UWL pays out all unemployment out of pocket. We do not use a service or unemployment insurance to pay for these.

“You need to be honest with the DWD, but sometimes, it’s best to give as little information as possible.” -Beth Hill

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**How to gain a DWD login:**

- Follow [https://dwd.wisconsin.gov/uitax/](https://dwd.wisconsin.gov/uitax/) > Employer UI Account Information > Create Logon ID > Fill out all fields required
- Contact by phone to request a login:
- You’ll need the UI-Account number: 691136
- Your account information will be sent by mail.

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**Open** [https://dwd.wisconsin.gov/uitax/](https://dwd.wisconsin.gov/uitax/) there are two sections that UW-L can complete online: **Employer UI Account Information** and **Complete UCB-719**.

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**Click Employer UI Account Information**

- **Click SIDES E-Response**
- **Click Respond to #### SIDES Request(s)**

A new tab will open where UW-L is required to respond:

- **Separation Information**: this is where we enter in any information based on the claimant’s separation.
- **Determinations & Decisions**: UW-L is required to respond to the determinations and decisions that the DWD has made.

**Separation Information:**

You’ll need the following pages open:

- **HRS Job Data**
- **HRS Timesheet**
- **HRS Review Paycheck**

1. Click on **Separation Information**. This page automatically arranges itself by due date. Sometimes, new cases with earlier due dates show up, so scroll through the page to ensure that there isn’t a **not started** case that has popped up out of order.
2. Click **Create Response** on a case that hasn’t been started.
   - Review all information on the initial page. Use **HRS Job Data** to look the claimant up.

1. If you’re unable to find a record, try looking on “**Add a Person**” on HRS.
   - Click on **Search for matching persons**
   - Enter the claimant’s social security number in the **National ID** field without dashes, press enter
   - The NID Only’s orange **Selective Search** button will become available. Click that.
     1. If a result comes up, you can copy the employee ID and go back to HRS Job Data to find them
        - You will need to “Check here if the claimant worked under any other SSN or Name”.
          - Click **Next >**
          - You’ll be asked to enter in the name the claimant had when working for the university.
     2. If a result does not come up, click on “Check here if Claimant did NOT work for this employer”
        - Click **Next >** and follow the prompts to submit.

2. Enter in all information on preparer information page.

3. Click **Next >**
4. You will need to determine the employer’s reason for claimant’s separation. Start by looking in the p-file on HRS or physical files in the office or in the archive files on the second floor (the key is in the top drawer of the front desk).
   - If you are unable to make any conclusions from the p-files, email the supervisor to ask for any information of the separation.
     1. If they’re not a student employee, you can find this on the Job Information tab in HRS Job Data.
     2. If they are a student employee, their supervisor is the main approver on the Maintain TL Security page.

5. If the employee is hourly, paste the employee ID into the timesheet and review paycheck.
   - Copy the date of their last paycheck and paste it into the date field in the timesheet, click search.

   - Find the last date the claimant worked and enter that into the “Last day of work” field.

6. Use the Claimant’s Job Title that was worked on the last day.

7. Click Next >

8. Enter the information asked for on the Wages Earned/Hours Worked. Note that the dates differ claimant to claimant. You can either use review paycheck to calculate these or use BI to pull a report.

9. Click Next >

10. Enter in all information needed on the compensation Paid After Separation. This page may look different depending on your answers on previous screens.
    - If the claimant was not a student employee, you will be able to find the amounts paid out (such as vacation) on their last paycheck.
      - If they were a student, the were not paid out. You can check the “no to all” box
11. Click Next >

12. Add any attachments that you believe will support our case. If you don’t have any, check the “no” box.

13. Click Next >

   - **If they are a student, paste the following statement:**
     
     The employment claimed by this applicant was service for the UW-La Crosse where he/she was enrolled as a student and regularly attending classes. Such services are ineligible for unemployment insurance benefits. See Wis. Stat. sec. 108.02(15)(i)1 and Bachrach v. Dep’t of Indus., Labor & Human Relations, 114 Wis. 2d 131, 138, 336 N.W.2d 698, 701 (Ct. App. 1983).

15. Check the “I acknowledge the state requested additional information in the above files and I am responsible for providing the additional information.” box.

16. Click Next > and follow the prompts to submit the case.

**Determinations & Decisions**

Back to the home page of the DWD website, click on Employer UI Account Information.

1. Click on Determinations & Decisions. This page automatically arranges itself by due date.
2. Review all information on the initial page.

3. Click Next >

4. Download the determination document.

5. This document should be saved in the claimant’s p-file.

6. If we are not being charged, you can continue by checking the “no” box.
   - Click Next >

7. If we are being charged, you can proceed to a protest/appeal. Doing this will be a DWD case where you must represent UWL in a court like setting. These are usually done by phone.
Complete UCB-719

You’ll need the following pages open:

- **HRS Job Data**
- **BI:** Click [here](#) to login. *If you’re off campus, you will need to be logged into VPN to access BI.*

  a. Follow these breadcrumbs: UW System > Payroll Dashboards > Hours & Earnings

1. Back to the home page of the DWD website, click on Complete UCB-719.

2. Click on **Submit**.

3. Search the claimant’s name in [HRS Job Data](#) and copy their employee ID.

4. Go to BI and search their employee ID by clicking the down arrow and clicking **More/Search**
5. Search for the employee ID, double click on the search result for the ID to move over to the right menu.

![Select Values](image1.png)

6. Select the ID on the right menu.
7. Click OK.
8. On the BI page, make sure that the “Earnings Begin Date” and the “Earnings End Date” match DWD’s table.

![Earnings Begin Date and Earnings End Date](image2.png)

<table>
<thead>
<tr>
<th>Qtr/Year</th>
<th>Beginning</th>
<th>Ending</th>
<th>Gross Wages Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2019</td>
<td>01/01/2019</td>
<td>03/31/2019</td>
<td>$</td>
</tr>
<tr>
<td>2/2019</td>
<td>04/01/2019</td>
<td>06/30/2019</td>
<td>$</td>
</tr>
<tr>
<td>3/2019</td>
<td>07/01/2019</td>
<td>09/30/2019</td>
<td>$</td>
</tr>
<tr>
<td>4/2019</td>
<td>10/01/2019</td>
<td>12/31/2019</td>
<td>$</td>
</tr>
<tr>
<td>1/2020</td>
<td>01/01/2020</td>
<td>03/31/2020</td>
<td>$</td>
</tr>
</tbody>
</table>

9. Click Continue in the left right corner of BI.
10. Once the report has rendered, scroll down and click Export, then Excel 2007+.

![Export](image3.png)

12. Enable editing and delete the following columns: O (Check Date), R (Earns Code), S (Earnings Code Desc), T (Period DV Hours), U (Period DV Comp Rate), and W (Data Source).
13. Scroll down and begin using the =SUM() feature on your now column Q (Period DV Earnings) for the correlating dates in now columns O (Earnings Being Date) and P (Earnings End Date).
14. Enter the sum of each quarter into the DWD table. If the claimant was your employee but was not paid wages in a quarter, enter 0.00 for that quarter.

15. Click Submit.
16. Verify the numbers entered are correct and click Submit again.
17. Click Complete Another UCB-719 Request to return to the UCB-719 main menu.

Completing Requalifying Wage Questionnaire
These will come by mail. We’re unable to complete these online.
You’ll need the following pages open:
- **HRS Job Data**
- BI: Click here to login. If you’re off campus, you will need to be logged into VPN to access BI.
  b. Follow these breadcrumbs: UW System > Payroll Dashboards > Hours & Earnings
1. Search the claimant in HRS Job Data and copy their empl ID.
2. Similar to completing a UCB-719, search for the claimant’s empl ID in BI by clicking the down arrow and clicking More/Search.
3. Enter the dates from the Requalifying Wage Questionnaire.
4. Click Continue in the left right corner of BI.
5. Once the report has rendered, scroll down and click Export, then Excel 2007+.
6. Open the Excel file and =SUM() THE ENTIRE Period DV Earnings column.
7. Fill out the form accordingly, sign, and fax back to DWD
   a. Their fax number is: 608-232-0633.
Getting an Invoice by mail

1. Scan the document into the system and save the .PDF to the Unemployment Documents
   (\HR\Scanned_Documents\Unemployment Documents)
2. In that folder, open the Unemployment Audits Excel file
3. Enter in the information from the invoice to the file.

4. Drop off the paper copy to Business Services.
   - If you’re working from home, send the file via LiquidFiles to <businessservices@uw lax.edu>.
5. Julie Schumacher jschumacher@uw lax.edu will email you last month’s invoice from DWD.
6. Use the spreadsheet and =SUM() your charges for the month.
7. If this is correct, email Julie back and tell her it’s correct. She will initiate the payment.
8. If it’s incorrect, tell Julie that it’s incorrect to hold the payment.
   - Call Jessi Mulhall 608-266-9989 to discuss variance.
   - Follow up with Julie once you’ve spoken to Jessi.