

INFO LINK

Your link to information regarding North Dakota Unemployment Insurance

June 2006



Unemployment Insurance
Tax and Field Services
P.O. Box 5507
Bismarck, N.D. 58506-5507

Phone: 701-328-2814
Toll-free: 800-472-2952
Fax: 701-328-1882
Website: jobsnd.com
E-mail: jsuits@nd.gov

***Employer's
Contribution and
Wage Reports for
the quarter ending
June 30, 2006, are
due and must be
submitted by
July 31, 2006.***

Reminder ...



To avoid possible penalties, each employee's Social Security Number and each employee's gross wages must be reported on all Contribution and Wage Reports .

UPCOMING CHANGES TO NOTICE OF CLAIM

In an effort to improve upon the communications regarding unemployment insurance claims, Job Service is changing the Notice of Claim that employers receive when an employee is separated from employment and files a claim for unemployment insurance benefits. The notice will be very similar to what is currently used, but will contain some additional information to assist in responding to Job Service concerning the separation. The notices will include more detail about the claimant's unemployment insurance status and work search requirements, as well as the addition of some new questions related specifically to the separation from employment. Some of the most notable changes will be:

- Text indicating whether the claimant stated he/she will be returning to employment after a short term layoff. Previously, the notice would just indicate "Lack of Work".
- A note indicating whether or not the claimant will be required to search for work during the layoff period.
- Depending upon the reason for separation provided by the claimant, new questions may be asked of the employer. These questions will be printed on the reverse side of the notice.

In addition to these changes, the notice will look slightly different due to the usage of a different font. The Notice of Claim is a critical piece in the determination of eligibility for benefits, please continue to respond to each notice as appropriate. A timely, thorough response protects the employer's appeal rights and speeds the process of adjudication of eligibility. Responding to the Notice of Claim in a timely manner can also ensure the accuracy of the charges to the employer. It should be noted that a non-response to the Notice of Claim may result in charges to the employers account.

These changes are being made based on a recommendation from our recently established UI Advisory Council and to provide for a more understandable notification that will assist employers in responding appropriately when a claimant files a claim for unemployment insurance benefits. For help with questions concerning the Notice of Claim, call the Unemployment Insurance Claims Center at 701-328-2866. Claims representatives are available to assist you Monday through Friday from 8:00am to 5:00pm central time.



COMPLETION OF TAX PERFORMANCE REVIEW (TPS)

Job Service North Dakota (JSND) recently underwent a federal review of its Unemployment Insurance tax functions. The TPS review examines 13 separate tax functions performed by JSND to ensure the existence and effectiveness of internal controls in producing accurate output.

The US Department of Labor Regional Office (every four years) coordinates a review, utilizing host state and visiting state staff, to ascertain the agency's reviewer is conducting the tax function reviews in accordance with established procedures.

The agency reviewer's finding confirmed that all 13 tax functions reviewed have effective internal controls in place to ensure an accurate output.

The federal reviewer's report ended with:

"The team's review indicated that Job Service North Dakota is meeting the TPS requirements. Based on the team's review, the agency's TPS reviewer is doing an outstanding job in reviewing the tax measures in North Dakota. We commend your staff on their dedication to a quality tax program as evidenced during the recent review."



JUST A REMINDER..... *UI EASY* puts a suite of quick, easy, and convenient online services at your fingertips - when and where you need them. This application allows you to file your quarterly contribution and wage reports, make electronic payments, and/or view your account information on line. Go to www.jobsnd.com...Click on the *UI EASY* logo.

NEW FIELD REPRESENTATIVES!

In an effort to become more efficient, Job Service North Dakota has combined job duties from two units into one. We now have 13 Field Representatives instead of 10. They will have expanded duties, but in the end Job Service North Dakota will have more staff available to provide better assistance to employers. Names and locations of the new field representatives are: Cindy Lyn - Bismarck/Mandan area; Barb Skarperud - Grand Forks area; Paulette Ritter - Jamestown area, and Wayne Semrau - Minot area. (See complete list on the right hand side of this page.)

UI FIELD REPRESENTATIVES

Bob Arnold - Bismarck
701-328-5016
Toll-free in ND 1-800-247-0981
E-mail: arnold@nd.gov

Cindy Lyn - Bismarck/Mandan
701-328-3065
Toll-free in ND 1-800-472-2952
E-mail: clyn@nd.gov

Lora Hill - Bismarck/Dickinson
701-328-5017
Toll-free in ND 1-800-247-0981
E-mail: lkhill@nd.gov

Michael F. Misialek - Fargo
701-239-7309
Toll-free in ND 1-800-247-0985
E-mail: mmisiale@nd.gov

Lonnie Wangen - Fargo
701-239-7310
Toll-free in ND 1-800-247-0985
E-mail: llwangen@nd.gov

Mike Endres - Grand Forks
701-795-3731
Toll-free in ND 1-800-247-0986
E-mail: mendres@nd.gov

Barb Skarperud - Grand Forks
701-795-3732
Toll-free in ND 1-800-247-0986
E-mail: bskarper@nd.gov

Julius Gange - Jamestown
701-253-6215
Toll-free in ND 1-800-247-0988
E-mail: jgange@nd.gov

Paulette Ritter - Jamestown
701-253-6214
Toll-free in ND 1-800-247-0988
E-mail: pritter@nd.gov

Mary Schaefer - Minot
701-857-7554
Toll-free in ND 1-800-482-0017
E-mail: mschaeffe@nd.gov

Wayne Semrau - Minot
701-857-7559
Toll-free in ND 1-800-247-0989
E-mail: wsemrau@nd.gov

Donald Ripplinger - Devils Lake
701-662-9334
Toll-free in ND 1-800-247-0982
E-mail: driplin@nd.gov

Elwood Adams - Williston
701-774-7903
Toll-free in ND 1-800-247-0989
E-mail: eadams@nd.gov