! Help reduce employer costs by taking **three** critical steps:

- 1.** Report all hiring to the State Directory of New Hires by the due date. Timely reporting helps prevent payment of ineligible unemployment claims after an individual has returned to work.
- 2.** Respond promptly to any Request for Verification of Weekly Earnings that you receive. A prompt response will help prevent improper payment of unemployment benefits.
- 3.** Provide complete, accurate and timely employee separation information. Costly appeals and overpayments are easily avoided by providing separation information to help us determine a former employee's eligibility for benefits.

TIP

Responding To Us Has Never Been Easier!

You can save time and ensure a fair and accurate decision by taking advantage of direct email contact with the claims processing adjudicator handling your former employee's job separation information. If an adjudicator has questions about your submission, they may now contact you via email. Responding via email to the adjudicator allows you to quickly answer and ask questions and clarify your responses.



Bond Interest

There will be no Bond Interest Assessment for 2014 as the Bond Interest has been prepaid. The Bond Principal will remain in effect until 2017. Billing statements will continue to be sent out to affected employers who have not yet paid their portion of the Bond Interest Assessment. If you have any questions regarding this type of assessment on your account, please contact UI Employer Services at 303-318-9100 or 1-800-480-8299.

Division of Workers' Compensation

The Division of Workers' Compensation administers Colorado's Workers' Compensation program and provides a variety of services to ensure that the Worker's Compensation system functions as needed in Colorado. By law, all cases involving lost work time of more than three days and/or cases with permanent disability and fatalities must be reported to the Division.

Contact us: www.colorado.gov/cdle/dwc | 303-318-8700 or 1-888-390-7936 | cdle_workers_compensation@state.co.us

Maintain a Safe Workplace and Reduce Workers' Compensation Premiums

The Division's Premium Cost Containment (PCC) program offers up to a 10% reduction in workers' compensation premiums for participating employers who have had a qualified risk management program in effect for at least one full year. Through this program, employers will find ways to control workforce injuries and insurance related costs, and insurers will learn about the required premium discount for certified Safety and Loss Control Programs.

Employers are certified by the Premium Cost Containment Board and must meet minimum program requirements including a safety policy declaration, safety rules and safety training.



Visit the Division's website to submit a "Request for Certification" or contact the Division for more information at 303-318-8644.

Division of Labor

The Division of Labor administers laws and regulations governing wages, minimum wage, working conditions, youth employment, and certain union issues and grievances. Contact us: 303-318-8441 | www.coloradolaborlaw.gov | cdle_labor_standards@state.co.us

Mandatory Affirmation Form for New Hires

The employment verification law applies to all public and private employers in Colorado, and is in addition to separate federal Form I-9 requirements. There are **two main requirements**, both of which must occur within **20 days of hire**:

1

A requirement to fill out and retain a division-specific mandatory affirmation form. You must keep a written or electronic copy of the affirmation for the term of employment of each employee.

2

A requirement to make and retain copies of employee identity and employment authorization documentation (copies of the employee's identity and employment authorization documents that were presented for completion of the Form I-9).

Division of Oil and Public Safety

The Division of Oil and Public Safety has eight programs that administer laws and regulations aimed at ensuring public health, safety and consumer protection.

Contact us: www.colorado.gov/cdle/ops | 303-318-8500



OPS Explosives Program Partners with State and Federal Agencies

The Division of Oil and Public Safety's Explosives Program collaborates with key state and federal agencies to ensure the safe use of commercial explosives in the construction, avalanche control, oil well perforation and other industries.

The Explosives Program also works with the BATFE (Bureau of Alcohol, Tobacco, Firearms and Explosives) of the US Department of Justice to conduct explosives storage magazine inspections for renewing explosives permit applicants. Every month, the BATFE sends the

Explosives Program a list of the inspections they have conducted in Colorado, which greatly reduces a duplication of effort.

In addition to partnering for magazine inspections, the Explosives Program works in conjunction with the BATFE, along with the Colorado Department of Transportation (CDOT), Colorado Avalanche Information Center and Colorado School of Mines, to provide extensive annual training for CDOT's explosives workers.

Labor Market Information

Labor Market Information is the resource upon which policy makers, researchers, businesses, educators, workforce developers and job seekers rely for comprehensive information on labor market conditions in Colorado. Contact us: www.colmigateway.com

NEW LMI Gateway

Colorado's LMI Gateway was recently redesigned and is now an even more powerful labor market information system. LMI Gateway provides economic indicators, industry and area profiles, industry-specific data and reflects current labor market statistics across the state. By registering on the site, employers can access recruitment, education and other labor market services to keep their business competitive.

www.colmigateway.com



Division of Employment & Training

The Division of Employment & Training administers services that provide employment and training to support the state's workforce, including overseeing a network of more than 30 workforce centers across Colorado. Employer services through the state's workforce centers include hiring and recruiting assistance and customized training solutions. Contact us: www.colorado.gov/cdle/wfc

Two Agencies Team Up to Offer a Virtual Job Fair for Veterans Interested in Corrections Work

In April, the Colorado Department of Corrections joined forces with the Department of Labor and Employment to hold a month-long Military Virtual Job Fair which was exclusively dedicated to helping troops, veterans and their spouses find jobs.

Using the Department of Labor and Employment's virtual job fair platform, this round-the-clock event to accommodate deployed troops' schedules provided service

personnel the opportunity to learn about the Department of Corrections, apply for open jobs and chat online with its staffers.

The Department of Labor & Employment can host a hiring event for employers via our Virtual Job Fair tool. Contact your local workforce center to start building your competitive workforce today. www.colorado.gov/cdle/wfc

