

# INFO LINK

Your link to information regarding North Dakota Unemployment Insurance

March 2001



Centralized Services  
Business Services Section  
P.O. Box 5507  
Bismarck, N.D. 58506-5507

Phone: 701-328-2814  
Toll-free: 800-472-2952  
Fax: 701-328-1882  
Website: [www.jobsnd.com](http://www.jobsnd.com)  
E-mail: [jsuits@state.nd.us](mailto:jsuits@state.nd.us)

---

***Employer's  
Contribution and Wage  
Reports for the quarter  
ending March 31, 2001,  
are due and must be  
submitted by April 30, 2001***

---

**Reminder ...**



***Use your 2001 rate on the  
Employer's Contribution  
and Wage Reports to  
calculate the contribution  
due. Also, the taxable  
wage base for 2001 is  
\$17,000.***

---

## Explaining Statement of Benefits Paid

Except for those entities that have chosen the Reimbursement Method to pay for Unemployment Insurance coverage (certain government entities and non-profit entities with 501(c)(3) federal income tax exemptions), Job Service mails quarterly notices to employers whose accounts have had benefit activity in the past quarter. These notices typically are mailed early in the month following the end of a quarter (notices for the quarter ending March 31, 2001, should be mailed in early April).



The "Statement of Benefits Paid" notice details the name and social security number of each person who received unemployment benefits during the quarter, which were based on prior wages paid by this employer. The statement also lists the amount of benefits that were paid to the claimant and the amount of those benefits that have been charged to the employer's account.

This notice is not a bill, nor a request for payment; however, employers should use the information contained in the statement to monitor the status of their Unemployment Insurance account. This information should be reviewed carefully as all benefit charges are a factor in the calculation of an employer's Unemployment Insurance tax rate for the following year.

---

## Paying Unemployment Insurance Electronically

Job Service North Dakota accepts Unemployment Insurance (UI) tax payments through electronic funds transfer (EFT). EFT reduces both the time and expense involved in generating and handling paper checks and allows for quicker application of tax payments. The ACH credit process allows you to authorize your bank to transfer the amount of contribution due to Job Service North Dakota (JSND). In the future, JSND will have ACH debit transfer system which allows JSND to transfer the contribution due from your bank.

Private business and the federal government have been using EFT technology for many years. For example, the direct deposit of employees' wages and Social Security payments are made through EFT. We encourage you to become a part of the Job Service EFT program for your Unemployment Insurance tax payments. EFT is an efficient and cost effective method of processing payments.

To register, you will need to complete an Application for ACH Credit Transfer. The application form and an Electronic Fund Transfer Guide can be downloaded from our website. Our web address is [www.jobsnd.com](http://www.jobsnd.com), look under "Job Insurance Info". You may also contact us by mail, e-mail, or phone at the numbers and addresses listed on this newsletter.

## Making a Voluntary Contribution to Lower 2001 Rate

Employers may make a Voluntary Contribution to their Unemployment Insurance account to improve their contributions-to-benefits ratio, and thereby decrease their assigned tax rate. The lower tax rate to be paid typically represents greater savings to the employer than the amount of the Voluntary Contribution.

Through 2002, employers cannot use Voluntary Contributions to lower their rate to a rate status that they did not possess in the previous year. For example, an employer with a negative balance rate in 2000 cannot acquire a rate in the positive rate schedule in 2001 with a Voluntary Contribution.

Voluntary Contributions will be applied to the Cumulative Lifetime and Six-year Reserves for recalculation of the current year's rate. A Voluntary Contribution will only affect the 2001 tax rate if made by April 30, 2001.

To figure the amount of a Voluntary Contribution required to improve an employer's contributions-to-benefits ratio and thereby decrease the assigned tax rate, multiply the Average Taxable Payroll by the Reserve Ratio needed for the desired rate, and subtract the 6-Year Reserve. Contact your local Customer Service Consultant or call 701-328-2814 or toll-free 800-472-2952 for more information.

---

## Controlling Unemployment Insurance Costs

North Dakota's "reserve ratio" method of calculating Unemployment Insurance tax rates provides employers with unique opportunities to manage and control their Unemployment Insurance costs. Unemployment benefits paid to former employees are a factor in the calculation of an employer's Unemployment Insurance tax rate for subsequent years. It is to an employer's advantage to monitor their account and control costs, which subsequently affects their tax rates, and to manage personnel practices to reduce layoffs wherever possible.

To assist you in managing your Unemployment Insurance costs, consider the following:

- Have in place sound, written policy statements concerning employee conduct at work.
- Monitor new employees' progress carefully, especially during their probationary period. Potential benefit costs will increase proportionately to the length of time an individual is employed.
- Maintain good documentation relating to performance, tardiness, attendance, etc.
- A decision as to a claimant's eligibility for benefits is based on statements received from both you and the former employee. List facts; do not give conclusions. Be specific in providing reasons for separation.
- Carefully read and reply, within stated time limits, to all notices concerning benefit claims and requests for information received from Job Service North Dakota.
- Offer job openings to laid-off employees, if possible, or contact other employers to find work for them.
- If your business is temporarily shut down and other work (such as maintenance or inventory) is available, offer this work to current employees. If they refuse any offer of work, notify Job Service North Dakota.



For more information, the brochure "Job Insurance Cost Containment and Risk Management" is available on Job Service North Dakota's website at: [www.state.nd.us/jsnd/docs/ccrm.pdf](http://www.state.nd.us/jsnd/docs/ccrm.pdf) or call your Customer Service Consultant or 800-472-2952 for a copy.

## CUSTOMER SERVICE CONSULTANTS

Our staff are available to answer your questions at any of the following locations:

### **BISMARCK**

Bob Arnold  
701-328-1610  
Toll-free in ND 1-800-472-2952  
E-mail: [rarnold@state.nd.us](mailto:rarnold@state.nd.us)

### **DEVILS LAKE**

Donald Ripplinger  
701-662-9334  
Toll-free in ND 1-800-247-0982  
E-mail: [dripllin@state.nd.us](mailto:dripllin@state.nd.us)

### **DICKINSON**

Alan Anton  
701-227-3116  
Toll-free in ND 1-800-247-0983  
E-mail: [aanton@state.nd.us](mailto:aanton@state.nd.us)

### **FARGO**

Michael F. Misialek  
701-261-9949  
Toll-free in ND 1-800-247-0985  
E-mail: [mmisiale@state.nd.us](mailto:mmisiale@state.nd.us)

### **GRAND FORKS**

Lonnie Wangen  
701-261-9948  
Toll-free in ND 1-800-247-0985  
E-mail: [llwangen@state.nd.us](mailto:llwangen@state.nd.us)

### **GRAND FORKS**

Mike Endres  
701-795-3731  
Toll-free in ND 1-800-247-0986  
E-mail: [mendres@state.nd.us](mailto:mendres@state.nd.us)

### **GRAND FORKS**

Keith Reitmeier  
701-795-3730  
Toll-free in ND 1-800-247-0986  
E-mail: [kreitmei@state.nd.us](mailto:kreitmei@state.nd.us)

### **JAMESTOWN**

Julius Gange  
701-253-6215  
Toll-free in ND 1-800-247-0988  
E-mail: [gange@state.nd.us](mailto:gange@state.nd.us)

### **MINOT**

Mary Schaefer  
701-857-7554  
Toll-free in ND 1-800-482-0017  
E-mail: [mshaefe@state.nd.us](mailto:mshaefe@state.nd.us)

### **WILLISTON**

Elwood Adams  
701-774-7903  
Toll-free in ND 1-800-247-0989  
E-mail: [eadams@state.nd.us](mailto:eadams@state.nd.us)