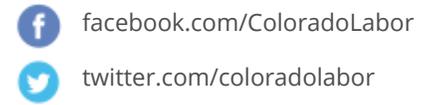


Employer NEWSLETTER

Colorado Department of Labor and Employment



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Understanding Unemployment Insurance Employer Workshop November 28th

CDLE's Division of Unemployment Insurance is holding a series of free presentations across Colorado to help employers better understand the state's unemployment insurance laws. One of these educational presentations is coming to CDLE's office at 633 17th Street (Conference Room 12A) in Denver on **November 28th from 9:30 a.m. to 11:30 a.m.**

The presentation will help employers learn how to properly report wages, identify pitfalls and common mistakes, and develop processes to ensure they are fully in compliance with unemployment insurance laws. Among the topics to be covered during the event:

- Correct wage reporting
- How premiums and benefits are calculated
- Accurate premium payments
- Using online tools to manage unemployment insurance premium accounts
- Proper classification of workers as employees or independent contractors
- Understanding the unemployment insurance appeals process

The free workshop is for employers only and provides an opportunity to build knowledge, improve practices and make sense of it all. Employers will learn their rights and responsibilities and be able to implement a penalty-proof program.

Because seating is limited, reservations are required. To RSVP or learn more about this event, contact cdle_ui_employer_outreach@state.co.us or call **303-318-9100, option 4.**

Save Time and File Online!



We've updated our online filing site for easier navigation! Did you know that you can submit quarterly reports, make payments, update the business status and information, and more all online? Online filing also saves on printing and mailing costs!

Go to coloradoui.gov/myUIEmployer to register today. If you have any issues registering or finding what you need on the site, please contact Employer Services at **303-318-9100** and press option 2 for assistance. You can also call to get your pin number immediately after registering.

Need Help Tracking Excess Wages Throughout the Year?

Download our Premiums Calculator and let it do the work for you! Go to: coloradoui.gov/employer and click on the "Pay Premiums & Report Wages" button. The calculator is located near the bottom of the page.



No Longer Have Wages to Report? No Need to Keep Filing Zero Reports



If you are not going to continue to report wages, please file an Employer Change Request (UITL-2) or email cdle_employer_services@state.co.us to close your account. Your account can be reopened or reinstated within a five-year period if you start to pay wages that meet the requirements again for your type of entity. If you file a zero report for a full calendar quarter, your account will automatically be closed to last paid wages.

Different Addresses on Employer Accounts



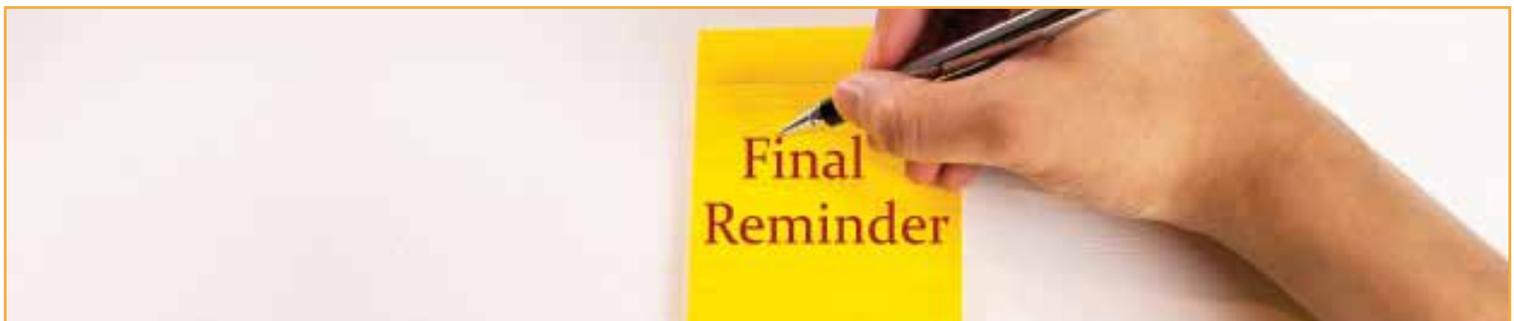
Did you know there are different types of addresses on your account that UI uses to gather and send information? If there is a change to any of your addresses, it is very important to notify the Department of which address you need to update. Address change forms (UITL-2) are available on our website or can be processed through your MyUI Employer Account.

Types of Addresses

- **Location:** the physical location where the work in Colorado is being done; helps Labor Market Information have correct stats on salary bases and types of industries in the cities and counties and be able to distribute UI resources appropriately.
- **Mailing:** where billing statements, rate notices, quarterly reports, and all other UI correspondence is sent; can be separate from physical address if the employer has a PO Box, uses a third-party agent for tax dealings, or has an out of state corporate address.
- **Benefits Address:** where all claimant information, determinations on claims, and benefit charges are sent. This might be different from a mailing address if you have separate third-party agents handling taxes and benefits (or a third-party agent handling one while you might handle the other in-house).
- **POA:** the correct third-party administrator or CPA on file (if someone outside of the business). This helps us know to whom we are allowed to give out account information.

Note: If there is not a benefits address on the account, mailings will go to the mailing address. If there is not a mailing address, the default is your location address.

Don't Let Balances on Your Unemployment Account go to Collections!



If you need assistance understanding a balance, please contact Employer Services at **303-318-9100**. Don't avoid filing because you can't pay your premiums right away. Late filing will accrue unnecessary penalty and interest charges on your account! We do offer installment plans if you need time to pay a balance. Please contact us and know we are willing to work with you before taking legal action against the business.

School Year Employment for Minors in Colorado



School Year Employment

Now that the school year is underway in Colorado, employers should be aware of restrictions that may affect employed minors (any person under the age of 18, except a person who has received a high school diploma or has their GED). During the summer, minors under the age of 16 can work extended hours to as late as 9:00 p.m. These extended hours end however on Labor Day. After Labor Day, minors under the age of 16 cannot be on the job past 7:00 p.m. or before 7:00 a.m.

Additionally, minors under 16 may not work more than three hours on a school day (including Fridays) or in excess of 18 hours in a school week. During non-school weeks, minors under 16 may not be on duty more than eight hours in any 24-hour period or in excess of 40 hours per week. These same

standards exist at all times for minors who are 16 and 17 years of age, but the time of day they may work is not restricted. Minors of any age who are employed as actors, models and performers may work during the evening as well, but they cannot exceed the limit on daily and weekly work hours.

Employed minors working in the state of Colorado can work in a variety of occupations including those in the retail and restaurant industries along with amusement and recreation. Some jobs, however, are considered hazardous and are therefore prohibited for minors of any age.

For information on youth employment in Colorado, please contact the Division of Labor Standards and Statistics at **303-318-8445** or by email at cdle_labor_standards@state.co.us.

Business is Key Partner in Growing Colorado Talent Pipeline



Business involvement in Colorado's talent development network is more critical today than ever. Moving people into open jobs requires a skilled workforce with businesses playing a larger role in developing talent. An increasing number of businesses are creating internship and apprenticeship opportunities, where people are learning relevant skills for the jobs of today and tomorrow.

If you are interested in learning more about how your business can help build talent in Colorado, we invite you to reach out to your workforce center and inquire about work-based learning programs and sector partnerships. A sector partnership is an industry-specific, regional partnership led by business in partnership with economic development, education, and workforce development. Learn more at the Colorado Workforce Development Council's website: colorado.gov/cwdc.