

# Employer NEWSLETTER

Colorado Department of Labor and Employment



**COLORADO**  
Department of  
Labor and Employment

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[colorado.gov/cdle/businesses-employers](http://colorado.gov/cdle/businesses-employers)

Welcome to the Colorado Department of Labor and Employment's Quarterly Employer Newsletter. This edition presents tips on managing your Unemployment Insurance account. Also, if you're behind in making premium payments, this issue has advice on using our installment plan. And we have four important tips on reporting separation pay. In this issue, you'll read about efforts to grow and expand apprenticeships in Colorado and how Workforce Centers can help you make your next hire be the best one yet. That and more in this Employer Newsletter.

## Colorado Awarded \$1.8 Million to Expand Apprenticeship Programs



Colorado recently received a \$1.8 Million grant from the U.S. Department of Labor, which will help apprenticeships and career-based learning programs grow and expand as outreach is made to low-income adults, individuals with disabilities, women, and minorities who have too often been left out of apprenticeship efforts in in-demand fields.

Apprenticeships offer businesses a talent pool of applicants with job-related experience, allowing employers to save significant sums in recruitment and training costs. A robust apprenticeship system also presents advantages to Colorado workers, enhancing their skill set and self-esteem and increasing their value in the workforce. Overall, these programs are a cost-effective mechanism for developing workplace skills and reducing unemployment.

Learn more about this grant in the News section on our website ([colorado.gov/cdle](http://colorado.gov/cdle)), or visit our Facebook and Twitter: @coloradolabor, [facebook.com/coloradolabor](https://facebook.com/coloradolabor).



## Are You Behind on Your Unemployment Premium Payments?

We offer installment plans! Need your PIN number to finish your online registration? We can give it over the phone. No longer want to receive paper Quarterly Reports? Let us know.

Common causes of debt delinquency include:

- Incorrect premiums paid due to wrong rate
- Late filing
- All debt not paid by June 30th of each year (an additional penalty is assessed)
- Incorrect address or returned undeliverable mail
- Not notifying the Division of a change in entity or the selling of a business
- Not notifying the Division to close your account (estimates may be filed)
- Not notifying the Division of acquiring a new business

Call 303-318-9100, Option 2, for all your Premium needs.



## Tips for Reporting Separation Pay

Any monies you paid to an employee at the time they stopped working for you is considered separation pay. This includes vacation and severance pay, as well as wages in lieu of notice and separation bonuses, to name a few. Providing complete, accurate and timely information on the request for separation information sent to you helps prevent improper payment of unemployment benefits, which, in the long run, saves you time and money.

Tips to remember when reporting separation pay to the Division of Unemployment Insurance:

1. Provide the gross amount for each payment made to the employee as a result of the separation.
2. Provide accurate rate of pay information, including overtime or commissions and tips routinely paid. If your responses are made in SIDES, please remember to respond to the "Average Weekly Wage" question and check the appropriate compensation pay box.
3. Provide the date the payment was made or electronically deposited.
4. If a payment will be made in the future, provide gross amounts and projected pay dates for any payments you expect to make.

### HINT ▶

Reporting separation pay information in the job separation narrative prevents our system from electronically identifying the payment issue



## Go Paperless Through MyUI Employer



Receive your quarterly forms, job separations, and newsletters electronically. Log in to MyUI Employer and choose “email notifications.” Make sure your business email address is up-to-date.

[coloradoui.gov/myUIEmployer](http://coloradoui.gov/myUIEmployer)

## Minimum Wage Changes

An amendment to the constitution has been passed and, once results are certified by the Secretary of State, will raise the state minimum wage to \$9.30 per hour effective January 1st. The tipped minimum wage will be \$6.28.

The minimum wage will continue to increase 90 cents each January 1st until the rate reaches \$12.00 on January 1, 2020; thereafter, the minimum wage would be adjusted annually for cost of living increases, as measured by the CPI used for Colorado. For more information go to [coloradolaborlaw.gov](http://coloradolaborlaw.gov).



**TIP** Many employers are required to post certain posters by law. We provide a list of posters that are downloadable at no cost to you. Access our posters at: [colorado.gov/cdle/posters](http://colorado.gov/cdle/posters).

# We Can Help You Recruit and Screen Your Next Job Candidate

## Recruiting & Screening

We have tools to help you identify, attract, and select the best qualified candidates for your current workforce needs.

**Post a Job:** Post your open positions through our statewide database with over 126,000 potential job candidates.

**Customized Hiring Events:** We can help you target candidates through events tailored to your company's needs and can even provide customized screening options and access to professional meeting spaces. This is one of the best ways to get quality face-time with job seekers in a short period of time.

**Virtual Job Fairs:** Did you know you can now conduct one-on-one interviews with job seekers and post videos about your company and list current job openings? Virtual job fairs are a cost-effective way to connect with a wealth of diverse talent on the web. In September, a virtual job fair was designed for 100+ employers in the Colorado Springs area, created specifically to fill job openings with an Eagle County-based employer.

## Applicant Screening and Assessments

**Assessments:** We also provide assistance with resume review and candidate assessments. Our professionals help you with initial screening, reducing your staff workload so you are only viewing candidates that meet your requirements.

**Find a Workforce Center at**  
[yourworkforcecenter.com](http://yourworkforcecenter.com)



## Building Diversity: Good for Business, Good for Colorado

Enhancing and building the diversity of the Colorado labor force is an integral part of any employer's search for qualified, skilled career employees. At the Division of Vocational Rehabilitation, employers are supported by a seasoned, professional team that specializes in matching the best talent with the right jobs.

We assist your business or organization with recruiting qualified applicants for employment, training, posting a job, tax credits, and more. We have a large untapped talent pool of job seekers with a variety of backgrounds and skills, each motivated and ready to work. Employees with disabilities bring unique experiences and understanding that transform a workplace.

**Learn more by contacting**  
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