

Employer NEWSLETTER

Colorado Department of Labor and Employment



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Department of
Labor and Employment



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In This Issue

- CDLE Employer Services Can Help With Your Premium Needs!
- MyUI Employer's New Design
- Helping Employers Through Tough Times
- Deductions From Payroll
- Businesses Can Stay Competitive With Labor Market Information
- Stay Connected with CDLE
- Final Pay Requirements for Colorado Employers

CDLE Employer Services Can Help With Your Premium Needs!

Did you know you can contact Employer Services for all your Premium Needs? Just call **303-318-9100**, option **2**, for fast and friendly assistance!

- Need time to pay off your 1st quarter balance? We offer installment plans!
- Have questions about a bill statement? We're here to help you understand!
- Can't figure out how to close your account or update information? Let us guide you!

You can also utilize tools available on our website such as the Excess Wage Calculator and the flow chart for reporting wages from multiple states. These are available at coloradoui.gov/employer.

Want to do it all online? You can file, pay, view account history, update information, and opt out of receiving paper forms, all on MyUI Employer. Visit coloradoui.gov/myUIEmployer to register today!

MyUI Employer's New Design

The new MyUI Employer design was unveiled last month! This new design puts everything you need to manage your account at your fingertips from the home page. The updates also make printing easier and allow you to use the system from your mobile device even when you are on the go. Make sure to give us your feedback on the new design by filling out our feedback survey.

Helping Employers Through Tough Times



Even in the best of economic times your business or organization can struggle, and even force you to consider laying off the team members that make the business special. What you may not know is that your local workforce center may be a source of advice and support available to help businesses facing challenges. It starts with assessing worker skills and employer needs. The workforce system may be able to support training to upgrade current worker skills so they can better support a company's mission.

For example, the Work- Share Program gives you an alternative to laying off your employees. It allows you to let your employees keep working, but with fewer hours. While employees work

fewer hours, they can receive part of their regular unemployment benefits. The employer figures out how many hours they can continue to pay and employees

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share those hours as part of the work-share plan.

The goal is to save jobs and keep businesses working, but if layoffs seem unavoidable, the workforce system can offer support through "Rapid Response" services. These services can help those

who have lost employment find new jobs and help employers minimize turbulence in the organization. In the case of workforce reductions, your Workforce Center can direct employees to valuable resources and help them manage the stress of change.

Many businesses recognize the fact that being proactive about changing circumstances can result in positive outcomes for their employees as well as themselves. For more information on rapid response and other employer services please contact a Business Service Representative at your regional Workforce Center or visit the Rapid Response page at the Colorado Department of Labor and Employment website, colorado.gov/cdle.

Deductions From Payroll -- What Colorado Wage Law Says



— The Division of Labor Standards and Statistics regularly answers questions regarding deductions from employees' paychecks — *what is permissible and what is not.*

Lawful deductions from wages include:

- deductions required by local, state or federal law (taxes and the like)
- deductions pursuant to a legally enforceable written agreement between an employer and employee for loans, pay advances, goods or services, and equipment or property
- deductions necessary to cover the replacement of inventory due to theft by an employee. In these cases, the theft must have been reported to the proper law enforcement agency.
- deductions authorized by an employee which can be revoked, such as insurance benefits, savings plans, etc.

Upon separation only, the employer can deduct the amount of money or value of property that an employee was entrusted with during their employment but did not pay or return to the employer at separation. When this occurs, the employer has ten calendar days to audit and adjust the accounts for the value of the property before the employee's final wages must be paid. Please note that even with lawful deductions, employees must be paid at least the Colorado minimum wage (\$9.30 per hour for 2017) for all time worked.

If you have any questions regarding deductions, please call the Division of Labor Standards and Statistics at **(303) 318-8441**.

Businesses Can Stay Competitive With Labor Market Information

— Labor Market Information (LMI) is a valuable resource to employers, helping them make accurate and data-driven decisions. Many employers have discovered the value in assessing the current data in their region when it comes to hiring talent.

Information found on the state's Labor Market Information site, colmigateway.com, include a range of information from area, industry, occupation, and education profiles to employer information and education and training data.

Business Services Consultants at the Workforce Centers statewide can assist with the gathering of specific data from LMI and provide that information to your business. Businesses often seek out this information to evaluate the education and training of the current workforce, as well as a basic industry standard of wages and demographics of a specific area.

The data provided from LMI can be used to target a specific area and is useful for businesses as well as job seekers to know the training and education requirements in that region. Beyond being used by employers and job seekers, community leaders use this data when researching the workforce potential in their area, and make data based decisions on their economic development.

LMI and your local Workforce Center can bring relevance to all the raw, unfiltered data. Turn to them for effective support for your business needs. To find out more about LMI services, please visit yourworkforcecenter.com to find the workforce center near you.

Stay Connected with CDLE



— You can stay up to date with all things labor and employment by liking the Colorado Department of Labor Facebook page or following us on Twitter **@ColoradoLabor**. Find information on unemployment rates, market statistics, new labor policies, employer resources, reminders about important upcoming deadlines, and more! If you're interested in learning more about hiring or working with communities with disabilities, you can follow the Division of Vocational Rehabilitation (DVR) by liking their Facebook page or by following them on Twitter at **@COVocRehab**.

For employers that work with the Division of Oil and Public Safety, you can stay connected with them on their new

facebook page or follow them on Twitter at **@ColoradoOPS**. If you're looking for more regionally specific content you can visit our Central Mountains and Western Region Workforce Centers Facebook pages.

CDLE: facebook.com/ColoradoLabor | twitter.com/coloradolabor

DVR: facebook.com/VR | twitter.com/covocrehab

OPS: facebook.com/ColoradoOPS | twitter.com/ColoradoOPS

Western Region Workforce Centers:

facebook.com/wfcwesternregion

Central Mountains Workforce Centers:

facebook.com/wfccentralmountains

Final Pay Requirements for Colorado Employers

— The Colorado Division of Labor Standards and Statistics regularly answers questions about when a final paycheck is due.

When an employer terminates an employee, and the employer's accounting unit is located on site and is operating at the time, the final paycheck is due immediately. If the accounting unit responsible for payroll checks is located on site, but that unit is not in operation when the termination occurs, final wages are due no later than six hours following the start of the next regular business day. If the accounting unit is located off-site, final pay is due no later than 24 hours after the start of the unit's next regular business day.

If an employee resigns, the final check is due on the next regular pay day. Regardless of the type of separation, final pay must be made available to the employee in one of three ways, selected by the employer:

1. at the work site
2. at the company's local office
3. sent via mail to the employee's last-known mailing address

The only exception to these requirements occurs when an employee was entrusted with money or property during their employment to be returned upon separation. In that situation, the employer has ten calendar days to audit and adjust the accounts for the value of the property before paying the employee's final wages.

As of January 1, 2015, if an employer has made the employee's final wages available at the work site or at the employer's local office and the employee has not received his or her final wages within 60 days after they were due, the employer is required to mail the payment to the employee's last-known mailing address.

If you have any questions regarding final pay, please contact the Division of Labor Standards and Statistics at **(303) 318-8441** to speak to a compliance investigator.