

Fall 2014

Employer NEWSLETTER

Colorado Department of Labor and Employment



COLORADO
Department of
Labor and Employment

Welcome

to the 4th Issue of the Colorado Department of Labor and Employment's Employer Newsletter. In this edition you will find information on our new online services, resources to help you recruit and hire your employees, tax credit opportunities and more. Have a question or need help with any of our services? Contact the department's main customer service line at 303-318-8000 or visit our new and improved website at www.colorado.gov/cdle/businesses-employers

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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 4th Issue of the CDLE Employer Newsletter!

Your Feedback: Helping Us Make our Processes Better

As a Colorado employer, you are one of the Colorado Department of Labor and Employment (CDLE)'s most essential stakeholders—we need your input, advice, and ongoing feedback to ensure we are providing you with timely, efficient and effective services in our various program areas: Unemployment Insurance, Workers' Compensation, Employment and Training, Wage and Hour law issues, and our regulatory programs within Oil and Public Safety and the Division of Labor.

Over the past four years, we have worked hard to establish ongoing formal communication through stakeholder outreach groups for our divisions. Our Unemployment Insurance Task Force, Worker Misclassification Workgroup and Workers' Compensation Stakeholder Group are made up of employers, third-party administrators, insurance companies, health care providers and worker advocates with a shared goal of helping CDLE improve processes, reduce red tape and provide feedback to proposed legislative changes that affect Colorado's workforce.

In the coming months, we will continue to provide you with periodic updates on our stakeholder engagement efforts and outcomes. Your support, input and feedback helps us improve our processes and allows us to effectively partner with you - our stakeholders - to "Keep Colorado Working."

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

Unemployment Insurance Rates

Unemployment benefits are funded through premiums paid by you. Each year, we determine **premium rates** based on a number of factors, including the amount of premiums already paid by you and unemployment benefit payments made to former employees. You are **required to pay premiums through a quarterly report process** for each employee's chargeable wages. For 2015, the chargeable wage base for non-group, premium-rated employers is **\$11,800**.

Your 2015 rate and the chargeable wages were reflected on Your Unemployment Insurance Rate Notice, Form **UITR-7**, which was mailed in November 2014. Please use the 2015 rate when calculating premiums for the first quarter of 2015.

NEW



Quarterly Premium and Wage Report Website to Retire

The **Quarterly Premium and Wage Report Website** will no longer be available as of **December 1, 2014** and has been replaced with a new website called **MyUI Employer**. 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 us at 303-318-9100 or 1-800-480-8299.



Help Us Reduce Inefficiencies

Please be sure that Your Quarterly Report of Wages Paid and Premiums Owed, **Form UITR-1**, is sent to us only once. If you use a service provider to prepare and send the report on your behalf, please **do not** also send us a copy.

If you have **100 or more employees**, you are encouraged to file your Wage data information **via our File Transfer Protocol (FTP)** process. Instructions for getting started with FTP can be found on our website at www.coloradoui.gov/premiums. If you need assistance or if you have lost your user ID, please call the FTP help line at 303-318-9094.

▼ Bond Interest

The Bond Interest has been prepaid, so there will be no **Bond Interest Assessment** for 2015. The Bond Principal will remain in effect **until 2017**. Billing statements will continue to be sent to those 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 us at 303-318-9100 or 1-800-480-8299.

▼ QuickBooks Update

If you use **QuickBooks** for your business, please be aware that even though QuickBooks says "You can also file and pay your payroll taxes electronically with e-file and pay," the Colorado Department of Labor and Employment **does not support** this function from QuickBooks. If you do use QuickBooks all data **must be** transferred to the **approved preprinted forms** mailed to you each quarter unless you use the website.

▼ Online Job Separations

Employers can provide a quick and efficient resolution to **separation issues** online through **SIDES E-response**. Participating employers are able to **electronically send and receive** separation data instead of sending paper requests and responses.

With the online system, employers can attach and **upload documentation** to job-separation responses and will receive a date-stamped confirmation, avoiding the cost of unnecessary hearings. In addition, employers will also be helping to **reduce improper payments** through a streamlined fact-finding process.

To sign up visit coloradoui.gov/jobseparations.

Did you know you can help prevent fraud?

Report all hiring to the **State Directory of New Hires** by the due date. Timely reporting **helps prevent** payment of unemployment benefits after an individual has returned to work.

See <https://newhire.state.co.us/newhire/do/> for more information.

TIP

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

2015 State Minimum Wage

In accordance with the inflation adjustment required by the Colorado Constitution, a new state **minimum wage** of **\$8.23** has been proposed, effective January 1, 2015.

For more information, visit

colorado.gov/cdle/minimumwage

Claim a Tax Credit for Hiring

You may be eligible to receive a federal tax credit for hiring veterans and other targeted job seekers from other specifically identified vulnerable populations who meet certain requirements. The Work Opportunity Tax Credit can reduce your tax liability by as

much as \$2,400 to \$9,600 per new hire.

The targeted groups are Category A: Welfare Recipients, Category B-1: Veterans Receiving Food Stamps, Category B-2: Disabled Veterans, Category C: Ex-Felons, Category D: Designated Community Residents, Category E: Vocational

Rehabilitation Recipients, Category G: Food Stamp Recipients, Category H: Supplemental Security Income Recipients, Category I: Long Term TANF Recipients, Category V: Unemployed Veterans. Each target group of eligible employees has its own specific requirements.

For more details go to

www.colorado.gov/cdle/wotc

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).

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

Get the Latest in Colorado Jobs Data from Labor Market Information

The screenshot shows the Colorado LMI Gateway website. At the top, there's a navigation bar with links for 'My Analyst Workspace', 'Home', 'Register/Sign in', 'Services for Individuals', 'Services for Employers', and 'Labor Market Analysis'. Below this is a 'Quick Menu' with options like 'Labor Market Facts', 'Job Search', and 'Current Data Analysis'. The main content area features a 'What's New in Labor Market Information' banner with a link for 'New To Our Site'. Below the banner, there are several sections: 'Current Labor Statistics, September 2014' with a table for 'Unemployment Rate' (Colorado: 4.7%, U.S.: 5.9%), 'Colorado Job Growth' (Aug. '14 - Sep. '14: 14,600; Sep. '13 - Sep. '14: 67,400), and 'Industry Information', 'Occupation Information', 'Labor Force', 'Demographics and Statistics', 'Colorado LMI Products', and 'Tools and Help'. Each section has a brief description of the data provided.

Each month, the Colorado Department of Labor and Employment's Office of **Labor Market Information** releases the state's employment statistics for the previous month including labor force participation, payroll jobs statistics, private sector activity and more. All official labor estimates for the state are based on LMI's data and produced in partnership with the U.S. Bureau of Labor Statistics. Access a calendar of upcoming release dates, recent stats and more at www.colorado.gov/cdle/laborstatistics or contact LMI at 303-318-8850.



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

Workforce Development Month Features Statewide Hiring Events, Highlights CDLE Services



Each September, the Colorado Department of Labor and Employment and workforce partners across the state come together to highlight job seeker and employer services available throughout Colorado. This year more than **30 hiring events** and job fairs were held to connect Colorado job seekers with great job opportunities. In addition to the traditional "brick and mortar" job fairs, CDLE and its **workforce centers** offered a number of virtual job fairs this year, providing 24x7 hiring and

recruiting services. CDLE's virtual job fair tool provides employers with the ability to review job seeker resumes, conduct online interviews and answer job seeker questions via a **live chat**. To date, the Department of Labor and Employment has produced more than **80 virtual job fairs** impacting almost 70,000 job seekers (including almost 10,000 veterans) and more than 800 businesses statewide. To hold your own virtual hiring event, contact your local workforce center today. www.colorado.gov/cdle/wfc