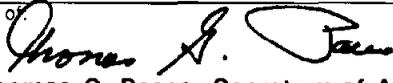


Commonwealth of Pennsylvania

GOVERNOR'S OFFICE

MANUAL

Subject: Unemployment Compensation Insurance		Number: M530.9 Amended
Date: December 7, 1998	Distribution: Special	By Direction of:  Thomas G. Paese, Secretary of Administration

This manual is designed for the use of Personnel Offices in agencies under the Governor's jurisdiction. It is intended to assist them in carrying out their responsibilities under the Commonwealth's Unemployment Compensation Insurance Program. The primary responsibility of a Personnel Office is to provide the Bureau of Unemployment Compensation Benefits and Allowances (BUCBA) with complete and accurate information to ensure that proper and timely determinations on unemployment compensation eligibility are made. Personnel Offices are also to coordinate financial determinations with the Bureau of Commonwealth Payroll Operations (BCPO) to ensure the accuracy of all unemployment compensation charges made against the agency. This manual consists of Five Parts described below:

PART ONE: Eligibility requirements of the *Pennsylvania Unemployment Compensation Law*. Although BUCBA Job Centers make the eligibility determinations, agencies must be familiar with the criteria to supply proper information to BUCBA.

PART TWO: Benefits provided by the *Pennsylvania Unemployment Compensation Law*. A step-by-step explanation of the benefit calculation is included.

PART THREE: Agency procedures for administering the unemployment compensation program. There are four sections.

- Section I deals with the steps involved in developing and administering the program at the agency level.

- Section II contains the cost control procedures that must be followed to keep agency costs at the lowest possible level.

- Section III expands on several specific types of separations that occur frequently.

- Section IV contains guidance on preparing for and presenting cases at hearings.

PART FOUR: An explanation of the common forms used in processing claims for unemployment compensation. The purpose and proper completion of each form is discussed.

PART FIVE: The Appendix. It contains several tables relating to benefit amounts and listings of Job Centers and other BUCBA offices. Referee decisions, Administrative Circulars, and Management Directives may be filed with this part.

The manual is not intended to be a resource for counseling employes about unemployment compensation eligibility or benefits. Any employe has the right to apply for unemployment compensation, only the BUCBA Job Center can give proper counseling about eligibility requirements and benefit amounts.

This manual should be treated as confidential information. It should not be distributed outside of Personnel Offices and duplication should be restricted.

The provisions of the *Pennsylvania Unemployment Compensation Law* are very complex and not all situations can be covered here. This manual attempts to explain applicable provisions in easy-to-understand language. This simplification is not a substitute for the law, interpretations of it, or BUCBA regulations. References are made throughout this manual to particular sections of the law and to *Purdon's Pennsylvania Statutes Annotated (43 P.S. §751 et seq)*.

The BUCBA Job Center should always be contacted for assistance if the proper handling of a particular claim is in doubt.

All changes and additions to this manual will be issued through the Directives Management System to agency unemployment compensation coordinators. New pages are to be placed in appropriate sections of the manual and all replaced pages are to be removed and destroyed. New pages will include revision numbers in the lower left corner and dots in the margins to identify changes. Suggested changes to this manual should be sent to the Bureau of Personnel, Office of Administration.

The Department of Public Welfare, which has contracted with a claims administration company to administer its unemployment compensation program, should keep this manual up to date and available for reference.

This manual was prepared by the Bureau of Personnel, Office of Administration, in cooperation with the Bureau of Unemployment Compensation Benefits and Allowances, Department of Labor and Industry.

This manual supersedes Manual M530.9 dated April 7, 1986, and February 22, 1988, and Revision No. 1 dated February 25, 1988.

Attachment

**Unemployment Compensation Manual Guide
to Revisions**

**UNEMPLOYMENT COMPENSATION MANUAL
GUIDE TO REVISIONS**

The following is a guide to changes in the Unemployment Compensation Insurance Administrative Manual. Marginal dots are not included in the 1998 update to the Manual. The following references should be reviewed and changes noted from instructions issued previously in earlier versions of the manual. All references to "OES" have been changed to "BUCBA" and local offices are referred to as Job Centers.

Page No.	Step/Sec.	Summary of Changes
Cover M.D.		Manual as confidential.
v	Available	Addition of work release proviso.
vi	Necessitous and Compelling	Expanded definition.
vi	Noncovered Employment	Addition of partial benefit credit.
vi	Suitable Work	c. and d. are less definitive.
1.2	h. and i.	Conviction status and reemployment services certification.
1.7	IX. A.1.	Labor agreements may provide voluntary layoffs.
1.8	X.	Claimants are referred to reemployment services via a profiling procedure as condition of eligibility.
1.9	XIII.	Provisions covering incarcerated claimants and monitoring to determine disposition.
2.2	C.	Reference to trigger determination for reductions.
2.4	V.	Pension provisions updated.
2.5	VIII.	Explanation of charges to reimbursable employers.
3.2	Steps 10. and 11.	Use of reports through Personnel/Payroll System.
3.4	Step 2.	Distribution of UC-1609 to all separating employees.
3.5	10.a.	Statement of firsthand knowledge.
3.10	Step 7.	Internal communications failure not grounds for continuance.
3.15	F.	Changes in back pay award deductions.
3.15	G.	New pension reporting procedure.
3.20	I.	Noncovered employment procedures.
3.23	3.a.	Voluntary quits and spousal reason for relocating.

Page No.	Step/Sec.	Summary of Changes
3.24	B.2.	Firsthand information for willful misconduct.
3.25	4.b.	Monitoring for convictions.
3.25	5.	"Firsthand" documentation.
3.25	7.d.	Warnings connected with absenteeism.
3.26	C.	Suitable work within limitations and employer knowledge of the disability.
3.28	E.3.	Voluntary layoffs.
3.30	IV.	New section on UC hearing preparation.
Part Four		Many revised forms. Some forms have been deleted and a few added.
Part Five		Updated Table of Benefits and Job Center Directory.

TABLE OF CONTENTS

INTRODUCTION	iii
DEFINITIONS AND EXPLANATIONS OF EMPLOYMENT COMPENSATION (UC) TERMINOLOGY	v
PART ONE: ELIGIBILITY	1.1
I. FINANCIAL AND NONMONETARY DETERMINATIONS	1.1
II. NOTIFICATION OF DETERMINATIONS.	1.3
III. COVERED EMPLOYMENT (§4(1))	1.3
IV. EDUCATIONAL INSTITUTION EMPLOYEES ELIGIBILITY (§402.1)	1.5
V. SELF-EMPLOYMENT AND SIDELINE ACTIVITY	1.5
VI. DEPENDENTS (§404(e)(3))	1.6
VII. REGISTRATION FOR WORK (§401(b))	1.6
VIII. CLAIM WEEK	1.6
IX. SUITABLE WORK (§402(a))	1.7
X. CLAIMANT PROFILING (§402(j))	1.8
XI. APPEALS (§501)	1.8
XII. FRAUD (§801)	1.9
XIII. INCARCERATED CLAIMANTS (§402.6)	1.9
XIV. OVERPAYMENTS (§804)	1.10
XV. DURATION OF NONMONETARY DISQUALIFICATIONS	1.11
XVI. INTERSTATE CLAIMS (§312)	1.11
PART TWO: BENEFITS	2.1
I. AMOUNT OF BENEFITS (§404)	2.1
II. DURATION	2.3
III. DEPENDENTS ALLOWANCES (§404(e)(3))	2.3
IV. PARTIAL BENEFITS	2.3
V. PENSIONS	2.4
VI. PAYMENT OF UNUSED LEAVE	2.4
VII. EXTENDED BENEFITS PROGRAM (ARTICLE IV – A)	2.5
VIII. CHARGES PAYABLE BY REIMBURSABLE EMPLOYERS	2.5

PART THREE: PROCEDURES 3.1

- I. PROGRAM DEVELOPMENT, MAINTENANCE, AND ANALYSIS 3.1**
- II. COST CONTROL PROCEDURES 3.4**
- III. SEPARATION SITUATIONS 3.23**
- IV. PREPARING AND PRESENTING CASES AT UNEMPLOYMENT COMPENSATION
HEARINGS 3.30**

PART FOUR: FORMS 4.1

- I. SEPARATION INFORMATION AND RELATED FORMS 4.1**
- II. FINANCIAL INFORMATION AND RELATED FORMS 4.21**
- III. DETERMINATION AND APPEAL FORMS 4.38**
- IV. BILLING-RELATED FORMS 4.93**

PART FIVE: APPENDIX 5.1

- I. TABLES 5.1**
- II. GUIDELINES FOR THE COMPLETION OF THE EMPLOYER'S STATEMENT ON
FORM UC-45 5.17**
- III. COMPARISON OF REIMBURSABLE AND CONTRIBUTING EMPLOYERS 5.20**
- IV. JOB CENTER DIRECTORY 5.21**
- V. REFEREE DECISIONS 5.31**
- VI. ADMINISTRATIVE CIRCULARS, MANAGEMENT DIRECTIVES, AND
PAYROLL MEMOS 5.33**

INTRODUCTION

UNEMPLOYMENT COMPENSATION INSURANCE

Economic insecurity due to unemployment is a serious menace to the health, morals, and welfare of the people of the Commonwealth. Involuntary unemployment and its resulting burden of indigency falls with crushing force upon the unemployed worker, and ultimately upon the Commonwealth and its political subdivisions in the form of poor relief assistance. Security against unemployment and the spread of indigency can best be provided by the systematic setting aside of financial reserves to be used as compensation for loss of wages by employes during periods when they become unemployed through no fault of their own. The principle of the accumulation of financial reserves, the sharing of risks, and the payment of compensation with respect to unemployment meets the need of protection against the hazards of unemployment and indigency. The Legislature, therefore, declares that in its considered judgment, the public good and the general welfare of the citizens of this Commonwealth require the exercise of the police powers of the Commonwealth in the enactment of this act for the compulsory setting aside of unemployment reserves to be used for the benefit of persons unemployed through no fault of their own. (Declaration of Public Policy, Article 1, Sec. 3, PA Unemployment Compensation Law.)

The Unemployment Insurance System was established by Title IX of the *Federal Social Security Act* enacted in 1935. Prior to that, only three states had unemployment insurance.

From the beginning, unemployment insurance has been a coordinated federal/state program. The federal law provided a tax, but left it up to the states to enact their own unemployment compensation laws. All states had enacted such laws by 1937 because of a built-in inducement: the payroll tax was assessed against employers, but benefits could not be paid if the state had no unemployment compensation law. All taxes collected by the state must be deposited in the Unemployment Trust Fund in the U.S. Treasury. All money withdrawn from the fund must be used for the payment of benefits, with certain exceptions. Both the tax and the basic state laws have been held constitutional. The tax provisions are now included in the Internal Revenue Code.

The federal law mandates unemployment insurance minimum standards. Federal requirements state that compensation cannot be denied if work is refused because:

- (1) the offered job is vacant because of a strike;
- (2) wages, hours, or conditions are substantially less favorable than similar work in the locality; and
- (3) a condition of employment is to join or to resign from a labor organization.

To receive a grant from the federal government for administration, the state must:

- (1) provide adequate methods of administration and meet personnel standards;
- (2) make payment of unemployment compensation through public employment offices;
- (3) provide fair hearing procedures; and
- (4) submit required reports.

There is much latitude left to the states for the formulation and administration of their individual state laws. States:

- (1) compute tax rates;
- (2) collect wage data;
- (3) handle claims; and
- (4) run employment services.

To eliminate casual workers, all states require either that claimants have worked for a certain length of time, earned a minimum amount in wages, or a combination of both.

The public employment office is an integral and essential part of unemployment insurance. Prior to the establishment of the Unemployment Insurance System, only private employment offices offered placement services. There were instances where such offices would collaborate with employers so that employes were regularly fired and new ones hired through the employment service which charges a high fee that was then split with the employer. The original 1935 law effectively established public employment offices by mandating that unemployment compensation be paid only to those registered for work at such offices.

The U.S. Employment Service of the Department of Labor develops and prescribes minimum standards for operating employment offices. Some of the functions of these offices are to:

- (1) place workers into jobs for which suited;
- (2) provide employment counseling;
- (3) provide services to special groups (veterans, older workers, etc.); and
- (4) secure data on employment trends and manpower availability.

DEFINITIONS AND EXPLANATIONS OF UNEMPLOYMENT COMPENSATION (UC) TERMINOLOGY

Able to Work (§401 (d) (1); 43 P.S. §801). The claimant must possess the mental and physical ability to engage in gainful employment.

- a. The burden is on the claimant to prove ability to work.
- b. The claimant must be able to do work under conditions that ordinarily exist for any other employe.
- c. If the reason for separation raises the question of ability, determination of ability is made simultaneously with the separation determination (see Separation Determination).
- d. Claimants must certify their continued ability to work each week a claim for benefits is filed.

Application for Benefits Date. The date of the Sunday immediately prior to the day application for benefits is made, unless an exception to predate the claim is allowed under certain circumstances.

Available to Work (§401 (d) (1); 43 P.S. §801). The claimant must be ready, willing, and free to accept suitable work at any time it is offered.

- a. Claimants are not available who place unreasonable restrictions on the kind of work they will do, or the hours they will work, or the working conditions they will accept.
- b. Claimants need not be available for any and all types of employment. The determination depends on whether or not employment limitations effectively remove claimants from their labor market.
- c. Registration for work is a prima facie case of availability, but may be rebutted by countervailing evidence.
- d. Examples of unavailability:
 - (1) Incarceration or legal detention without eligibility for a work release program.
 - (2) Caring for sick spouse, child, or parent.
 - (3) Outside labor market area for personal reasons.

e. If the reason for separation raises the question of availability, determination of availability is made simultaneously with the separation determination (see Separation Determination).

Base Year (§4 (a) (1)). The first four of the last five completed calendar quarters immediately preceding the first day of the claimant's benefit year (see Benefit Year). The claimant's pattern of employment and wages earned during this period determine the weekly benefit rate.

Base Year Employer. The employer(s) who paid the wages during the claimant's base year.

Benefit Year (§4(b)). The 52-week period beginning with the application for benefits date (see Application For Benefits Date). The weekly benefit rate (see Weekly Benefit Rate) established at the beginning of the benefit year remains constant for any period of unemployment during the year. (See §4(b) of the Law for an expanded definition.)

Covered Employment. All personal service performed for remuneration by an individual under any contract of hire, except certain services specifically excluded by the *Pennsylvania Unemployment Compensation Law*. (See §4(l) and §1002 of the Law for an expanded definition and exclusions.)

Credit Weeks. A calendar week (Sunday through Saturday) in the claimant's base year (see Base Year) in which there were earnings, regardless of when paid, of \$50 or more.

Financial Determination. The decision of eligibility or ineligibility for unemployment compensation made at the time of application for benefits that is dependent on the wages earned in the base year (see Base Year). The financial determination also involves computation of the claimant's weekly benefit rate.

Necessitous and Compelling. A cause of a necessitous and compelling nature is one that results from circumstances which produce pressure to terminate employment which is both real and substantial and which would compel a reasonable person under the circumstances to act in the same manner.

Noncovered Employment. Services which are excluded from coverage by the *Pennsylvania Unemployment Compensation Law*. Wages earned in such employment are not subject to the employe UC tax and are not used to calculate UC benefits. However, where a claimant earns wages in uncovered employment during a week in which UC is claimed, these wages will be used, in conjunction with the partial benefit credit, to calculate the weekly benefit payment for the week claimed. (See §4(l) and §1002 of the Law for an expanded definition and specific exclusions.)

Nonmonetary Determination. The decision of eligibility or ineligibility for UC issued by the Job Center that is usually based on the reason the claimant became unemployed or continued to be unemployed.

Partial Benefit Credit (§4 (m.3)). Forty percent of the weekly benefit rate. This amount or less can be earned by a claimant without a reduction in UC benefits.

Reimbursable Employer. A nonprofit or governmental employer who reimburses BUCBA for the liability incurred as benefits are paid, instead of paying a tax on payroll into the Unemployment Compensation Fund as "contributing employers" do.

Separating Employer. The employer (usually the last) from whom the employe becomes unemployed.

a. The reason for the separation from this employment determines eligibility for benefits.

b. If the claimant had not earned six times his or her benefit rate from the last employer, then the reason for separating from the previous employer becomes relevant.

Separation Determination. The decision of eligibility or ineligibility for UC that is dependent on the reason for separation from employment.

Suitable Work (§4(t); 43 P.S. §§753 and 802). All work which the claimant is capable of performing.

a. To determine work that is suitable for an individual, BUCBA gives consideration to the degree of risk involved to the person's health, safety, and morals; the person's physical fitness; prior training and experience; and distance of the available work from place of residence. Other factors considered are the length of time and reasons the person has been unemployed, the prospect of obtaining local work in his or her customary occupation, his or her previous earnings, the prevailing condition of the labor market generally and particularly in his or her usual trade or occupation, prevailing wages in his or her usual trade or occupation, and the permanency of his or her residence.

b. No work shall be deemed suitable in which:

(1) The position offered is vacant due directly to a strike, lockout, or other labor dispute.

(2) The remuneration, hours, or other conditions of the work offered are substantially less favorable to the employe than those prevailing for similar work in the locality.

(3) As a condition of being employed, the employe would be required to join a company union, or to resign from or refrain from joining any bona fide labor organization.

c. It is determined on a case-by-case basis what length of time is considered reasonable for the claimant to find work at a rate of pay commensurate with that received from the last employer. If a claimant is waiting to be recalled and seeking temporary employment, he should not expect to find work with comparable wages. In this situation, BUCBA may consider the claimant unavailable if the claimant maintains a restriction on the rate of pay he will accept.

d. The reason(s) for a claimant's refusal of work will be investigated to determine, on a case-by-case basis, if the claimant was justified in refusing part-time or temporary work or work for which not trained but able to do.

Unemployed (§4(u)). An individual is deemed unemployed for any week:

a. During which he performs no services.

b. For which he performs services but no remuneration is paid or payable.

c. Of less than his full-time work if the remuneration paid or payable is less than his weekly benefit rate plus his partial benefit credit.

Weekly Benefit Rate (WBR): The amount of UC calculated to be paid based on a claimant's base year wages (see Base Year).

Willful Misconduct (§402(e); 43 P.S. §802).

a. The wanton or willful disregard of the employer's interest;

b. A deliberate violation of rules;

c. A disregard of standards of behavior which the employer has a right to expect of his or her employe; or

d. Negligence of such degree or recurrence as to manifest culpability, wrongful intent, or evil design, or to show an intentional and substantial disregard of the employer's interest or of the employe's duties and obligations to the employer.

PART ONE: ELIGIBILITY

I.	FINANCIAL AND NONMONETARY DETERMINATIONS	1.1
II.	NOTIFICATION OF DETERMINATIONS	1.3
III.	COVERED EMPLOYMENT (§4(1))	1.3
IV.	EDUCATIONAL INSTITUTION EMPLOYEES ELIGIBILITY (§402.1)	1.5
V.	SELF-EMPLOYMENT AND SIDELINE ACTIVITY	1.5
VI.	DEPENDENTS (§404(e)(3))	1.6
VII.	REGISTRATION FOR WORK (§401(b))	1.6
VIII.	CLAIM WEEK	1.6
IX.	SUITABLE WORK (§402(a))	1.7
X.	CLAIMANT PROFILING (§402(j))	1.8
XI.	APPEALS (§501)	1.8
XII.	FRAUD (§801)	1.9
XIII.	INCARCERATED CLAIMANTS (§402.6)	1.9
XIV.	OVERPAYMENTS (§804)	1.10
XV.	DURATION OF NONMONETARY DISQUALIFICATIONS	1.11
XVI.	INTERSTATE CLAIMS (§312)	1.11

PART ONE: ELIGIBILITY

I. FINANCIAL AND NONMONETARY DETERMINATIONS.

The *Pennsylvania Unemployment Compensation Law (Law)* was enacted to compensate workers unemployed through no fault of their own. Financial eligibility tests discern who are considered workers with an attachment to the labor force. Nonmonetary eligibility tests identify unemployment through no fault. To be eligible for Unemployment Compensation (UC) benefits, a claimant must be determined eligible under both financial and nonmonetary tests. Section 401 of the Law provides qualifications required to secure compensation. Section 402 of the Law provides for ineligibility for compensation. These sections have been interpreted by court cases; the results of some are paraphrased below and throughout this manual. See 43 P.S. §§801 and 802.

A. Financial Determination.

1. The claimant must have at least 16 credit weeks of employment in the base year and must have earned a minimum amount in wages in covered employment to qualify for benefits. The base year wages must be at least \$1320, including \$800 in high-quarter wages.

2. Not less than 20 percent of the total base year wages must have been paid in other than the high quarter of the base year.

3. If a second application for benefits is filed after the first benefit year expires, the claimant must have worked and earned wages of at least six times the weekly benefits rate in effect during the first benefit year before the second application can be considered valid. Such wages do not have to be in covered employment. The intent of this wage requirement, known as the requalification test, is to avoid "double-dipping," that is, two periods of UC based on one period of employment.

B. Nonmonetary Determination.

1. The nonmonetary determination issued at the time an application for benefits is filed is usually based on the reason for the claimant's separation from employment and is only issued in cases where potentially disqualifying information is received by the Job Center. Examples of disqualifying acts that cause ineligibility:

- a. Discharge for willful misconduct connected with work.
- b. Voluntary resignation without cause of necessitous and compelling nature.
- c. Unemployed because of a labor dispute, other than a lockout.
- d. Failure to take reasonable steps to remain employed, such as requesting lighter work.
- e. Failure to accept suitable work without good cause.

2. Once claimants are determined eligible for benefits, continuing eligibility must be established weekly. Each week for which UC is to be paid requires a signed certificate from the claimant to the effect that the claimant:

a. Was totally unemployed, or was employed for less than a full workweek. All earnings must be reported.

b. Did not receive retirement pension or annuity from a base year employer except as reported.

c. Was able to work and available for suitable work.

d. Did not fail without good cause either to apply for or to accept suitable work when offered by the State Employment Service or by any employer.

e. Was not unemployed because of:

(1) Voluntarily leaving work without cause of a necessitous and compelling nature.

(2) A stoppage of work resulting from a labor dispute other than a lockout.

(3) A discharge or temporary suspension from work for willful misconduct connected with work.

f. Did not receive or apply for compensation for any part of the period covered by the claim under another state or federal UC law except as reported.

g. Did not apply for or receive subsistence allowance for vocational rehabilitation training or war orphans' educational assistance allowance from the Veterans Administration.

h. Was not incarcerated due to a conviction.

i. Did not fail to participate in reemployment services to which referred through a system of claimant profiling.

j. Was not engaged in self-employment.

II. NOTIFICATION OF DETERMINATIONS.

At the time of application for benefits, the financial determination and nonmonetary determination based on the reason for separation are made by BUCBA. The employer provides information essential to both determinations.

A. Wages are automatically reported to BUCBA each quarter. BUCBA notifies each base year employer on UC-44F, Notice of Financial Determination, of the financial determination and amount of benefits based on reported wages.

B. Form UC-45, Notice of Application and Request for Separation Information, is sent to the separating employer to request separation information from employer's point of view. In situations involving a claimant's discharge from employment, an employer's statement will only be considered when determining the claimant's eligibility if the statement was provided by an individual with first hand knowledge of the incident which caused the separation.

C. BUCBA has responsibility to determine eligibility or ineligibility based on the statements and evidence submitted by both claimant and employer. BUCBA need not provide an employer with notice of the nonmonetary determination unless the employer filed information in writing which raises questions of eligibility (§501).

III. COVERED EMPLOYMENT (§4(1)).

A. All personal service performed for remuneration by an individual under any contract of hire, express or implied, written or oral.

B. Services performed by individuals for wages shall be deemed to be employment unless and until it is shown that:

1. Such individuals have been and will continue to be free from control or direction over the performance of such services both under their contract of service and in fact; and

2. As to such services, such individuals are customarily engaged in an independently established trade, occupation, profession, or business.

C. The term "employment" shall not include services performed by (§1002):

1. Elected officials.

2. Inmates of custodial or penal institutions who receive compensation for services rendered therein.

3. All department heads and members of boards and commissions appointed by the Governor with or without the consent of one or both branches of the General Assembly.

4. Members of a legislative body or of the judiciary of the Commonwealth or a political subdivision.

5. Individuals employed as part of any unemployment work-relief or work-training program assisted or financed in whole or in part by any federal agency or an agency of a state or political subdivision thereof, by an individual receiving such work-relief or work-training.

6. Members of the state National Guard or Air National Guard.

7. Students employed by a school, college, or university in which they are enrolled and regularly attending, and spouses of students employed by the school, college, or university under a program of financial assistance. Also, students under age 22 taking for credit a program which combines academic instruction with work experience. (§4(L) (4) (10) (B) and (C)).

8. Employees serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or similar emergency.

9. Individuals serving in positions which, under or pursuant to Commonwealth law, are designated as major nontenured policymaking or advisory positions, or policymaking positions the performance of the duties of which ordinarily does not require more than eight hours per week. See *Management Directive 530.22, Unemployment Compensation, Noncovered Employment – "Major Nontenured Policymaking or Advisory Positions."*

a. The Commonwealth, as an employer, interprets "major nontenured policymaking or advisory positions" as Non-Civil Service bureau directors or equivalent and above, attorneys, key staff aides, and policy office professionals.

b. The following are examples of designated policymaking or advisory positions: associate deputy secretaries; chief counsels and attorneys; correctional superintendents; deputy secretaries; executive directors; hospital superintendents; key staff aides to an agency head, a Deputy Secretary, or the Governor (press secretary, legislative liaison, community relations director, and executive or special assistants); office directors; policy office directors and professional support staff; regional directors; regional commissioners; regional administrators; and Senior Management Service managers.

c. Whether tenured or nontenured, policymaking positions requiring less than eight hours per week are excluded from coverage. The number of hours required for a position is determined by BUCBA by reference to the law establishing the position and actual time spent by incumbents.

D. Gross wages paid for covered employment may be subject to employe contributions (tax) based on §301.4 of the Law (Contributions by Employe) and §301.7 (Trigger Determinations). Employe contributions are triggered in accordance with a formula and to maintain the solvency of the state's UC Trust Fund. Wages paid for noncovered employment are not subject to employe contributions and are not reported to BUCBA by the Commonwealth if properly coded in the Personnel/Payroll System.

E. Employers are responsible for questioning the eligibility of claimants who may have worked in noncovered employment. BUCBA should be notified in writing of possible noncovered employment and referred to the applicable section of the law.

IV. EDUCATIONAL INSTITUTION EMPLOYES' ELIGIBILITY (§402.1).

A. Employees of educational institutions shall not be paid benefits for weeks of unemployment between two academic years or terms. Services must have been performed in the first of such years or terms and there must be reasonable assurance that the employe will perform services in any capacity for any educational institution in the second such academic year or term.

B. Benefits based on the above services shall not be payable for any week commencing during an established and customary vacation period or holiday recess if such services were performed immediately prior to such period and there is reasonable assurance that the individual will perform such services immediately following the vacation period or holiday recess.

C. Employees eventually not offered work in the second academic year shall be paid benefits beginning with the first week of denial, provided that timely claims for benefits were filed throughout the denial period and that the claimants are otherwise eligible for benefits.

V. SELF-EMPLOYMENT AND SIDELINE ACTIVITY.

A. The self-employed are not eligible for UC because they are considered unemployed business people. It is not the purpose of the UC fund to finance personal business ventures. Therefore, when business people become unemployed, they are considered to have brought about their own unemployment. Money earned in self-employment is not applicable to the requalification test.

B. An exception permits claimants to be engaged in sideline activity and qualify for benefits, provided (§402(h)):

1. They are able and available for full-time work.
2. They were engaged in a sideline activity while working in covered employment.
3. They do not substantially increase sideline activity during the unemployment.
4. The sideline activity is not the primary source of livelihood.

C. Partial Benefit Credit is applicable to income from sideline activity.

VI. DEPENDENTS (§404(e)(3)).

A. One-half the cost of support for dependents must have been provided by the claimant at the time of application for benefits to establish eligibility for dependents' allowance.

B. A dependent spouse is the lawful husband or wife living in the claimant's household.

C. A dependent child is the claimant's unmarried child, stepchild, or adopted child under age 18; or, if over 18, the child must be unable to engage in gainful employment because of physical or mental handicap.

D. If both a husband and wife qualify for benefits, only one of them is entitled to the dependents' allowance.

VII. REGISTRATION FOR WORK (§401(b)).

Claimants must be registered for work with the Pennsylvania State Employment Service, except for certain short-term unemployed claimants.

VIII. CLAIM WEEK.

A. All weeks of unemployment are based on a calendar week; that is, seven continuous days beginning with a Sunday and ending the following Saturday.

B. The date of the Sunday immediately before the day of application is used as the application for benefits date, with limited exceptions.

C. A one-week waiting period is served before benefits are payable. The waiting week is the first week in which a benefit is otherwise payable.

D. Eligibility and earnings during each week of unemployment determine the entitlement to and amount of benefits for the week.

IX. SUITABLE WORK (§402(a)).

A. A claimant is ineligible for compensation for any week in which unemployment is due to failure, without good cause, either to apply for or to accept suitable work.

1. Certain exceptions are made in the law (§401(d)(2) and §402(a) and (b)) that allow claimants, without disqualification for benefits, to refuse job offers and to elect voluntary layoffs provided there are specific labor agreements or established employer policies that give the employe the right not to accept job offers or to exercise an option of accepting a layoff. These exceptions may apply to furlough provisions in labor agreements in effect with certain Commonwealth bargaining units.

2. Claimants are ineligible if their unemployment is due to failure to accept an offer of suitable full-time work in order to pursue seasonal or part-time employment.

B. Usually the issue of suitable work involves claimants who are already unemployed and no notification of disqualification is sent to the separating employer. The exception is a work offer or employment interview refused prior to termination and reported to the Job Center on UC-45.

C. A claimant can be disqualified if he refuses a work offer from an employer only if the employer notifies the Job Center of the offer within seven workdays of making the offer.

1. *If the work offer is in writing, a duplicate copy must be furnished to the Job Center within seven workdays after the mailing of the offer.*

2. If the work offer is not in writing, a detailed written description of the offer must be provided the Job Center within seven workdays after making the offer.

a. The work offer should include:

(1) Date work is available.

(2) Rate of pay.

(3) Hours of work.

(4) Work location.

(5) Description of duties.

(6) Any unusual requirements or conditions of work.

b. If the offer is made to a former employe who was previously employed after the beginning of his or her base year, the work offer need only state that the conditions are substantially the same as those under which claimant worked before.

D. Discouraging offers of employment at an employment interview – e.g., by sloppy appearance, general poor attitude, etc. – may make a claimant ineligible even when an actual offer is not made. The employer must report such actions to BUCBA.

X. CLAIMANT PROFILING (§402(j)).

Claimants who are selected and referred to reemployment services through a system of claimant profiling are required, as a condition of eligibility, to participate in the reemployment service to which they have been referred.

XI. APPEALS (§501).

A. Claimants may appeal if they feel that BUCBA:

1. Has been wrong in finding the claimant ineligible for benefits.
2. Has erred in the amount of benefits due.

B. Employers may appeal all determinations allowing the payment of benefits for which they are charged. A copy of each determination which is subject to appeal contains information concerning the period of time and conditions under which such appeal may be filed.

C. Time Limits.

1. The first appeal must be filed within 15 calendar days of the nonmonetary determination or of the financial decision dates.

2. The first appeal is heard by a referee. The referee's decision may be appealed within 15 calendar days to the second step.

3. The second appeal is considered by the Pennsylvania Unemployment Compensation Board of Review. The Board's decision may be appealed within 30 calendar days to Commonwealth Court, or reconsideration of the Board's decision may be requested within 15 days.

4. The Commonwealth Court hears the appeal by determining if the previous decisions were supported by the evidence and confines its review to questions of law.

D. Failure to file an appeal within the allotted time makes the determination binding upon all parties in most cases (§501(e)). If a determination that should have been appealed is discovered after the allotted appeal period, the Job Center should be contacted to determine if any remedy is available under the circumstances.

1. If appeal was not made or information not supplied because of improper notification by BUCBA, the Job Center should be contacted immediately.

2. Failure to appeal a financial determination calculated on noncovered earnings may be remedied even though the appeal period has elapsed. The BUCBA Wage Record Section should be notified in writing immediately.

E. Both the employer and claimant may be represented at appeal hearings by legal counsel or another person.

F. Compensation in most cases cannot be suspended while an employer's appeal is pending after initial determination of eligibility has been made. (This is the result of a U.S. Supreme Court case known as the "Java decision.")

XII. FRAUD (§801).

A. Fraud, as used here, refers to making false statements or representations knowing them to be false or to knowingly fail to disclose a material fact.

B. Anyone who commits fraud to obtain or increase compensation for himself or herself or anyone else is subject to the following:

1. If convicted in a summary proceeding, a fine of between \$30 and \$200, or imprisonment for not longer than 30 days, or both.

a. Each false statement is a separate offense.

b. A claimant is ineligible for compensation for one year following the date on which convicted of illegal receipt of benefits (§402(g)).

2. The claimant is disqualified for benefits for each week of improper payment. Additionally, penalties disqualify the claimant for two weeks and for one week for each week of improper payment.

a. Penalty weeks are imposed against any weeks to which the claimant would otherwise be eligible for compensation that begin within two years following the penalty determination.

b. No additional penalty weeks are imposed if prosecution proceedings against the claimant are instituted.

c. Penalty weeks are subject to appeal.

C. Any employer, or other person, who commits fraud to prevent or reduce the payment of compensation to any employee entitled to compensation is subject, if convicted in a summary proceeding, to a fine of between \$50 and \$500, or if in default of payment of fine, imprisonment for no longer than 30 days. Each false statement is a separate offense (§802).

D. Suspected fraud should be reported to the Job Center.

XIII. INCARCERATED CLAIMANTS (§402.6).

A. A claimant is ineligible for compensation for any week of unemployment during which the claimant is incarcerated due to a conviction.

B. Claimants incarcerated prior to conviction and eligible for work release may be eligible for UC benefits. Claimants incarcerated prior to conviction and deemed not eligible for work release by the penal institution are not available for work and ineligible for UC for each week of incarceration.

C. If an arrest prompted discharge under the Governor's Code of Conduct but the claimant is found eligible for UC, the agency should monitor disposition of the court case until resolved or the end of the benefit year in order to notify the Job Center if and when the employee is convicted and incarcerated. The agency should contact either the arresting jurisdiction or the appropriate District Attorney's office to *determine dates when case will be heard, then follow up when appropriate. In case of suspension, not discharge, the employee should be advised to notify the agency when the case is resolved.*

XIV. OVERPAYMENTS (§804).

A. Receipt of compensation to which a claimant has been determined to be not entitled is an overpayment. If the reason the compensation was received was the fault of the claimant, it is a fault overpayment. Fault overpayments are recoupable. If the reason was not the fault of the claimant, it is a non-fault overpayment. *Non-fault overpayments can be recoupable or non-recoupable depending on the circumstances leading up to the overpayment.*

B. Claimants are liable to repay the amount of a fault overpayment.

1. Deductions are made from any future compensation.
2. No proceedings for collection are instituted after expiration of six years following the end of the benefit year in which overpayment occurred.
3. An interest charge is applicable to fault overpayments.

C. Claimants are not liable to repay the amount of a non-fault, recoupable overpayment; but, claimants are liable to have deductions made from future compensation payable within three years of the end of the claim on which the overpayment is established.

1. For overpayments of \$100 or more, deductions from future compensation will not exceed one-third of the weekly benefit amount for any week.
2. For overpayments of \$99 or less, the one-third formula will not apply and recoupment will be made by using the full weekly benefit amount of any week.

D. Claimants are not liable to repay the amount of a non-fault, non-recoupable overpayment. Non-fault, non-recoupable overpayments are caused by:

1. Subsequent reversal of two decisions of eligibility.
2. Subsequent receipt of holiday or vacation pay of which the claimant had no knowledge.
3. Subsequent determination that base year wages were not earned in covered employment.

E. Voluntary repayment of unemployment compensation is encouraged.

F. Wage records are cross-matched with claimant records to identify anyone working and collecting benefits simultaneously.

XV. DURATION OF NONMONETARY DISQUALIFICATIONS.

A. Voluntary quits and willful misconduct discharges result in disqualification until the claimant has a valid separation from subsequent employment and has earned six times the WBR.

B. Claimants who refuse suitable work are disqualified until valid separation from employment that is not temporary or casual in nature.

C. Disqualification because of a refusal to apply for or to accept temporary or casual employment remains in effect only for the period of time that work would have been furnished.

D. Labor disputes result in disqualification for the period of unemployment due to work stoppage, but no less than one week.

E. A claimant is disqualified for each week unable or unavailable for work.

F. Failure to register for work or to file claims in the prescribed manner result in disqualification for each week of such failure.

G. Failure to participate in reemployment services to which the claimant was referred through a system of profiling results in disqualification for the week in which the failure occurred.

H. A disqualification is required for any week of unemployment during which the claimant is incarcerated following a conviction.

XVI. INTERSTATE CLAIMS (§312).

Interstate claims are those claims filed in one state (the agent state) against another state (the liable state). Although state UC laws differ, benefits are coordinated through Interstate Claims Offices. The state in which wages were paid determines the applicable law and the liable state, except in cases of multi-state claims when each state pays a percentage to the state in which application was made.

PART TWO: BENEFITS

CONTENTS

I.	AMOUNT OF BENEFITS (§404)	2.1
II.	DURATION	2.3
III.	DEPENDENTS ALLOWANCES (§404(e)(3))	2.3
IV.	PARTIAL BENEFITS	2.3
V.	PENSIONS	2.4
VI.	PAYMENT OF UNUSED LEAVE	2.4
VII.	EXTENDED BENEFITS PROGRAM (ARTICLE IV – A)	2.5
VIII.	CHARGES PAYABLE BY REIMBURSABLE EMPLOYERS	2.5

PART TWO: BENEFITS

I. AMOUNT OF BENEFITS (§404).

A. The Benefit Table. A table of rates and amounts (see PART FIVE, Section I.A.), is used to calculate a claimant's benefit. The column labeled "Weekly Benefit Rate," scaled in \$1 amounts up to the maximum, is the amount payable each week and is based on the amount of wages previously earned as shown in other columns of the Benefit Table.

1. The rates are approximately 50 percent of weekly wages until the maximum rate is reached.

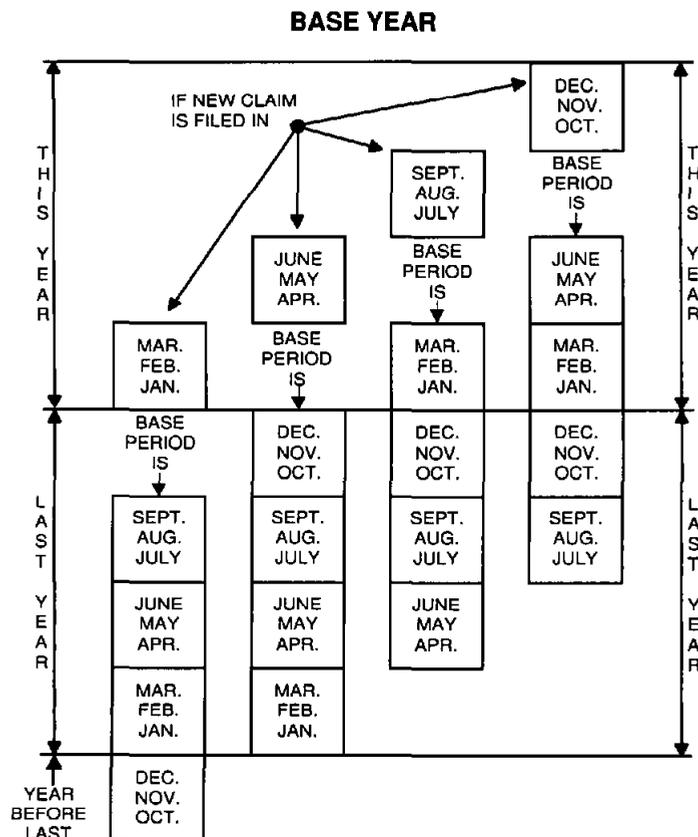
2. The maximum on the table is subject to revision each January 1 based on two-thirds of the Statewide Average Weekly Wage, as determined by the Department of Labor and Industry from statistics through the previous June 30.

B. The weekly benefit rate (WBR) is determined as follows:

1. Determine the base year, which is composed of the first four of the last five completed calendar quarters before the application date.

2. Determine gross wages received during base year.

3. Determine gross wages received during each calendar quarter of the base year.



4. Determine the highest quarterly wage (the amount received in the quarter in which the most money was paid).

5. Locate the highest quarterly wage on the Benefit Table (see PART FIVE, Section I.A., for Table) in the column labeled "Highest Quarterly Wage."

6. On the same line, locate the column labeled "Qualifying Wage." If the base year gross wages are the same or greater than the amount shown, the "Weekly Benefit Rate" column indicates the amount of UC payable.

7. If the gross wages are less than the "Qualifying Wage," follow the "step-down" procedures.

a. Check the next smaller amount in the "Qualifying Wage" column. If gross wages are the same or greater than the amount shown, the "Weekly Benefit Rate" column indicates the amount of UC payable.

b. If gross wages are not as much as the "Qualifying Wage," continue checking gross wages against the next two smaller figures in the "Qualifying Wage" column to determine if eligibility can be established.

8. Occasionally, intermittent employment may result in the Benefit Table rate being less than 50 percent of the full-time weekly wage. In such cases, 50 percent of that wage (see PART FIVE, Section I.B., for table) is substituted for the Benefit Table rate, provided that the qualifying wage shown on the table is still met. No "step-down" procedure is applicable in such instances.

C. The WBR may be reduced if a reduction is in effect due to the provisions of §301.7 of the Law (Trigger Determination) and §301.8 of the Law (Trigger Rate Redeterminations). Reductions are triggered based on the solvency of the State's UC Trust Fund. Any reduction does not impact on the maximum amount of compensation payable; the full WBR is used.

D. Benefit Table example (see PART FIVE, Section I.A., for complete table):

A.	B.	C.	D.	E.
Highest Quarterly Wage	Weekly Benefit Rate	Qualifying Wages	Amount of Compensation 26 Weeks	Amount of Compensation 16 Weeks
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
\$1363-\$1387	\$57	\$2200	\$1482	\$912
-----	-----	-----	-----	-----

For a WBR of \$57 (column B), the claimant must have gross wages for the base year of at least \$2200 (column C) and a high quarter wage of at least \$1363-\$1387 (column A). The maximum total regular benefits payable in the benefit year will be either \$1482 (column D), which is 26 times the WBR, or \$912 (column E), which is 16 times the WBR.

II. DURATION.

A. A "benefit year" is established when the application for benefits is filed and is a period of 52 consecutive weeks from the application for benefits date. Claims filed at any time within this period are payable at the originally established WBR.

B. Benefits are payable for variable durations, depending on credit weeks of employment. Twenty-six weeks of benefits are payable if a claimant worked 18 or more credit weeks in the base year; 16 weeks of benefits are payable if the claimant worked for 16 or 17 credit weeks.

C. Regular benefits are payable only during the benefit year and only until the "total amount of compensation" (16 or 26 times the WBR) is exhausted.

1. In case of total unemployment, benefit checks may be received for up to 16 or 26 weeks, as appropriate, during the benefit year, provided the claimant remains eligible.

2. Partial benefits are payable during the benefit year up to a maximum of 16 or 26 times the WBR, as appropriate.

D. To be eligible for regular benefits in a subsequent benefit year, there must be intervening employment and earned wages of at least six times the WBR of the previous benefit year.

III. DEPENDENTS ALLOWANCES (§404(e)(3)).

A. The claimant may receive an additional \$5 weekly for a dependent spouse, or dependent child if there is no spouse, plus \$3 weekly for one other dependent child.

B. Eight dollars weekly is the maximum payable for dependents and is limited to 16 or 26 weeks, as appropriate.

IV. PARTIAL BENEFITS.

A. Partial benefits may be payable in any week wages are earned. Earnings in the week the unemployment occurred and in the week of return to full employment could result in partial benefits for those weeks.

B. Up to 40 percent of the WBR can be earned with no reduction in benefits. This amount is the partial benefit credit. Any earnings over this amount are deducted from the WBR.

Example: If the claimant's WBR equals \$75, the partial benefit credit is \$30 (40 percent of \$75). Fifty dollars is earned during one week from a temporary job. Since earnings exceed the partial benefit credit by \$20 (\$50 – \$30), the WBR will be reduced from \$75 to \$55 (\$75 – \$20). The deduction will be made in the same week's benefit check as the week in which earned.

V. PENSIONS.

A. Pensions are only deductible from the claimant's WBR if the claimant's base-year employer contributed to or maintained the pension.

B. If the claimant's base-year employment does not affect the claimant's eligibility for or increase the amount of the pension, the pension is not deductible from the WBR. The exceptions to this are Social Security and Railroad Retirement pensions, which are always deductible if the base year employer contributed to the Social Security Fund or to the Railroad Retirement Pension Fund.

C. If the pension is entirely contributed to by the employer, the pension is 100 percent deductible from the WBR. If the pension is contributed to, in any amount, by the employee, the pension is 50 percent deductible from the WBR.

D. Social Security Retirement Pensions and Railroad Retirement Pensions are 50 percent deductible from the WBR.

E. The Partial Benefit Credit remains at 40 percent of the WBR regardless of any reduction to the WBR due to a pension.

VI. PAYMENT OF UNUSED LEAVE.

A. Any payments made for earned unused leave at the time of a permanent or indefinite separation have no effect on the WBR payable at the time of separation. If payment is made for earned unused annual leave for a temporary separation (occurring in some furlough situations), the amount is deducted in full from the WBR for the time period for which payment is applicable.

B. Payment for unused leave is reported to BUCBA and becomes part of gross wages for the period of time in which paid. If, on a future claim, that period becomes part of the claimant's base year, the payment will be included when determining the claimant's financial eligibility.

C. Payment for unused leave is not used to determine if a claimant worked and earned 6 x the WBR in order to requalify for benefits in a second benefit year. Inform BUCBA when notified of second benefit year that unused leave was paid.

D. If in effect, UC taxes are withheld on unused leave payments.

VII. EXTENDED BENEFITS PROGRAM (Article IV – A).

A. During periods of high unemployment, additional UC benefits, called extended benefits, may be authorized. Extended benefits periods depend on the rate of insured unemployment specified by law. They may be national, activated by the national rate of unemployment, or PA extended benefits periods, activated by the rate of unemployment in the state.

B. Claimants must have received all of the benefits due under a regular UC claim for which the benefit year has not expired or have a benefit year that ends within the extended benefits period.

C. An application for extended benefits must be filed. Eligibility for and amount of weekly benefits are the same as for regular benefits. Extended benefits are payable up to 50 percent of the maximum benefit amount.

D. Total benefits payable – extended benefits plus regular benefits – do not exceed 39 times the WBR.

E. The extended benefits period, which runs for a minimum of 13 weeks, ends when the insured unemployment rate drops below the level specified by law. Each extended benefits claimant is given a written notice of the effective date benefits will end.

F. Commonwealth agencies are billed quarterly for the liability incurred as extended benefits are paid.

VIII. CHARGES PAYABLE BY REIMBURSABLE EMPLOYERS.

A. As a reimbursable employer, the Commonwealth reimburses BUCBA for all paid UC benefits that are based on the wages paid by the Commonwealth during a claimant's base year. The Commonwealth does not pay a tax on payroll as "contributing employers" do.

B. "Relief from charges" is not available to reimbursable employers. See the Appendix for an explanation that may be suitable to provide to management that may question UC charges.

C. Charges to the Commonwealth as a base year employer will include UC paid to claimants who have reestablished eligibility (by working) after disqualifying separations.

PART THREE: PROCEDURES

CONTENTS

I. PROGRAM DEVELOPMENT, MAINTENANCE, AND ANALYSIS	3.1
A. PROGRAM DEVELOPMENT	3.1
B. PROGRAM MAINTENANCE	3.2
C. PROGRAM ANALYSIS.....	3.3
II. COST CONTROL PROCEDURES	3.4
A. THE ENTIRE PICTURE: AGENCY AS SEPARATING AND BASE YEAR EMPLOYER	3.4
B. FINANCIAL DETERMINATION AND AUDIT OF CHARGES	3.6
C. AGENCY AS BASE YEAR EMPLOYER ONLY	3.9
D. APPEALS	3.10
E. OFFER OF SUITABLE WORK PROCEDURE	3.12
F. BACK PAY AWARD PROCEDURE	3.15
G. REPORTING PENSIONS TO BUCBA	3.15
H. REQUALIFICATION TEST PROCEDURES	3.19
I. NONCOVERED EMPLOYMENT AND EMPLOYEE US TAX PROCEDURE	3.20
J. MAJOR NONTENURED POLICYMAKING AND ADVISORY POSITIONS	3.21
III. SEPARATION SITUATIONS	3.23
A. VOLUNTARY "QUITS"	3.23
B. DISMISSED EMPLOYEES	3.24
C. DISABLED EMPLOYEES	3.26
D. PREGNANT EMPLOYEES	3.28
E. FURLOUGHES	3.28
F. STUDENTS	3.29
IV. PREPARING AND PRESENTING CASES AT UNEMPLOYMENT COMPENSATION HEARINGS	3.30

PART THREE: PROCEDURES

I. PROGRAM DEVELOPMENT, MAINTENANCE, AND ANALYSIS.

A. Program Development.

Action By	Step	Action
Bureau of Personnel, OA.	1.	Issues procedures, through this manual, which are the basis of each agency's UC insurance program.
Agency.	2.	Selects an UC insurance program coordinator to be responsible for the program within the agency.
UC Coordinator.	3.	Develops agency program based on an understanding of the <i>Pennsylvania Unemployment Compensation Law</i> and Commonwealth policies and procedures.
	4.	Develops and maintains a cooperative relationship with Bureau of Unemployment Compensation Benefits and Allowances (BUCBA) Central and Job Centers. The Job Center must have the claimant's Social Security Number in order to answer any questions on specific claims. Some information is considered confidential and cannot be supplied by the Job Center or must be requested in writing.
	5.	Determines to what extent, if any, the agency's program should be decentralized. The processing of separation-related forms should be centralized if at all possible.
	6.	Determines who is authorized to complete and sign the UC-45, Notice of Application and Request for Separation Information.
	7.	Determines who will represent the agency at UC hearings. Agencies with offices throughout the state may train managerial personnel to represent the agency at local hearings. The first time someone represents the agency should not be the first time at a hearing. Arrangements should be made for all new agency hearing representatives to either: <ol style="list-style-type: none">Attend hearings with other representatives from the agency.Attend hearings with representatives from other agencies. Make arrangements directly with agencies that have previous hearing experience.Attend hearings by making arrangements directly with referees. Separation issues should be the subject of the hearings.Discuss adjudication procedures with agency legal counsel.
	8.	Ensures that agency hearing representatives know how to use <i>Purdon's Pennsylvania Statutes Annotated (43 P.S. §751 et seq)</i> for reference in preparing cases under appeal.
	9.	Customizes the section on "Preparing & Presenting Cases at UC Hearings," (PART THREE, IV) to meet specific needs and employment practices.

Action By	Step	Action
UC Coordinator.	10.	Obtains report entitled "UC Costs by Org. & Employee," Report No. XAAP70301, quarterly through Personnel/Payroll System. To secure automatic printing of report, contact agency security coordinator.
	11.	Develops tickler, filing, and logging systems. A log of claims kept on individual index cards, a PC program, or on a log sheet may prove helpful for ready reference and statistical purposes. The log will also assist in calculating the agency UC Success Rate (see Procedure C, Step 4). The following are suggested items to be included on the log: claimant name, Social Security Number, and former work location; receipt dates of UC-45 and UC-44F, Notice of Financial Determination; application for benefits date; type of separation; agency's determination on eligibility; date UC-45 mailed back to Job Center; Job Center decision (UC-44 series) and date received; date decision appealed and by whom; hearing date and location; referee's decision and date; weekly benefit rate and percent charged to agency; potential maximum cost (the "total" financial determination shown on UC-44F); and actual claim cost (subtotal quarterly from Report No. XAAP70301, UC Costs by Org. and Employee).
	12.	Develops and maintains an exchange of information between the agency Personnel Office and the Bureau of Commonwealth Payroll Operations (BCPO). Coordination of certain steps of the cost control procedures is necessary to ensure that costs are properly audited and Forms UC-44F, UC-640, and UC-150 are properly monitored.
UC Coordinator, Personnel Office, and Agency Head.	13.	Determines the agency staff responsible for carrying out cost control procedures based on the ability to act independently and promptly.
	14.	Develops agency policy on the reinstatement of former employees qualifying for UC benefits. Included is the periodic hiring of temporary employees.
	15.	Develops agency policy on hiring and/or scheduling of part-time and temporary employees in light of UC costs for such employees. Develops system for maintaining weekly records on part-time employees/UC claimants who decline to work when work is available, and develops method for ensuring that charges for part-time employees/UC claimants appropriately reflect earnings.

B. Program Maintenance.

Action By	Step	Action
Bureau of Personnel, OA.	1.	Acts as liaison between BUCBA and agencies to disseminate changes in procedures, policies, or law.
	2.	Issues revisions and additions to this manual through the Directives Management System.
UC Coordinator.	3.	Revises agency procedures in accordance with revisions under Step 2, above.
	4.	Reviews agency procedures to determine if most effective methods are used. Revises as necessary.

Action By	Step	Action
UC Coordinator.	5.	Maintains records of the following costs in a manner of most interest and importance to the agency by using Report No. XAAP70301:
	a.	Costs for various types of separations (voluntary quits, retirements, willful misconducts, etc.).
	b.	Costs for each agency field office and institution.
	c.	Costs for temporary employes, especially when temporary employes are used on a regularly recurring basis.
	d.	Costs for part-time employes.
	e.	Costs for furloughees.
	6.	Periodically reminds field offices of the proper distribution of forms erroneously received from BUCBA.
	7.	Ensures that UC-700A, Unemployment Compensation for State Employees, is posted in a conspicuous place, or places, as required by §405 of the Law.
	8.	Forwards copies of significant determinations and referee decisions to Bureau of Personnel, Office of Administration (OA).
9.	<i>Maintains files on appeals and referee decisions.</i>	

C. Program Analysis.

Action By	Step	Action
UC Coordinator.	1.	Reviews claims constantly, comparing reasons for separation and BUCBA determinations. If separations believed ineligible are determined eligible, determines what additional information should be submitted to BUCBA. Determines if more information from the employe at time of separation is required.
	2.	Reviews costs and determines if high-cost claims can be avoided or reduced by using Report No. XAAP70301.
	3.	Reviews hiring practices, especially of temporary and part-time employes, to determine what changes may reduce costs.
	4.	Calculates the UC Success Rate for certain claims filed during the preceding year annually, as instructed by the OA. Compares agency's rate with the rates of other agencies when published.

II. COST CONTROL PROCEDURES.

A. The Entire Picture: Agency as Separating and Base Year Employer.

Action By	Step	Action
Claimant/ Employee.	1.	Resigns, retires, is furloughed, is dismissed, or otherwise terminates employment. All resignations should be evidenced by a letter or memo of resignation or by a completed resignation form signed by the employee.
Personnel Office.	2.	Provides separating employee with UC-1609, Location of Records for Unemployment Compensation, on or before the last day worked, completed with the employee's name and Social Security number and the locations of personnel and payroll records. (Because the UC-1609 does not imply eligibility for UC benefits, also provides completed UC-1609s to employees going on leave without pay, employees whose work hours are reduced, and suspended employees.)
	3.	Provides UC-45F, Unemployment Notice, to furlougees and temporary employees upon exhaustion of limited term positions no earlier than one week prior to and no later than the last day worked. However, no UC-45F should be provided if there is any question about UC nonmonetary eligibility.
	4.	Answers separating employees' general questions on UC, emphasizing that distribution of the UC-1609 is standard procedure and does not imply eligibility and that BUCBA determines eligibility from information provided by the employer. Explains employees' right to apply for UC. Does not counsel employees on UC benefits or eligibility requirements. Neither encourages nor discourages application for benefits, except to encourage furlougees to apply.
Claimant/ Employee.	5.	Applies for UC and presents UC-1609 to Job Center.
Job Center.	6.	Accepts UC-42, Application for Benefits, even without submission of UC-1609 because UC benefits must be paid in a timely manner.
	7.	Forwards UC-45 to the location of the Personnel Office shown on UC-1609. If no UC-1609 was submitted and the claimant does not know the Personnel Office location, improper forwarding of the UC-45 can be expected. (Job Centers have listings of Commonwealth agency Personnel Offices.)
Personnel Office.	8.	Reminds field installations and supervisors periodically not to complete UC-45, or other UC-related forms, unless authorized to do so. If a form is erroneously received, it should be forwarded immediately to the proper Personnel Office. Simultaneously, the Job Center should be notified of potential delay in response because of misdirection.
	9.	Determines reason for employee's separation by researching files and/or contacting supervisor.

Action By	Step	Action
Personnel Office.	10.	<p>a. Returns the UC-45 to the Job Center within four days, completed with the reason for separation from the employer's point of view. Supplies sufficient information on the form for the Job Center to make the proper determination without additional contact. In cases where the claimant has been discharged, a statement provided by an individual with first hand knowledge concerning the incident which caused separation must be provided to the Job Center. Calls the Job Center if the four-day time limit cannot be met. (See PART FOUR, Sections I and III for further information on completion of the UC-45.)</p> <p>b. Does not complete or return UC-45 if a UC-45F had been provided the employe and if the claimant had an eligible separation. May call Job Center to advise them of the UC-45F.</p>
	11.	Retains file copy of completed UC-45 or a copy of the information supplied in response to the UC-45. File copies of those claims felt to be ineligible should be maintained separately until a determination is received from the Job Center. (See Step 15.)
	Bureau of Unemployment Compensation Benefits and Allowances (BUCBA).	12.
Personnel Office.		13.

Action By	Step	Action
Job Center.	14.	Determines claimant's eligibility for UC based on the reason for separation. If employer's and employee's reasons for separation differ significantly, may call for additional information or may send additional forms to Personnel Office requesting additional information. If employer did not submit documentation supporting its position, may accept employee's statement. Sometimes schedules predetermination hearing to sort out the facts if a determination cannot be made based on submitted evidence.
	15.	Notifies Personnel Office via one of the 44-series forms (except UC-44F) of the nonmonetary determination only if the reason for separation given by the employer indicates some legal basis for the denial of benefits.
Personnel Office.	16.	Contacts Job Center if a 44-series determination is not received within two weeks of the date the Personnel Office returned a completed UC-45 which gave a legal basis for denial of benefits.
	17.	Follows appeal procedures if the agency contests a determination of eligibility, within the specified time limits. (See Procedure D.)
	18.	Notifies BCPO in Social Security Number sequence at the end of each month, of the following determinations: <ul style="list-style-type: none"> a. Nonmonetary ineligibility determinations, as reported by BUCBA via 44-series forms (except UC-44F) or as the result of appeals. b. All determinations that affect the WBR. For instance, after checking the accuracy of the amount of the pension used in the pension deduction calculation (UC-44(11), Notice of Pension Deduction Determination) report the partial benefit amount to BCPO.
BCPO.	18.	Annotates UC-44F on file that claimant is ineligible due to nonmonetary reason or that the WBR is reduced.

B. Financial Determination and Audit of Charges.

Action By	Step	Action
ICS Accounting.	1.	Reports covered wages to BUCBA, Wage Records Section, each quarter. Noncovered wages are not reported.
Job Center.	2.	Forwards completed UC-42 to Wage Records Section, BUCBA central office, for financial determination.
BUCBA Central Office, Wage Records Section.	3.	Compiles wage data from computer files, automatically computes the benefit rate, and prepares UC-44F for each base year employer.
	4.	Distributes the UC-44F to the Job Center, including a copy for the claimant, and to each base year employer.
BCPO.	5.	Receives two copies of UC-44F. (See PART FOUR for further information on the UC-44F.)

Action By	Step	Action
BCPO.	6.	Forwards duplicate copy of UC-44F to agency UC coordinator (See Procedures A and C for additional UC-44F procedures.
UC Coordinator.	7.	<p>Upon receipt of the UC-44F, determines that:</p> <ul style="list-style-type: none"> a. the claimant is no longer employed (or if employed part-time, makes sure that earnings are reported to Job Center via Form UC-785, Low Earnings Report); and b. the claimant is a former employe of the agency being charged; and c. the claimant had been employed in covered employment. (The use of any non-covered earnings in the financial determination must be reported to the Job Center with a reference to the applicable section of the law.)
BCPO and Personnel Office.	9.	<p>Each office should maintain UC-44F file in Social Security Number sequence for auditing purposes. Revised UC-44Fs are clearly marked and should be stapled to previously filed form.</p> <ul style="list-style-type: none"> a. Active file – all UC-44Fs filed upon receipt: <ul style="list-style-type: none"> (1) Plainly marks any UC-44F which shows financial ineligibility. (2) Plainly marks any UC-44F for which a nonmonetary ineligible determination has been made, as reported monthly to BCPO by Personnel Office. (3) Plainly marks any UC-44F for which the WBR has been reduced, as reported to BCPO monthly by Personnel Office. b. Inactive file – UC-44Fs refiled when audit against billing shows that no charges were made against the claim. UC-44Fs received during the last several weeks of the quarter should remain in the active file until the next quarter. c. Dead file – all UC-44Fs that are over one year old as shown by "benefit year ending date" and for which charges are no longer being made.
BCPO.	10.	Receives UC-640, Monthly Notice of Compensation Charges, from BUCBA which shows weekly charges per claimant. Forwards to UC coordinator. (UC-640 is a two part set that includes a UC-640A.)
UC Coordinator.	11.	<p>Audits UC-640 against the UC-44Fs on file.</p> <ul style="list-style-type: none"> a. If no UC-44F has been received, verifies that claimant is actually a former employe. May contact BUCBA to determine why UC-44F was not received and to request a copy.

Action By	Step	Action
UC Coordinator.	b.	Notes any discrepancies in the benefit rate on the UC-44F and the rate actually charged.
	c.	Notes charges for which a UC-44F indicates financial ineligibility.
	d.	Notes charges for which nonmonetary ineligibility has been determined.
	e.	<i>Determines that partial benefits are payable to part-time employees earning more than their partial benefit credit and to annuitants.</i>
	12.	Notifies BUCBA, in writing, by completing UC-640A no later than 30 days after the mailing date of the UC-640 of any discrepancies and/or erroneous charges. Such notification should be made as soon as possible because erroneous payments may continue to be charged against the agency. Insists on immediate action to claims for which BUCBA has determined the claimant to be ineligible either financially or nonmonetarily.
13.	Marks plainly on the UC-640 or UC-44F any charges that are in question and the action taken.	
BCPO.	14.	Receives quarterly billing, UC-150, Notice of Amount Due for Compensation Paid, from BUCBA, which is similar in format to the UC-640 and provides Personnel Office with a copy of the billing.
	15.	<i>Pays billing, without adjustments, within 30 days of mailing date.</i>
BCPO and Personnel Office.	16.	Coordinates audit of billing against previously audited monthly UC-640s or UC-44F files. Personnel Office must notify BCPO of any erroneous charges on UC-150.
	17.	Notifies BUCBA again, in writing, no later than 30 days after the mailing date of the UC-150, of any discrepancies and/or erroneous charges. The original financial determination usually cannot be appealed at this time because the 15-day appeal period is over. (See Step 8.)
BUCBA.	18.	Removes charges if claimant was not previously employed by the agency. Credits the agency's account if:
	a.	An overpayment is established because incorrect compensation was paid or compensation was paid incorrectly to the claimant.
	b.	<i>The agency successfully challenges a claimant's eligibility through appeal, resulting in a reversal of the eligibility determination.</i>
19.	Deducts credits from future billing.	
BCPO.	20.	Audits future billings to be sure proper credit is received.

C. Agency As Base Year Employer Only.

Action By	Step	Action
Claimant.	1.	Leaves Commonwealth employment and obtains another job.
	2.	Separates from second job after earning at least six times his or her weekly benefit rate and applies for UC.
BUCBA.	3.	Determines from claimant's wage records that the Commonwealth agency is a base year employer.
	4.	Prepares UC-44F for each base year employer showing wage data and amount of benefits. (See PART FOUR for details on the UC-44F.)
	5.	Sends BCPO two copies of UC-44F indicating that UC charges may be incurred.
BCPO.	6.	Forwards duplicate copy of UC-44F to agency UC coordinator.
UC Coordinator.	7.	Determines that agency is not the separating employer by checking UC-45 file and by comparing date of termination with application for benefits date. (No UC-45 received and dates far apart.)
	8.	Determines feasibility of offering a job to the former employe who is now unemployed from subsequent employment. Among other considerations, determines if the potential cost to the agency of the unemployment compensation claim (as determined from the UC-44F) justifies reinstatement.
	9.	Contacts Job Center to discuss the claimant's skills and the available jobs for which he or she may be suited.
	10.	Offers the former employe a job, if feasible, or makes note of availability should a subsequent vacancy occur.
	11.	Notifies Job Center of the job offer, in writing, within seven days after making the offer. (See Procedure E.)
BUCBA.	12.	Disqualifies claimant from receipt of future benefits for refusing suitable work. (See Definitions for explanation of "suitable work.")
	13.	Bills agency quarterly for the amount of the liability incurred from benefits paid the claimant based on base year wages with the agency.

D. Appeals.

Action By	Step	Action
Personnel Office.	1.	Appeals, in writing, all separation determinations made in favor of the claimant if there is basis for believing the claimant is not entitled to UC and if the agency has evidence or sound argument to support its case. a. The letter of appeal should state plainly that it is an appeal and contain the claimant's name, Social Security Number, date of the decision being appealed, if known, and reason for the appeal. b. The letter of appeal must be mailed or faxed to the Job Center within 15 days of the date of the determination in order to be acceptable.
	2.	Receives from Job Center the UC-46, Petition for Appeal, and a notification that the appeal has been filed and that a hearing will be scheduled. Reviews UC-46, items 4, 7, and 9, to determine the issues in question.
	3.	Contacts the Job Center if the UC-46 is incorrectly addressed or contains the wrong agency address in Part One or item No. 17, to make certain that the assigned referee receives the correct address.
	4.	Determines who will represent the agency at the hearing and forwards a copy of the entire claim file to the representative. Do not delay until the notice of the hearing is received. (See also Section IV.)
UC Coordinator.	5.	Begins to prepare the case to be presented at the hearing. Gathers the best evidence and determines who will be witnesses, depending on the nature of the claim. The agency must be represented at all hearings at which the reason for separation is at issue regardless of who filed the appeal. Whether or not witnesses are necessary depends on the issue. If the burden of proof is on the agency (dismissals), the best firsthand witness should testify. If the burden of proof is on the claimant (voluntary quits), the immediate supervisor should be present to respond to any accusations made about working conditions.
Referee.	6.	Mails UC-53, Notice of Hearing, to the claimant and the agency Personnel Office with date, time, and location of hearing. The hearing is usually held at the Job Center where application for benefits was filed.
UC Coordinator.	7.	a. Notifies agency representative and legal counsel of the date, time, and location of the hearing; having legal counsel for the agency at the hearing is sometimes advisable but not required. b. Calls the referee immediately, if the UC-53 is not received enough in advance of the hearing to arrange representation, to ask for a continuance. A continuance is normally granted if the party bearing the burden of proof (such as the employer in willful misconduct cases) has not been properly notified. Because continuances delay resolution of claims and result in continuing benefits being paid to claimants who have been declared eligible, continuances should only be requested if absolutely necessary. Internal agency distribution and/or communications problems are not grounds for continuances.

Action By	Step	Action
UC Coordinator.	8.	Explains the purpose and the format of the hearing to witnesses. Discusses with them the pertinent facts that should be highlighted at the hearing. Cautions witnesses to make their responses brief, but accurate, and to seek clarification of any questions they are asked that they do not understand. Witnesses may benefit from an explanation of the <i>Pennsylvania Unemployment Compensation Law</i> and may find helpful the information contained in this manual in PART THREE, Section III.
Agency Representative.	9.	Presents the facts of the case from the agency's standpoint in a clear, concise, and logical manner. Has available supporting documentation. The referee should already have as part of the claimant's file the documentation submitted by the agency with the UC-45 and any statements made by the claimant to the Job Center.
Referee.	10.	Hears both parties and cross-examines as necessary. Failure of the appellant who has been properly notified to appear at the hearing may result in a default.
Agency Representative.	11.	Requests a continuance if the claimant presents testimony for which the agency representatives at the hearing have no knowledge and are unprepared to address, but for which another agency representative may have firsthand knowledge. A continuance would allow firsthand testimony to be entered on the record. A continuance may be denied if the agency could have been expected to have the witness present at the hearing or if the referee feels such additional testimony is irrelevant to the decision.
Referee.	12.	Mails a copy of the decision, UC-59, Pennsylvania Unemployment Compensation Board of Review Referee's Decision, to all parties. Occasionally, receipt of the UC-59 is the agency's first indication that the appeal hearing has been held because the UC-53 was not received. If the decision is favorable to the claimant and the agency believes the claimant ineligible for UC, the agency should appeal the decision in writing, request another hearing, and state the reason for the request is that proper hearing notification was not received.
Agency (Legal Counsel) or Claimant.	13.	Appeals referee's decision within 15 days of mailing date and receives a copy of the UC-46 from the Job Center as notice that a further appeal has been filed. Includes with the appeal a request for a copy of the record of hearing.
Board of Review.	14.	<p>a. Resolves any appeal on the basis of the previously established record without further hearing if the record established at the referee level is deemed adequate to meet the Board's fact-finding responsibilities and if the parties were given ample opportunity to present testimony and evidence at the earlier hearing. Goes to Step 18.</p> <p>b. Directs that a further hearing be scheduled if the Board determines that the previously established record is not sufficiently complete and adequate to render an appropriate decision.</p>
Personnel Office.	15.	Receives UC-53 with date, time, and location of hearing.
Referee.	16.	Serves as a hearing officer for the Board of Review. Hears the additional information that is pertinent and material to the proper conclusion of the case.

Action By	Step	Action
Board of Review.	17.	Reviews the case and makes decision, upon receipt of the completed record and the claimant's entire file.
	18.	Mails BD-58, Unemployment Compensation Board of Review Decision and Order, to all parties.
Agency (Legal Counsel) or Claimant.	19.	a. Appeals within 30 calendar days of mailing date, Board of Review decision to the Commonwealth Court.
		b. Requests within 15 calendar days of mailing date, in writing, reconsideration of the Board's decision and requests an opportunity for oral or written argument before the Board.
	20.	Receives ruling on the request for reconsideration. Oral argument may be granted and does not involve further testimony. If reconsideration is granted, the previous decision is vacated and the oral argument or another hearing is scheduled.
Board of Review.	21.	Reaches decision based on oral argument, further hearing, or review of established record.
	22.	Issues second decision to all parties.
Agency (Legal Counsel) or Claimant.	23.	Appeals the Board's reconsideration order within 30 calendar days of mailing to Commonwealth Court.

E. Offer of Suitable Work Procedure.

Action By	Step	Action
Personnel Office.	1.	Notifies the appropriate Job Center properly, or nearest Job Center, when any of the following situations occur:
		a. A job is offered to any UC claimant, even if the claimant has not previously been employed by the Commonwealth.
		b. A job is offered to any furlougee.
		c. Any unemployment compensation claimant fails to make an affirmative response to a request for an employment interview.
	2.	d. A furlougee fails to make an affirmative response to a request for an employment interview.
		a. Provides the Job Center within seven workdays of making a job offer, a duplicate copy of a written job offer or, if the offer was not in writing, a completed Notice of Offer of Employment form (sample on page 3.14). When appropriate, the description of duties may be answered by stating that the employment is substantially the same as those under which claimant worked previously.

Action By	Step	Action
Personnel Office.	b.	Provides the Job Center with a completed Employment Interview Declination form (sample on page 3.14) or a similar statement.
	3.	Notifies Job Center if other jobs are offered to employees prior to separation, especially furloughs and terminations of temporary employment, on UC-45. If the offer is made by other than the employing agency, such agency should inform the employing agency when the offer is made.
Job Center.	4.	Determines a claimant to be ineligible for unemployment compensation for any week in which unemployment is due to failure, without good cause, to apply for suitable work or to accept suitable work.

NOTICE OF OFFER OF EMPLOYMENT

Name _____ Date Work Available _____

Social Security # _____ Hours of Work _____

Rate of Pay _____ Work Location _____

Permanent____; Temporary (length)_____

Description of Duties (for instance, "Duties of Clerk Typist II")

Unusual requirements or conditions: _____

Offer made to comply with collective bargaining agreement: _____ yes _____ no

Signature of Agency Representative Date

Commonwealth of PA _____
Agency Address

Phone No.

EMPLOYMENT INTERVIEW DECLINATION

Name _____ Rate of Pay _____

Social Security # _____ Hours of Work _____

Class Title _____ Permanent____; Temporary (length)_____

Date Work Available _____

Work Location _____

Has applicant indicated availability in this location? _____ yes _____ no

Failed to respond to interview request _____ Declined interview _____

Signed Civil Service Availability Survey Indicating nonavailability _____

Signature of Agency Representative Date

Commonwealth of PA _____
Agency Address

Phone No.

F. Back Pay Award Procedure.

Action By	Step	Action
Employee.	1.	Is ordered reinstated with full or partial back pay as the result of a court order, arbitration award, or grievance settlement.
Personnel Office (in coordination with Bureau of Labor Relations, OA).	2.	Ensures that a reinstatement with back pay order states specifically that any UC received is to be deducted from the back pay award.
	3.	If the deduction authorization is missing, requests that the originator of the reinstatement order amend the order to authorize the deduction. It may be necessary to explain that because the Commonwealth is a reimbursable employer, the agency would pay the employe both salary and UC benefits for the same period of time.
Personnel Office.	4.	Reinstates the employe and forwards to BCPO the court order, arbitration award, or grievance settlement.
BCPO.	5.	Follows internal procedures to make the deduction from back pay, to notify BUCBA of the back pay award, and to forward the amount withheld from the back pay award for the UC paid.
	6.	Audits future billings to make certain that credit is received for the deduction forwarded to BUCBA.

G. Reporting Pensions to BUCBA.

Action By	Step	Action
Personnel Office.	1.	For any claimant eligible for monthly retirement benefits (generally, 10 years of service or attainment of normal retirement age) from the State Employees' Retirement System (SERS), completes Part C, item 4, on the UC-45 by indicating that a pension will be received. Instead of providing the monthly pension amount, indicates that SERS will provide the pension amount when available and that the claimant may have documents indicating the amount.
	2.	<p>a. For claimants for whom no notification of retirement filing has been received from SERS, tickles the claim pending notification from SERS that the person has applied for retirement benefits. Proceed to Step 2.b. upon receipt of notification.</p> <p>b. Provides SERS with a "Retirement Information" form, with Part One completed, for any UC claimant who is receiving or has applied for retirement benefits. When completing Part One, determine the claimant's base year from the AB date shown on the UC-45 and the calendar contained on the UC-712. In the rare instance that the work would not affect the annuity (for instance, because the work was performed under the "emergency reemployment" provision of the Retirement Code or the work was outside the base year), <i>strike out the statement about work affecting the pension.</i> Further explanation may be required to minimize questions from the Job Center.</p>

Action By	Step	Action
Personnel Office.	3.	Requests that SERS provide the retirement information to the applicable Job Center and provides SERS with the Job Center address. Forwards "Retirement Information" form to the applicable SERS Regional Counseling Center. To determine to which counseling center to forward the form, contact SERS at 1-800-633-5461.
SERS.	4.	Completes "Retirement Information" form if claimant has filed a retirement application. Provides actual amounts under Part Two if available. Provides the estimated <i>monthly annuity</i> amount of the option selected if retirement papers have been filed, but no annuity has yet been paid. Forwards within 5 days to appropriate Job Center, with a copy to the agency.
Job Center.	5.	Forwards form UC-45E, <i>Retirement and Pension Information</i> , to SERS for information concerning the retirement. May erroneously send UC-45E to agency.
Personnel Office.	6.	<p>If UC-45E is received from BUCBA, determines retirement status:</p> <ul style="list-style-type: none"> a. If "Retirement Information" form had been sent to SERS, immediately faxes or forwards UC-45E to SERS if there is no file copy of previously completed information from SERS. b. If file copy of "Retirement Information" form is available, attaches it to UC-45E and forwards to Job Center immediately. c. If employe has not filed retirement papers, indicates that on the UC-45E and returns it uncompleted.
SERS.	7.	<ul style="list-style-type: none"> a. Attaches <i>copy of completed "Retirement Information" form</i> to UC-45E and returns to the proper Job Center, with a copy to the agency, or b. If UC-45E is received for which "Retirement Information" form has not been received and the claimant is receiving or has applied for retirement benefits, contacts the agency UC Coordinator to request form and to determine why it was not forwarded to SERS for completion. <ul style="list-style-type: none"> (1) If failure to receive "Retirement Information" form was an error, obtains copy from agency and completes Part Two of "Retirement Information" form, attaches to UC-45E, and returns to Job Center. (2) If failure to receive "Retirement Information" form was because agency was not separating employer, provides AB date and base year dates (if available from UC-45E) to the agency in order for agency to determine if work in the base year would have affected the annuity. Agency should complete Part One and supply form to SERS. c. If employe has not filed retirement papers, indicates that on the UC-45E and returns it uncompleted to the Job Center.

Action By	Step	Action
Job Center.	8.	Prepares Form UC-44(11), Notice of Pension Deduction Determination, for all deductible pensions and forwards to employer. Note: In order to be deductible, retirement benefits must either be received or will be received for the same period that UC benefits are payable.
Personnel.	9.	Checks the amount of the pension with the amount of the pension deduction as reported on Form UC-44(11), Notice of Pension Deduction Determination. If "Retirement Information" form has not been received, contacts SERS to obtain. If Form UC-44(11) is not received within two weeks of forwarding of retirement information, contacts Job Center to obtain a determination on deductibility. Appeals incorrect determinations within designated time frames.
	10.	If SERS has indicated an estimated lump sum amount, the claim should be tickled to follow-up on active UC claimants when the actual pension amount has been determined. The initial annuity letter provided to the retiree (who should provide the letter to the Job Center) will not contain information on the monthly pension amount that would have been payable had the lump sum not been chosen. Two months after an active UC claimant's retirement date, makes a copy of the previously completed "Retirement Information" form, labels it "updated information" and forwards to SERS requesting that the actual amounts be completed and forwarded to the appropriate Job Center, with a copy to the agency.

**RETIREMENT INFORMATION FOR COMMONWEALTH EMPLOYEES WHO
ARE MEMBERS OF THE STATE EMPLOYEES' RETIREMENT SYSTEM
AND CLAIMANTS FOR UNEMPLOYMENT COMPENSATION**

(To be completed in lieu of a UC-45E, which may be attached hereto.)

Part One. To be completed by Personnel Office and forwarded to SERS.

Name _____ Soc. Sec. Number _____ - _____ - _____

Agency from which retired _____ AB Date (from UC-45) _____

Base Year based on AB Date (See UC-712) from _____ thru _____

Separation Date _____

Employee's work during base year increased the amount of, or affected the eligibility for, the pension.
(Statement to be deleted if it is not true for this claimant.)

I certify this information to be true and correct.

Agency Representative's Signature and Title

Date

Part Two. To be completed by SERS and copies forwarded to Job Center and Agency.

Contributions to pension plan were made by both the member (employee) and the agency (employer).

Effective date of pension _____

If an application for retirement benefits is filed within 90 days after termination, the pension is effective retroactively to the day following the last day of employment.

Monthly pension amount \$ _____ Estimated Actual

If estimated, member is not yet receiving pension, and lump sum below is also estimated. UC claimant should be advised by Job Center to follow up with the actual amount by providing a copy of the SERS initial annuity letter when it is received by claimant.

Lump Sum withdrawal: All \$ _____ of his/her contributions plus interest
 Part \$ _____ was or will be paid on _____
 None

Members have the option of a lump sum withdrawal in any amount up to their total contributions plus interest. Any such withdrawal results in a reduced monthly pension.

Monthly pension amount member could have received each month had lump sum amount not been chosen. (Option chosen without regard to Option 4 withdrawal): \$ _____

I certify this information to be true and correct.

SERS Representative's Signature and Title

Date

H. Requalification Test Procedures.

Action By	Step	Action
UC Claimant.	1.	Applies for a second year of UC benefits at the close of the first benefit year. May not inform Job Center that it is a second year and Job Center may not discover it.
Job Center.	2.	<p>a. If known that application is for a second year, initiates the requalification test to determine if the claimant WORKED and earned six times his or her weekly benefit rate since the beginning of the first benefit year. Form UC-483, Subsequent Benefit Year Information, is sent to the employer(s) reporting wages in the newly established base year. Also, a UC-44F with an eligibility code of 7, intervening employment, is usually forwarded to the employer.</p> <p>b. If not known that the application is for a second year, does not send out UC-483. May pay benefits based on qualifying wages received in the last two quarters of employment one year earlier that are now included in the base year or based on a lump sum payment for unused leave.</p>
Personnel Office.	3.	<p>a. Completes UC-483 upon receipt in accordance with instructions in PART FOUR, Section II. Makes a file copy and returns original to Job Center. End of procedure.</p> <p>b. As standard procedure, always checks the claimant's termination of employment date when the UC-45 or UC-44F is received. Follow Steps 4 through 6 if no UC-483 has been received and the termination date is one year or more earlier – that is, the claimant performed no work for the agency following termination.</p>
	4.	Checks records to determine if UC benefits were paid in the year since termination. Receipt of the maximum amount of benefits (26 or 16 x WBR) indicates long-term unemployment and the importance of applying the requalification test.
	5.	Checks the percent charge shown on the UC-44F. If the percent charge is 100, no covered earnings from another employer were received in the base year, indicating the importance of applying the requalification test. If the eligibility code on the UC-44F is code 7, intervening employment, a UC-483 should be forthcoming; contact the Job Center if it is not received.
	6.	Sends the Job Center a note (see example below) if termination was one year or more earlier, if no UC-483 has been received, and if either the claimant received maximum benefits previously or the UC-44F shows a percent charge of 80 percent or more.
		Attach to UC-45 or send to the Job Center the following note (with identification of the claimant):
		"Has this claimant earned six times his or her weekly benefit rate since the beginning of his or her first benefit year? The claimant had no earnings with this agency since termination on <u>(date)</u> . The claimant received lump sum payment for accrued <u>(type)</u> leave on <u>(date)</u> in the amount of \$ <u> </u> ."
	7.	Receives revised UC-44F if the previous UC-44F indicated eligibility, but the requalification test shows insufficient wages earned.

I. Noncovered Employment and Employee UC Tax Procedure.

Action By	Step	Action
OA Personnel.	1.	When an entire classification is exempt from UC coverage based on the designation of "major nontenured policymaking or advisory positions," inputs position Tax Status Code 01 indicating exemption for the classification. Agencies cannot override this coding for individual positions.
	2.	When an entire classification is exempt from UC coverage based on any noncovered employment other than designation in Step 1, inputs appropriate Tax Status Code indicating exemption for the classification. Agencies cannot override this coding for individual positions.
Agency Personnel Office.	3.	Based on Commonwealth policy, identifies other major nontenured policymaking or advisory positions that do not affect entire classifications.
	4.	Inputs the appropriate Tax Status Code for identified major nontenured policymaking or advisory positions as follows: a. If the position is filled, use Transaction Codes 9040/8000 and overlay a value of any data element on screen code 21, select screen code 12, and enter 140 and Tax Status Code 01 (code for major nontenured policymaking/advisory designation). b. If the position is vacant, use Transaction Code 9040, select screen code 12, and enter 140, and enter tax status 01.
	5.	Based on Commonwealth policy and the UC Law, identifies other positions that are in noncovered employment that do not affect entire classifications.
	6.	Inputs the appropriate position Tax Status Code for employees in noncovered employment in positions other than "major nontenured policymaking or advisory" similarly to above and in accordance with the codes below: 02 Member of a religious order 03 Elected Officials 04 Department Head or member of Board/Commission 05 Unemployment work relief or training program 06 Inmate of custodial or penal institution 07 National Guard 08 Student employed by educational institution 09 Spouse of student in financial assistance program 10 Student (under age 22) in academic-work program 11 Emergency employe due to fire, storm, flood, etc. 12 Policymaking position of less than eight hours per week
	7.	Ensures that proper position Tax Status Code is assigned when employees are hired, promoted, or transferred into noncovered employment and when new positions are created.

Action By	Step	Action
Agency Personnel Office.	8.	Notifies each affected employe at time of hire, or preferably when a job offer is made, or at time of promotion that the position to be held is noncovered employment and, therefore, not covered by the UC Law. Also notifies incumbents when positions are newly designated as noncovered due to "major nontenured policymaking/advisory."
Personnel/ Payroll System.	9.	Because of the coding entered for classifications and/or positions, does not report wages earned in noncovered employment to BUCBA. Noncovered wages should not be used by BUCBA to determine UC benefits.
	10.	If an unemployment compensation employe tax has been triggered on (it triggered off January 1, 1997), automatically withholds the tax on employes' pay except for those in positions designated exempt from UC coverage.

J. Major Nontenured Policymaking and Advisory Positions.

Action By	Step	Action
Commonwealth.	1.	By this manual and/or <i>Management Directive 530.22</i> , designates positions that are major nontenured policymaking or advisory. (See PART ONE, Section III.)
	2.	By following Procedure I., does not report to BUCBA the wages paid to employes in designated positions.
Agency Personnel Office.	3.	Maintains current written job descriptions for all positions in the agency, including positions reporting directly to the agency head.
Claimant.	4.	When unemployed from any position for which the Commonwealth is a base year employer, completes a questionnaire when applying for UC benefits that helps identify major nontenured policymaking or advisory positions.
Job Center.	5.	Processes Application for Benefits in accordance with established procedures if the claimant was covered entirely by Civil Service (and worked more than eight hours a week) or if the claimant's questionnaire responses do not reflect major policymaking or advisory duties.
	6.	Forwards Application for Benefits to Central Office for all claims that may be major policymaking or advisory or for which sufficient information is not available.
Agency Personnel Office.	7.	Completes UC-45 as usual upon receipt. In addition, for any claimant which the agency identifies as being a policymaker or advisor, attaches a job description and the following statement to the UC-45: "This claimant has been designated as being in a major nontenured policymaking or advisory position, resulting in noncovered employment under Article X, Section 1002(11). Wages should not have been reported for this claimant. If recent wages were reported, please contact this office."

Action By	Step	Action
Agency Personnel Office.	8.	Establishes tickler file for claims identified as noncovered and follows up with Job Center if no further information about the claims is received within two weeks (see Step 10) or if a UC-44F is received indicating the questioned wages were used in the financial determination.
BUCBA.	9.	On claims forwarded from the Job Center for disposition, obtains additional clarifying information from the employing agency as necessary.
Agency Personnel Office.	10.	Is notified of a financial determination via the UC-44F only if wages paid by the agency during the base year were used in the determination. Reviews any UC-44F to determine if the employment is considered covered.
	11.	Contacts BUCBA if confirmation that the employee is financially ineligible is needed. A UC-44 is not generated when only non-covered wages were paid in the base year.
	12.	If the position is determined to be covered employment and the agency has designated the position as noncovered employment, appeals the UC-44F within 15 days from the date of determination.
Agency Representative.	13.	Attends referee hearings where Article X determinations are at issue, whether the appeal is filed by the claimant, the agency, or by BUCBA. The agency representative's degree of participation in the hearing depends on whether or not the agency has designated the position as noncovered employment.
	14.	Testifies that position was designated as a major nontenured policymaking or advisory one.
	15.	Presents evidence that establishes the position as major policymaking or advisory, including a copy of <i>Management Directive 530.22</i> . Evidence would also include proof that the UC tax was not withheld, if otherwise in effect, and wages not reported.
Agency Personnel Office in Coordination with Legal Counsel.	16.	Appeals to the Board of Review any referee decisions that do not confirm the agency's identification of noncovered employment.
	17.	Ensures agency representation at any further hearings or oral arguments.
	18.	Appeals to Commonwealth Court any claims for which evidence has established the position as major nontenured policymaking or advisory.

III. SEPARATION SITUATIONS.

Generally speaking, separations from employment are either voluntary or involuntary. However, the establishment of eligibility for UC is much more definitive. Criteria established by law centers on whether or not the employe is unemployed through no fault of his or her own. A person who **voluntarily** terminates may be **eligible** for UC if the reason for resigning is of a necessitous and compelling nature. A person who is **involuntarily** terminated may be **ineligible** if dismissed for willful misconduct.

This section outlines common separation situations, the eligibility in each situation, and how the employer should respond on the UC-45.

A. Voluntary "Quits."

1. An employe who voluntarily resigns without a reason of a necessitous and compelling nature is ineligible for UC.

2. The burden is on the employe to show reason of a necessitous and compelling nature.

3. "Necessitous and compelling" involves considerations or motives that give the employe no reasonable alternative but to terminate employment. Because of the employe's personal circumstances, it would be unreasonable to expect him or her to continue on the job. The reason must be more than mere whim, caprice, or selfish desire. Other than those cases where reasons personal to the employe may be adjudged good, the reason must be one connected with employment.

a. Eligibility for claimants who voluntarily quit to join or accompany a spouse to a new area focuses on the spouse's reason for moving: The spouse's reason for relocating must be beyond his or her control and there must be other insurmountable economic circumstances. If the spouse relocates to accept a promotion and continuing work would have been available had the spouse not accepted the promotion, the decision to accept the promotion is within the spouse's control. Benefits to claimant would be denied.

b. A "need to care doctrine" is used to determine if there is a demonstrated need for a claimant to care for physically ill family members or to attend to unsupervised children. If someone else is available, the claimant is ineligible. In circumstances where a need exists, a ruling on availability for employment is required.

4. The employer's statement on the UC-45 should be: "voluntarily quit without reason of necessitous and compelling nature," unless, of course, the employer believes there was a necessitous and compelling reason connected with work. When known, the specific reason for quitting should be stated on the UC-45 for all voluntary terminations. **Example:** Employe quits after a reprimand. On the UC-45, state reason for reprimand and past work record. Show that employer's action was reasonable and employe had no compelling reason to quit.

5. If there is a conflict with the statements provided by the claimant and employer, additional information will be sought before a determination is made by the Job Center.

6. Examples of reasons which are not necessitous and compelling as determined in specific cases by Pennsylvania courts (see 43 P.S. §802):

a. Dissatisfaction with rate of pay.

b. Inability to get along with supervisor or fellow workers.

- c. Dissatisfaction with working conditions.
- d. Unreasonable and unjustified fear of injury.
- e. Change in work hours, especially when changes in shift are likely to occur.
- f. Resignation because of reprimand.
- g. Praiseworthy motives for resigning are not always necessitous and compelling reasons within the meaning of the law.

7. Examples of reasons which are necessitous and compelling as determined in specific cases by Pennsylvania courts (see 43 P.S. §802):

- a. Health or safety in jeopardy. (See III.C., Disabled Employees.)
- b. Material change in working conditions making the work unsuitable for the claimant.
- c. Acceptance of other work, although the mere possibility of other employment is not a necessitous reason.

8. Eligibility for claimants who voluntarily resign to avoid dismissal may properly be based on the reason for dismissal. (See III.B., Dismissed Employees.) If the dismissal action was for willful misconduct, the employer's documented statement on the UC-45 should be either:

- a. "Resigned to avoid dismissal for willful misconduct;" or
- b. "Resigned in lieu of dismissal for willful misconduct" (if employer gave the employee the option to resign).

9. If a voluntary resignation is revoked after the employer has taken steps to replace the employee, the resignation is still deemed voluntary.

B. Dismissed Employees.

- 1. An employee who is dismissed for willful misconduct connected with work is ineligible for UC.
- 2. The burden is on the employer to provide firsthand information to prove willful misconduct and that the misconduct justified the dismissal. (See Definitions for explanation of "willful misconduct.")
- 3. BUCBA, in determining facts and rendering decisions on eligibility, is not bound by the decisions of others: arbitrators, courts, the Civil Service Commission, etc. Evidence that is not acceptable by the courts may be admissible and used by BUCBA.
- 4. All dismissals and suspensions under the Governor's Code of Conduct are to be considered willful misconduct when completing the UC-45. UC Law, both Section 3 (unemployment through no fault) and Section 402(e) (willful misconduct), should be cited as having been violated. If the violation under the Code in conjunction with other actions results in dismissal, all actions should be explained to BUCBA. The agency should be prepared to show that the employee's actions were detrimental to the employer.

a. If the dismissal or suspension was due to a felony charge not related to employment, appeal beyond the referee of any eligibility decisions should be based on the nature of the felony and the level of position held by the claimant.

b. Dismissed or suspended employees who become eligible for UC but have been charged with unlawful acts should be monitored by the agency to determine if they have been incarcerated and/or convicted. Although the claimant should notify the Job Center, that procedure should not be relied on. The Job Center should be notified by the agency if incarceration or conviction occurs.

5. The first critical step in establishing willful misconduct is on the UC-45. The employer's statement that the person was "dismissed for willful misconduct" must be documented with statement(s) from the individual(s) with firsthand information regarding the reason(s) for separation and attachments made to the UC-45.

a. Provide a description of the employee's actions that resulted in dismissal.

b. Documentation: the specific employer rule violated, if applicable; a record of previous warning, if applicable; statements of co-workers, supervisor, or witnesses.

c. Attach a copy of the letter of dismissal which should state exact cause.

6. Because claimants visit Job Centers in person, they are able to present themselves in the best possible manner to provide credibility to their version of a dismissal action. The employer, therefore, must present the evidence in a manner sufficient to substantiate the employer's version of the action.

a. If a hearing is held before a referee, firsthand witnesses provide the most complete testimony. Any further appeals only review the original testimony to determine if the previous decision was justified.

b. A predetermination hearing may be applicable if reasons for separation as given by the employer and employee differ or if sufficient information has not been presented to enable BUCBA to make a determination.

7. Examples of willful misconduct as determined in specific cases by Pennsylvania courts (see 43 P.S. §802):

a. Failure to perform reasonable assigned duties may be regarded as a "disregard of standards of behavior that the employer has a right to expect," and, therefore, willful misconduct.

b. Tardiness without good cause, especially after a warning.

c. If employee technically resigns to avoid being dismissed for willful misconduct, the separation may be properly treated as if it were a dismissal for willful misconduct.

d. An instance of unauthorized absence must usually lack good or adequate reason to be deemed willful misconduct. In cases involving absenteeism, the claimant must have been warned about the absenteeism prior to being discharged. The exception to this is if employees abandon their positions. In case of abandonment, UC will be denied unless the claimant shows cause of a necessitous and compelling nature.

e. Although a single or minor act of negligence is not willful misconduct, a series of consistently regular occurrences, especially producing financial loss to the employer, suggests willful misconduct.

f. Falsifying the reason for absence, especially if there is a history of warnings about absenteeism and tardiness.

g. Vulgar language to a supervisor if unjustified, unprovoked, unnecessary, and uncalled for.

h. Falsification of an employment application, if the false information supplied concerns matters material to the employment sought.

i. Theft.

j. Threat to do bodily harm to supervisor.

k. Intoxication during work hours or drinking during work hours in violation of rules.

8. Further considerations in willful misconduct determinations (see 43 P.S. §802).

a. A single act may constitute willful misconduct.

b. Actual intent to wrong the employer is not necessarily required.

c. One serious act of willful misconduct is not offset by a long, good work record.

d. The incident which causes the discharge must be related in time to the date of discharge.

e. Conduct is wrong only when it violates a duty to act otherwise. Thus, the essential element of misconduct connected with work is that it be a breach of duty to the employer.

f. In circumstances where, because of the nature of the employment, rules of conduct are required that may not be connected directly with employment, violation of such rules may constitute willful misconduct or fault unemployment.

9. "Just cause" for removal of a Civil Service employe is a different standard from that of willful misconduct.

10. Unsatisfactory work performance or incompetency is not willful misconduct unless the person possesses the ability to perform satisfactorily but consciously does otherwise.

11. Supervisory records of progressive disciplinary measures may be essential to establish willful misconduct in some cases.

C. Disabled Employees.

1. A disabled person who is unable to work is ineligible for UC. However, it is possible to be disabled from performing regular duties but still be eligible for UC if able and available for other work. If poor health is given as the reason for separation, the burden is on the claimant to prove ability and availability for work.

2. To establish a disability as a necessitous and compelling reason for voluntarily resigning, the burden is on claimants to show they informed their employer of any physical limitations. Once established, the burden shifts to the employer to provide suitable work within those limitations.

3. Claimants may be disqualified for failing to take reasonable steps to remain employed if they voluntarily quit (or retire) without notifying their employer of the disability **and** if the employer would have been able to supply work compatible with the employee's physical limitations (see 43 P.S. §802). The employer must state on the UC-45 if claimant did not advise the employer of the disability.

4. If it is known that a disability prevents normal job performance and if medical certification verifies the disability, an attempt to provide alternate work should be made. Failure to do so may result in UC eligibility.

5. BUCBA supplies the claimant with a medical questionnaire to be completed by the attending physician. This medical evidence may be treated as confidential by BUCBA.

6. Sick leave records are valuable evidence if disability is claimed that the agency believes to be unjustified.

a. Little use of sick leave may indicate that the disability was not severe enough to require termination.

b. If sick leave was available, but the employee resigned (or retired) and then claims recovery from a temporary disability in order to be "able" for other work, a case should be made on the UC-45 that the employee failed to take reasonable steps to remain employed.

c. For a temporary disability for which sick leave has been exhausted, sick leave without pay with benefits is a logical, reasonable alternative to quitting. Again, the "reasonable steps to remain employed" issue should be raised on the UC-45. When applicable, indicate policy on guaranteed right of return from leave without pay.

7. Doctors' certificates on file may also provide helpful information.

a. Copies of doctors' statements indicating permanent, total disability should be forwarded to BUCBA. The claimant's burden of showing ability for other work is increased.

b. BUCBA must determine which evidence to accept if there are conflicting doctors' statements given the employer at the time of separation and given BUCBA at the time of application. Dates of such statements and the application date are significant.

8. Voluntary retirees may claim disability as discussed above. Additional evidence that may be useful:

a. Requests for retirement estimates made months (or even years) before the retirement actually occurred.

b. Employee statements concerning plans for retirement.

9. If work is available immediately, so indicate to BUCBA. If work may be available after the disability ceases, steps should be taken to prevent future eligibility when the claimant is no longer disabled but still on leave without pay.

a. In writing, with a copy to the Job Center, inform employees on LWOP who apply for UC that should they wish to return to work before the scheduled end of the approved LWOP, they should contact their Personnel Office. Such action is justified by the statement signed by all applicants for UC that they are "able and available for work."

b. If the employee could have requested and been granted LWOP but resigned instead, explain the LWOP option and, when applicable, the policy on guaranteed right of return.

D. Pregnant Employees.

1. Special provisions were once made under the *Pennsylvania Unemployment Compensation Law* for pregnant claimants. Now, pregnancy is treated as any medical condition, making crucial the "able and available" requirement. Benefits are not payable to a person who has withdrawn from the labor force to raise a family.

2. If pregnancy alone, or in combination with another disability, prevents the performance of regular duties, the ability and availability for other work must be established to qualify for UC. A claimant is ineligible when totally disabled due to childbirth.

3. Because of the voluntary nature of the Commonwealth's childbirth leave policy, pregnant employees are not usually eligible for UC.

a. The childbirth leave policy must be explained on the UC-45. Indicate the employee's leave status, the projected date of return, and the status of the position while on leave.

b. If an employee voluntarily requests childbirth leave instead of requesting work compatible with her condition, so indicate on the UC-45.

4. If disqualification is made because of the disability connected with childbirth, steps should be taken to prevent future eligibility when the claimant is no longer disabled but still on childbirth leave.

a. In writing, with a copy to the Job Center, inform employees on childbirth leave who apply for UC that should they wish to return to work before the scheduled end of the childbirth leave, they should contact their Personnel Office.

b. Such action is justified by the statement signed by all applicants for UC that they are "able and available for work."

E. Furlougees.

1. Furlougees meet the separation eligibility requirement for UC, unless there has been failure to exercise bumping rights or refusal of an offer of suitable work prior to the furlough.

2. Employees declining to bump should be notified that they may jeopardize their eligibility for UC by such declination. The determination of eligibility, however, can only be made by BUCBA based on the facts. Failure to exercise bumping rights is equivalent to failure to take reasonable steps to remain employed, a disqualifying act. However, the question of suitable work is relevant and consideration is given to such facts as:

a. The salary of the new position and the amount of reduction between the salaries of the new and old positions;

b. Commuting distance required for a new position in a different location; and

c. Duties and requirements of the new position.

3. The Law allows claimants to refuse job offers and to elect voluntary layoffs without UC disqualification. However, there must be labor agreements or employer programs that specifically allow the employee not to accept job offers or to exercise an option of accepting a layoff. There are a limited number of such voluntary layoff options in Commonwealth collective bargaining agreements, usually

involving the option to adjust seniority downward prior to any furlough action. Most claims involving furloughees who fail to bump or who refuse job offers should be appealed if the furloughees were found eligible for benefits (not because the work was deemed not suitable).

4. Although furloughees are normally given a UC-45F at time of furlough, furloughees who decline to bump or refuse a job offer should not be given the form, even if the labor agreement contains a voluntary layoff option. Complete UC-45 upon receipt from the Job Center. Detail the bumping provision which the employe declined and the pertinent facts about the job into which the employe would have bumped. Or detail the job offer made prior to furlough by either the furloughing agency or another agency.

5. If a large number of employes are being furloughed (or terminated) on the same date at the same work location, schedules should be arranged with the Job Center for the employes to apply for benefits. Scheduling can eliminate lengthy waiting.

6. Furloughees collecting UC benefits who refuse recall or offers of job placement may be disqualified from future benefits **only** if the Job Center is notified in writing by the offering agency within seven days from the date the offer of work is made. (See Section II, Procedure E.)

a. Such a disqualification would be effective the date the person could have returned to work, not the date the offer of work was made.

b. The notification to the Job Center may be a copy of the recall letter.

c. Employes who are furloughed indefinitely, then move from the labor market area, may continue eligibility for UC even though they refuse recall, if the work is beyond reasonable commuting distance.

7. If more than six employes are being recalled simultaneously, one list showing names, Social Security Numbers, and recall dates may be sent to the Job Center nearest the work site, regardless of where claims were filed.

8. If the furlougee returns to work, but not immediately when work is made available, the Job Center must be informed of the date work was first available.

F. Students.

1. Students pursuing full-time studies must show they are available for suitable work in order to remain eligible for UC.

2. Claimant students must show availability for work and the opportunity for work within the local labor market.

3. Voluntarily quitting to attend school is not a necessitous and compelling reason to quit work.

4. To ensure that their availability is investigated, the Job Center should be informed if claimants who had been temporary employes are students or if any other claimants had been students while working.

5. Claimants in training, with the approval of the Secretary of Labor and Industry, are not ineligible solely because of the training.

IV. PREPARING AND PRESENTING CASES AT UNEMPLOYMENT COMPENSATION HEARINGS.

A. Job Centers make the initial determination of benefit eligibility by examining information presented by both the claimant and employer. When claimants and employers disagree with the initial determination, hearings are conducted before Unemployment Compensation Referees.

B. UC Referees preside over the hearings, take evidence, and hear testimony. After the hearing is concluded, the referee reviews the evidence and issues a decision. All parties receive written notification of the referee's decision by mail.

C. Referee hearings are informal, but involve sworn testimony, cross examination, and recorded proceedings. Preparation for hearings is required in order to make an effective presentation. An outline of the presentation with a checklist for all evidence and witnesses is recommended.

D. Once the issue under appeal is identified, the agency UC Coordinator's first step should be to determine who will represent the agency by presenting the case at the hearing. The complexity of the issue and experience of staff are important factors in determining representation.

E. The hearing is the last opportunity for the parties to present evidence because the referee is the "original fact finder." All further appeals and decisions of the UC Board of Review and appellate courts are based on the facts and records developed at the referee level. If a fact is not presented, a question not asked, or an explanation not given, they do not exist for purposes of the decision and any appeal.

F. Preliminary preparation for possible hearings should begin when the UC-45 is being completed: Because **any** initial determination can be appealed, the initial response on the UC-45 should include reference to the issue for which the best evidence is available for presentation at a hearing. Make notes about the evidence available and who will make the best witnesses.

1. If the issue is willful misconduct, the burden of proof is with the agency.
2. If the issue involves "Section 3," the employe at fault for the unemployment, the burden of proof is with the agency.
3. If the issue is voluntary quit, the burden of proof is with the claimant.

G. Either at the time the agency files an appeal or upon receipt of a hearing notice, whichever is earliest, prepare for the hearing by gathering all necessary documentation and evidence. All documents used for the Job Center determination can be used and explained at the hearing. However, because the decision-making behind the Job Center determination has little impact at a referee's hearing, no reference need be made to the Job Center's decision.

1. Arrange all evidence in the order to be submitted as exhibits during the hearing. Usually it first should be established how the employe knew about work rules or standards. If employes sign documents, the claimant's signed statement should be submitted.
2. Lengthy materials can be summarized and both the summary and original document submitted.

3. At least three copies of each exhibit should be available at the hearing: one for the agency representative to reference, one for the referee, and one for the claimant or claimant's representative.

4. It is better to err on the side of introducing too much evidence than too little.

H. Contact potential witnesses immediately so that scheduling conflicts can be avoided and notify them where and when they are to testify at the hearing. If critical witnesses are unable to adjust their schedules to attend the hearing, notify the referee's office and request a continuance.

1. The witnesses must be those with firsthand knowledge of what was said or done in connection to the claimant's unemployment.

2. Written statements cannot be substituted as evidence because they cannot be cross examined. Witnesses should be able to corroborate all documents presented as exhibits.

3. The person responsible for maintaining business records must also be present to verify the records that are submitted.

4. Witnesses should expect to be cross-examined by either the claimant or the claimant's advocate.

5. Coworkers and other witnesses who do not voluntarily agree to testify can be subpoenaed.

6. The names of any witnesses who could not attend but for whom a continuance was not granted should be entered into the record and the significance of their testimony explained. Appeals are possible if made a part of the record.

I. Organize the presentation of the case in the order the events occurred. Make notes of important points and statements to be made at the hearing. Keep the presentation clear and concise. Concentrate on the legal issues which control eligibility.

J. Before the hearing date, review testimony and questions to be asked of witnesses. Do not assume that witnesses agree with your version of the events. Because perceptions differ, it is important to talk to the witnesses beforehand to get an idea of what they are going to say. Witnesses will feel more at ease if they are familiar with the type of questions to be asked. Witnesses should be made aware of possible volatile questions and how to respond in a controlled manner. If animosity exists between the claimant and the witness, discuss this problem in the interview; emotional responses to questions should be eliminated.

K. Questioning of witnesses appearing for the agency.

1. Begin questioning of all witnesses with basic questions: asking their name, where they work, how long they have worked there, what their responsibilities are, and what their relationship is to the claimant.

2. Avoid questions that can be answered "yes" or "no." Instead, ask questions that will require facts to be related or events described. **Example:** Ask "What hours were Jerry scheduled to work on July 1?" not "Was Jerry scheduled to work on July 1 from 8:30 to 5:00?"

3. It can be helpful to ask the witnesses for their opinions of actions they have described. Lay witnesses may express opinions if they have personal knowledge of the event, have some familiarity with the subject matter, and state the facts forming the basis for their opinions. Do not ask lay witnesses to express opinions on technical, medical, or other matters about which they have no training or expertise. **Example:** "Did you think it was strange that she did that?" or "Was it unusual for her to do that?"

4. In cases involving voluntary quits, witnesses are used to ensure the honesty of the claimant. If the claimant attempts to change the facts relating to the separation, the witnesses can refute the testimony.

L. If three or more witnesses will be needed to testify at a hearing, the referee's office should be notified and advised of a possible lengthy hearing. The hearing schedule may be changed for hearings expected to last longer than one-half hour.

M. Prepare questions for the claimant that support your case. Questions should be carefully crafted to elicit known facts as answers. Avoid questions for which you do not know the answer.

N. Preparing a case for a willful misconduct hearing.

1. **Issue.** Section 402(e) of the Law. Willful misconduct is defined as an act of misconduct which is deemed to be done knowingly or voluntarily.

2. **Burden of Proof.** Agency.

3. **Key Points for Hearing Presentation, of which as many as possible should be built into the case.**

a. The agency has a standard (or rule, policy, expectation of behavior), or the employe has an obligation or duty.

b. The standard was directly, materially, or reasonably related to employe's employment.

c. The standard is consistently expected of all employes or all employes in similar circumstances.

d. The standard is uniformly enforced for all employes or all employes in similar circumstances.

e. The employe had actual or constructive knowledge of the standard.

f. The employe wantonly or willfully breached the standard.

g. *The employe's actions affected the employe's or other employes' abilities to do their jobs or the agency ability to perform its mission.*

h. Employe's actions were not justifiable or reasonable.

O. Preparing a case for a "fault unemployment" hearing.

1. Issue. Section 3 of the Law. This section of the Law, the Declaration of Public Policy, states that unemployment compensation is "to be used for the benefit of persons unemployed through no fault of their own."

2. Burden of Proof. Agency.

3. Key Points for Hearing Presentation, of which as many as possible should be built into the case.

a. The agency has a standard of expected behavior for government employees. A copy of the *Governor's Code of Conduct* should be submitted as an exhibit.

b. The standard is reasonably related to employee's employment as a government employee.

c. The standard is consistently expected of all employees or all employees in similar circumstances.

d. The standard is uniformly enforced for all employees or all employees in similar circumstances.

e. The employee had actual or constructive knowledge of the standard and the consequences for breaching it.

f. The employee wantonly or willfully breached the standard.

g. The employee's actions affected the employee's or other employees' abilities to do their jobs or the agency ability to perform its mission.

h. Employee's actions were not justifiable or reasonable.

P. Preparing a case for a Voluntary Quit Hearing.

1. Issue. Section 402(b) of the Law. A voluntary quit occurs when an individual leaves employment on his or her own volition.

2. Burden of Proof. Claimant.

3. Key Points for Hearing Presentation.

a. Claimants have to show that they were compelled by necessitous circumstances to leave employment and that a reasonable/average person would leave a similar job under the same or similar circumstances.

b. To prevail, the agency must show that the claimant voluntarily left employment without a necessitous and compelling cause.

c. The key witness is probably the supervisor who can testify if and when the employee made known the problem or circumstance that the claimant now considers a reason to quit.

d. Witnesses need not testify if the claimant's testimony alone, either directly or through cross examination, reveals no necessitous and compelling reason.

Q. Hearsay evidence is not admissible as evidence.

1. Testimony by a witness about matters heard from someone else or about which the witness has no personal knowledge is hearsay.

2. To avoid problems associated with hearsay evidence, it is best to rely on original documents and individuals with firsthand knowledge of the events at issue.

3. Object to the use of hearsay evidence when presented by the claimant or claimant's counsel. Listen carefully to all questions and answers. If admission of hearsay evidence is attempted, objection should be made by saying "I object on hearsay grounds." The referee may or may not agree, but at least the objection will be noted in the record.

4. Some evidence may be exempt from the hearsay rule. Exemptions include business records and oral reports made to a superior in the regular course of business, statements offered to show state of mind, and admissions.

R. Guidelines for the agency advocate and witnesses at UC hearings.

1. Arrive at the hearing early. In case of last minute emergency or delay, contact the referee's office immediately.

2. Upon arrival, review the Job Center file, including written statements the claimant made to the Job Center.

3. Speak distinctly and avoid mumbling so that your voice is clearly recorded on tape. The taped record is important in case of appeals.

4. Ask that all exhibits submitted be admitted into the record.

5. Be professional and courteous at all times.

6. Do not speak out of turn.

7. Maintain an even demeanor. Never lose your temper as a result of badgering or accusations by the claimant.

8. Never make personal attacks on the claimant. Personal attacks give the appearance that the employer has a personal debt to settle with the claimant.

9. Never bring up information or issues that are not related to the case. For example, mentioning the claimant's alleged drug habit when the claimant was discharged for undependableness and excessive absenteeism.

10. Stick to the facts. Answer all questions truthfully, concisely, and directly.

11. Avoid excessive cross-examination and impulse questions. It is usually better to keep to prepared remarks and questions.

12. Object to the claimant's or claimant counsel's use of hearsay.

13. Prepare final statement that summarizes and reiterates the agency's position. Use the following example to structure the closing statement: We have presented evidence on the charge of willful misconduct which we feel is sufficient to warrant the removal of this employee, and we request that the claimant's application for unemployment compensation be denied.

PART FOUR: FORMS

CONTENTS

I.	SEPARATION INFORMATION AND RELATED FORMS	4.1
A.	UC-1609 – LOCATION OF RECORDS FOR UNEMPLOYMENT COMPENSATION	4.1
B.	UC-45/45A/785 – EMPLOYER'S NOTICE OF APPLICATION REQUEST FOR SEPARATION AND WAGE INFORMATION	4.3
C.	UC-45E – RETIREMENT AND PENSION INFORMATION	4.9
D.	UC-45F – EMPLOYER'S STATEMENT REGARDING CLAIMANT'S EMPLOYMENT STATUS	4.13
E.	IB-3 – CLAIMANT/EMPLOYER SEPARATION STATEMENT – CLAIMANT'S STATEMENT	4.16
II.	FINANCIAL INFORMATION AND RELATED FORMS	4.21
A.	UC-44F (3) – NOTICE OF FINANCIAL DETERMINATION (EMPLOYER COPY)	4.21
B.	UC-494 (POS) – EMPLOYER'S STATEMENT – CREDIT WEEKS	4.27
C.	UC-785 – LOW EARNINGS REPORT	4.30
D.	UC-483 – SUBSEQUENT BENEFIT YEAR INFORMATION	4.33
E.	UC-54 – LETTER OF NOTIFICATION OF REESTABLISHED ELIGIBILITY FOR BENEFITS	4.36
III.	DETERMINATION AND APPEAL FORMS	4.38
A.	UC-44 SERIES – NOTICES OF DETERMINATIONS	4.38
1.	UC-44 Notice of Determination	4.39
2.	UC-44(1) – Notice of Determination (Earnings)	4.41
3.	UC-44(2) – Notice of Determination (Vacation Pay)	4.43
4.	UC-44(3) – Notice of Determination (Invalid Application)	4.45
5.	UC-44(4) – Notice of Determination (6 x WBR)	4.47
6.	UC-44(5) – Notice of Determination (Voluntary Quit/Able and Available)	4.49
7.	UC-44(6) – Notice of Determination (Dependent's Allowance)	4.51
8.	UC-44(7) – Notice of Determination (Misconduct/Able and Available)	4.53
9.	UC-44(9) – Notice of Determination (Refusal of Suitable Work)	4.55
10.	UC-44(9A) – Notice of Determination (Refusal of Recall Voluntary Unemployment Option)	4.57
11.	UC-44(10) – Notice of Determination (Able and Available)	4.59
12.	UC-44(11) – Notice of Pension Deduction Determination	4.61
13.	UC-44(12) – Notice of Determination of Overpayment of Benefits (Fault or Nonfault)	4.63
14.	UC-44(12A) – Notice of Determination of Overpayment of Benefits (Back Wage Award)	4.65
15.	UC-44(15) – Notice of Determination (Educational Institutions)	4.67
16.	UC-44(16) – Notice of Determination (Educational Service Agency)	4.69
17.	UC-44(17) – Notice of Determination – Job Referral Refusal (Federal Work Test Requirements)	4.71
18.	UC-44(18) – Notice of Determination – Job Offer Refusal (Federal Work Test Requirements)	4.73
19.	UC-44(23) – Interstate Notice of Determination – Transfer of Wages Combined Wage Claim	4.75

B.	UC-46 – PETITION FOR APPEAL	4.77
C.	UC-53 – NOTICE OF HEARING	4.81
D.	UC-58 – LIST OF ISSUES ARISING IN APPEALS PROCEEDINGS BEFORE THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION BOARD OF REVIEW	4.85
E.	UC-59 – PENNSYLVANIA UNEMPLOYMENT COMPENSATION BOARD OF REVIEW REFEREE'S DECISION	4.89
F.	BD-65 – NOTICE OF PENNSYLVANIA UNEMPLOYMENT COMPENSATION REFEREE'S DECISION AND RIGHT OF FURTHER APPEAL TO BOARD OF REVIEW	4.90
G.	BD-58 – UNEMPLOYMENT COMPENSATION BOARD OF REVIEW DECISION AND ORDER	4.92
IV.	BILLING-RELATED FORMS	4.93
A.	UC-640 – MONTHLY NOTICE OF COMPENSATION CHARGED	4.93
B.	UC-640A – EMPLOYER REPORT ON CONFLICT BETWEEN WAGES AND BENEFITS	4.97
C.	UC-150 – NOTICE OF AMOUNT DUE FOR COMPENSATION PAID	4.101
D.	REPORT NO. XAAP70101 – UNEMPLOYMENT COMPENSATION COSTS BY EMPLOYEE	4.105
E.	REPORT NO. XAAP70301 – UNEMPLOYMENT COMPENSATION COSTS BY ORG. AND EMPLOYEE	4.107

I. SEPARATION INFORMATION AND RELATED FORMS.

A. UC-1609 – Location of Records for Unemployment Compensation.

LOCATION OF RECORDS FOR UNEMPLOYMENT COMPENSATION	
EMPLOYEE NAME	LOCATION OF PERSONNEL RECORDS
SOCIAL SECURITY ACCOUNT NUMBER ①	②
BUREAU OR INSTITUTION	
DEPARTMENT OR AGENCY	
<p>This form has been given to you because you have separated from your job. State workers have unemployment compensation rights similar to those of workers in private industry. If you want to file a claim for unemployment compensation, you should go to the Pennsylvania Job Center or unemployment claims office nearest your home.</p> <p>TAKE WITH YOU: ③</p> <ol style="list-style-type: none"> 1. This form 2. Your social security account number card <p>IF YOU INTEND TO CLAIM DEPENDENT ALLOWANCE:</p> <ol style="list-style-type: none"> 3. Your spouse's social security account number 4. Your child(ren)'s social security account number(s) and birth date(s) <p>The office where you file your claim will obtain information needed for your claim from the addresses given above. The determination of your right to receive benefits will be made by that office.</p> <p style="text-align: center;">PRESENT THIS FORM WHEN YOU FILE A CLAIM FOR UNEMPLOYMENT COMPENSATION.</p>	
UC-1609 REV 4-91 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER	

PURPOSE. To provide the Job Center with the employer's correct address, thereby ensuring timely receipt of UC-related forms in the Personnel Office.

① **Key.** Identification of the separating employe to whom the form is given and of the employe's work location.

Instructions. An agency representative should complete the form by typing or printing legibly in ink the required information before distribution to all separating employes.

② **Key.** The location of personnel records is the address to which the UC-45 will be mailed.

Instructions. Fill in the complete address of the office responsible for completion of the UC-45.

③ **Key.** Distribution of the completed form to separating employes is not intended to imply eligibility for unemployment compensation. Any unemployed or underemployed person has the right to apply, at which time eligibility is determined.

Instructions. Distribute the completed form to separating employes on or before their last day.

B. UC-45/45A/785 – Employer's Notice of Application Request for Separation and Wage Information.

(Reverse)

— [REDACTED]

— [REDACTED]

[REDACTED]

FOLD ON THIS LINE

IMPORTANT - BE SURE YOU HAVE:

1. Completed the indicated parts of the form.
2. Signed and dated the form.
3. Inserted the form in the envelope so that our address appears in the window.
4. Affixed the proper postage to the envelope.
5. Put your return address on the envelope.

FOLD ON THIS LINE

[REDACTED]

**UC-45/45A/785 – Employer's Notice of Application
Request for Separation and Wage Information**

PURPOSE. To notify the employer that application for unemployment compensation has been made and to provide BUCBA with the reason for separation from the employer's point of view.

- ① **Key.** The claimant's statement given on the reason for separation from employment. A statement that he or she "voluntarily quit" could still be qualifying if there was a necessitous and compelling reason.

Instructions. Determine if the answer is accurate. If the answer inaccurately implies eligibility when the agency believes the claimant ineligible, documentation and proper completion of the UC-45 is essential to a determination of ineligibility.

- ② **Key.** The Application for Benefits Date is the Sunday immediately prior to the date the claimant applied for benefits.

Instructions. If the date is prior to the week in which termination occurred, note when completing Part C.

- ③ **Key.** The dates for which information is needed in Part A will be completed by the Job Center prior to receipt and are usually for the final week of work.

Instructions. Provide requested information.

- ④ **Key.** The date completed by the Job Center is the date the claimant filed for benefits.

Instructions. Indicate the last day of work, which should be prior to the date shown.

- ⑤ **Key.** To determine if the claimant earned at least six times his or her weekly benefit rate, the Job Center will have filled in an amount which is six times the maximum weekly benefit rate. Insufficient wages will eliminate the last employer as the separating employer and the separation determination will be based on previous employment.

Instructions. If earnings were less than the dollar amount provided, check "no" and fill in the actual amount earned.

- ⑥ **Key.** The employers' address as given by the claimant. The claimant may have indicated his work location instead of the personnel office address given on the UC-1609. The Job Center may use the address given by the claimant as their contact point with the agency instead of the correct address from the UC-1609.

Instructions. If the address is not that of the personnel office responsible for administering the agency's unemployment compensation program, delete the improper address and attach a correction or a completed UC-1609.

- ⑦ **Key.** The two large blackened areas on the sample are for barcoding used by the Job Center. The smaller darkened areas will be completed by the Job Center prior to mailing.

- ⑧ **Key.** To establish when unemployment began, the "Last Date Worked" is normally the last day physically present on the job. When a shift overlaps two calendar days, the last date worked is either the day in which the most work was performed or the day the shift started if the shift is equally divided between the two days.

Instructions. If the date is the same as the computer-generated date in Part B, write same. If the dates are different, fill in the proper date. An explanation of the date may be required under the following circumstances:

- a. If the employe had requested and received annual, personal, or sick leave immediately prior to and on the day of termination, note this continuation of salary and benefits beyond the last day actually worked. All pertinent dates may be included here or in Part D, No. 5.
- b. If the employe is on LWOP, indicate the begin and end dates of the LWOP. If the termination date is one year or more earlier, see Part Three, Section II, Procedure H.

9

Key. Part-time employment could have an effect on both eligibility and benefits. Part-time employment does not indicate ineligibility. BUCBA may request additional information on the number of weeks worked if the employment was intermittent. Low Earnings Reports will be necessary if the part-time employe is still working.

Instructions. Check either full or part-time. If part-time, indicate the frequency of work performed.

10

Key. To provide the Job Center with the reason for separation from the employer's point of view is the primary purpose of this form.

Instructions. This question should not be answered by anyone unfamiliar with unemployment compensation regulations. Before completing the question, read especially Part Three, Section III, concerning reasons for separation as they apply to eligibility. Contact supervisors for details on all separations for which the reasons are unknown.

- a. Check the appropriate block to indicate the reason for separation and write a sufficient explanation for the Job Center to make a determination:

- (1) "Lack of work" block may be checked when temporary employes are terminated at the expiration of limited-term positions and when employes are furloughed.
- (2) "Voluntary Quit" block requires further explanation of the facts to determine whether or not there was a necessitous and compelling reason for quitting.
- (3) "Misconduct" block is checked when appropriate, documentation must be attached to support the willful misconduct charge. Use the term "willful misconduct" in the explanation.
- (4) "Other" block is checked when the situation is not appropriately covered by the other choices.

- b. Reference to the appropriate provision(s) of the law may be included in the explanation for claims deemed ineligible. The most frequently used provisions are:

- (1) **§401(d).** Not able to work or not available for suitable work.
- (2) **§402(a).** Failed without good cause, to apply for or accept suitable work offered by the employer.
- (3) **§402(b)(1).** Voluntarily left work without cause of a necessitous and compelling nature.

(4) §402(e). Suspended or discharged for willful misconduct connected with work.

(5) §402(h). Engaged in self-employment.

(6) §4(w)(1). Less than full-time employment is not due to lack of work. (Reduced hours resulted from actions of the employe.)

11 **Key.** Receipt of a pension may affect a claimant's unemployment compensation benefits. Additional information will be requested by the Local Office if a pension is indicated.

Instructions.

- a. Check "Yes" if the claimant was eligible for retirement benefits at separation. Generally eligibility is reached at 10 years of credited service or normal retirement ages of either 50 or 60.
- b. Complete the monthly amount of annuity, designating it as an estimate. If a retirement application has not been filed, indicate this on the form.

12 **Key.** Applicable only to Educational Institutions and to the expectations for returning to work following a break in the school year.

Instructions. Only the Departments of Military and Veterans' Affairs and Education would complete this question.

13 **Key.** BUCBA uses gross wage amount to verify subsequent information on amounts payable to claimant for leave and holiday pay.

Instructions. Use the pay amount in effect on the person's last day of work. For salaried employes, indicate the weekly base amount by dividing the biweekly gross in half. For wage employes, indicate the hourly rate of pay.

14 **Key.** The type, or length, of separation is significant to eligibility, both when the original determination is made and at other times during the benefit year. Payment of unused leave, for instance, affects benefits if the separation is temporary. The Job Center must have a recall date to make proper determinations concerning temporary separations.

Instructions.

- a. Retirements, resignations, furloughs with no recall date, and dismissals. Check "permanent."
- b. Leaves without pay, including cyclical leave. Delete the word "separation" and insert "not separated – on Leave Without Pay." Check the "temporary" block and include the expected date of return from LWOP. Requires further explanation in item No. 5.
- c. Furloughs with recall date. Check "temporary" and include the expected date of recall.

15 **Key.** The Commonwealth, unlike some private employers, does not have a policy of payment of wages after the last day of work.

Instructions. Check "No."

16 **Key.** The Commonwealth, unlike some private employers, does not have a policy on holiday pay that affects unemployment compensation benefits. Lump-sum payment for unused holiday leave at termination has no effect on unemployment compensation eligibility or benefits.

Instructions. Check "No."

17 **Key.** The Commonwealth's annual leave policies normally have no effect on unemployment compensation eligibility or benefits. Lump-sum payment of unused leave has no effect on benefits payable immediately following termination in cases of permanent or indefinite separations. In rare furlough cases, annual leave may be paid if the furlough is temporary and would be deducted from the WBR for the week in which payment was made.

Instructions.

- a. For most terminations check "No." Complete amount and date only if separation is temporary.
- b. If the claimant had requested and received annual leave on the day of termination, indicate the amount payable and the payment date. Continuation of salary and benefits beyond the last day actually worked will affect unemployment compensation benefits otherwise payable for the same period of time.

18 **Key.** The space that is provided for remarks is not large enough to adequately explain ineligible separations.

Instructions. If additional information on the separation is required, the notation "See Attachments" should be indicated and the appropriate documentation attached.

19 **Key.** Identification of the employing agency and the personnel office representative authorized to complete the UC-45.

Instructions. Complete the agency name and the date prepared. Only those representatives authorized by the agency should complete and sign the UC-45.

20 **Key.** Notices of Determination (44-series forms) are not issued in all cases. A determination should be received if the claimant's and employer's reasons for separation differ and the employer's reason indicated ineligibility.

Instructions. Tickle file copies of the UC-45 for which a determination should be received. Follow up with the Job Center in two weeks if no notice is received.

C. UC-45E – Retirement and Pension Information.

(Front)

RETIREMENT AND PENSION INFORMATION (Employer)			FOR OFFICIAL USE ONLY Revised WBA _____ Monthly Pension Amount _____
SOCIAL SECURITY NO.	BADGE NUMBER	TYPE OF CLAIM <input type="checkbox"/> UC <input type="checkbox"/> TRA <input type="checkbox"/> _____	DATE
CLAIMANT'S NAME			AB DATE (Effective Date if TRA)
EMPLOYER'S NAME AND ADDRESS • •			JOB CENTER STAMP

①

Section 404(d) of the Pennsylvania Unemployment Compensation Law has been amended effective January 1, 1989, to provide for deductions from unemployment compensation for any week during which the claimant is receiving or will be receiving a pension, including a government pension, retirement or retired pay, annuity or any similar payment, under a plan contributed to or maintained by the claimant's base period or chargeable employer. Provided, however, that a deduction will be made only where the claimant's work during the base period affects the eligibility for, or increases the amount of, the pension payment(s). This last clause is not applicable to Social Security or Railroad Retirement payments, which will always be deductible if the base period or chargeable employer contributed to the pension plan. Such payments are deductible from the claimant's Weekly Benefit Rate (WBR) on a dollar-for-dollar basis if contributed to solely by the employer; fifty percent (50%) of the amount of such payments will be deducted from the claimant's WBR on a dollar-for-dollar basis if the claimant contributes or has contributed, in any amount, to the plan. If otherwise meeting the requirements for deductibility, lump sum payments are deductible if the claimant had the option of receiving the payments on a monthly or other periodic basis.

The above-named individual has filed a claim for unemployment compensation (UC). The information requested in PART I is necessary to determine his/her eligibility for benefits. In addition, steel industry employers must furnish the information requested in PART II on the reverse side. Please supply the requested information on the front and reverse of this form, sign the form on the reverse, and return it to the Job Center within 4 days.

PART I. EMPLOYER REPLY

1. Report of Employer Pensions and Annuities (exclude lump sum payments)

Is the claimant receiving a pension or annuity contributed to by you? ② Yes No
If Yes, please complete the following:

a. Monthly pension amount \$ ③ b. Effective date of pension ④

c. Did you employ the claimant from ⑤ through? Yes No

d. Did the employee's work during this period increase the amount of, or affect the eligibility for, the pension? ⑥ Yes No

e. Were contributions to the pension made by: ⑦
 employer only claimant only employer and claimant

f. Was this individual involuntarily separated from employment prior to reaching the age (as specified in the retirement plan) at which the employee may retire at full or reduced benefits? ⑧ Yes No

g. Under your pension plan, is the pension payable retroactively with respect to any period prior to the date the application for UC is filed? Yes No

If Yes, please explain: ⑨

C. UC-45E – Retirement and Pension Information.

(Reverse)

2. Lump Sum Pension Payments

10

Did this individual receive a lump sum pension payment(s) subsequent to his/her separation? Yes No

If Yes, please complete the following:

a. Amount of payment \$ _____ Date of payment _____ Date of separation _____

b. Did this individual have the option to receive a monthly pension amount in lieu of this lump sum payment? Yes No

If Yes, please complete the following:

(1) Did you employ the claimant from _____ through _____? Yes No

(2) Did the employee's work during this period increase the amount of, or affect the eligibility for, the pension? Yes No

(3) What is the highest optional monthly pension amount he/she could have received? \$ _____

(4) What would have been the effective date of the pension? _____

(5) Did the employee contribute, in any amount, to the pension plan? Yes No

(6) Was this individual involuntarily separated from employment prior to reaching the age, as specified in the retirement plan, at which the employee may retire at full or reduced benefits? Yes No

PART II. STEEL INDUSTRY EMPLOYERS

Has the claimant received, or will he/she receive, a special payment prior to receipt of the regular pension? Yes No

If Yes, please complete the following:

Effective date _____

Total special payment \$ _____ Number of Weeks _____

(Minus) Vacation pay included in special payment \$ _____ Number of Weeks _____

Actual special payment \$ _____ Number of Weeks _____

Did you employ the claimant from _____ through _____? Yes No

Did the claimant's employment during this period increase the amount of, or affect the eligibility for, the special payment? Yes No

Were contributions to the special payment made by:

employer only claimant only employer and claimant

I certify this information to be true and correct.

EMPLOYER REPRESENTATIVE'S SIGNATURE AND TITLE _____ DATE _____

JOB CENTER REPRESENTATIVE _____ DATE _____

UC-45E – Retirement and Pension Information

PURPOSE. To provide BUCBA with information concerning the claimant's pension. The Commonwealth has substituted use of this form with a "Retirement Information" form. (See PART THREE, II.G.)

- ① **Key.** This form is a follow-up document triggered by the question on pensions on the UC-45. Pension eligibility may have been indicated on that form whether or not application for retirement has been made. The Job Center should send UC-45E directly to SERS. If sent to the agency as a base year employer at the address shown in the block, form is to be forwarded to the State Employees' Retirement System (SERS).
- ② **Key.** As noted in the quotation of Section 404(d) of the law, deductions from unemployment compensation apply only if the pension is contributed to by the base year employer.
- ③ **Key.** The monthly pension amount is requested. In most cases it will not be known by the agency.
- ④ **Key.** The effective date of the pension.
- ⑤ **Key.** The dates completed in this section by the Job Center are the dates of the base year. There will be impact on UC benefits only due to pensions paid by base year employers.
- ⑥ **Key.** Pay for the work performed must affect the annuity amount received by the claimant for deductions to be applicable.
- ⑦ **Key.** The employer must contribute to the pension plan for deductions to be applicable. For members of the SERS, contributions are made by both the employer and employee (claimant).
- ⑧ **Key.** To determine if claimants would have been eligible for pensions had they not been involuntarily terminated.
- ⑨ **Key.** To determine if claimants not currently receiving pensions might be eligible retroactively at a later date. If an application for retirement benefits is filed within 90 days after termination for SERS members, the pension is effective retroactively to the day following the last day of employment.
- ⑩ **Key.** Various options for lump-sum payments are available to retirees and affect the amount of pensions. The pension amounts and option selected may affect the amount by which the weekly benefit amount is reduced.

D. UC-45F – Employer's Statement Regarding Claimant's Employment Status.

(Front)

EMPLOYER'S STATEMENT REGARDING CLAIMANT'S EMPLOYMENT STATUS <small>(Instructions on the back)</small>		
EMPLOYEE'S NAME	EMPLOYER'S COMPANY NAME, ADDRESS, ZIP CODE, PHONE NO.	PA ACCT. NO. <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto;">1</div>
SOCIAL SECURITY NUMBER		PLANT NO.
		BADGE NO.

SEPARATION INFORMATION

1. First day worked _____
2. Last day worked _____
3. Gross amount earned by employee for calendar week which includes last day of work \$ 2
4. Was employee's last period of employment more than eight weeks? Yes No
If No, how much did he/she earn during the last period of employment? \$ 3
5. Was employee hired for: Full time Part time
If Part time, explain: _____
6. Type of separation:
 Permanent
 Temporary - Enter expected date of recall _____
7. Was the employee offered other work? Yes No
8. Reason for separation: (Explain)
 Fired Lack of Work
 Quit - Health or Other Reasons 4 Quit - Unsatisfactory Working Conditions
If Quit, was continuing work available? Yes No
 Labor Dispute Retired
 Other (specify) _____

9. Educational Institutions and Educational Service Agencies: Does this individual have a contract or reasonable assurance of returning to work when school reopens? Yes No
Reasonable assurance means that an individual who performs services for an educational institution or educational service agency in the first of two successive academic years or terms, or immediately prior to an established vacation or holiday closing, has a verbal, written or implied agreement to return to work for an educational institution or educational service agency in the same capacity (professional or nonprofessional) in the second of such academic years or terms or immediately following the vacation or holiday period.

10. What is the employee's gross full time base wage? \$ _____ hour; \$ _____ day; \$ _____ week.

HOLIDAY - VACATION - PENSION PAYMENTS

WAS THIS EMPLOYEE PAID OR WILL HE/SHE BE PAID:

11. For any days after his/her last day of work? Yes No
If Yes, amount \$ _____ representing wages through _____
12. Holiday pay: Yes No; Amount \$ _____ Holiday dates _____
13. Vacation pay: Yes No; Amount \$ _____ Payment date _____. If payment is for vacation shut-down, or designated period, specify the period. From _____ Through _____
14. Pension pay: Yes No; Monthly amount \$ _____ Effective date of pension _____

Remarks: (Use additional space on reverse, if needed.) _____

I certify that the information I have supplied above is true and correct.
By _____ Title _____ Date _____

IF YOU HAVE INDICATED SOME LEGAL BASIS FOR THE DENIAL OF BENEFITS TO ONE OF YOUR FORMER EMPLOYEES, YOU WILL RECEIVE THE PROPER NOTICE. 4

FOR JOB CENTER USE ONLY <input type="checkbox"/> Initial Claim <input type="checkbox"/> Additional Claim <input type="checkbox"/> Full After Partial Claim AB Date _____	CLAIMANT: DO NOT SIGN THIS FORM UNTIL INSTRUCTED BY THE JOB CENTER. Claimant's Signature _____ Date _____
---	--

UC-45F REV 9-96 (Page 1) COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER

UC-45F – Employer's Statement Regarding Claimant's Employment Status

PURPOSE. To provide the employe who in turn, provides the Job Center with the same information as on UC-45 when the employer opts to furnish the information at the time the separation occurs. Refer to instructions for UC-45 and the following:

- ① **Key.** The "PA Acct. No." (Pennsylvania Account Number) is the agency department code preceded by "90" for agencies under the Governor's jurisdiction, ("91" for independent agencies) and followed by the letter R (for reimbursable). **Example:** 90 1 R "Plant Number" is not applicable to state agencies.

Instructions. Fill in the appropriate Pennsylvania Account Number.

- ② **Key.** Wages earned prior to termination in the first week of unemployment are used to identify which week is the waiting week. Completion of this question will eliminate need for a Low Earnings Report to be sent to the employer. It is not necessary to calculate earnings for the week if the last day worked was a Friday or Saturday and the employe had worked a full workweek.

Instructions. If the claimant had been paid for only part of the last calendar week employed, multiply his or her daily rate of pay times the number of days for which paid during the calendar week and indicate the amount on the form. If the claimant was paid in full as described above, complete with the statement: "Paid in full for (calendar week begin and end dates Sunday through Saturday)."

- ③ **Key.** This question is similar to question No. 2 on the UC-45. Its purpose is to determine if sufficient wages were earned from the last employer.

Instructions. Check either "Yes" or "No" depending on the number of weeks worked. Provide the amount earned if it is less than six times the maximum WBR or if employment was less than eight weeks.

- ④ **Key.** Although completion of a UC-45 may indicate a legal basis for denial of benefits, completion of the UC-45F should not.

Instructions. Distribute only to eligible furloughees and temporary employes at the expiration of their limited-term position.

E. IB-3 – Claimant/Employer Separation Statement – Claimant's Statement.

(Part I)

**CLAIMANT/EMPLOYER
SEPARATION STATEMENT**

①

LIABLE STATE

PART I CLAIMANT'S STATEMENT

1. NAME _____

2. Names worked under _____
(if different)

3. SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

OTHER SSA# WORKED UNDER

--	--	--	--	--	--	--	--	--	--	--	--

← 4. ENTER NAME AND ADDRESS OF EMPLOYER
(Include St. or Box No., City, State, ZIP Code)

NOTICE TO CLAIMANT:

Your Employer will receive a copy of this form.

Fold here Fold here

5. TYPE OF WORK				6. LAST PERIOD OF WORK		BEGAN MO.	DAY	YR.	ENDED MO.	DAY	YR.
7. HOURS OF WORK From: <input type="checkbox"/> am <input type="checkbox"/> pm To: <input type="checkbox"/> am <input type="checkbox"/> pm				8. FINAL RATE OF PAY \$ _____ per <input type="checkbox"/> hour <input type="checkbox"/> week <input type="checkbox"/> month				9. NO. OF DAYS PER WEEK			
10. GROSS EARNINGS FOR LAST PERIOD OF WORK (Item 6) \$ _____				11. IMMEDIATE SUPERVISOR (Name)				(Title)			
12. I <input type="checkbox"/> am <input type="checkbox"/> am not the major support of my household.											
13. I am no longer employed with this employer because <input type="checkbox"/> lack of work <input type="checkbox"/> quit <input type="checkbox"/> discharged by _____											
14. I <input type="checkbox"/> quit <input type="checkbox"/> was discharged because: (give full details) _____											
15. What did you do to resolve the problem? _____											
16. CERTIFICATION: I have made this statement for the purpose of obtaining unemployment insurance, knowing that the law provides penalties for false statements or withholding of facts.								SIGNATURE OF CLAIMANT		DATE (Mo., Day, Yr.)	

②

CLAIMANT: DO NOT WRITE BELOW THIS LINE.

17. MAILING DATE	18. AGENT STATE REP.	19. PENNSYLVANIA FIPS	20. LO. NO.
		4 2	

NOTICE TO EMPLOYER

The individual named above has filed a claim for unemployment benefits against the State marked below. You, as an interested employer, are entitled to notification of filing. If you desire an appointment to appear in person, contact your local employment office. Please complete the reverse side and include facts known to you which may affect this claimant's eligibility for benefits. Your reply MUST BE received mailed postmarked within calendar work days of the mailing date shown in Item 17 above, to the address identified below.

MAIL REPLY TO: (check appropriate box)

③

- | | | |
|---|--|---|
| <input type="checkbox"/> State of Maryland
Interstate Claims Unit
P. O. Box 17059
Baltimore, MD 21203 | <input type="checkbox"/> Liable State Unit
Department of Employment Security
P. O. Box 2761
Charleston, WV 25330-2761 | <input type="checkbox"/> Employment Development Department
Interstate Office East 903
P. O. Box C9838
Sacramento, CA 95823 |
| <input type="checkbox"/> Delaware Department of Labor
Interstate Liable Unit
P. O. Box 9089
Newark, DE 19711 | <input type="checkbox"/> Interstate Department
Ohio Bureau of Employment Services
P. O. Box 1618
Columbus, OH 43216 | <input type="checkbox"/> |

IB-3 6-88
(PA REV 4-91)

EMPLOYER

IB-3 – Claimant/Employer Separation Statement (Part I)

PURPOSE. To notify separating and/or base year employers that an interstate application for unemployment compensation has been made.

① **Key.** The liable state is the state against which the claim is being filed based on the claimant's work history.

② **Key.** The claimant's statement on the reason for separation from employment.

Instructions. As would be done upon receipt of a UC-45, check the accuracy of the statement and take appropriate action when completing Employer's Statement.

③ **Key.** Although the claim is filed outside Pennsylvania, the Pennsylvania Interstate Claims Office will process the claim based on Pennsylvania law if Pennsylvania is the liable state. The Interstate Claims Office will make the claim determination upon receipt of the completed IB-3.

Instructions. Send completed form to the address indicated.

IB-3 – Claimant/Employer Separation Statement (Part II)

PURPOSE. To secure separation information from the employer on an interstate claim.

- ① **Key.** If Pennsylvania is the liable state, to determine if the claimant earned wages sufficient to make the employer the separating employer (wages must be at least six times his or her WBR). If another state is liable, to provide information for other qualifying purposes.

Instructions. If Pennsylvania is the liable state, fill in the actual amount of earnings only if less than six times the maximum weekly benefit rate; otherwise, state that claimant "earned more than 6 X WBR." If another state is liable, complete as requested.

- ② **Key.** To provide the reason for separation from the employer's point of view.

Instructions. Complete the requested information in detail as would be done on UC-45.

- ③ **Key.** The dollar amounts paid following termination may affect the amount of UC benefits payable depending on the law of the liable state. However, Commonwealth policies do not normally impact on UC benefits under Pennsylvania law. The period requested would be for vacation time designated to a certain period.

Instructions. If Pennsylvania is the liable state, no amounts should be reported except annual leave paid for a temporary separation. See instructions for the UC-45. If another state is liable, complete as requested.

- ④ **Key.** The "Account No." is the agency department code preceded by "90" for agencies under the Governor's jurisdiction ("91" for independent agencies) and followed by the letter R (for reimbursable).

Instructions. Fill in agency account number.

II. FINANCIAL INFORMATION AND RELATED FORMS.

A. UC-44F (3) – Notice of Financial Determination (Employer Copy)

(Front)

1 EMPLOYER COPY NOTICE OF FINANCIAL DETERMINATION THIS FINANCIAL DETERMINATION ALONE DOES NOT ENTITLE A CLAIMANT TO BENEFITS. AN EVALUATION OF THE EMPLOYMENT HISTORY ALSO WILL BE MADE TO DETERMINE WHETHER THE CLAIMANT MEETS THE REQUIRED ELIGIBILITY PROVISIONS OF THE LAW.		LAST DATE FOR APPEAL 2	
EMPLOYEE SOC. SEC. ACCT. NO.	EMPLOYEE	DATE OF APPLICATION 3	BENEFIT YEAR ENDING DATE 4
BASE-YEAR PERIOD FROM 5 TO 6		FINANCIAL DECISION MAILING DATE 6	
TYPE OF CLAIM 7	WHILE IN YOUR EMPLOY: QUARTERLY WAGES 8		TOTAL WAGES 9
CREDIT WEEKS 10		TOTAL OF ALL EMPLOYERS WAGES 11	HIGH QTR. WAGES 12
UNEMPLOYMENT COMP. PAYABLE WKLY RATE x MAX. WKS = ENT. 14		DEPENDENT'S WKLY ALLOWANCE NO. DEPS. x MAX. AMT. 15	YOUR REPORT CHARGE 13
ELIG. CODE 16		ELIG. CODE 15	

17

ELIGIBILITY CODES

- 1 - Eligible
- 2 - Ineligible, no wages
- 3 - Ineligible, insufficient wages
- 6 - Ineligible, 20% of wages not outside of the high quarter
- 7 - Conditionally eligible monetary, to be verified by the job center
- U - Ineligible, insufficient credit weeks

EXPLANATIONS

BASE YEAR: The first four of the last five completed calendar quarters preceding the date of application.

CREDIT WEEK: Any calendar week within the base year in which \$50 or more gross was earned, regardless when paid.

WAGES: Wages are reported when paid, regardless of when earned.

FORM UC-44F (3) REV (8/94)

A. UC-44F (3) – Notice of Financial Determination (Employer Copy)

(Reverse)

FACTS ESTABLISHED BY THIS DETERMINATION

The entries on the face of this form establish the following:

1. The claimant named on this form has been determined financially eligible or ineligible for benefits as shown by the Code entered in the block headed "Elig. Code". If Code 1 is shown, the claimant is eligible for benefits. If Code-2, 3, 6 or U is shown, the claimant is ineligible for benefits for the reasons indicated on the face of the form. If Code 7 is shown, the claimant will be eligible for benefits only if additional requirements of the Law are met. If these additional requirements are not met, a formal notice of determination will be issued to you stating the reason for the ineligibility. The claim will then be cancelled.
2. The claimant's weekly benefit rate payable, the maximum number of full weeks of benefits available, and the maximum benefit entitlement are shown on the face of the form in the blocks headed "Unemployment Comp. Payable".
3. The individual has claimed the number of dependents up to a maximum of 2, shown in the "No. Deps." block which entitles this person to the weekly dependent's allowance shown in "Wkly. Amt." and a total dependent's amount shown in "Max. Ent."

VALIDITY OF CLAIMS

In order for a claimant to receive benefits, the following provisions of the Law require that the claimant must:

1. Be unemployed.
2. Be registered for work.
3. File a claim in accordance with Department regulations.
4. Be able to work.
5. Be available for suitable work.
6. Not fail to accept or apply for suitable work.
7. Be separated from employment involuntarily or, if voluntarily, for a cause of a necessary or compelling nature.
8. Not have been discharged for willful misconduct connected with work.

PARTIAL BENEFITS

A claimant who is employed part time due to lack of work may be eligible for benefits, provided the earnings in such part time employment are less than his/her weekly benefit rate plus 40% of such rate.

OTHER PROVISIONS OF THE LAW AFFECTING VALIDITY OF CLAIMS

A person who is engaged in self-employment while employed in a regular job may, under certain conditions, qualify for benefits following separation from the regular job, but shall have net earnings from such self-employment deducted from weekly benefits, in accordance with the 'partial benefits' provision of the Law.

Deductions from UC benefits will be made for any week during which a claimant is receiving or will be receiving a pension, including a governmental pension, retirement or retired pay, annuity or any similar payment, under a plan contributed to or maintained by the claimant's base period or chargeable employer. Provided, however, that a deduction will be made only where the claimant's work during the base period affects the eligibility for, or increases the amount of, the pension payment(s). Such payments are deductible from the claimant's weekly benefit rate (WBR) on a dollar-for-dollar basis if contributed to solely by the employer, fifty percent (50%) of the amount of such payment(s) will be deducted from the claimant's WBR on a dollar-for-dollar basis if the claimant contributed, in any amount, to the plan.

NOTIFICATION TO THE PENNSYLVANIA JOB CENTER

If you have information which might raise a question of the claimant's compliance with any of the foregoing provisions of the Law, you should submit such information in writing to the Pennsylvania Job Center where the claimant is filing claims. If you do submit such information, a formal determination will be issued regarding the claimant's eligibility for benefits. You may file an appeal from such determination. Instructions for filing an appeal are contained on the determination notice.

Unless you were the claimant's last employer, the reason for the separation from employment with you will not necessarily affect his or her eligibility for weekly benefits. Eligibility is based on separation from the last employment prior to filing an application for benefits.

JOB CENTER

The Job Center at which the claimant filed an application is designated by number on the face of this form under the heading "JOB CENTER". To obtain the address, telephone the nearest Pennsylvania Job Center listing under "Pennsylvania Commonwealth of", "Labor & Industry Department of" in the telephone directory.

PERCENT CHARGE

The entry under "Total Wages" represents wages reported by you during the base year established by this application for benefits. The "Percent Charge" entry indicates the percentage of such wages compared to total wages paid by all employers to the claimant during the base-year period. The claimant's payable benefits will be charged to your account on the basis of this percentage.

UC-44F (3) – Notice of Financial Determination (Employer Copy)

PURPOSE. To notify the employer of the amount of benefits the claimant may receive and of the financial information upon which those benefits are based.

- ① **Key.** The "financial determination alone does not entitle a claimant to benefits" because other eligibility requirements must be met; a nonmonetary determination is also needed in order to know if the claimant will receive benefits.

Instructions. Personnel Offices should use the UC-44F to determine if a UC-45 has been received for the claim to ensure that the nonmonetary determination is properly made.

- ② **Key.** Any appeal of the information shown on the form must be made on or before the date indicated.

Instructions. The Personnel Office should appeal the financial determination in writing if:

- a. An error in wages or calculation is discovered.
- b. The claimant's wages are not covered by the Unemployment Compensation Law.

- ③ **Key.** The date of application is usually the Sunday preceding the actual day of making application.

Instructions. Compare the date of application with the date of termination of employment. If the dates are close together, the agency as the separating employer should have received a UC-45. If not received, contact the Job Center at which application was made. If the dates are far apart (approximately two months, at least), the agency is probably not the separating employer. If the termination date is one year or more earlier, see PART THREE, Section II, Procedure H.

- ④ **Key.** The date which is one year after the application for benefits date when the financial data shown on the UC-44F will no longer be valid. The amount of benefits payable for any period of unemployment within this year will be in accordance with this financial determination.

Instructions. Use date in purging out-of-date forms from files.

- ⑤ **Key.** The financial determination is made on wages paid in the base year identified here.

- ⑥ **Key.** The date of the financial decision is usually the date the UC-44F is produced and mailed.

- ⑦ **Key.** The type of claim is shown as a code to designate the fund from which benefits are payable: UC (the regular UC fund), UCFE (UC for federal employees), UCSE (UC for state employees), etc.

- ⑧ **Key.** The wages paid for employment with the agency are shown by calendar quarter.

Instructions. Randomly audit the amount against payroll records.

- ⑨ **Key.** The amount of wages paid by the agency during the applicable base year. The accuracy of these wages is very important.

Instructions. Randomly audit this amount against payroll records for the base year. Report any errors to the Job Center.

⑩ **Key.** The number of credit weeks earned by the claimant during base year employment with the agency.

Instructions. Randomly audit accuracy of the number of credit weeks, especially when employment with the agency was brief.

⑪ **Key.** Total wages paid by all employers is equivalent to the "Qualifying Wage" on the Benefit Table.

Instructions. Randomly audit the amount against payroll records only if the percent charge is 100 percent. (The total wage amount cannot be determined from agency records if there was more than one base year employer.)

⑫ **Key.** The high quarter wage is used in conjunction with the Benefit Table to determine the WBR.

Instructions. Randomly audit the amount against payroll records only if the percent charge is 100 percent. (The high quarter cannot be determined from agency records if there was more than one base year employer.)

⑬ **Key.** The "percent charge" is that portion of the WBR for which the agency will be charged. If "100" appears, the agency is the only base year employer. If less than 100 percent, there is more than one base year employer.

Instructions. Audit of the percent charge is unnecessary because it is automatically calculated under the following formula:

$$\frac{\text{"wages paid" (see key 9)}}{\text{"total wages paid by all employers (see Key 11)}} \times 100$$

If the wages used are correct, the percent charge is correct.

⑭ **Key.** The amount of Unemployment Compensation benefits payable is expressed both as the WBR and the maximum potential cost of regular benefits for the claim. The number of weeks eligible for benefits – 16 or 26 – is also shown (the weekly rate multiplied by the number of weeks eligible equals the maximum amount payable).

Instructions. Determine the agency's potential cost by multiplying the "maximum" figure by the percent charge (see Key 13) if less than 100 percent.

⑮ **Key.** Any dependents' allowance is in addition to the WBR.

⑯ **Key.** The eligibility code indicates whether or not the claimant has been declared financially eligible. The eligibility codes, partially explained on the form, are:

- 1 – **Eligible.** Financially, the claimant is eligible for unemployment compensation.
- 2 – **Ineligible, no wages.** No covered wages were reported during the claimant's base year.
- 3 – **Ineligible, insufficient wages.** Sufficient wages were not earned in the base year to qualify for unemployment compensation.

7 – Conditionally eligible monetary, to be verified by Job Center. When a previous benefit year has ended, the Job Center will contact the appropriate employers to determine if at least six times the previous weekly benefit rate has been earned since the date of the previous application for benefits. If insufficient wages earned, a separate UC-44F will be forthcoming. See PART THREE, Section II, Procedure H.

u – Ineligible, insufficient credit weeks. The number of credit weeks was not enough to establish eligibility.

Instructions. If ineligible for benefits, place a large X across the form and file with other UC-44Fs. If any charges appear on the quarterly billing for ineligible claimants, they are in error and must be reported within 30 days to Job Center.

17

Key. The BCPO address on file with BUCBA. The form is automatically distributed.

Instructions. Forward one copy to the Personnel Office and file the other copy. Annotate filed UC-44Fs as necessary if notified of nonmonetary ineligibility or if the WBR is reduced. Personnel should audit filed UC-44Fs against UC-640s, *Monthly Notice of Compensation Charged*.

B. UC-494 (POS) – Employer's Statement – Credit Weeks.

(Front)



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
PENNSYLVANIA JOB CENTER

Job Center: Phone:

Claimant:
Social Security:
Application Date:
Badge Number:
Date Mailed:
EMP ACCT NO

EMPLOYER'S STATEMENT - CREDIT WEEKS

BASE-YEAR BEGINNING AND ENDING

This person has filed a claim for unemployment compensation. Additional information is needed to determine financial eligibility for benefits. Your answer to the following question will enable us to make a determination on this claimant's eligibility for unemployment compensation. Please return the completed form to the address on the reverse side of this form in the envelope provided within 5 days.

Did the claimant have 18 (or more) 'credit weeks' during the Base Year Period identified above?
Yes _____ No _____ Number of credit weeks _____. For definition of 'credit week', see reverse side.

1

A. If the answer to this question is 'Yes', provide the total number of credit weeks, your signature, title, and date at the bottom of this form. ...

B. If the answer is 'No', please list the week ending date below for each calendar week during which this person earned (without regard to when paid) remuneration during the base-year period shown above. If the weeks are consecutive, only the first and last week ending dates and the number of weeks included in the period need be listed separately. IF THE REMUNERATION FOR ANY CALENDAR WEEK WAS LESS THAN \$50 GROSS, LIST EVERY WEEK SEPARATELY AND PLEASE SPECIFY THE AMOUNT FOR ALL WEEKS WITH REMUNERATION LESS THAN \$50. Remuneration includes holiday pay, vacation pay, and other earnings as defined in the Pennsylvania UC Law, as well as Workers Compensation payments. (See reverse for additional information).

CALENDAR WEEK ENDING DATES

1. _____	2. _____	3. _____	4. _____
5. _____	6. _____	7. _____	8. _____
9. _____	10. _____	11. _____	12. _____
13. _____	14. _____	15. _____	16. _____
17. _____	18. _____	19. _____	20. _____
21. _____	22. _____	23. _____	24. _____
25. _____	26. _____	27. _____	28. _____
29. _____	30. _____	31. _____	32. _____
33. _____	34. _____	35. _____	36. _____
37. _____	38. _____	39. _____	40. _____
41. _____	42. _____	43. _____	44. _____
45. _____	46. _____	47. _____	48. _____
49. _____	50. _____	51. _____	52. _____

I CERTIFY THE ABOVE TO BE TRUE AND CORRECT:

Signature: _____ Date: _____

Title: _____ Phone: _____

B. UC-494 (POS) – Employer's Statement – Credit Weeks.

(Reverse)

WORKERS' COMPENSATION PAYMENTS.

Effective with accidents occurring after August 31, 1993, Worker's Compensation payments are considered credit weeks (as defined in SECTION 4(g.1) below) for UC purposes. (Please indicate if any of the credit weeks you are listing on this form are related to Worker's Compensation payments.)

SECTION 404(c) - PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW.

This Section of the Law provides in part that any otherwise eligible employe who has base year wages in an amount equal to, or in excess of, the amount of qualifying wages appearing in Part C of the table specified for the determination of rate and amount of benefits on the line on which in Part B there appears his/her weekly benefit rate, as determined under Subsection (a) of this Section, shall be entitled during his/her benefit year to the amount appearing in Part D on said line; provided he/she has eighteen (18) or more 'credit weeks' during his/her base year or Part E provided he/she had sixteen (16) or seventeen (17) 'credit weeks' during his/her base year.

SECTION 4(g.1) - PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW.

This Section of the Law defines 'credit week' as any calendar week (Sunday through Saturday) in an individual's base year during which the individual EARNED (without regard to when paid) remuneration of not less than fifty dollars (\$50) gross. In order to establish a 'credit week', it is only necessary that the wages be EARNED during the week; provided that the wages are LATER paid at some time. Remuneration includes holiday pay, vacation pay, and other earnings as defined in the Pennsylvania UC Law. Only one credit week can be established with respect to any one calendar week that falls completely within a base year quarter.*

*A calendar week that does not fall entirely within the base year may be used to establish a credit week for that base year provided that the individual earned remuneration of not less than \$50 in the portion of the week included within the base year.

EXAMPLE

A claimant establishes a base year beginning 1/1/88 and ending 12/31/88. The individual worked and earned remuneration totaling \$250 during the calendar week ending 1/2/88, with \$50 earned on 1/2/88. This week would be used to establish a credit week for the base year, as the individual had earnings of \$50 or more in the part of the week within the base year. The calendar week ending date would be listed as in the example. The claimant did not work and was paid no remuneration for the calendar week ending 1/9/88. No entry is made. For the calendar week ending 1/16/88, the individual earned less than \$50.00. Enter the calendar week ending date and the amount earned as shown in the example. The individual did not work and was paid no remuneration for the calendar week ending 1/23/88. No entry is made. The individual worked the 4 consecutive calendar weeks ending 1/30/88 through 2/20/88, earning \$50.00 or more each week. Only the first and last weeks of this period need to be listed along with the total number of weeks within the period.

1. <u>1/2/88</u>	14. _____	27. _____	40. _____
2. <u>1/16/88 \$35.75</u>	15. _____	28. _____	41. _____
3. <u>1/30/88</u>	16. _____	29. _____	42. _____
4. <u>4 weeks</u>	17. _____	30. _____	43. _____
5. <u>2/20/88</u>	18. _____	31. _____	44. _____
6. _____	19. _____	32. _____	45. _____

UC-494 – Employer's Statement – Credit Weeks

PURPOSE. To provide the Job Center with the dates of the weeks worked and the amount of weekly wages in the claimant's base year, especially if there is more than one base year employer and earnings were low and/or sporadic.

- ① **Key.** Eighteen is usually the number of credit weeks needed for benefit eligibility. Once it is determined that there were at least 18 credit weeks in the Base Year, further count is not necessary.

Instructions. Check for any periods of leave without pay. If none and the person was employed the entire period or at least 18 weeks, indicate "18 or more" in the space provided; complete signature information at the bottom; and return form. Indicate actual number of weeks if 18 or less and complete remainder of form.

- ② **Key.** For each week of the base year, space is provided to indicate week ending dates and/or earnings of less than \$50. Remuneration of less than \$50 must be supplied in order to determine if additional earnings with another base year employer total \$50.

Instructions. To be completed only if claimant had fewer than 18 credit weeks. Determine the number of credit weeks in the easiest way possible, using employment history and leave records. Accuracy of the count if less than 18 is important because it determines if and how long benefits will be paid.

- a. If the claimant was employed full time for part of the base year with no extended leaves without pay, count the number of weeks employed. **CAUTION:** If just one day is worked in the beginning or ending weeks of employment, \$50 may not have been earned; determine the daily rate of pay to calculate earnings in such weeks.
- b. If the claimant was employed part-time for any or all of the base year or if the claimant had extended leaves without pay, it may be necessary to consult time sheets or payroll records to determine if \$50 or more was earned weekly.
- c. If the claimant had consecutive credit weeks numbering less than 18, show the week ending dates of the first and last credit weeks and the total number of credit weeks in the period. If employment was intermittent, of short duration or if earnings were consistently less than \$50, individual blank spaces should be completed as shown in the instructions on the reverse of the form.

- ③ **Key.** Certification that the information is correct. If erroneous information results in incorrect eligibility being established, the agency will be charged for erroneously-paid benefits.

Instructions. Be sure the credit week count is accurate and that weekly earnings less than \$50 are shown.

C. UC-785 – Low Earnings Report.

(Front)

LOW EARNINGS REPORT

Name _____ Badge/Time _____ Date _____ SSN _____
 Card No. _____

This individual is claiming partial unemployment compensation. Please complete this form, and return it to the address below within 4 business days. Please enter the data indicated by the Checkmark below, for the following 7-day period(s):

1st Week **1** to and including _____ 2nd Week **1** to and including _____
 Period beginning _____ Period Beginning _____

Please complete both sides **2** Please complete the grid(s) on the reverse for the days indicated and answer Items 1, 4, and 5.

1. If employee was absent when work was available, give average hourly wage \$ _____ **3**

2. What was this person's last day of work prior to the period(s) shown above? _____ **4**

3. What was the reason for separation or partial unemployment: Lack of Work Other - explain _____ **5**

4. If this person received or will receive Holiday or Vacation Pay for any date(s) in this period(s) enter:
 Type of Pay _____ Amount \$ _____ Dates Pay is Applicable _____ **6**

5. If this person received or will receive Vacation Pay, was this separation: Permanent Temporary-Expected Recall Date _____ **7**

EMPLOYER NAME AND ADDRESS _____ RETURN TO: **8**

I certify that the answers and earnings information are correct and that the earnings were paid or are payable for a period(s) during which the employee worked less than full time.

DATE: _____ BY: _____ TITLE: _____

UC-785 REV 5-93 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER

(Reverse)

PERTAINING TO THE INDIVIDUAL AND WEEK(S) INDICATED ON THE FRONT OF THIS FORM, PLEASE COMPLETE THE GRID(S) BELOW.

1st Week **1**

Dates	Gross Wages Earned Each Day	Hours Worked Each Day	Tips and Gratuities	Hours Absent Each Day When Work Available
	1a	1b		1c
TOTALS				

2nd Week **2**

Dates	Gross Wages Earned Each Day	Hours Worked Each Day	Tips and Gratuities	Hours Absent Each Day When Work Available
TOTALS				

UC-785 – Low Earnings Report

(Front)

PURPOSE. To provide the Job Center with information about a claim and a claimant's earnings during a given week when work was less than full time.

- ① **Key.** The Job Center identifies the week for which the information is being sought. The week may be the beginning or ending week of a period of unemployment or any week in the benefit year that the claimant worked part-time.

Instructions. If the claimant worked full time during this week or did not work at all, so indicate on the reverse of the form.

- ② **Key.** The circumstances determine which block will be checked by the Job Center: The first block is checked when a claim is filed during the benefit year after a break in benefits due to intervening employment; the second block is checked for continuing part-time employment.

Instructions. Answer only the indicated questions.

- ③ **Key.** The employe's hourly pay rate must be provided if the employe had any unpaid absence. The Job Center calculates how much the claimant would have earned if working during the week by multiplying the hourly rate by the number of hours of unpaid absence indicated on the reverse.

Instructions. Provide hourly pay rate only if employe had an unpaid absence, indicated by number of hours on the reverse.

- ④ **Key.** BUCBA uses information to monitor claims and ensure accurate benefit payments.

Instructions. Indicate requested date.

- ⑤ **Key.** The information requested helps determine if eligibility for benefits is continuing.

Instructions. Indicate reason for partial unemployment or separation.

- ⑥ **Key.** Holiday or vacation pay allocated to any day following the termination date is deducted from the weekly benefit. Commonwealth policies do not normally affect UC benefits.

Instructions:

a. Beginning week of unemployment: In most cases, leave blank. Do not indicate payment for unused annual leave, unless separation is temporary. Do not indicate payment for unused holiday leave. Indicate pay for leaves and holidays prior to termination on the reverse.

b. Ending or other week of unemployment: Indicate pay for leaves and holidays on the reverse.

- ⑦ **Key.** A payment for unused annual leave affects the benefit amount payable for the week only if the separation was temporary.

Instructions. Check either the permanent or temporary box.

- ⑧ **Key.** The Job Center handling the claim.

Instructions. Return completed form to the Job Center within four days of receipt or four days from the date the payroll period ended, whichever is later.

UC-785 – Low Earnings Report

(Reverse)

PURPOSE. To provide the Job Center with the amount of a claimant's earnings during a given week when work was less than full time.

- ① **Key.** A daily record of pay or of unpaid absences. The Job Center uses information to calculate the partial benefit for the week, if any.

Instructions:

- ①a (1) **Beginning week of unemployment:** Indicate all earnings (including overtime, shift differential, premium pay, etc.) and/or paid leave for each day prior to termination in the applicable week. Opposite the corresponding date, write "last day employed."
- (2) **Ending week of unemployment:** Indicate all earnings (including overtime, shift differential, premium pay, etc.) and/or paid leave for each day subsequent to employment in the applicable week. Opposite the corresponding date, write "first day of employment."
- (3) **Other week of unemployment:** Indicate all earnings (including overtime, shift differential, premium pay, etc.) and/or paid leave for each day in the applicable week.

- ①b **Key.** The number of hours worked serves as an audit in accounting for total time.

Instructions. Indicate hours for each day.

- ①c (1) **Beginning week of unemployment:** Indicate hours absent prior to termination only if they were unpaid absences. Also indicate all hours a part-time employe could have worked, but did not. Indicate with "0" if no unpaid absences.
- (2) **Ending week of unemployment:** Indicate hours absent subsequent to employment only if they were unpaid absences. Indicate all hours a part-time employe could have worked, but did not. Indicate all hours prior to employment date that employe could have worked but chose not to work. Indicate with "0" if no unpaid absences.
- (3) **Other week of unemployment:** Indicate hours absent only if they were unpaid absences. Indicate all hours a part-time employe could have worked, but did not.

- ② **Key.** Not to be completed unless a second week is identified on front of form.

D. Form UC-483 – Subsequent Benefit Year Information.

(Reverse)

SUBSEQUENT BENEFIT YEAR PROVISIONS

Section 4(w)(2) of the Pennsylvania Unemployment Compensation Law provides that:

When an individual files an application for benefits, the application will not be valid unless, in the period between the preceding application date and the current application date, the individual has worked and earned wages of at least six (6) times the weekly benefit rate in effect on the preceding application.

The work need not be in employment covered by the Unemployment Compensation Law. It may be any work for which wages are paid and may include farm work, casual, occasional or temporary work and National Guard or Military Reserve tours.

“WAGES” means all remuneration (including the cash value of mediums of payment other than cash) paid by an employer to an individual with respect to employment.

“Wages” do not include payments for:

Services by the employer’s parent, spouse, or by children under the age of 18;

Educational Assistance;

Reimbursement of expenses;

Tips under \$20 per month;

Worker’s Compensation;

Gifts.

Employment means all personal service performed for remuneration by an individual under any contract of hire, expressed or implied, written or oral.

However, it does not include self-employment.

UC-483 – Subsequent Benefit Year Information

PURPOSE. To determine if a claimant who has applied for a second year of benefits has worked and earned six times his or her WBR since the beginning of the first benefit year.

- ① **Key.** The beginning date indicated is the date of the first application for benefits. The ending date is the date of the second application for benefits. This form was generated because the claimant said he worked for your agency during this period or because wages were reported for this period. It would not be uncommon for lump sum payments made at termination of employment (unused leave, holiday pay, or compensatory time) to be reported in this period and to be misinterpreted by Job Center as earned wages.

Instructions. Determine if the claimant actually worked during the period. If work was actually performed, complete the rest of the form as shown below. If claimant did not work, write on the form: "Claimant not employed with this agency since _____. Lump sum payment for unused leave paid on _____ in the amount of \$_____ was automatically reported to BUCBA but does not apply to the subsequent benefit year requalification test."

- ② **Key.** The wage information sought is earned wages only. Wages do not have to be earned in covered employment.

Instructions. Check payroll records for the period shown and indicate the amount of wages.

- ③ **Key.** The reason for separation is asked of all employers in the period in case the separating employer did not pay six times the WBR. Form UC-45 will be sent to a previous employer if the reason for separation is not applicable to the last employer.

Instructions. Explain the reason for separation, but not with as much detail as on the UC-45. Provide enough information to show either a qualifying or disqualifying separation.

E. UC-54 – Letter of Notification of Reestablished Eligibility for Benefits.

UC-54
REV 1-93



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
BUREAU OF UC BENEFITS AND ALLOWANCES

Date:

Claim of:
S.S. Acct. No.:

Application for
Benefits Dated:

When the above-named applicant previously filed for unemployment compensation, you gave us information which raised a question relative to the applicant's entitlement to benefits.

This is to notify you that the applicant was subsequently employed by another employer, has since become unemployed, and is now eligible to receive benefits.

The relief from charges option(s) available to contributing employers are as follows:

FOR CONTRIBUTING EMPLOYERS

If you are a base-year employer and have been granted relief from charges on the claimant's application for benefits as shown above, and the claimant has not returned to your employ, these payments will not affect your account. However, if you have not been granted relief from charges, and the claimant has not returned to your employ, your account will be charged unless you apply for and are granted relief from charges.

If you desire to request relief from charges, and have not already requested relief from charges, notify the Relief from Charge Unit by Form UC-44FR, Request for Relief from Charges, or by letter. Mail to: Relief from Charge Unit, Bureau of UC Benefits and Allowances, 7th floor, Labor and Industry Bldg., Harrisburg, PA 17121.

If you are not a base-year employer, no charges will be made against your account on the application for benefits, as shown above. If the claimant files another application for benefits in the future, and you are a base-year employer, you will receive proper notification and then you may request relief from charges.

REIMBURSABLE EMPLOYERS CANNOT BE GRANTED RELIEF FROM CHARGES

Under existing laws and regulations, reimbursable employers cannot be granted relief from charges. Therefore, your account will be charged according to the percentage of wages that you paid to this applicant during the applicant's base year.

Sincerely,

(JOB CENTER STAMP)

UC-54 – Letter of Notification of Reestablished Eligibility for Benefits

PURPOSE. To notify a base year employer that a former employe is eligible to receive benefits.

Key. The claimant identified is eligible for benefits due to separation from subsequent employment in which he or she earned at least six times his or her weekly benefit rate. Eligibility is NOT based on separation from the employer receiving the form letter, but that employer is a base year employer and will be charged appropriately.

Instructions. BCPO should be notified of eligibility if previously notified that claimant was ineligible. Since reimbursable employers cannot be granted relief from charges, there is little an agency can do about the costs incurred from such claims. If feasible, the claimant could be offered a job. Occasionally, the separating employer may not have appealed the eligibility determination, but because of the circumstances of the separation, the separating employer may be persuaded to appeal when the cost to another employer (the base year employer) is explained.

III. DETERMINATION AND APPEAL FORMS.

A. UC-44 Series – Notices of Determinations.

PURPOSE. To notify the claimant and the employer of OES decisions on eligibility and the section of the law under which the decision was made. To give the last day to file an appeal of that decision.

UC-44	Notice of Determination
UC-44 (1)	Notice of Determination – Earnings
UC-44 (2)	Notice of Determination – Vacation Pay
UC-44 (3)	Notice of Determination – Invalid Application
UC-44 (4)	Notice of Determination – 6 x WBR
UC-44 (5)	<i>Notice of Determination – Voluntary Quit/Able and Available</i>
UC-44 (6)	Notice of Determination – Dependent's Allowance
UC-44 (7)	Notice of Determination – Misconduct/Able and Available
UC-44 (9)	Notice of Determination – Refusal of Suitable Work
UC-44 (9A)	Notice of Determination – Refusal of Recall Voluntary Unemployment Option
UC-44 (10)	Notice of Determination – Able and Available
UC-44 (11)	Notice of Pension Deduction Determination
UC-44 (12)	Notice of Determination of Overpayment of Benefits (Fault or Non-Fault)
UC-44 (12A)	Notice of Determination of Overpayment of Benefits (Back Wage Award)
UC-44 (15)	<i>Notice of Determination – Educational Institutions</i>
UC-44 (16)	Notice of Determination – Educational Service Agency
UC-44 (17)	Notice of Determination – Job Referral Refusal (Federal Work Test Requirements)
UC-44 (18)	Notice of Determination – Job Offer Refusal (Federal Work Test Requirements)
UC-44 (23)	Interstate Notice of Determination – Transfer of Wages, Combined-Wage Claim

① **Key.** Completed form is self-explanatory.

Instructions. Read carefully. File appropriate appeals within allotted time period. Appeals **must** be post marked on or before the "last date for appeal". At the end of each month, send to BCPO a list in Social Security Number order of all nonmonetary disqualifications and all determinations that affect the WBR, especially Form UC-44(11).

1. UC-44 – Notice of Determination.

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 4(u) provides:

An individual shall be deemed unemployed (I) with respect to any week (i) during which he performs no services for which remuneration is paid or payable to him and (ii) with respect to which no remuneration is paid or payable to him, or (II), with respect to any week of less than full-time work if the remuneration paid or payable to him with respect to such week is less than his weekly benefit rate plus his partial benefit credit.

Section 4(w) provides that to file a valid application for benefits, a claimant must:

- 4(w)(1)(1) Be separated from work or if employed, have worked less than full time due to lack of work.
- 4(w)(1)(2) Be qualified under the provisions of Section 401(a), (b), and (d).
- 4(w)(2) If the application for benefits is filed after the termination of the preceding benefit year, have, subsequent to the beginning of the preceding benefit year and prior to the filing of this application, worked and earned wages, whether or not the work was in "employment" as defined in this Act, in an amount equal to or in excess of six (6) times his weekly benefit rate in effect during his preceding benefit year.

Section 401 provides that compensation shall be payable if the claimant has been unemployed and:

- 401(a) Has, within his base year, been paid wages for employment; provided that not less than 20% of the total base year wages have been paid outside the high quarter.
 - 401(b) Has registered for work.
 - 401(c) Has made a valid application for benefits with respect to the benefit year for which compensation is claimed and has made a claim for compensation in the proper manner and on the form prescribed by the department.
 - 401(d)(1) Is able to work and available for suitable work; Provided, that no otherwise eligible claimant shall be denied benefits for any week because he is in training with the approval of the secretary nor shall such individual be denied benefits with respect to any week in which he is in training with the approval of the secretary by reason of the application of the provisions of this subsection relating to availability for work or the provisions of Section 402(a) of this Act relating to failure to apply for or a refusal to accept suitable work.
 - 401(d)(2) No otherwise eligible claimant shall be denied benefits for any week in which his unemployment is due to exercising the option of accepting a layoff, from an available position, pursuant to a labor-management contract, or pursuant to an established employer plan, program or policy.
 - 401(e) Has filed a valid waiting week.
 - 401(f) Earned six times his weekly benefit rate subsequent to a separation from work under circumstances which are disqualifying under the provisions of Sections 402(b), 402(e) and 402(h).
- Section 402 of the Law provides that a claimant shall be ineligible to receive compensation for any week:
- 402(a) In which his unemployment is due to failure, without good cause, either to apply for suitable work at such time and in such manner as the department may prescribe, or to accept suitable work when offered to him by the employment office or by an employer, irrespective of whether or

- 402(a.1) not such work is in "employment" as defined in this Act: Provided, that such employer notifies the employment office of such offer within seven (7) days after the making thereof; however this subsection shall not apply if the claimant is exercising a right under a labor-management agreement, employer plan, program, or policy.
 - 402(b) In which his unemployment is due to failure to accept an offer of suitable full-time work in order to pursue seasonal or part-time employment.
 - 402(c) If his unemployment is due to voluntarily leaving work without cause of a necessitous and compelling nature. However, no eligible claimant shall be denied benefits for exercising a layoff option pursuant to a labor-management contract, agreement, plan, program or policy.
 - 402(e) That he is receiving or claiming unemployment benefits under an unemployment compensation law of another state or the Federal government.
 - 402(h) If his unemployment is due to suspension or discharge for willful misconduct connected with his work.
 - 402.1(1), (2), (3), (4) In which a person is engaged in self-employment; provided, however, that an employee who is able and available for full-time work shall not be deemed ineligible by reason of continued participation without substantial change during a period of unemployment in any activity, including farming operations, undertaken while customarily employed by an employer in full-time work and continued subsequent to separation from such work, when such activity is not engaged in as a primary source of livelihood. Net earnings received from such activity shall be deemed remuneration paid or payable with respect to the period of the activity.
 - 402.4 Unless the claimant was an officer of a corporation, exercised a substantial degree of control over the corporation and has become unemployed due to the fact that the corporation has entered into involuntary bankruptcy proceedings under the provisions of Chapter 7, Title 11, of the United States Code.
 - 402.5 A seasonal worker shall be ineligible for benefits for any week of unemployment occurring outside the normal seasonal period of operation, provided there is a contract or reasonable assurance that such seasonal worker will perform services in the next normal seasonal period unless upon presenting himself for work, the individual is not offered an opportunity to perform such services.
- Section 404(d)(1) of the Law provides:
- In part, that a claimant who is eligible to receive benefits for any week, shall be paid, with respect to such week, compensation in an amount equal to the claimant's weekly benefit rate less the total of (i) the remuneration, if any, paid or payable to him with respect to such week for services performed which is in excess of his partial benefit credit; and (ii) vacation pay, if any, which is in excess of his partial benefit credit, except when paid to an employee who is permanently or indefinitely separated from his employment.

*Disqualification may be removed by compliance with requirement of Section 401(f).

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Relief from Charge Unit, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

2. UC-44(1) – Notice of Determination (Earnings).

(Front)

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER	NOTICE OF DETERMINATION (Earnings)	The Last Day to File an Appeal from this Determination is _____ _____																				
SOCIAL SECURITY ACCOUNT NUMBER <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>											AB Date _____ Type Claim <input type="checkbox"/> UC <input type="checkbox"/> _____	RIGHT OF APPEAL IF YOU DISAGREE WITH THIS DETERMINATION, YOU MAY APPEAL. IF YOU WANT TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. SEE REVERSE SIDE FOR APPEAL INSTRUCTIONS.										
CLAIMANT NAME AND ADDRESS	FINDINGS OF FACT: The claimant's weekly benefit rate is \$ _____ and partial benefit credit is \$ _____.																					
_____ _____ _____	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Claim Week(s) Ending</th> <th style="width:25%;">Reported Earnings</th> <th style="width:25%;">Correct Earnings</th> <th style="width:25%;">Holiday Pay</th> <th style="width:25%;">Total</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Claim Week(s) Ending	Reported Earnings	Correct Earnings	Holiday Pay	Total	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Claim Week(s) Ending	Reported Earnings	Correct Earnings	Holiday Pay	Total																		
_____	_____	_____	_____	_____																		
_____	_____	_____	_____	_____																		
_____	_____	_____	_____	_____																		
<input type="checkbox"/> The claimant worked for _____ and had actual earnings as indicated above. <input type="checkbox"/> The claimant failed to work on _____ when work was available. The claimant's potential earnings for that day(s) would have been \$ _____ and are included in the "Total" column above. <input type="checkbox"/> The claimant's earnings as indicated in the "Total" earnings column above are in excess of the claimant's weekly benefit rate plus the claimant's partial benefit credit. <input type="checkbox"/> The claimant's certified on _____ that he/she had read and understood the contents of the Pennsylvania Unemployment Compensation Handbook. <input type="checkbox"/> The claimant worked but knowingly failed to report all earnings and, therefore, failed to file a valid claim for compensation.																						
DETERMINATION: <input type="checkbox"/> In accordance with Sections 401, 4(u), and 404(d) of the Pennsylvania Unemployment Compensation Law, the following are: <input type="checkbox"/> In accordance with Sections 401(c) of the Pennsylvania Unemployment Compensation Law, the following are:																						
APPROVED Claim for Waiting Week Ending _____ Claims for Week(s) Ending _____ _____ _____	*Amount Payable _____ _____ _____ _____	DISAPPROVED Claim for Waiting Week Ending _____ Claims for Week(s) Ending _____ _____ _____																				
*The above amount payable does not include dependent's allowance and may be subject to the 5% reduction provision of Section 404(e)(4) of the Pennsylvania Unemployment Compensation Law. See reverse side for an explanation of the 5% reduction provision.																						
_____ SIGNATURE OF JOB CENTER REPRESENTATIVE		<input type="checkbox"/> Mailed on: _____ <input type="checkbox"/> Delivered on: DATE: _____																				
_____ EMPLOYER NAME AND ADDRESS		_____ JOB CENTER																				
See Reverse Side for Provisions of the Law																						
UC-44(1) REV 9-96 (Page 1)																						

2. UC-44(1) – Notice of Determination (Earnings).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 401

This section of the Law provides that compensation shall be payable to an *unemployed individual*.

Section 4(u)

This section of the Law defines "unemployed" in part, as follows: "Unemployed" — An individual shall be deemed unemployed (i) with respect to any week (i) during which he/she performs no services for which *remuneration is paid or payable* to him/her and (ii) with respect to which no remuneration is paid or payable to him/her, or (ii), with respect to any week of less than his/her full-time work if the remuneration paid or payable to him/her with respect to such week is less than his/her weekly benefit rate plus his/her partial benefit credit.

Section 401(c)

This section of the Law provides that compensation shall be payable to a claimant who has made a valid application for benefits with respect to the benefit year for which compensation is claimed and has made a claim for compensation in the proper manner and on the form prescribed by the department.

Section 404(d)

This section of the Law provides in part that a claimant who is eligible to receive benefits for any week, shall be paid, with respect to such week, compensation in an amount equal to the claimant's weekly benefit rate less the total of the remuneration for services performed, if any, paid or payable to the claimant with respect to such week which is in excess of the claimant's partial benefit credit. According to Section 61.1, Title 34 of the Pennsylvania Code, holiday pay is considered remuneration for services performed.

Section 404(a)(4)

This section of the Law was amended on 10/19/88 to provide for the suspension of the 5% weekly benefit reduction effective with compensable weeks ending 01/07/89 and after. A weekly benefit reduction may be reinstated, if needed, for UC fund solvency. The reduction will be made after any 404(d) deductions, and dependent's allowance, if payable, is added.

DETERMINATION

A determination under the provisions of Section 4(u), 401(c), and 404(d) of the Pennsylvania Unemployment Compensation Law applies only to the claim week(s) that appears on the determination.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Pennsylvania Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

3. UC-44(2) – Notice of Determination (Vacation Pay).

(Front)

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER	NOTICE OF DETERMINATION (Vacation Pay)	The Last Day to File an Appeal from this Determination is _____
SOCIAL SECURITY ACCOUNT NUMBER []	AB Date _____ Type Claim <input type="checkbox"/> UC <input type="checkbox"/> _____	
CLAIMANT NAME AND ADDRESS	RIGHT OF APPEAL IF YOU DISAGREE WITH THIS DETERMINATION, YOU MAY APPEAL. IF YOU WANT TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. SEE REVERSE SIDE FOR APPEAL INSTRUCTIONS.	
FINDINGS OF FACT: The claimant's weekly benefit rate is \$ _____ and partial benefit credit is \$ _____. The claimant received or will receive a payment from a vacation fund or plan in the amount of \$ _____ from _____		
<input type="checkbox"/> There is a plant shutdown for vacation purposes for the period from _____ through _____ and since, the claimant is not permanently or indefinitely separated, the payment, which is in excess of the claimant's partial benefit credit, is applicable to this period. <input type="checkbox"/> The employer has designated this payment as applicable to the period from _____ through _____. Therefore, the payment, which is in excess of the partial benefit credit, is deductible from the claimant's unemployment compensation. <input type="checkbox"/> The claimant was (permanently)(indefinitely) separated from employment; therefore, the payment is not deductible from the claimant's unemployment compensation. <input type="checkbox"/> In addition to the above vacation pay, the claimant will receive \$ _____ holiday pay for _____. <input type="checkbox"/> In addition to the above vacation pay and holiday pay, the claimant had earnings of \$ _____ from _____		
DETERMINATION: The following determination is made in accordance with Sections 401, 4(u), and 404(d) of the Pennsylvania Unemployment Compensation Law.		
APPROVED Claim for Waiting Week Ending _____ Claim(s) for Week(s) Ending _____ _____ _____	*Amount Payable _____ _____ _____	DISAPPROVED Claim for Waiting Week Ending _____ Claim(s) for Week(s) Ending _____ _____ _____
*The above amount payable does not include dependents' allowance and may be subject to the 5% reduction provision of Section 404(e)(4) of the Pennsylvania Unemployment Compensation Law. See reverse side for an explanation of the 5% reduction provision.		
SIGNATURE OF JOB CENTER REPRESENTATIVE _____	<input type="checkbox"/> Mailed on: _____ <input type="checkbox"/> Delivered on: _____ DATE: _____	
EMPLOYER NAME AND ADDRESS	JOB CENTER	
See Reverse Side for Provisions of the Law		
UC-44(2) REV 1-96 (Page 1)		

3. UC-44(2) – Notice of Determination (Vacation Pay).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 401

This section of the Law provides that compensation shall be payable to an unemployed individual.

Section 4(u)

This section of the Law defines "unemployed", as follows: "Unemployed" — An individual shall be deemed unemployed (I) with respect to any week (i) during which he/she performs no services for which remuneration is paid or payable to him/her and (ii) with respect to which no remuneration is paid or payable to him/her, or (II), with respect to any week of less than his/her full-time work if the remuneration paid or payable to him/her with respect to such week is less than his/her weekly benefit rate plus his/her partial benefit credit.

Notwithstanding any other provisions of this act an employe who is unemployed during a plant shutdown for vacation purposes shall not be deemed ineligible for compensation merely by reason of the fact that he/she or his/her collective bargaining agents agreed to the vacation.

No employe shall be deemed eligible for compensation during a plant shutdown for vacation who receives directly or indirectly any funds from the employer as vacation allowance.

Section 404(d)

This section of the Pennsylvania Unemployment Compensation Law provides in part that a claimant who is eligible to receive benefits for any week shall be paid, with respect to such week, compensation in an amount equal to the claimant's weekly benefit rate less vacation pay, which is in excess of the claimant's partial benefit credit, except when paid to a claimant who is permanently or indefinitely separated from his/her employment.

Section 404(e)(4)

This section of the Pennsylvania Unemployment Compensation Law was amended on 10/19/88 to provide for the suspension of the 5% weekly benefit reduction effective with compensable weeks ending 01/07/89 and after. A weekly benefit reduction may be reinstated effective with compensable weeks ending 01/06/90 and after, if needed for UC fund solvency. Compensable weeks ending 12/31/88 and prior, where the weekly benefit rate is \$75 or more, shall be reduced by 5%. The reduction will be made after any 404(d) deductions, and dependents' allowance, if payable, is added.

DETERMINATION

A determination under the provisions of Sections 401, 4(u), and 404(d) of the Pennsylvania Unemployment Compensation Law applies only to the claim week(s) that appear on the determination.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

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- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

4. UC-44(3) – Notice of Determination (Invalid Application).

(Front)

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER	NOTICE OF DETERMINATION (Invalid Application)	The Last Day to File an Appeal from this Determination is _____										
SOCIAL SECURITY ACCOUNT NUMBER <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>											AB Date _____ Type Claim <input type="checkbox"/> UC <input type="checkbox"/> _____	RIGHT OF APPEAL IF YOU DISAGREE WITH THIS DETERMINATION, YOU MAY APPEAL. IF YOU WANT TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. SEE REVERSE SIDE FOR APPEAL INSTRUCTIONS.
CLAIMANT NAME AND ADDRESS												
FINDINGS OF FACT:												
<input type="checkbox"/> During the week, beginning with the date of your application for benefits, you did not work less than full time due to lack of work.												
<input type="checkbox"/> You did not work and earn 6 times your preceding weekly benefit rate (which totals \$ _____) in the period between your preceding application date and your current application date. Your earnings during this period were \$ _____.												
DETERMINATION:												
In accordance with Section(s) <input type="checkbox"/> 4(w)(1); <input type="checkbox"/> 4(w)(2); of the Pennsylvania Unemployment Compensation Law, the following are DISAPPROVED:												
Application for Benefits Dated _____ Claim for Waiting Week Ending _____												
Claim(s) for Compensable Week(s) Ending _____												
_____ SIGNATURE OF JOB CENTER REPRESENTATIVE		<input type="checkbox"/> Mailed on: _____ <input type="checkbox"/> Delivered on: _____ DATE										
EMPLOYER NAME AND ADDRESS		JOB CENTER										
See Reverse Side for Provisions of the Law												
UC-44(3) REV 6-97 (Page 1)												

4. UC-44(3) – Notice of Determination (Invalid Application).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 4(w)(1)

This section of the Law provides in part that to file a valid application for benefits, a claimant must have been separated from work or, if employed, worked less than his/her full time due to lack of work and is qualified under the provisions of Section 401(a), 401(b) and 401(d).

Section 4(w)(2)

This section of the Law provides that an application for benefits filed after the termination of a preceding benefit year shall not be considered a valid application for benefits unless the individual has worked and earned six (6) times his/her preceding weekly benefit rate in employment subsequent to the beginning of his/her preceding benefit year and prior to the filing of his/her present application for benefits.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

5. UC-44(4) – Notice of Determination (6 x WBR).

(Front)

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER	NOTICE OF DETERMINATION (6 x WBR)	The Last Day to File an Appeal from this Determination is _____										
SOCIAL SECURITY ACCOUNT NUMBER <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>											AB Date _____ Type Claim <input type="checkbox"/> UC <input type="checkbox"/> _____	RIGHT OF APPEAL IF YOU DISAGREE WITH THIS DETERMINATION, YOU MAY APPEAL. IF YOU WANT TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. SEE REVERSE SIDE FOR APPEAL INSTRUCTIONS.
CLAIMANT NAME AND ADDRESS _____ _____ _____	FINDINGS OF FACT: On _____, you were determined ineligible for benefits under the provision of Section _____ of the Law because (of your disqualifying separation on _____ from employment with _____ (you were determined to be engaged in self-employment). Following this disqualifying separation, you were employed by _____ and were separated from this employment on _____ for causes that are not disqualifying. Since the disqualifying separation, you earned \$ _____, which does not equal six times your weekly benefit rate (\$ _____). DETERMINATION: In accordance with Section 401(f) of the Pennsylvania Unemployment Compensation Law, the following are DISAPPROVED: Claim for Waiting Week Ending _____ Claim(s) for Week(s) Ending _____ _____ _____											
SIGNATURE OF JOB CENTER REPRESENTATIVE _____	<input type="checkbox"/> Mailed on: _____ <input type="checkbox"/> Delivered on: _____	DATE: _____										
EMPLOYER NAME AND ADDRESS _____ _____ _____	See Reverse Side for Provisions of the Law											

5. UC-44(4) – Notice of Determination (6 x WBR).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 401(f)

This section of the Law provides that a claimant may purge the disqualification under the provisions of Section 402(b), 402(e), or 402(h) if the claimant has earned at least six (6) times his/her weekly benefit rate subsequent to his/her disqualification under Section 402(b), 402(e), or 402(h) and fulfills all other requirements for securing compensation. Earnings in self-employment cannot be used to purge the above disqualification.

Section 402(b)

This section of the Law provides in part that a claimant shall be ineligible to receive benefits for any week in which his/her unemployment is due to voluntarily leaving work without cause of a *necessitous and compelling nature*, but that a claimant shall not be denied benefits for any week in which his/her unemployment is due to exercising the option of accepting a layoff from an available position pursuant to a Labor-Management contract or agreement, or pursuant to an established employer plan, program or policy.

Section 402(e)

This section of the Law provides that a claimant shall be ineligible to receive benefits for any week in which his/her unemployment is due to suspension or discharge for willful misconduct connected with his/her work.

Section 402(h)

This section of the Law provides that a claimant shall be ineligible to receive benefits for any week in which his/her unemployment is due to *being in self-employment*.

REMOVAL OF DISQUALIFICATIONS

Section 401(f)

If a claimant has been separated from work under circumstances which are disqualifying under the provisions of Section 402(b), 402(e), or 402(h), the disqualification will remain in effect until the claimant has earned at least six (6) times his/her weekly benefit rate and fulfills all other requirements for securing compensation.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file your appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for the appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

6. UC-44(5) – Notice of Determination (Voluntary Quit/Able and Available).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 401(d)(1)

This section of the Law provides in part that a claimant shall be ineligible to receive benefits for any week in which he/she is not able or is not available for suitable work.

Section 401(d)(2)

This section of the Law provides that a claimant shall not be denied benefits for any week in which his/her unemployment is due to exercising the option of accepting a layoff from an available position pursuant to a Labor-Management contract or agreement, or pursuant to an established employer plan, program or policy.

Section 402(b)

This section of the Law provides in part that a claimant shall be ineligible to receive benefits for any week in which his/her unemployment is due to voluntarily leaving work without cause of a necessitous and compelling nature, but that a claimant shall not be denied benefits for any week in which his/her unemployment is due to exercising the option of accepting a layoff from an available position pursuant to a Labor-Management contract or agreement, or pursuant to an established employer plan, program or policy.

REMOVAL OF DISQUALIFICATIONS

Section 401(d)(1)

A disqualification under the provisions of this section of the Law remains in effect as long as the claimant continues to be unable or unavailable for suitable work.

Section 401(f)

If a claimant has been separated from work under circumstances which are disqualifying under the provisions of Section 402(b), the disqualification will remain in effect until the claimant has earned at least six (6) times his/her weekly benefit rate and fulfills all other requirements for securing compensation.

Section 402(b)

If a claimant has been separated from work under circumstances which are disqualifying under this provision, the disqualification will remain in effect until the claimant has earned at least six (6) times his/her weekly benefit and fulfills all other requirements for securing compensation.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Pennsylvania Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

7. UC-44(6) – Notice of Determination (Dependent's Allowance).

(Front)

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY PENNSYLVANIA JOB CENTER	NOTICE OF DETERMINATION (Dependent's Allowance)	The Last Day to File an Appeal from this Determination is _____ _____										
SOCIAL SECURITY ACCOUNT NUMBER <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>											AB Date _____ Type Claim <input type="checkbox"/> UC <input type="checkbox"/> _____	RIGHT OF APPEAL IF YOU DISAGREE WITH THIS DETERMINATION, YOU MAY APPEAL. IF YOU WANT TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. SEE REVERSE SIDE FOR APPEAL INSTRUCTIONS.
CLAIMANT NAME AND ADDRESS	_____ _____ _____											
FINDINGS OF FACT:												
The claimant filed an application for benefits dated _____ and applied for a dependent's allowance in the amount of \$ _____ for a <input type="checkbox"/> spouse, <input type="checkbox"/> first child, <input type="checkbox"/> second child.												
<input type="checkbox"/> The claimant (is)(is not) eligible for dependent's allowance for (his)(her) spouse because _____ _____ _____												
<input type="checkbox"/> The claimant (is)(is not) eligible for dependent's allowance for (his)(her) first child because _____ _____ _____												
<input type="checkbox"/> The claimant (is)(is not) eligible for dependent's allowance for (his)(her) second child because _____ _____ _____												
DETERMINATION:												
In accordance with Section 404(e)(3) of the Pennsylvania Unemployment Compensation Law, dependent's allowance is:												
<input type="checkbox"/> Approved for (spouse), (first child), (second child) <input type="checkbox"/> Disapproved for (spouse), (first child), (second child)												
Amount of dependent's allowance payable \$ _____												
_____ SIGNATURE OF JOB CENTER REPRESENTATIVE		<input type="checkbox"/> Mailed on: _____ <input type="checkbox"/> Delivered on: DATE: _____										
_____ JOB CENTER												
EMPLOYER NAME AND ADDRESS	_____ _____ _____											
See Reverse Side for Provisions of the Law												
UC-44(6) REV 8-95 (Page 1)												

7. UC-44(6) – Notice of Determination (Dependent's Allowance).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 404(e)(3)

This section of the Law provides in part that in addition to the weekly benefit rate, each eligible employe shall be paid for each week that he/she is entitled to benefits the sum of five dollars for a dependent spouse or a dependent child if such eligible employe has no spouse, plus three dollars for one other dependent child, but in no event shall such additional allowance exceed eight dollars for any one week or the total number of such allowance payments exceed the claimant's maximum weeks of entitlement, determined by dividing the total amount of compensation by the weekly benefit rate. If both a husband and wife qualify for benefit rights with overlapping benefit years, only one of them shall be entitled to the additional allowances.

Dependent child means an individual's unmarried child (including illegitimate child), stepchild, or legally adopted child who at the beginning of such individual's current benefit year, was wholly or chiefly supported by such employe, and under 18 years of age, or if 18 years of age and over, because of physical or mental infirmity, is unable to engage in any gainful occupation.

Dependent spouse — An individual's lawful husband or wife, who is living in the same household and who is being wholly or chiefly supported by the individual at the beginning of such individual's benefit year.

Wholly or chiefly supported — The dependent is receiving more than one-half of the cost of his or her support from the individual.

DETERMINATION

The amount of allowance for dependents as computed at the time of the application for benefits shall remain fixed for the duration of the claimant's benefit year, except in instances of error in the original determination.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

8. UC-44(7) – Notice of Determination (Misconduct/Able and Available).

(Front)

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY EMPLOYMENT SECURITY	NOTICE OF DETERMINATION (Misconduct/ Able and Available)	The Last Day to File an Appeal from this Determination is _____
Social Security Account Number _____	AB Date _____ Type Claim <input type="checkbox"/> UC <input type="checkbox"/> _____	
Claimant Name and Address	RIGHT OF APPEAL IF YOU DISAGREE WITH THIS DETERMINATION, YOU MAY APPEAL. IF YOU WANT TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. SEE REVERSE SIDE FOR APPEAL INSTRUCTIONS.	
FINDINGS OF FACT:		
<input type="checkbox"/> The claimant was last employed by _____ on _____		
<input type="checkbox"/> The claimant states that the reason for separation from this employment was _____		
<input type="checkbox"/> The employer states that the reason for claimant's separation from this employment was _____		
<input type="checkbox"/> The claimant's (ability to work)(availability for suitable work) is affected because _____		
CONCLUSION:		
<input type="checkbox"/> Based on all available information, it is concluded that the claimant was discharged from this employment for reasons which (are)(are not) considered willful misconduct in connection with his/her work because _____		
<input type="checkbox"/> Further, the claimant (is)(is not) (able to work)(available for suitable work) because _____		
<input type="checkbox"/> The claimant has a weekly benefit rate of \$ _____. The claimant was subsequently employed by _____ and was separated on _____ due to conditions that are not disqualifying. He/she earned \$ _____, which is (less than)(equal to or more than) six times his/her weekly benefit rate, the amount required to remove the disqualification from employment with _____		
DETERMINATION:		
In accordance with provisions of the Pennsylvania Unemployment Compensation Law, the following are:		
APPROVED under Section(s) (402(e)) (401(d)(1)) (401(f))		DISAPPROVED under Section(s) (402(e)) (401(d)(1)) (401(f))
Application for Benefits Dated _____	Application for Benefits Date _____	
Claim for Waiting Week Ending _____	Claim for Waiting Week Ending _____	
Claims for Week(s) Ending _____	Claims for Week(s) Ending _____	
_____ SIGNATURE OF LOJIC REPRESENTATIVE		<input type="checkbox"/> Mailed on: _____ <input type="checkbox"/> Delivered on: _____ DATE
Employer Name and Address		LOCAL OFFICE/JOB CENTER
See Reverse Side for Provisions of the Law		
UC-44(7) REV 3-90		

8. UC-44(7) – Notice of Determination (Misconduct/Able and Available).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 401(d)(1)

This section of the Law provides that a claimant shall be ineligible to receive benefits for any week in which he/she is not able or is not available for suitable work.

Section 402(e)

This section of the Law provides that a claimant shall be ineligible to receive benefits for any week in which his/her unemployment is due to suspension or discharge for willful misconduct connected with his/her work.

REMOVAL OF DISQUALIFICATIONS

Section 401(d)(1)

A disqualification under the provisions of this section of the Pennsylvania Unemployment Compensation Law remains in effect as long as the claimant continues to be unable or unavailable for suitable work.

Section 401(f)

If a claimant has been separated from work under circumstances which are disqualifying under the provisions of Section 402(e), the disqualification will remain in effect until the claimant has earned at least six (6) times his/her weekly benefit rate and fulfills all other requirements for securing compensation.

Section 402(e)

If a claimant has been separated from work under circumstances which are disqualifying under this provision, the disqualification will remain in effect until the claimant has earned at least six (6) times his/her weekly benefit rate and fulfills all other requirements for securing compensation.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA LOCAL OFFICE/JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE LOCAL OFFICE/JOB CENTER INDICATED ON THE FACE OF THIS FORM.

APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the office where you are claiming benefits or file an appeal by mail.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include your name and social security number and state specifically that you want to file an appeal from this determination, and the reason for this appeal. The appeal letter must be addressed to the *Local Office/Job Center*, which appears on the face of this form and postmarked on or before the last day to appeal indicated on the face of this form.

EMPLOYER: THIS IS NOT A DETERMINATION ON RELIEF FROM CHARGES. If you are a base-year employer and desire to take advantage of the Relief from Charge provision of the Law, it is necessary that you apply by letter, or by filing Form UC-44FR previously supplied to you, to the Relief From Charge Unit, 7th Floor, Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121. Requests for Relief from Charges must be filed within fifteen (15) days from the date which appears in block "Financial Decision" on Form UC-44FR in order to be considered timely filed. A Request for Relief filed later than the time limitations indicated above may be approved only with respect to claims for weeks ending fifteen (15) days or more subsequent to the date such request was filed. A Request for Relief from Charges, whether granted or not, will have no effect on this determination.

9. UC-44(9) – Notice of Determination (Refusal of Suitable Work).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 4(t)

This section of the Law in part defines "Suitable Work" as all work which the employe is capable of performing. In determining whether or not any work is suitable for an individual, the following shall be considered: the degree of risk involved to his health, safety and morals; his physical fitness; prior training and experience, the distance of the available work from his residence; the length of time he has been unemployed; the reason for his unemployment; his previous earnings; the prevailing wage rates in his usual trade or occupation; the prospect of obtaining local work in his customary occupation; and the permanency of his residence.

Section 401(d)(1)

This section of the Law provides that a claimant shall be ineligible to receive benefits for any week in which he is not able or is not available for suitable work.

Section 402(a)

This section of the Law provides that a claimant shall be ineligible to receive benefits for any week in which his unemployment is due to failure, without good cause, either to apply for suitable work at such time and place as directed, or to accept suitable work when offered to him by the employment office or by any employer: Provided that such employer notifies the employment office of such offer within seven working days after making the offer; however this subsection shall not cause a disqualification of a waiting week or benefits under the following circumstances: when work is offered by his employer and he is not required to accept the offer pursuant to the terms of the labor-management contract or agreement, or pursuant to an established employer plan, program or policy.

Section 402(a.1)

This section of the Law provides for disqualification in which his unemployment is due to failure to accept an offer of suitable full-time work in order to pursue seasonal or part-time employment.

REMOVAL OF DISQUALIFICATIONS

Section 401(d)(1)

A disqualification under the provisions of this section of the Pennsylvania Unemployment Compensation Law remains in effect as long as the claimant continues to be unable or unavailable for suitable work.

Section 402(a) and 402(a.1)

A disqualification under the provisions of this section of the Pennsylvania Unemployment Compensation Law remains in effect until the claimant obtains subsequent employment of a permanent nature: Provided, that a disqualification because of a refusal to apply for or to accept temporary or casual employment remains in effect only for the period of time that work would have been furnished. Temporary or casual employment means employment with an anticipated duration of less than one month.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination, and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTION BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you, with the claimant's Notice of Financial Determination or contact the Relief From Charge Unit, 7th Floor, Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

10. UC-44(9A) – Notice of Determination (Refusal of Recall Voluntary Unemployment Option).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 4(t)

This section of the Law in part defines "Suitable Work" as all work which the employe is capable of performing. In determining whether or not any work is suitable for an individual, the following shall be considered: the degree of risk involved to his/her health, safety and morals; his/her physical fitness; prior training and experience; the distance of the available work from his/her residence; the length of time he/she has been unemployed; the reason for his/her unemployment; his/her previous earnings; the prevailing wage rates in his/her usual trade or occupation; the prospect of obtaining local work in his/her customary occupation; and the permanency of his/her residence.

Section 401(d)(1)

This section of the Law provides in part that a claimant shall be ineligible to receive benefits for any week in which he/she is not able to work and not available for suitable work.

Section 401(d)(2)

This section of the Law provides that no otherwise eligible claimant shall be denied benefits for any week in which his/her unemployment is due to exercising the option of accepting a layoff, from an available position, pursuant to a labor-management contract, or pursuant to an established employer plan, program or policy.

Section 402(a)

This section of the Law provides that a claimant shall be ineligible to receive benefits for any week in which his/her unemployment is due to failure, without good cause, either to apply for suitable work at such time and place as directed, or to accept suitable work when offered to him/her by the employment office or by an employer: Provided, that such employer notifies the employment office of such offer within seven working days after making the offer; however this subsection shall not cause a disqualification of a waiting week or benefits under the following circumstances: when work is offered by his/her employer and he/she is not required to accept the offer pursuant to the terms of the labor-management contract or agreement, or pursuant to an established employer plan, program or policy.

REMOVAL OF DISQUALIFICATIONS

Section 401(d)(1) and 401(d)(2)

A disqualification under the provisions of these sections of the Pennsylvania Unemployment Compensation Law remains in effect as long as the claimant continues to be unable to work, and not available for suitable work.

Section 402(a)

A disqualification under the provisions of this section of the Pennsylvania Unemployment Compensation Law remains in effect until the claimant obtains subsequent employment of a permanent nature: Provided, that a disqualification because of a refusal to apply for or to accept temporary or casual employment remains in effect only for the period of time that work would have been furnished. Temporary or casual employment means employment with an anticipated duration of less than one month.

APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination, and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Relief from Charge Unit, 7th Floor, Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

11. UC-44(10) – Notice of Determination (Able and Available).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 401(b)

This section of the Law provides in part that in order for a claimant to qualify for benefits he/she must have registered for work at an unemployment office and continued to report at an employment office in accordance with regulations.

Section 401(d)(1)

This section of the Law provides in part that a claimant shall be ineligible to receive benefits for any week in which he/she is not able to work and not available for suitable work.

REMOVAL OF DISQUALIFICATIONS

Section 401(d)(1)

A disqualification under the provisions of this section of the Law remains in effect as long as the claimant continues to be unable to work and not available for suitable work.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

12. UC-44(11) – Notice of Pension Deduction Determination.

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY BUREAU OF UNEMPLOYMENT COMPENSATION BENEFITS AND ALLOWANCES	NOTICE OF PENSION DEDUCTION DETERMINATION	The Last Day to File an Appeal from this Determination is _____
--	--	--

Social Security Account Number

--	--	--	--	--	--	--	--	--	--

AB Date _____

Type Claim _____

RIGHT OF APPEAL
 IF YOU DISAGREE WITH THIS DETERMINATION, YOU MAY APPEAL. IF YOU WISH TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. SEE THE REVERSE SIDE FOR APPEAL INSTRUCTIONS.

Section 404(d)(2) of the Pennsylvania Unemployment Compensation (UC) Law provides that any pension or annuity received by the claimant is deductible from UC as follows: 1) if the pension is based on services performed for a base period or chargeable employer, which affected the eligibility for, or increased the amount of, the pension; 2) if contributions were made to the pension solely by the employer, the prorated weekly pension amount will be deducted from the weekly benefit rate on a dollar for dollar basis; 3) if the claimant contributed in any amount, to the pension, fifty percent of the prorated weekly pension amount will be deducted from the weekly benefit rate.

NOTE: Clause 1 is not applicable to Social Security or Railroad Retirement payments, which will always be deductible if the base period or chargeable employer contributed to the pension plan.

Based on information provided by the claimant and the employer, the claimant is receiving a deductible monthly pension amount of _____ which prorates to _____ per week.

The claimant's weekly benefit rate was _____. In accordance with the provisions of Section 404(d)(2), the claimant's adjusted weekly benefit rate with the reduction of the weekly prorated pension amount, rounded down to the next lower dollar amount, is _____. This adjusted weekly benefit rate is effective _____.

Your Total Monthly Pension Deduction is based on:

PRIVATE PENSION/ANNUITY

FEDERAL/MILITARY PENSION

SOCIAL SECURITY

OTHER _____

BUCBA REPRESENTATIVE

BASE YEAR CONTRIBUTOR

DATE MAILED: _____

DATE DELIVERED: _____

STATE JOB SERVICE OFFICE

UC-44(11) REV. 1-89 See Reverse Side for Provisions of the Law

13. UC-44(12) – Notice of Determination of Overpayment of Benefits (Fault or Nonfault).

(Front)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
PENNSYLVANIA JOB CENTER

**NOTICE OF DETERMINATION
OF
OVERPAYMENT OF BENEFITS
(Fault or Nonfault)**

The Last Day to File an Appeal from this Determination

is _____

Social Security Account Number

--	--	--	--	--	--	--	--	--	--

AB Date _____

Type Claim: UC _____

Claimant

Name

and

Address

RIGHT OF APPEAL

**IF YOU DISAGREE WITH THIS DETERMINATION, YOU
MAY APPEAL. IF YOU WANT TO FILE AN APPEAL,
YOU MUST DO SO ON OR BEFORE THE DATE SHOWN
ABOVE. SEE REVERSE SIDE FOR APPEAL
INSTRUCTIONS.**

FINDINGS OF FACT:

- You received a total of \$ _____ in unemployment compensation (UC) benefits to which you were not entitled.
- The week(s) and amount(s) you were overpaid are shown below.

Claim(s) for Week(s) Ending	Earnings		Amount Overpaid	
	Reported	Correct	Regular	Dependents

Claim(s) for Week(s) Ending	Earnings		Amount Overpaid	
	Reported	Correct	Regular	Dependents

- This is a (fault)(nonfault)(nonfault non-recoupable) overpayment because: _____

DETERMINATION:

- A Section 804(a) **FAULT OVERPAYMENT** is established. You must repay this overpayment. It may be recovered in accordance with Section 804(a) of the Pennsylvania UC Law ("Law") and involve administrative and/or criminal penalties. Interest begins to accrue fifteen days after the date of this Determination.
- A Section 804(b) **NONFAULT OVERPAYMENT** is established. You are not liable to repay this overpayment but it may be recovered in accordance with Section 804(b) of the Pennsylvania UC Law ("Law").
- A Section 804(b) **NONFAULT NON-RECOUPABLE OVERPAYMENT** is established. Pursuant to Section 804(b) of the Pennsylvania UC Law ("Law"), you are not liable to repay this overpayment and it will not be recovered.

JOB CENTER

SIGNATURE OF JC REPRESENTATIVE

Mailed on: _____

Delivered on: _____ (DATE)

See Reverse Side for Provisions of the Law

13. UC-44(12) – Notice of Determination of Overpayment of Benefits (Fault or Nonfault).

(Reverse)

PROVISIONS OF THE LAW

FAULT OVERPAYMENTS

Section 804(a) provides that a claimant who is overpaid UC benefits by reason of the claimant's fault must repay those benefits, with interest. Interest begins to accrue fifteen days after the Notice of Determination of Overpayment is issued and continues to accrue each month until the overpayment is repaid. The rate of interest, as determined by the Secretary of Revenue, may change at the beginning of each calendar year.

The Commonwealth may recover the overpayment by filing a lien against the claimant's property and/or deducting the amount of the overpayment from future UC benefits payable to the claimant under the Law. Pursuant to 42 U.S.C. §503(g), deductions also may be made from benefits payable to the claimant under Federal UC programs. The Commonwealth may take these actions during the benefit year in which the overpayment occurs and for six years after the benefit year ends.

Section 801 provides that a claimant who knowingly makes a false statement or representation, or knowingly fails to disclose a material fact, to obtain UC benefits may be (1) disqualified from receiving benefits for a penalty period of two weeks plus one week for each week of overpayment, or (2) convicted of a summary offense, fined up to \$200, and imprisoned for not longer than thirty days. Each false statement or representation or failure to disclose a material fact is a separate offense. Pursuant to Section 402(g), a claimant who is convicted under Section 801 is ineligible for UC benefits for one year.

NONFAULT OVERPAYMENTS

Section 804(b) provides that a claimant who is overpaid UC benefits other than by reason of the claimant's fault is not liable to repay those benefits. However, the Commonwealth may deduct the amount of the overpayment from future UC benefits payable to the claimant under the Law. Pursuant to 42 U.S.C. §503(g), deductions also may be made from benefits payable to the claimant under Federal UC programs. The Commonwealth may make these deductions during the benefit year in which the overpayment occurs and for three years after the benefit year ends. If the amount of the overpayment is \$100 or more, deductions from the claimant's future benefits will not exceed one-third of the maximum benefit amount to which the claimant is entitled for a benefit year, nor one-third of the weekly benefit amount to which the claimant may be entitled for a particular week.

NONFAULT NON-RECOUPABLE OVERPAYMENTS

Section 804(b) provides that deductions from a claimant's future benefits will not be made to recover a nonfault overpayment if the overpayment results from (1) a subsequent reversal of two decisions of eligibility, (2) the subsequent receipt of holiday pay, vacation pay or the like of which the claimant had no knowledge, or (3) a subsequent determination that the claimant's base year wages were not earned in employment as defined in the Law.

REPAYMENT

To repay your overpayment, forward a check or money order payable to the Pennsylvania Unemployment Compensation Fund to the Job Center listed on the front of this Determination. Please put your Social Security Account Number on your remittance. If you are unable to repay your overpayment in full at this time, you may visit the Job Center to arrange a schedule of installment payments. Voluntary repayment may eliminate the need for the Commonwealth to take action to recover your overpayment.

APPEAL INFORMATION

Under Section 501(e) of the Law, this Determination becomes final unless you file an appeal within 15 days from the date this Determination was mailed or delivered to you. If you think that this Determination is incorrect, you have the right to file an appeal on or before the deadline, which is the last day to appeal shown on the front of this Determination.

You may file your appeal in person at any Pennsylvania Job Center or by mail.

- If your appeal is filed in person, it must be hand-delivered during business hours on or before the last day to appeal shown on the front of this Determination.
- If your appeal is filed by mail, it must include your name, social security number, a specific statement that you want to file an appeal from this Determination, and the reasons for your appeal. The appeal must be addressed to your Pennsylvania Job Center and postmarked on or before the last day to appeal shown on the front of this Determination.

THE ABOVE EXPLANATION OF THE LAW IS PROVIDED FOR YOUR CONVENIENCE ONLY. A COPY OF THE LAW IS AVAILABLE FOR REFERENCE AT ANY JOB CENTER. FOR FURTHER INFORMATION, CONTACT THE JOB CENTER LISTED ON THE FRONT OF THIS DETERMINATION.

14. UC-44(12A) – Notice of Determination of Overpayment of Benefits (Back Wage Award).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

SECTION 804(b)(3) OVERPAYMENTS

This section states, in substance, that any person who has received or employer who has made a back wage payment pursuant to an award of a labor relations board arbitrator or the like without deduction for unemployment compensation benefits received during the period to which such wages are allocated shall notify the department immediately of the receipt or payment of such back wage award. The recipient of such back wage award, made without deduction for unemployment compensation benefits received during the period, shall be liable to pay into the unemployment compensation fund an amount equal to the amount of such unemployment compensation benefits received.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

RECOVERY OF OVERPAYMENTS

This overpayment will be recovered by deductions from unemployment compensation payable to you in this benefit year and subsequent benefit years. The overpayment will be recovered from benefits payable to you under any Federal Law or the Pennsylvania Unemployment Compensation Law. Only Pennsylvania nonfault non-recoupable overpayments and Federal overpayments for which a waiver has been granted will not be recovered.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Relief from Charge Unit, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

15. UC-44(15) – Notice of Determination (Educational Institutions).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 402.1 of the Law limits the eligibility of school employes, as follows:

- (1) With respect to service performed after December 31, 1977, in an instructional, research, or principal administrative capacity for an educational institution, benefits shall not be paid based on such services for any week of unemployment commencing during the period between two successive academic years, or during a similar period between two regular terms whether or not successive or during a period of paid sabbatical leave provided for in the individual's contract to any individual if such individual performs such services in the first of such academic years or terms and if there is a contract or a reasonable assurance that such individual will perform services in any such capacity for any educational institution in the second of such academic years or terms.
- (2) With respect to services performed after October 31, 1983, in any other capacity for an educational institution, benefits shall not be paid on the basis of such services to any individual for any week which commences during a period between two successive academic years or terms if such individual performs such services in the first of such academic years or terms and there is a reasonable assurance that such individual will perform such services in the second of such academic years or terms.

The Amendment to Section 402.1(2) is retroactive to claim week beginning September 3, 1982, with respect to nonprofessional employes of institutions of higher education; and, effective with claim weeks beginning January 1, 1984, with respect to nonprofessional employes of education institutions (other than institutions of higher education).

- (3) With respect to any services described in clause (1) or (2), benefits payable on the basis of such services shall be denied to any individual for any week which commences during an established and customary vacation period or holiday recess if such individual performed such services in the period immediately before such vacation period or holiday recess, and there is a reasonable assurance that such individual will perform such services in the period immediately following such vacation period or holiday recess.
- (5) With respect to an individual who performs services described in clause (2) of this section and who pursuant to clause (2) or (4) of this section is denied benefits for the period between academic years or terms, such individual if he/she is not offered an opportunity to perform such service in the second of such academic years or terms shall be paid benefits for the period which commences with the first week he/she was denied benefits solely by the reason of clause (2) or (4) of this section, provided he/she had filed timely claims for benefits throughout the denial period and was otherwise eligible for benefits.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Employers' Charge Section, 7th Floor, Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

16. UC-44(16) – Notice of Determination (Educational Service Agency).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 402.1(4) of the Law limits the eligibility of employees of educational service agencies as follows:

With respect to weeks of unemployment beginning after January 1, 1979, benefits shall be denied to an individual who performed services in or near an educational institution while in the employ of an educational service agency for any week which commences during a period described in clauses (1),(2) and (3) if such individual performs any services described in clause (1) or (2) in the first of such periods, as specified in the applicable clause, and there is a contract or a reasonable assurance, as applicable in the appropriate clause, that such individual will perform such services in the second of such periods, as applicable in the appropriate clause. For purposes of this clause the term "educational service agency" means a governmental agency or governmental entity which is established and operated exclusively for the purposes of providing such services to one or more educational institutions. A political subdivision or an intermediate unit may establish and operate such an educational service agency. Nothing contained in this section shall be construed to modify existing collective bargaining units organized under the provisions of the act of July 23, 1970 (P.L. 563, No. 195), known as the "Public Employe Relations Act," unless specifically agreed to by both the employer and employe representatives.

THE ABOVE EXPLANATION OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW PROVISIONS IS PROVIDED FOR INFORMATION ONLY. THE OFFICIAL TEXT OF THE LAW IS AVAILABLE FOR REFERENCE IN ANY PENNSYLVANIA JOB CENTER. FOR FURTHER EXPLANATION OF THIS DETERMINATION, CONTACT THE PENNSYLVANIA JOB CENTER INDICATED ON THE FACE OF THIS FORM.

CLAIMANT/EMPLOYER APPEAL INSTRUCTIONS

Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed.

If you disagree with this determination, you may file an appeal at the Job Center listed on this determination or file an appeal by mail. If you are out of the area or unable to file an appeal with the Job Center appearing on the face of this form, an appeal may be taken at any local Job Center.

- If the appeal is filed in person, it must be filed on or before the last day to appeal indicated on the face of this form.
- If the appeal is filed by mail, the appeal letter must include the claimant's name and social security number, and state specifically that you want to file an appeal from this determination and the specific reason for this appeal. The appeal letter must be addressed to the Job Center which appears on the face of this form and must be postmarked on or before the last day to appeal indicated on the face of this form.

CONTRIBUTING BASE YEAR EMPLOYER: This is not a determination on relief from charges. However, this determination may affect a request for relief from charges.

- An appeal to a claimant's eligibility and a request for relief from charges must be filed separately.
- For procedures and time limits for requesting relief from charges, see Form UC-44FR previously sent to you with the claimant's Notice of Financial Determination or contact the Relief from Charge Unit, 7th Floor Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17121.

17. UC-44(17) – Notice of Determination – Job Referral Refusal (Federal Work Test Requirements).

(Front)

<p>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY OFFICE OF EMPLOYMENT SECURITY</p>	<p>NOTICE OF DETERMINATION (Federal Work Test Requirements) JOB REFERRAL REFUSAL</p>	<p>The Last Day to File an Appeal from this Determination is _____</p>										
<p>Social Security Account Number</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>												
<p>TA-W No. _____</p>		<p>Type Claim <input type="checkbox"/> TRA <input type="checkbox"/> EB <input type="checkbox"/> SHAREABLE <input type="checkbox"/> Mailed <input type="checkbox"/> Delivered</p>										
<p>Claimant <input type="checkbox"/> Name _____ And _____ Address _____</p>	<p style="text-align: center;">RIGHT OF APPEAL</p> <p>IF YOU DISAGREE WITH THIS DETERMINATION, YOU SHOULD ASK THE LOCAL OFFICE INTERVIEWER FOR AN EXPLANATION. IF YOU ARE NOT SATISFIED WITH THE EXPLANATION, YOU MAY APPEAL. IF YOU WISH TO FILE AN APPEAL, YOU MUST DO SO ON OR BEFORE THE DATE SHOWN ABOVE. (SEE BELOW FOR APPEAL INSTRUCTIONS)</p>											
<p>FINDINGS OF FACT:</p> <p>1. Your prospects of obtaining a job in your customary occupation have been determined by the Office of Employment Security to be "Not Good."</p> <p>2. On _____ a Job Service representative offered you a referral to a job as _____</p> <p>3. Job details: _____</p> <p>4. You refused the referral.</p> <p>5. You were capable of performing the job.</p> <p>6. You are receiving <input type="checkbox"/> Trade Readjustment Allowances <input type="checkbox"/> Extended Benefits <input type="checkbox"/> Shareable regular benefits at a weekly rate of \$ _____</p> <p>7. The job paid a gross weekly wage of \$ _____, which is equal to or greater than your weekly benefit rate.</p> <p><input type="checkbox"/> You are considered not (able to work) (available for suitable work) because _____</p>												
<p>DETERMINATION: In accordance with the provisions of the Pennsylvania Unemployment Compensation Law, the following are:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>APPROVED under Section(s) _____ of the Law:</p> </td> <td style="width: 50%;"> <p>DISAPPROVED under Section(s) _____ of the Law and until you have been employed in each of four (4) subsequent weeks and have earned remuneration equal to or greater than \$ _____:</p> </td> </tr> <tr> <td> <p>Claim(s) for Week(s) Ending _____</p> </td> <td> <p>Claim(s) for Week(s) Ending _____</p> </td> </tr> <tr> <td> <p>Signature _____</p> </td> <td> <p>Date _____</p> </td> </tr> </table> <p style="text-align: center;">OES REPRESENTATIVE</p>			<p>APPROVED under Section(s) _____ of the Law:</p>	<p>DISAPPROVED under Section(s) _____ of the Law and until you have been employed in each of four (4) subsequent weeks and have earned remuneration equal to or greater than \$ _____:</p>	<p>Claim(s) for Week(s) Ending _____</p>	<p>Claim(s) for Week(s) Ending _____</p>	<p>Signature _____</p>	<p>Date _____</p>				
<p>APPROVED under Section(s) _____ of the Law:</p>	<p>DISAPPROVED under Section(s) _____ of the Law and until you have been employed in each of four (4) subsequent weeks and have earned remuneration equal to or greater than \$ _____:</p>											
<p>Claim(s) for Week(s) Ending _____</p>	<p>Claim(s) for Week(s) Ending _____</p>											
<p>Signature _____</p>	<p>Date _____</p>											
<p>APPEAL INSTRUCTIONS: Under Section 501(e) of the Pennsylvania Unemployment Compensation Law, this determination becomes final unless an appeal is timely filed. If you wish to file an appeal, forms may be obtained from any office of the Office of Employment Security. Appeals may be filed in person or by mail with the local office that issued the determination. If the appeal is filed by mail, it must be postmarked on or before the last day to appeal as shown in the upper right corner.</p>												
<p>EMPLOYER: THIS IS NOT A DETERMINATION ON RELIEF FROM CHARGES</p>												
<p>Employer <input type="checkbox"/> Name _____ And _____ Address _____</p>	<p style="text-align: center;">LOCAL OFFICE STAMP</p>											
<p>UC-44(17) REV 2-82 See Reverse Side for Provisions of the Law</p>												

17. UC-44(17) – Notice of Determination – Job Referral Refusal (Federal Work Test Requirements).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Shareable regular benefits are regular UC benefits payable for compensable weeks in the individual's UC benefit year that exceed twenty-six times the individual's weekly benefit rate (including dependent's allowance, if applicable) when an EB period is in effect.

Section 403-A(b)(1)

This section of the Law provides that a claimant shall be ineligible to receive benefits under the Extended Benefit Program, or any shareable regular benefits when such claimant failed to accept any offer of suitable work, or failed to apply for any suitable work to which he was referred by the Office of Employment Security.

Section 403-A(b)(2)

This section provides that a claimant shall be ineligible to receive benefits under the Extended Benefit Program, or any shareable regular benefits when such claimant fails to actively engage in seeking work in a demonstrated systematic and sustained manner.

Section 403-A(c)

This section provides that a claimant who has been determined ineligible for either Extended Benefits or shareable regular benefits shall remain ineligible from receiving further benefits under these programs until the claimant has been employed in each of four (4) subsequent weeks, and has earned remuneration equal to or greater than four (4) times the claimant's maximum weekly benefit amount, and who continues to be otherwise eligible under the Law.

These provisions also apply to Trade Readjustment Allowance claims as enacted by Public Law 97-35. Section 2503 of the Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35) amends Section 231(a)(4) of the Trade Act of 1974 to require that, after October 1, 1981, claimants are subject to the work acceptance and job search provisions of Section 202(a)(3) of the Federal-State Extended Unemployment Compensation Act (EUCA) of 1970.

Section 202(a)(3) of EUCA provides that TRA claimants shall be determined ineligible for Federal benefits for any week claimed during which the individual 1) fails to accept any offer of suitable work made to the claimant by the Office of Employment Security, or 2) fails to apply for any suitable work to which the individual was referred by the Office of Employment Security, or 3) during which the claimant fails to actively engage in seeking work.

Section 401(d)(1)

This section of the Law provides in part that a claimant shall be ineligible to receive benefits for any week in which he/she is not able to work and not available for suitable work.

REMOVAL OF DISQUALIFICATIONS

Sections 403-A(b)(1), 403-A(b)(2) and 403-A(c)

A disqualification under these provisions prohibits the receipt of further Extended Benefits, shareable regular benefits, or Trade Readjustment Allowances, and remains in effect until the claimant has been employed in each of four (4) subsequent weeks, has earned remuneration equal to or greater than four (4) times the claimant's maximum weekly benefit amount, and who continues to be otherwise eligible under the Law. Such remuneration may not be earned in a side-line activity or in self-employment.

Section 401(d)(1)

A disqualification under the provisions of this section of the Pennsylvania Unemployment Compensation Law remains in effect as long as the claimant continues to be unable to work, or not available for suitable work.

18. UC-44(18) – Notice of Determination – Job Offer Refusal (Federal Work Test Requirements).

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Shareable regular benefits are regular UC benefits payable for compensable weeks in the individual's UC benefit year that exceed twenty-six times the individual's weekly benefit rate (including dependent's allowance, if applicable) when an EB period is in effect.

Section 403-A(b)(1)

This section of the Law provides that a claimant shall be ineligible to receive benefits under the Extended Benefit Program, or any shareable regular benefits when such claimant failed to accept any offer of suitable work, or failed to apply for any suitable work to which he was referred by the Office of Employment Security.

Section 403-A(b)(2)

This section provides that a claimant shall be ineligible to receive benefits under the Extended Benefit Program, or any shareable regular benefits when such claimant fails to actively engage in seeking work in a demonstrated systematic and sustained manner.

Section 403-A(c)

This section provides that a claimant who has been determined ineligible for either Extended Benefits or shareable regular benefits shall remain ineligible from receiving further benefits under these programs until the claimant has been employed in each of four (4) subsequent weeks, and has earned remuneration equal to or greater than four (4) times the claimant's maximum weekly benefit amount, and who continues to be otherwise eligible under the Law.

These provisions also apply to Trade Readjustment Allowance claims as enacted by Public Law 97-35. Section 2503 of the Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35) amends Section 231(a)(4) of the Trade Act of 1974 to require that, after October 1, 1981, claimants are subject to the work acceptance and job search provisions of Section 202(a)(3) of the Federal-State Extended Unemployment Compensation Act (EUCA) of 1970.

Section 202(a)(3) of EUCA provides that TRA claimants shall be determined ineligible for Federal benefits for any week claimed during which the individual 1) fails to accept any offer of suitable work made to the claimant by the Office of Employment Security, or 2) fails to apply for any suitable work to which the individual was referred by the Office of Employment Security, or 3) during which the claimant fails to actively engage in seeking work.

Section 401(d)(1)

This section of the Law provides in part that a claimant shall be ineligible to receive benefits for any week in which he/she is not able to work and not available for suitable work.

REMOVAL OF DISQUALIFICATIONS

Sections 403-A(b)(1), 403-A(b)(2) and 403-A(c)

A disqualification under these provisions prohibits the receipt of further Extended Benefits, shareable regular benefits, or Trade Readjustment Allowances, and remains in effect until the claimant has been employed in each of four (4) subsequent weeks, has earned remuneration equal to or greater than four (4) times the claimant's maximum weekly benefit amount, and who continues to be otherwise eligible under the Law. Such remuneration may not be earned in a side-line activity or in self-employment.

Section 401(d)(1)

A disqualification under the provisions of this section of the Pennsylvania Unemployment Compensation Law remains in effect as long as the claimant continues to be unable to work, or not available for suitable work.

19. UC-44(23) – Interstate Notice of Determination – Transfer of Wages Combined Wage Claim.

(Reverse)

PROVISIONS OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 4(i) of the UC Law provides, in part:

- (1) "Employment" means all personal service performed under a written or oral contract for remuneration, including service in interstate commerce, and service of an officer of a corporation.
- (2) "Employment" includes service performed inside and outside the Commonwealth, if --
 - (A) The service is localized within this Commonwealth, or
 - (B) The service is not localized in any state but some of the service is performed within this Commonwealth and (a) the base of operations directing the service is in this Commonwealth, or (b) the base of operations is not in any state in which service is performed, but the individual's residence is in this Commonwealth. If service is not performed entirely within this Commonwealth, the service must be temporary and transitory in nature or consist of isolated transactions. Service performed outside the Commonwealth shall not be included in "employment" if contributions are required with respect to such services under an Unemployment Compensation Law of any other state. Services performed for wages shall be employment subject to this act unless and until it is shown that -- (a) such individual has been and will continue to be free from control or direction regarding the performance of such services; and (b) such individual is customarily engaged in an independently established trade, occupation, profession or business.
 - (C) "Employment" shall include an individual's services performed within the United States, the Virgin Islands or Canada if -- (i) such service is not covered under the unemployment compensation law of any other state, the Virgin Islands or Canada, and (ii) the place from which the service is directed or controlled is in this Commonwealth.

Section 312 of the UC Law provides, in part:

Reciprocal Agreements are authorized with other agencies, states or the Federal Government, whereby --

- (a) Services by an individual for a single employer shall be deemed to be performed entirely within any one of the states (i) in which any part of the individual's services is performed, or (ii) in which the individual has a residence, or (iii) in which the employer maintains a place of business, provided the employer has a state unemployment compensation law approved election pursuant to which all services performed by the individual for such employer are deemed to be performed entirely within the state.
- (b) Potential rights to benefits under laws of one or more states or the Federal Government may constitute the basis for benefit payments through a single agency under terms which the department finds to be fair and reasonable for all affected interests and will not result in any substantial loss to the fund.

Section 312(f) of the UC Law provides, in part:

The Secretary shall participate in arrangements for compensation payments on the basis of combining an individual's wages and employment covered under laws of other states and approved by the US Secretary of Labor and state agencies as reasonably calculated to assure prompt and full payment of compensation and include provisions for:

- (1) Applying the base period of a single state law to a claim involving the combining of an individual's wages and employment covered under two or more state unemployment compensation laws; and
- (2) Avoiding the duplicate use of wages and employment by reason of such combining.

B. UC-46 – Petition for Appeal.

(Front)

UC-46 REV 9-95

PETITION FOR APPEAL (1)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
PENNSYLVANIA JOB CENTER

SEE EXPLANATION TO PARTIES ON OTHER SIDE

UNEMPLOYMENT COMPENSATION
BOARD OF REVIEW

AN APPEAL IS HEREBY FILED IN CONNECTION WITH THE APPLICATION AND/OR CLAIMS FOR UNEMPLOYMENT BENEFITS OF THE FOLLOWING NAMED CLAIMANT:

1. NAME AND ADDRESS OF CLAIMANT

TEL. NO. ()

2. SOCIAL SECURITY ACCOUNT NO.

3. DATE OF DETERMINATION/DECISION

4. REASONS FOR DISAGREEMENT WITH THE DETERMINATION/DECISION AND FILING THIS APPEAL ARE:

(2)

5.

APPELLANT'S SIGNATURE

APPELLANT'S ADDRESS

TO BE COMPLETED BY THE JOB CENTER

6. APPEAL BY CLAIMANT EMPLOYER (3) JOB CENTER

AND ON _____, PETITION POSTMARKED PERSONALLY DELIVERED RECEIVED BY JC

7. APPEAL FROM JC DETERMINATION ON FORM _____ REFEREE'S DECISION

REGARDING PA UC OR UC FE UCX _____

TRADE ACT PETITION NO. _____ NAFTA PETITION NO. _____

AND ELIGIBLE SECTION(S) _____ INELIGIBLE SECTION(S) _____

8. APPLICATION FOR BENEFITS AND/OR CLAIMS RULED ON _____

9. AB DATE _____
(IF NOT SHOWN UNDER ITEM 8)

10. APPEAL NUMBER _____

11. APPELLANT REQUIRES ASSISTANCE:

12. JOB CENTER STAMP

- BECAUSE OF A DISABILITY WITH
 - HEARING SPEECH VISION
- FOR THE FOLLOWING SPOKEN LANGUAGE:

OTHER: _____

13. _____
SIGNATURE OF APPEAL CLERK

14. NAME AND ADDRESS OF EMPLOYER(S) AND ANY OTHER PARTY INVOLVED IN THE CLAIMANT'S ELIGIBILITY:

A. TEL. NO. ()

B. TEL. NO. ()

B. UC-46 – Petition for Appeal.

(Reverse)

EXPLANATION OF APPEAL FORUM AND PROCEDURE

To Claimant and Employer:

This form is for your records; it requires no immediate action. It indicates that the appellant named in item 5 filed a Petition for Appeal from the determination/decision indicated in item 3 for the reason given in item 4.

To Claimant:

If you are still unemployed, continue to report to the Pennsylvania Job Center where you are filing claims, as you have been instructed. The Job Center can provide further information about your eligibility for benefits.

To Claimant and Employer:

RE: ORIGINAL APPEAL FILED FROM JOB CENTER DETERMINATION

The Referee's office notifies the interested parties of the date, time, and location of the hearing when it is scheduled. It is important for the parties and any other witnesses with firsthand knowledge of the facts or issues on appeal to appear and testify in person. Firsthand knowledge means that witnesses directly observed, heard, or participated in the matters about which they are to testify. What witnesses learned secondhand may not, depending on the circumstances, be considered at the hearing.

The Referee makes every reasonable effort to obtain all necessary evidence bearing on the appeal and then renders an appropriate decision. A copy of the Referee's decision is mailed to the parties as soon as it is available for release.

RE: FURTHER APPEAL FILED FROM THE REFEREE'S DECISION

The Board Members review the previously established record bearing on the appeal. The Board may allow or disallow any petition based solely on this review; an additional hearing is not required.

If the Board disallows the petition, it so notifies the interested parties.

If the Board allows the petition, it must determine whether or not:

- (1) the previously established record is adequate to meet the Board's fact finding responsibilities;
- (2) the parties were given ample opportunity to present their testimony and evidence at the Referee hearing.

If the Board determines that these conditions were met, it may proceed to dispose of the case on the basis of the previously established record, without an additional hearing.

If the Board determines that the above conditions were not met, it directs an additional hearing and remands the case to a referee to schedule that hearing. At such a hearing the Referee serves only as a Hearing Officer for the Board and receives from the parties the additional information required for the Board's consideration. After the record is completed, the Board reviews the entire file and record of evidence and then takes appropriate action.

Notice of the Board's ruling is mailed to the parties as soon as it is available for release.

UC-46 – Petition for Appeal

PURPOSE. To provide a standard format for filing appeals and to notify the employer, claimant, and referee of the filing of an appeal. **NOTE:** It is not a requirement to use the form to file an appeal; a letter suffices and should contain the same information that is requested on the form.

1 **Key.**

- a. As notification that an appeal has been filed, the Job Center distributes completed form to the employer, claimant, and referee.
- b. The agency personnel office may complete items 1 thru 5 of a blank form in order to file an appeal instead of preparing a letter of appeal. However, delays in obtaining a blank form from the Job Center may jeopardize meeting the appeal period deadline. If used to file appeal, form must be postmarked or faxed by the last date for appeal.

2 **Key.** This section contains the reasons for the appeal and identifies the claim. The information in this section may have been provided by either the employer (as appellant) or the claimant (as appellant). If other correspondence initiated the appeal, this section was completed by the Job Center based on such correspondence.

Instructions. If this section is notification that the claimant has filed an appeal, begin preparing for referee's hearing.

3 **Key.** This section contains the pertinent facts of the claim and of the decision under appeal.

- a. **Item 7:** Either a Job Center decision or a referee's decision is being appealed.
- b. **Item 10:** Each appeal is assigned a number for logging purposes. Refer to the number when corresponding about an appeal.

Instructions. Read carefully. Contact the Job Center for clarification when necessary, especially to establish a clear picture of the reasons for claimant's appeal. Notify the Job Center if agency address shown is not correct and request that the referee be informed of the correct address.

C. UC-53 – Notice of Hearing.

(Front)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
UNEMPLOYMENT COMPENSATION BOARD OF REVIEW



NOTICE OF HEARING

APPEAL NO. _____
SOC. SEC. NO. _____
DATE MAILED 2 _____

Notice is hereby given to the unemployment insurance authorities and to those identified below that a hearing will be held on an appeal pending before the Unemployment Compensation Board of Review in connection with the matter as identified.

CLAIMANT

EMPLOYER

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

You have the right to be represented by counsel. See the reverse for other rights and important information.

HEARING DATE AND TIME

HEARING PLACE

REFEREE

④

②

Specific Issues To Be Considered In This Appeal:

③

C. UC-53 – Notice of Hearing.

(Reverse)

IMPORTANT INFORMATION ABOUT THE HEARING

Purpose of the Hearing

The purpose of the hearing is to gather all facts relating to the case. The Referee has no special or personal interest in the matter. The hearing is not a "roundtable" discussion. You must limit your testimony, questioning, and evidence to the issues before the Referee.

You have the right to present your testimony and evidence, and the testimony of witnesses, and to question opposing parties and witnesses. You should attend the hearing to protect your rights and to present your case.

You may be represented at the hearing, and throughout the appeal procedure, by an attorney or a non-legal adviser. Although the hearings are informal, they do involve sworn testimony, cross-examination, rebuttals and witnesses, and the testimony will be recorded. Whether or not you are represented, the Referee will endeavor to develop testimony regarding the pertinent facts, and afford a fair and impartial hearing to everyone concerned.

Preparing for the Hearing

Organize the facts and circumstances relating to your appeal. Gather any documents you have which concern the case. You may wish to make copies of those you intend to take to the hearing as any documents which are made a part of the hearing record cannot be returned to you.

You may wish to have witnesses testify in your behalf. Be sure to bring witnesses who have directly observed, heard, or participated in the matters about which they are to testify. What a witness has learned second-hand may not, depending on the circumstances, be considered at the hearing. It is up to you to notify any such witnesses of the date, time and place of the hearing and arrange for them to be present and bring with them any documents you want them to provide.

If your witness refuses to appear or provide documentary evidence, you may submit a written request to the Referee that subpoenas be issued to assure the requested presence at the hearing. The Referee will issue subpoenas if determined necessary.

If you require assistance because of a disability with hearing, speech and/or vision or you need an interpreter for your own language other than English, contact the Referee at the address shown on this notice.

Request for Continuance of Hearing

If for any reason you cannot attend the hearing, a request for a continuance (postponement) of the hearing should be communicated IMMEDIATELY in writing to the Referee named on the front of this notice. This will be granted only for "proper cause" and upon terms deemed proper by the Referee. If a continuance of the hearing is granted, a re-scheduling will follow.

Request for Reopening after Scheduled Hearing

If you are prevented from attending the scheduled hearing because of a compelling reason and not mere inconvenience, you may subsequently file a request to have the hearing reopened. Such request shall be in writing and set forth specifically the reasons and circumstances which are alleged to constitute "proper cause" for non-appearance at the scheduled hearing. The request must be delivered or mailed to the Referee at the address shown on this Notice or to the Job Center where the appeal was filed.

It is important that any such request be filed or mailed as promptly as possible after the scheduled hearing. The Referee will consider and rule upon the request provided it is received by him/her before his/her decision on the appeal is mailed to the parties. Such request will be granted only where the Referee determines there was "proper cause" for the non-appearance at the scheduled hearing. A request for reopening the hearing that is not received before the decision was mailed to the parties, but is received or postmarked on or before the 15th day thereafter, shall constitute a request for further appeal to the Board and a further hearing will be ruled upon by the Board.

Withdrawal of Appeal

Any party who has filed an appeal may withdraw or discontinue it with the approval of the tribunal (Referee or Board) before whom the appeal is pending. Forms for withdrawal of appeal may be obtained from the office of any Referee or any Job Center.

UC-53 – Notice of Hearing

PURPOSE. To notify all parties of the place, date, time, and issues of a hearing on an appeal before a referee.

① **Key.** The date the notice of hearing was mailed.

Instructions. If scheduling of necessary agency representation cannot be made because of inadequate notice, request a continuance, as noted on the reverse of the form, first by phone and followed up in writing. Do not request continuances where not essential.

② **Key.** The place, date, and time of the hearing as scheduled by the referee.

Instructions. Arrange the necessary agency representation at the hearing.

③ **Key.** The issues involved in the appeal as understood by the referee from documents forwarded by the Job Center. The applicable section of the law is cited.

Instructions. Review the issues to determine if they are complete and appropriate. Plan testimony and evidence for the hearing based on the issues. If other issues are to be raised, inform the referee at the start of the hearing.

④ **Key.** The party that filed the appeal must attend the hearing, or the referee will have no reason to reverse the existing decision. No other hearings have to be scheduled, even if a continuance or reopening is requested.

Instructions. If the agency filed the appeal, it must be represented at the hearing. See the reverse of the form for information on continuances and reopenings.

D. UC-58 – List of issues arising in appeals proceedings before the Pennsylvania Unemployment Compensation Board of Review.

(Front)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR AND INDUSTRY
UNEMPLOYMENT COMPENSATION BOARD OF REVIEW

LIST OF ISSUES ARISING IN APPEALS PROCEEDINGS BEFORE THE
PENNSYLVANIA UNEMPLOYMENT COMPENSATION BOARD OF REVIEW

All parties should be aware that in all cases involving the claimant's separation from employment, Section 402(b) or Section 402(e) may be at issue.

All parties should be aware that in all cases the claimant's ability to work and availability for suitable work may be at issue under Section 401(d).

1. Section 3-Whether claimant's suspension or discharge was the result of non-work related conduct and was due to claimant's own fault.
2. Section 4(1) and Articles X, XI, and XII-Whether claimant's services during his base year were performed in covered employment.
3. Section 4(w)(2)-Whether claimant since the beginning of his preceding benefit year has worked in covered or ~~non~~-covered employment and earned wages in an amount equal to or in excess of six times his weekly benefit rate.
4. Section 302(a)-Whether employer's request for relief from charges was filed within period prescribed by the Unemployment Compensation Regulations, Title 34 of the Pennsylvania Code.
5. Section 302(a)(1),(2),(3)-Whether claimant's base-year employer qualifies for relief from charges.
6. Section 401 as defined in Section 4(u)-Whether claimant was unemployed.
7. Section 401(a)(1)-Whether at least 20% of claimant's total base-year wages were paid in one or more quarters other than highest quarter of claimant's base year.
8. Section 401(b)-Whether claimant registered for work and thereafter continued to report to the local office.
9. Section 401(c) as defined in Section 4(w)(1)-Whether claimant filed a valid application for benefits.
10. Section 401(d)(1),(2)-Whether the claimant was able and available for suitable work, provided that no otherwise eligible claimant shall be denied benefits for any week in which his unemployment is due to exercising the option of accepting a layoff from an available position pursuant to a labor-management contract, or pursuant to an established employer plan, program or policy.
11. Section 401(e)(1)-Whether claimant has been unemployed for a waiting period of one week.
12. Section 401(f)-Whether claimant subsequent to disqualifying separation or subsequent to self employment has been paid remuneration for services in an amount equal to at least six times the claimant's weekly benefit rate.
13. Section 402(a)-Whether claimant failed without good cause either to apply for or to accept suitable work. 402(a) provides further, that a claimant shall not be disqualified for refusing suitable work when he is in training approved under Section 236(a)(1) of the Trade Act of 1974.
14. Section 402(a.1)-Whether claimant's unemployment is due to failure to accept an offer of suitable full-time work in order to pursue seasonal or part-time employment.
15. Section 402(b)-Whether claimant's unemployment was due to voluntarily leaving work without cause of necessitous and compelling nature, provided further, that no otherwise eligible claimant shall be denied benefits for any week in which his unemployment is due to exercising the option of accepting a layoff, from an available position pursuant to a labor-management contract agreement, or pursuant to an established employer plan, program or policy. 402(b) provided further that a claimant shall not be disqualified for voluntarily leaving work which is not suitable employment, as defined in 402(b), to enter training approved under the Trade Act of 1974.
16. Section 402(d)-Whether claimant's unemployment was due to a stoppage of work which exists because of a labor dispute (other than a lockout) at the factory, establishment, or other premises where last employed.
17. Section 402(e)-Whether claimant's unemployment was due to discharge or temporary suspension from work for willful misconduct connected with employment.
18. Section 402(h)-Whether claimant is engaged in self-employment.
19. Section 402.1(1)-Whether claimant is a professional school employe and has a contract or reasonable assurance of returning at the beginning of the next academic term or immediately following a vacation period or holiday recess.
20. Section 402.1(2)-Whether claimant is a non-professional school employe and has a reasonable assurance of returning at the beginning of the next academic term or immediately following a vacation period or holiday recess.
21. Section 402.1(3)-Whether claimant-school employe performed services in the period immediately before a vacation period or holiday recess and whether there is a reasonable assurance that such individual will perform such services in the period immediately following such vacation period or holiday recess.
22. Section 402.1(4)-Whether claimant performs services in or near an educational institution while in the employ of an educational service agency and has a contract or a reasonable assurance of returning to work at the beginning of the next academic term or immediately following a vacation period or holiday recess.
23. Section 402.1(5)-If an individual has performed services after October 31, 1983 conforming to Section 402.1(2) and was denied benefits under either 402.1(2) or 402.1(4), there may be a grant of benefits if the claimant is not offered an opportunity to perform service in the second of such academic years or terms for the period beginning with the first week he was denied benefits, solely by reason of said two sections, if timely claims have been filed during the denial period and providing the claimant was otherwise eligible for benefits. This provision covers claim weeks beginning September 3, 1982, for employes of institutions of higher education, and for employes of all other educational institutions it shall be effective with claim weeks beginning January 1, 1984. If any overpayment due to this provision and other amendments to Section 402.1 being retroactive occurs, it shall be ruled as nonfault, nonrecoupable.
24. Section 402.2-Whether claimant is a professional athlete and has a reasonable assurance of being reemployed at the beginning of the next season.
25. Section 402.3-Whether the claimant is an alien and whether the claimant is legally residing in the United States.

D. UC-58 – List of issues arising in appeals proceedings before the Pennsylvania Unemployment Compensation Board of Review.

(Reverse)

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|--|--|
| 26. Section 402.4(a)-Provides that benefits should be paid to an officer of a corporation who has exercised a substantial degree of control over corporate affairs and whose unemployment is due to the corporation's having entered into involuntary bankruptcy proceedings under the provisions of Chapter 7, Title 11, of the United States Code. | 42. Section 404(d)(2)(i)-Provides that pensions from base period or chargeable employers are deductible from benefits. |
| 27. Section 402.4(b)-Provides that benefits should be paid to an officer of a corporation as described in Section 402.4(a) in the same manner and to the same extent as any other eligible claimant under the provisions of the Act. | 43. Section 404(d)(2)(ii)-Provides that a pension is deductible at 50% of the prorated weekly pension amount where the claimant contributed in any amount to the pension plan, and is deductible at 100% where the plan is contributed to only by the employer. |
| 28. Section 402.5-Provides that seasonal workers shall be ineligible for a week of unemployment outside the normal seasonal period of operation provided there is a contract of employment or reasonable assurance has been given that such workers will perform services in the next normal seasonal employment. The exception will occur if upon presenting himself for work, the seasonal worker is not offered an opportunity to perform services. | 44. Section 404(d)(2)(iii)-Provides that a claimant's pension, excluding Social Security or Railroad Retirement, will not be deductible if the claimant's base-year employment did not affect the eligibility for, or increase the amount of, the monthly pension. |
| 29. Section 402-A-Extended Benefits (EB) will not be paid for more than two weeks to a Pennsylvania claimant filing an interstate claim in a State where EB is not in effect. | 45. Section 404(e)(3)-Whether the claimant is entitled to dependent's allowance. |
| 30. Section 403-A(b)(2)-Shareable Regular or EB will not be paid to a claimant who fails to actively search for work. | 46. Section 405-A-If an individual's claim ends in an Extended Benefit period, the remaining amount of extended benefits payable to the individual is to be reduced by the product of the number of weeks the individual was paid Trade Readjustment Allowances multiplied by the individual's full unemployment weekly benefit rate. |
| 31. Section 403-A(c)-Shareable Regular and EB claimants whose prospects of obtaining work are not good and who are disqualified for refusing suitable work must be employed for at least four weeks (not necessarily consecutive) and earn four times their weekly benefit amount before they can requalify for Shareable Regular or EB. This also applies to Shareable Regular and EB claimants who fail to actively seek work. | 47. Section 501(e)-Whether appellant filed a timely and valid appeal from the initial determination. |
| 32. Section 403-A(a)(d)-Shareable Regular or EB will not be paid to a claimant whose prospects for returning to work are not good, if he refuses suitable work that pays at least minimum wage and exceeds the individual's weekly benefit amount plus any S.U.B. pay. The offer of work must be in writing or listed with the Job Service. | 48. Section 502-Whether appellant filed a timely and valid appeal from the Referee's decision. |
| 33. Section 403-A(h)-Regular UC claimants who have refused to apply for, or accept suitable work of a short duration, must be subsequently employed before they can qualify for Shareable Regular and EB. Regular UC claimants who are disqualified for a voluntary quit or for a discharge for full-time or part-time employment must be reemployed before they can qualify for Shareable Regular and EB. | 49. Section 703.1-Effective October 1, 1982, each new UC claimant will be required to indicate whether they have any child support obligations. Employment Security is then required to notify the State or local child support enforcement agency of those claimants eligible for UC who also have child support obligations. |
| 34. Section 403-A(i). (Extended Benefits additional qualification requirement)-Effective with weeks beginning after September 25, 1982, claimants will be required to have total base-year earnings equal to at least one and one-half times the amount in the individual's highest quarter of base-year earnings. | 50. Section 703.1-Provides further, that Employment Security is required to deduct, from the unemployment compensation payable to an individual, an amount specified by the individual or the child support enforcement agency for the payment of child support. Employment Security is then required to pay the deducted amount to the State or local child support enforcement agency. |
| 35. Section 404-Whether claimant was paid the qualifying amount of wages in subject employment. | 51. Section 801-Whether claimant knowingly made a false statement or knowingly failed to disclose a material fact in order to obtain or increase benefits and is thereby subject to an additional period of disqualification. |
| 36. Section 404(a)(1)-Whether claimant is entitled to a larger weekly benefit rate. | 52. Section 804-Whether claimant has previously received benefits to which he was not entitled for the claim period in question and whether fault or nonfault provisions should govern the recoupment of compensation. |
| 37. Section 404(a)(2)-Whether claimant is entitled to a larger weekly benefit rate based on 50% of the claimant's full-time weekly wage. | 53. Section 804(b)(3)-Whether the claimant, pursuant to an awarding of a Labor Relations Board Arbitrator or the like received a back wage payment without deductions for UC Benefits received during the period to which such wages are allocated. |
| 38. Section 404(a)(3)-Whether claimant is entitled to benefits under the "step down" provisions. | 54. Chapter 85, Title V, U.S. Code, Section 8521, et seq-Whether claimant's discharge from the Armed Forces of the United States qualifies claimant for benefits. |
| 39. Section 404(c)-Whether the claimant has the required number of credit weeks in the base year to financially qualify to receive benefits. | 55. Whether the claimant is an unemployed businessman as defined by the Pennsylvania Supreme Court in <u>Dawkins Unemployment Compensation Case</u> , 358 Pa. 224 (1948) or in <u>Stacinieri Unemployment Compensation Case</u> , 447 Pa. 256 (1972). |
| 40. Section 404(d)(1)(i)-Whether the claimant is entitled to receive partial benefits. | 56. Trade Act of 1974-Whether claimant is entitled to Trade Adjustment Assistance (TAA) allowances. |
| 41. Section 404(d)(1)(ii)-Whether the claimant is subject to deductions for vacation payment in excess of the partial benefit credit. | 57. Extended Unemployment Compensation Act of 1991-Whether claimant is entitled to Extended Unemployment Compensation (EUC). |
| | 58. Section 509-Whether a decision is final and, therefore, not subject to collateral attack. |
| | 59. Section 402(j)-Whether the claimant participated, as required, in reemployment services referred through claimant profiling. |
| | 60. Section 402.6-Provides that benefits are not required for any weeks during which the claimant is incarcerated after a conviction. |

**UC-58 – List of issues arising in appeals proceedings before the
Pennsylvania Unemployment Compensation Board of Review**

PURPOSE. *To inform both the employer and the claimant of the issues involved in the appeal as understood by the referee.*

Key. This form accompanies Form UC-53. The applicable issue(s) is circled.

Instructions. Review the issues to determine if they are complete and appropriate. Plan evidence and testimony appropriately.

E. UC-59 – Pennsylvania Unemployment Compensation Board of Review Referee's Decision.

UC-59 REV 12-92		PENNSYLVANIA UNEMPLOYMENT COMPENSATION BOARD OF REVIEW REFEREE'S DECISION	
DECISION MAILING DATE	S.S. ACCT. NO.	APPEAL NO.	APPEAL DATE
CONCERNING THE CLAIM OF:		EMPLOYER	
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> 1 </div>		<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> 1 </div>	
DATE AND NATURE OF DETERMINATION BEING APPEALED:		HEARING DATE AND LOCATION	
HEARING APPEARANCES: <input type="checkbox"/> CLAIMANT <input type="checkbox"/> EMPLOYER <input type="checkbox"/> REPRESENTATIVE OF CLAIMS OFFICE <input type="checkbox"/> OTHERS (SEE BD-109)		DATE OF APPLICATION FOR BENEFITS	COMPENSABLE WEEK ENDING DATES
		WAITING WEEK ENDING DATE	
		<input type="checkbox"/> CLAIMANT APPEAL	EMPLOYER APPEAL <input type="checkbox"/>
FINDINGS OF FACT:			
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> 2 </div>			
<p>NOTICE: You have the right to file a further appeal within 15 days after the mailing date of this decision. For more information, please read the enclosed card.</p>			

F. BD-65 – Notice of Pennsylvania Unemployment Compensation Referee's Decision and Right of Further Appeal to Board of Review.

(Front)

**NOTICE OF PENNSYLVANIA UNEMPLOYMENT COMPENSATION REFEREE'S DECISION
AND RIGHT OF FURTHER APPEAL TO BOARD OF REVIEW**

Pursuant to the provisions of the Law, the enclosed decision shall become final on the date it was mailed to the parties, unless any aggrieved party files a further appeal to the Pennsylvania Unemployment Compensation Board of Review within the fifteen (15) day appeal period.

CLAIMANTS WHO HAVE BEEN RECEIVING BENEFITS, and who are now ruled ineligible by this decision, could be subject to an overpayment. (Depending upon nature of overpayment, recoupment is made by deduction from claimant's future unemployment compensation benefits, or by claimant's direct repayment.)

IF YOU WISH TO FILE A FURTHER APPEAL

GO IN PERSON TO THE UNEMPLOYMENT INSURANCE OFFICE WHICH RENDERED THE ORIGINAL DETERMINATION. If this is inconvenient to you, then mail your appeal to that office.

However, you have the right to file an appeal in any unemployment insurance office located in any Job Center.

If you intend to initiate an appeal by letter, please include the following information: the name and social security number of the claimant (if known), the date of the decision which is being appealed, the reasons for appeal, the appeal number, your signature and address.

(General Information – See Reverse Side)

BD-65 REV 8-90 COMMONWEALTH OF PENNSYLVANIA

Department of Labor and Industry

Unemployment Compensation Board of Review

(Reverse)

GENERAL INFORMATION – STATUTORY PROVISIONS AND DURATION OF DISQUALIFICATION

VOLUNTARILY LEAVING WORK WITHOUT CAUSE OF A NECESSITOUS AND COMPELLING NATURE, or DISCHARGE FOR WILLFUL MISCONDUCT IN CONNECTION WITH EMPLOYMENT, or SEPARATION FROM SELF EMPLOYMENT – Disqualification until claimant has a valid separation from subsequent employment and has earned six (6) times his weekly benefit rate.

REFUSAL OF SUITABLE WORK – Disqualification until claimant has a valid separation from employment that is not of a temporary or casual nature.

LABOR DISPUTE – Disqualification for period of unemployment due to stoppage of work.

UNAVAILABILITY FOR WORK – Disqualification each week claimant is unable or unavailable for work.

FAILURE TO REGISTER FOR WORK OR TO FILE CLAIMS IN PRESCRIBED MANNER – Disqualification for each week claimant failed to register for work or failed to report to the assigned unemployment insurance office on designated day.

EMPLOYER'S REQUEST FOR RELIEF FROM CHARGES – In order for Relief from Charges to be granted, claimant must have left work without good cause attributable to employment or been discharged for willful misconduct connected with his work, or under certain circumstances where claimant had concurrent employment and subsequently lost full time job.

APPEAL PERIOD – Appeals must be delivered in person or postmarked within fifteen (15) days of the date on which the decision was mailed to the parties.

UC-59 – Pennsylvania Unemployment Compensation Board of Review Referee's Decision

PURPOSE. To notify all parties of the referee's decision following the original appeal.

① **Key.** This block indicates whether the Job Center had ruled the claimant eligible or ineligible for benefits. The applicable section of the law is cited.

② **Key.** The findings of fact are listed as determined by the referee based on testimony and evidence presented at the hearing. The referee's reasoning and order follow.

Instructions. Read the decision carefully, especially the referee's order. If the referee orders benefits to be paid, determine if the decision should be appealed by checking the accuracy of the findings of fact and by checking the correctness of the interpretation of the issues. Follow the instructions to file any appeal within 15 days after the date it was mailed.

Notify BCPO monthly of all reversals of previous determinations.

G. BD-58 – Unemployment Compensation Board of Review Decision and Order.

 <p style="text-align: center;">COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY UNEMPLOYMENT COMPENSATION BOARD OF REVIEW LABOR AND INDUSTRY BUILDING HARRISBURG, PENNSYLVANIA 17121</p>			
BD-58 REV 7-97			
DECISION AND ORDER			
APPEAL NO.	S. S. ACCT. NO.	DECISION NO.	ORDER MAILING DATE
CONCERNING THE CLAIM OF:		EMPLOYER	
(1)		DATE AND NATURE OF REFEREE'S DECISION	DATE OF APPLICATION FOR BENEFITS
		WAITING WEEK ENDING DATE	
		COMPENSABLE WEEK ENDING DATE(S)	
APPEAL FROM REFEREE'S DECISION FILED BY: <input type="checkbox"/> CLAIMANT <input type="checkbox"/> EMPLOYER <input type="checkbox"/> ES			
FINDINGS OF FACT: (2)			

PURPOSE. To notify all parties of the Board's decision on the appeal brought before the Board.

- (1) **Key.** This block indicates whether the referee had ruled the claimant eligible or ineligible for benefits. The applicable section of the law is cited.
- (2) **Key.** The findings of fact are listed as determined by the Board based on the evidence presented. The Board's reasoning and order follow.

Instructions. Read the decision carefully, especially the Board's order. Notify BCPO monthly of all reversals of previous determinations.

Consult with agency legal counsel to determine if the decision should be appealed. Follow the instructions accompanying the decision to file an appeal to Commonwealth Court within 30 calendar days of the mailing date. Also, reconsideration by the Board may be requested within 15 calendar days. (See PART THREE, Section II, Procedure D.)

THIS IS NOT A BILL TO BE PAID
IT IS A NOTICE OF CHARGES AGAINST YOUR RESERVE ACCOUNT

This is a notice of benefit charges and credits to your Unemployment Compensation Reserve Account. It is sent to you in accordance with the provisions of Section 301(e) of the Pennsylvania Unemployment Compensation Law.

The names of persons listed on this notice are your former or present employes who have been paid unemployment compensation. Entries on the form show the week-ending date of each week of unemployment for which compensation has been paid, the amount paid, and the amount specifically charged to your account as a result of the payments. Entries shown as credits are adjustments of previous charges.

The net total of all amounts on charge notices will be used in determining your rate of contribution.

Column 4. DEFINITION OF CODES

EXPLANATION OF ENTRIES

CREDIT CODES	DEBIT CODES
01 - Overpayment	90 - Relief from Charge Rescinded
02 - Check Redeposit	91 - Duplicate Credit of an Extended Benefit Payment
03 - Incorrect Charge	92 - Offset of a Duplicate Credit, Overpayment Credit and a UC-150 Non-charge Credit
04 - Eligible Decision Reversed	93 - New Account Added to Claim
05 - Financial Determination Revised	94 - Increase in Percent of Charge
06 - Partial Transfer	95 - Decrease or Cancellation of Overpayment
07 - Voluntary Quit - Relief from Charge Approved	96 - Debit to Offset Erroneous Credit
08 - Part-time Employment - Relief from Charge Approved	97 - Credit Balance Debit
09 - Willful Misconduct - Relief from Charge Approved	98 - Partial Transfer Debit
	99 - Overpayment Credit Error

Column 5.	Date of Application for Benefits. Claimant may draw benefits for weeks of unemployment which fall within 52 weeks from this date.
Column 6.	Ending date of the seven-day period for which compensation was paid to the employe. (This date will always be a Saturday.)
Column 7.	Date on which compensation was paid. The month in which payment is made is the month of charge.
Column 8.	Amount of compensation paid. (+ dependents' allowances)
Column 9.	Percentage chargeable to your account. If you were the only base-year employer, the entry 100 appears and the full amount of compensation is charged to your experience rating account. If the claimant had several base-year employers, only a portion is charged to you. The benefit charges are made in proportion to the wages paid by you during the employe's base year as compared with the total wages paid to the employe by all of his or her employers during such period. "N/C" indicates no charge. DEFINITION OF A BASE YEAR: A base year is the first four of the last five completed calendar quarters immediately preceding a date of application for benefits.

Column 10.

Amount of compensation charged or credited to your account. This is computed by relating the entries in Columns 8 and 9.
 + Partial Payment + * Adjusted Payment
 If "CR" is shown in this column, the amount is a credit against previous charges.
 For the purpose of rate computation, credits are applied to the fiscal year in which the compensation was originally paid.

Column 11.

Number of the local office where the claimant filed for compensation. Call the nearest Pennsylvania Job Center office if you wish to offer employment to the claimant.

MAILING DATE:

Any protest concerning this notice must be filed within 90 days from the mailing date of this form. You cannot base a later appeal of your rate of contribution on the accuracy of this notice unless you file a protest as stated above. Any protest must be made in writing, setting forth in detail the items to which you take exception and the reasons for the exception. Protests should be made to:

BUREAU OF UC BENEFITS AND ALLOWANCES
 EMPLOYER'S CHARGE SECTION
 LABOR AND INDUSTRY BUILDING
 7TH AND FORSTER STREETS
 HARRISBURG, PENNSYLVANIA 17121

FISCAL YEAR:

The year noted beside the designation "Fiscal Year" is the fiscal year in which the compensation was paid. The fiscal year begins July 1 and extends through June 30 of the following year. It carries the designation of the later year.

TOTAL THIS PAGE:

This is the net amount of charge to your reserve account. If the symbol "CR" follows the amount, then adjustments have resulted in a net credit to your reserve account. "N/C" indicates no charge.

(Reverse)

IF ANY EMPLOYEE (FORMER OR PRESENT) LISTED ON THIS NOTICE WORKED FOR YOU DURING ANY OF THE WEEKS LISTED IN COLUMN 6 AND WAS THEREFORE NOT ENTITLED TO THE COMPENSATION PAID TO HIM OR HER, NOTIFY THE DEPARTMENT OF LABOR AND INDUSTRY AT ONCE ON THE ATTACHED FORM UC-640A.

KEEP THIS NOTICE - IT IS A PERMANENT RECORD

UC-640 – Monthly Notice of Compensation Charged

PURPOSE. To notify the employer of UC charges incurred in the preceding month.

① **Key.** Agency name and address of BCPO.

Instructions. BCPO will forward UC-640 to each agency incurring charges.

② **Key.** All columns are self-explanatory and/or explained on the reverse.

③ **Key.** Charges are listed in claimant Social Security Number order.

Instructions. The Personnel Office should audit against the UC-44Fs on file. Protest any inaccuracies via the UC-640A within 30 days of the mailing date. Plainly mark on the form or on the UC-44F any charges that are in question and the action taken.

B. UC-640A – Employer Report on Conflict Between Wages and Benefits.

(Reverse)

**TO PREVENT FRAUD AND PROTECT YOUR TAX RATE
YOU SHOULD CHECK YOUR RECORDS**

One of the fraud prevention and detection methods used by The Department of Labor and Industry is to forward to you the enclosed "Monthly Notice of Compensation Charged" form, listing the claimants whose benefits are charged to your Unemployment Compensation Reserve Account, to be checked against your payroll records.

INSTRUCTIONS FOR CHECKING CHARGES TO YOUR ACCOUNT

Column 6 of the "Monthly Notice of Compensation Charged" form shows the last day (Saturday) of a 7 - day period for which your employe(s) was (were) paid benefits.

1. Check your payroll records of the employe(s) for each of these 7 - day periods.
2. If, after checking your payroll records, you find that the employe(s) worked for you during a 7 - day period, complete Columns 8 and 9 on Form UC-640A as follows:
 - a. List in Column 8 the exact dates the employe(s) worked for the 7 - day period in question.
 - b. List in Column 9 any gross wages earned, vacation pay, holiday pay, separation pay, or similar payments received by the employe(s) for each day of the 7 - day period in question, as listed in Column 8. If more space is needed in Columns 8 and 9 for days worked and amount of wages earned for a particular employe, please indicate. For example:

3. CLAIMANT'S NAME	8. COMPENSABLE WEEK END. DATE			9. DAYS WORKED EACH DAY OF COMPENSABLE WK.			9. AMT. OF WAGES EARNED EACH DAY OF COMPENSABLE WK.	3. CLAIMANT'S NAME	8. COMPENSABLE WEEK END. DATE			9. DAYS WORKED EACH DAY OF COMPENSABLE WK.			9. AMT. OF WAGES EARNED EACH DAY OF COMPENSABLE WK.	
	MO.	DAY	YR.	MO.	DAY	YR.			AMOUNT	MO.	DAY	YR.	MO.	DAY		YR.
JOHN DOE ①	2	9	80	①	2	7	80	30 00	JOHN DOE	2	9	80	2	7	80	30 00
JOHN SMITH ②	2	8	80	①	2	8	80	30 00	JOHN SMITH	2	8	80	2	8	80	30 00
				②	2	5	80	25 00					2	5	80	25 00
				③	2	6	80	25 00					2	6	80	25 00

- c. When it is necessary to comply with the above instructions, certify to the correctness of this form by affixing your signature below, and return the Form UC-640A as follows:

Questions regarding claimant eligibility issues such as separation, earnings, dependents' allowance, self-employment or possible refusal of work for claimants should be referred to the Job Center where the claimant is filing for benefits. If the address of the claimant's Job Center is not known, Form UC-640A should be returned to the Employer's Charge Section at the address listed below.

Questions regarding charges or requests for relief from charges for all claimants listed on Form UC-640 should be referred to: BUREAU OF UNEMPLOYMENT COMPENSATION BENEFITS AND ALLOWANCES, EMPLOYER'S CHARGE SECTION, LABOR AND INDUSTRY BUILDING, 7TH AND FORSTER STREETS, HARRISBURG, PA 17121.

Keep the "MONTHLY NOTICE OF COMPENSATION CHARGED" (Form UC-640) for your files. You will need it to check charges against you as shown on your Contribution Rate Notice for next year.

Also note that an employe shall be ineligible for compensation for any week in which his or her unemployment is due to failure, without good cause, either to apply for suitable work or to accept suitable work when offered to him or her by the Pennsylvania Job Center office or by any employer; provided, the employer notifies, in writing, the Job Center office of such offer within seven working days after making the offer. If you offered suitable work to any of the employes listed in the "Monthly Notice of Compensation Charged", explain fully in the "Remarks" section below.

If the Department approves your request to have charges relieved, you will receive a notice that charges will not be made to your account for the particular claim series. If charges are made before or after the receipt of such approval notice from the Department, allow ninety days for processing appropriate credits to your account.

REMARKS:

I CERTIFY THE INFORMATION I HAVE ENTERED IS TRUE AND CORRECT.

Signature

Title

Date

UC-640A – Employer Report on Conflict Between Wages and Benefits

PURPOSE. To provide the employer with a means of protesting charges believed to be incorrect, especially if earned wages are not reflected in the amount of UC benefits paid.

- ① **Key.** Columns 8 and 9 are to be completed when wages were earned in the week which ended on the date shown in column 6, but were not reflected in the amount of compensation paid for the week.

Instructions. Identify any claimants who collect UC and work simultaneously, such as part-time employees. File copies of Form UC-785 assist in identification. Check Column 8, Amount of Comp., of UC-640 to determine if reduced benefits were paid for each week of earnings. If reduced benefits were not paid, complete Column 8 of the UC-640A with the dates worked and Column 9 with the amount of daily earnings.

This bill is sent to you in accordance with the provisions of the Pennsylvania Unemployment Compensation Law.

The names of persons listed on this notice are your former employes who have been paid unemployment compensation. Entries on the form show the week-ending date of each week of unemployment compensation for which compensation has been paid, the amount paid, and the amount specifically charged to your account as a result of the payments. Entries shown as credits are adjustments of previous charges.

EXPLANATION OF ENTRIES

Column 4. "PN" denotes penalty charge for late filing of wage report.

Column 11. Number of the local office where the claimant filed for compensation. Call the nearest Pennsylvania State Job Service office if you wish to offer employment to the claimant.

Column 5. Date of Application for Benefits. Claimant may draw benefits for weeks of unemployment which fall within 52 weeks from this date.

Column 6. Ending date of the seven-day period for which compensation was paid to the employe.

MAILING DATE: Any protest concerning the clerical accuracy of entries on this notice must be filed within 30 days from the mailing date of this form. If any employe listed on this notice worked for you during any of the weeks listed in Column 6 and was therefore not entitled to the compensation paid, notify the Bureau of Employer Tax Operations at once. Any protest must be made in writing, setting forth in detail the items to which you take exception and the reasons for the exception. Protests should be mailed to the address shown at the bottom of this page. Whether a protest is made or not, payment must still be made within 30 days from the date of this bill.

Column 7. Date on which compensation was paid. The month in which payment is made is the month of charge.

Column 8. Amount of compensation paid. (+ Dependents' Allowances.)

Column 9. Percentage chargeable to your account. If you were the only base-year employer, the entry "100" appears and the full amount of compensation is charged to your account. If the claimant had several base-year employers, only a portion is charged to you. The benefit charges are made in proportion to the wages paid by you during the employe's base year as compared with the total wages paid to him or her by all of his or her employers during such period.

Column 10. Amount of compensation charged or credited to your account. This is computed by relating the entries in columns 8 and 9.

* Partial Payment ** Adjusted Payment
If "CR" is shown in this column, the amount is a credit against previous charges.

TOTAL ALL PAGES: This is the net amount of charge to your account. **ATTACH YOUR REMITTANCE, MADE PAYABLE TO PENNSYLVANIA UNEMPLOYMENT COMPENSATION FUND, TO THE COPY OF THIS NOTICE AND FORWARD IMMEDIATELY TO THE ADDRESS SHOWN BELOW.**

NOTICE TO NON-PROFIT ORGANIZATIONS, POLITICAL SUBDIVISIONS AND EDUCATIONAL INSTITUTIONS

IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS FROM THE DATE OF THIS BILL, CONTRIBUTIONS UNPAID ON THE DATE ON WHICH THEY ARE DUE AND PAYABLE, AS PRESCRIBED BY THE DEPARTMENT SHALL BEAR INTEREST AS PROVIDED UNDER SECTION 308 OF THE PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW, AT THE RATE DETERMINED BY THE SECRETARY OF REVENUE UNDER SECTION 806 OF THE ACT OF APRIL 9, 1929 (P.L. 343, NO. 176), KNOWN AS "THE FISCAL CODE", PER MONTH OR FRACTION OF A MONTH FROM THE DATE THEY BECOME DUE UNTIL PAID.

BUREAU OF EMPLOYER TAX OPERATIONS
LABOR & INDUSTRY BUILDING

SEVENTH & FORSTER STREETS

ACCOUNTING DIVISION
HARRISBURG, PA 17121

UC-150 – Notice of Amount Due for Compensation Paid

PURPOSE. To notify the employer of the amount of unemployment compensation paid to each claimant that must be reimbursed by the employer to BUCBA.

① **Key.** Agency name and address of BCPO.

② **Key.** Each claimant's weekly charges are shown.

Instructions. Based on information supplied by Personnel, BCPO should audit the charges against either the previously audited UC-640s or the UC-44F files and protest any inaccuracies within 30 days of the mailing date.

③ **Key.** All columns are self-explanatory and/or explained on the reverse.

④ **Key.** "Total all pages" is the amount to be reimbursed to BUCBA.

Instructions. BCPO should pay the billing within 30 days of the mailing date, regardless of any filed protests. Extra copies of the UC-150 are forwarded to the Personnel Office.

DATE
REPORT NO. XAAP70101 (FORMERLY BFM REPORT 288)
ICS-ACCTG PAYROLL-ACCTG

COMMONWEALTH OF PENNSYLVANIA
EXECUTIVE OFFICES
UNEMPLOYMENT COMPENSATION COSTS BY EMPLOYEE
QUARTER ENDING:

PKT PAGE:

PAGE NO.
PREPARED BY CMIC

1

DEPT .

APPROP SYMBOL

SOC SEC NO	EMP NO	POS NO	NAME	PAY STAT	ORGZ	COST FUNCTION	COST CATEGORY	PERCENT	AMOUNT
------------	--------	--------	------	-------------	------	------------------	------------------	---------	--------

APPROPRIATION TOTAL

2

Report No. XAAP70101 – Unemployment Compensation Costs by Employee

PURPOSE. To provide BCPO with individual claim charges by appropriation for accounting purposes.

① **Key.** Because this is a report used for accounting purposes, it is not produced for Personnel Offices.

Instructions. It is available upon request from BCPO if and when the Personnel Office needs total charges by appropriation.

② **Key.** Charges are totaled by appropriation within each department. Any changes to codes subsequent to the claimant's separation from employment will not be reflected.

Instructions. Using internal procedures BCPO makes necessary corrections to codes and attaches to payment documents after ensuring that the amount due on the UC-150 and this report are in agreement at the department level.

Report No. XAAP70301 – Unemployment Compensation Costs by Org. and Employee

PURPOSE. To provide the agency Unemployment Compensation Coordinator with quarterly UC costs by organization to assist in cost control procedures.

- ① **Key.** This is an ICS-Accounting report run from information obtained from the billing sent by BUCBA. It is run shortly following the end of the calendar quarter for which applicable.

Instructions. The report is printed only for those agencies requesting it through the Personnel/Payroll Report Distribution System. Contact agency Security Coordinator for instructions to obtain report.

- ② **Key.** Identification of each organization within the agency incurring UC charges in the quarter.

Instructions. A summary of organization totals, if not the entire report, should be provided to agency management.

- ③ **Key.** Identification of the UC claimant by Social Security Number, employee number, position number, and name. Multiple claimants are listed in Social Security Number sequence.

Instructions. The Social Security Number will help to quickly locate the UC-44F on file for the person's claim if necessary.

- ④ **Key.** Current status on the personnel/payroll system. Status codes are:

01 Active Employee
02 Leave Without Pay With Benefits
03 Leave Without Pay Without Benefits
07 Termination (voluntary or involuntary, with or without notice) or Furlough
09 Deceased

Instructions. As necessary, check status designations that are inconsistent with UC claims. Any active pay status should signal review of the claim to ensure that any earnings reduced UC benefits paid.

- ⑤ **Key.** The employment duration indicates whether the employee was hired for an indeterminate amount of time (I) or permanently (P).

Instructions. Total costs for temporary employees should be maintained for future staffing considerations.

- ⑥ **Key.** The employment condition indicates whether the claimant had been a full-time (F) or part-time, indeterminate (I) employee.

Instructions. The UC costs incurred by part-time employees, at least, should be totaled and reported to agency management.

- ⑦ **Key.** The class code on record at the time of separation.

- ⑧ **Key.** The percent charge will almost always be 100 percent. It is not the same as the percent charge shown on the UC-44F. If the percent is less than 100 percent, it means multiple cost functions and/or multiple organizations within the agency will be charged by BCPO. The split costs will appear consecutively and total 100 percent.

Instructions. No action is necessary.

- ⑨ **Key.** The total amount of UC benefits paid to each claimant during the quarter and charged to the named organization.

- ⑩ **Key.** The total amounts of UC benefits paid to all claimants during the quarter and the number of claimants for the organization.

- ⑪ **Key.** Departmental totals for the quarter.

Instructions. Larger agencies may find maintaining quarter to quarter comparisons of costs and numbers of claimants helpful for determining patterns of unemployment. Also, divide the Department dollar total by the employe count to determine the average UC cost per claimant. Maintain the average for review every quarter to determine if costs are increasing.

PART FIVE: APPENDIX

CONTENTS

I.	TABLES	5.1
	A. TABLE FOR THE DETERMINATION OF RATE AND AMOUNT OF BENEFITS	5.1
	B. COMPUTATION OF WEEKLY BENEFIT RATE BASED ON 50% OF FULL-TIME WEEKLY WAGE	5.5
	C. PARTIAL BENEFIT CREDIT – EARNINGS REQUIREMENTS	5.7
	D. CONVERSION TABLE FOR MONTHLY PENSIONS	5.9
	E. CLAIMS CALENDAR	5.15
II.	GUIDELINES FOR THE COMPLETION OF THE EMPLOYER'S STATEMENT ON FORM UC-45	5.17
	A. "VOLUNTARY QUIT" SITUATIONS BELIEVED DISQUALIFYING FOR UC	5.17
	B. DISMISSAL SITUATIONS BELIEVED DISQUALIFYING FOR UC	5.17
	C. INVOLUNTARY TERMINATION SITUATIONS BELIEVED QUALIFYING FOR UC	5.18
	D. OTHER TERMINATION SITUATIONS WHICH WHICH MAY OR MAY NOT BE QUALIFYING FOR UC	5.19
III.	COMPARISON OF REIMBURSABLE AND CONTRIBUTING EMPLOYERS	5.20
	A. CONTRIBUTING EMPLOYERS	5.20
	B. REIMBURSABLE EMPLOYERS	5.20
IV.	JOB CENTER DIRECTORY	5.21
	A. JOB CENTERS BY NUMBER	5.21
	B. JOB CENTERS ALPHABETICALLY	5.24
	C. REGIONAL OFFICES	5.26
	D. UNEMPLOYMENT COMPENSATION REFEREE OFFICES	5.27
	E. FIELD OFFICES AND REGIONAL OFFICES	5.28
	F. UNEMPLOYMENT COMPENSATION REFEREE OFFICES MAP	5.29
V.	REFEREE DECISIONS	5.31
VI.	ADMINISTRATIVE CIRCULARS, MANAGEMENT DIRECTIVES, AND PAYROLL MEMOS	5.33

I. TABLES.

A. TABLE FOR THE DETERMINATION OF RATE AND AMOUNT OF BENEFITS.

Part A Highest Quarterly Wage	Part B Weekly Benefit Rate	Part C Qualifying Wages	Part D Amt. of Compensation Duration		Part A Highest Quarterly Wage	Part B Weekly Benefit Rate	Part C Qualifying Wages	Part D Amt. of Compensation Duration	
			26 Weeks	16 Weeks				26 Weeks	16 Weeks
\$ 800- 812	\$ 35	\$ 1320	\$ 910	\$ 560	\$2013-2037	\$ 83	\$ 3240	\$ 2158	\$ 1328
813- 837	36	1360	936	576	2038-2062	84	3280	2184	1344
838- 862	37	1400	962	592	2063-2087	85	3320	2210	1360
863- 887	38	1440	988	608	2088-2112	86	3360	2236	1376
888- 912	39	1480	1014	624	2113-2137	87	3400	2262	1392
913- 937	40	1520	1040	640	2138-2162	88	3440	2288	1408
938- 962	41	1560	1066	656	2163-2187	89	3480	2314	1424
963- 987	42	1600	1092	672	2188-2212	90	3520	2340	1440
988-1012	43	1640	1118	688	2213-2237	91	3560	2366	1456
1013-1037	44	1680	1144	704	2238-2262	92	3600	2392	1472
1038-1062	45	1720	1170	720	2263-2287	93	3640	2418	1488
1063-1087	46	1760	1196	736	2288-2312	94	3680	2444	1504
1088-1112	47	1800	1222	752	2313-2337	95	3720	2470	1520
1113-1162	48	1840	1248	768	2338-2362	96	3760	2496	1536
1163-1187	49	1880	1274	784	2363-2387	97	3800	2522	1552
1188-1212	50	1920	1300	800	2388-2412	98	3840	2548	1568
1213-1237	51	1960	1326	816	2413-2437	99	3880	2574	1584
1238-1262	52	2000	1352	832	2438-2462	100	3920	2600	1600
1263-1287	53	2040	1378	848	2463-2487	101	3960	2626	1616
1288-1312	54	2080	1404	864	2488-2512	102	4000	2652	1632
1313-1337	55	2120	1430	880	2513-2537	103	4040	2678	1648
1338-1362	56	2160	1456	896	2538-2562	104	4080	2704	1664
1363-1387	57	2200	1482	912	2563-2587	105	4120	2730	1680
1388-1412	58	2240	1508	928	2588-2612	106	4160	2756	1696
1413-1437	59	2280	1534	944	2613-2637	107	4200	2782	1712
1438-1462	60	2320	1560	960	2638-2662	108	4240	2808	1728
1463-1487	61	2360	1586	976	2663-2687	109	4280	2834	1744
1488-1512	62	2400	1612	992	2688-2712	110	4320	2860	1760
1513-1537	63	2440	1638	1008	2713-2737	111	4360	2886	1776
1538-1562	64	2480	1664	1024	2738-2762	112	4400	2912	1792
1563-1587	65	2520	1690	1040	2763-2787	113	4440	2938	1808
1588-1612	66	2560	1716	1056	2788-2812	114	4480	2964	1824
1613-1637	67	2600	1742	1072	2813-2837	115	4520	2990	1840
1638-1662	68	2640	1768	1088	2838-2862	116	4560	3016	1856
1663-1687	69	2680	1794	1104	2863-2887	117	4600	3042	1872
1688-1712	70	2720	1820	1120	2888-2912	118	4640	3068	1888
1713-1737	71	2760	1846	1136	2913-2937	119	4680	3094	1904
1738-1762	72	2800	1872	1152	2938-2962	120	4720	3120	1920
1763-1787	73	2840	1898	1168	2963-2987	121	4760	3146	1936
1788-1812	74	2880	1924	1184	2988-3012	122	4800	3172	1952
1813-1837	75	2920	1950	1200	3013-3037	123	4840	3198	1968
1838-1862	76	2960	1976	1216	3038-3062	124	4880	3224	1984
1863-1887	77	3000	2002	1232	3063-3087	125	4920	3250	2000
1888-1912	78	3040	2028	1248	3088-3112	126	4960	3276	2016
1913-1937	79	3080	2054	1264	3113-3137	127	5000	3302	2032
1938-1962	80	3120	2080	1280	3138-3162	128	5040	3328	2048
1963-1987	81	3160	2106	1296	3163-3187	129	5080	3354	2064
1988-2012	82	3200	2132	1312	3188-3212	130	5120	3380	2080
					3213-3237	131	5160	3406	2096
					3238-3262	132	5200	3432	2112

Part A Highest Quarterly Wage	Part B Weekly Benefit Rate	Part C Qualifying Wages	Part D Amt. of Compensation Duration	
			26 Weeks	16 Weeks
\$3263-3287	\$ 133	\$ 5240	\$ 3458	\$ 2128
3288-3312	134	5280	3484	2144
3313-3337	135	5320	3510	2160
3338-3362	136	5360	3536	2176
3363-3387	137	5400	3562	2192
3388-3412	138	5440	3588	2208
3413-3437	139	5480	3614	2224
3438-3462	140	5520	3640	2240
3463-3487	141	5560	3666	2256
3488-3512	142	5600	3692	2272
3513-3537	143	5640	3718	2288
3538-3562	144	5680	3744	2304
3563-3587	145	5720	3770	2320
3588-3612	146	5760	3796	2336
3613-3637	147	5800	3822	2352
3638-3662	148	5840	3848	2368
3663-3687	149	5880	3874	2384
3688-3712	150	5920	3900	2400
3713-3737	151	5960	3926	2416
3738-3762	152	6000	3952	2432
3763-3787	153	6040	3978	2448
3788-3812	154	6080	4004	2464
3813-3837	155	6120	4030	2480
3838-3862	156	6160	4056	2496
3863-3887	157	6200	4082	2512
3888-3912	158	6240	4108	2528
3913-3937	159	6280	4134	2544
3938-3962	160	6320	4160	2560
3963-3987	161	6360	4186	2576
3988-4012	162	6400	4212	2592
4013-4037	163	6440	4238	2608
4038-4062	164	6480	4264	2624
4063-4087	165	6520	4290	2640
4088-4112	166	6560	4316	2656
4113-4137	167	6600	4342	2672
4138-4162	168	6640	4368	2688
4163-4187	169	6680	4394	2704
4188-4212	170	6720	4420	2720
4213-4237	171	6760	4446	2736
4238-4262	172	6800	4472	2752
4263-4287	173	6840	4498	2768
4288-4312	174	6880	4524	2784
4313-4337	175	6920	4550	2800
4338-4362	176	6960	4576	2816
4363-4387	177	7000	4602	2832
4388-4412	178	7040	4628	2848
4413-4437	179	7080	4654	2864
4438-4462	180	7120	4680	2880
4463-4487	181	7160	4706	2896
4488-4512	182	7200	4732	2912
4513-4537	183	7240	4758	2928
4538-4562	184	7280	4784	2944
4563-4587	185	7320	4810	2960
4588-4612	186	7360	4836	2976
4613-4637	187	7400	4862	2992

Part A Highest Quarterly Wage	Part B Weekly Benefit Rate	Part C Qualifying Wages	Part D Amt. of Compensation Duration	
			26 Weeks	16 Weeks
\$4638-4662	\$ 188	\$ 7440	\$ 4888	\$ 3008
4663-4687	189	7480	4914	3024
4688-4712	190	7520	4940	3040
4713-4737	191	7560	4966	3056
4738-4762	192	7600	4992	3072
4763-4787	193	7640	5018	3088
4788-4812	194	7680	5044	3104
4813-4837	195	7720	5070	3120
4838-4862	196	7760	5096	3136
4863-4887	197	7800	5122	3152
4888-4912	198	7840	5148	3168
4913-4937	199	7880	5174	3184
4938-4962	200	7920	5200	3200
4963-4987	201	7960	5226	3216
4988-5012	202	8000	5252	3232
5013-5037	203	8040	5278	3248
5038-5062	204	8080	5304	3264
5063-5087	205	8120	5330	3280
5088-5112	206	8160	5356	3296
5113-5137	207	8200	5382	3312
5138-5162	208	8240	5408	3328
5163-5187	209	8280	5434	3344
5188-5212	210	8320	5460	3360
5213-5237	211	8360	5486	3376
5238-5262	212	8400	5512	3392
5263-5287	213	8440	5538	3408
5288-5312	214	8480	5564	3424
5313-5337	215	8520	5590	3440
5338-5362	216	8560	5616	3456
5363-5387	217	8600	5642	3472
5388-5412	218	8640	5668	3488
5413-5437	219	8680	5694	3504
5438-5462	220	8720	5720	3520
5463-5487	221	8760	5746	3536
5488-5512	222	8800	5772	3552
5513-5537	223	8840	5798	3568
5538-5562	224	8880	5824	3584
5563-5587	225	8920	5850	3600
5588-5612	226	8960	5876	3616
5613-5637	227	9000	5902	3632
5638-5662	228	9040	5928	3648
5663-5687	229	9080	5954	3664
5688-5712	230	9120	5980	3680
5713-5737	231	9160	6006	3696
5738-5762	232	9200	6032	3712
5763-5787	233	9240	6058	3728
5788-5812	234	9280	6084	3744
5813-5837	235	9320	6110	3760
5838-5862	236	9360	6136	3776
5863-5887	237	9400	6162	3792
5888-5912	238	9440	6188	3808
5913-5937	239	9480	6214	3824
5938-5962	240	9520	6240	3840
5963-5987	241	9560	6266	3856
5988-6012	242	9600	6292	3872

Part A Highest Quarterly Wage	Part B Weekly Benefit Rate	Part C Qualifying Wages	Part D Amt. of Compensation Duration		Part E
			26 Weeks	16 Weeks	
\$6013-6037	\$ 243	\$ 9640	\$ 6318	\$ 3888	
6038-6062	244	9680	6344	3904	
6063-6087	245	9720	6370	3920	
6088-6112	246	9760	6396	3936	
6113-6137	247	9800	6422	3952	
6138-6162	248	9840	6448	3968	
6163-6187	249	9880	6474	3984	
6188-6212	250	9920	6500	4000	
6213-6237	251	9960	6526	4016	
6238-6262	252	10000	6552	4032	
6263-6287	253	10040	6578	4048	
6288-6312	254	10080	6604	4064	
6313-6337	255	10120	6630	4080	
6338-6362	256	10160	6656	4096	
6363-6387	257	10200	6682	4112	
6388-6412	258	10240	6708	4128	
6413-6437	259	10280	6734	4144	
6438-6462	260	10320	6760	4160	
6463-6487	261	10360	6786	4176	
6488-6512	262	10400	6812	4192	
6513-6537	263	10440	6838	4208	
6538-6562	264	10480	6864	4224	
6563-6587	265	10520	6890	4240	
6588-6612	266	10560	6916	4256	
6613-6637	267	10600	6942	4272	
6638-6662	268	10640	6968	4288	
6663-6687	269	10680	6994	4304	
6688-6712	270	10720	7020	4320	
6713-6737	271	10760	7046	4336	
6738-6762	272	10800	7072	4352	
6763-6787	273	10840	7098	4368	
6788-6812	274	10880	7124	4384	
6813-6837	275	10920	7150	4400	
6838-6862	276	10960	7176	4416	
6863-6887	277	11000	7202	4432	
6888-6912	278	11040	7228	4448	
6913-6937	279	11080	7254	4464	
6938-6962	280	11120	7280	4480	
6963-6987	281	11160	7306	4496	
6988-7012	282	11200	7332	4512	
7013-7037	283	11240	7358	4528	
7038-7062	284	11280	7384	4544	
7063-7087	285	11320	7410	4560	
7088-7112	286	11360	7436	4576	
7113-7137	287	11400	7462	4592	
7138-7162	288	11440	7488	4608	
7163-7187	289	11480	7514	4624	
7188-7212	290	11520	7540	4640	
7213-7237	291	11560	7566	4656	
7238-7262	292	11600	7592	4672	
7263-7287	293	11640	7618	4688	
7288-7312	294	11680	7644	4704	
7313-7337	295	11720	7670	4720	
7338-7362	296	11760	7696	4736	
7363-7387	297	11800	7722	4752	

Part A Highest Quarterly Wage	Part B Weekly Benefit Rate	Part C Qualifying Wages	Part D Amt. of Compensation Duration		Part E
			26 Weeks	16 Weeks	
\$7388-7412	\$ 298	\$ 11840	\$ 7748	\$ 4768	
7413-7437	299	11880	7774	4784	
7438-7462	300	11920	7800	4800	
7463-7487	301	11960	7826	4816	
7488-7512	302	12000	7852	4832	
7513-7537	303	12040	7878	4848	
7538-7562	304	12080	7904	4864	
7563-7587	305	12120	7930	4880	
7588-7612	306	12160	7956	4896	
7613-7637	307	12200	7982	4912	
7638-7662	308	12240	8008	4928	
7663-7687	309	12280	8034	4944	
7688-7712	310	12320	8060	4960	
7713-7737	311	12360	8086	4976	
7738-7762	312	12400	8112	4992	
7763-7787	313	12440	8138	5008	
7788-7812	314	12480	8164	5024	
7813-7837	315	12520	8190	5040	
7838-7862	316	12560	8216	5056	
7863-7887	317	12600	8242	5072	
7888-7912	318	12640	8268	5088	
7913-7937	319	12680	8294	5104	
7938-7962	320	12720	8320	5120	
7963-7987	321	12760	8346	5136	
7988-8012	322	12800	8372	5152	
8013-8037	323	12840	8398	5168	
8038-8062	324	12880	8424	5184	
8063-8087	325	12920	8450	5200	
8088-8112	326	12960	8476	5216	
8113-8137	327	13000	8502	5232	
8138-8162	328	13040	8528	5248	
8163-8187	329	13080	8554	5264	
8188-8212	330	13120	8580	5280	
8213-8237	331	13160	8606	5296	
8238-8262	332	13200	8632	5312	
8263-8287	333	13240	8658	5328	
8288-8312	334	13280	8684	5344	
8313-8337	335	13320	8710	5360	
8338-8362	336	13360	8736	5376	
8363-8387	337	13400	8762	5392	
8388-8412	338	13440	8788	5408	
8413-8437	339	13480	8814	5424	
8438-8462	340	13520	8840	5440	
8463-8487	341	13560	8866	5456	
8488-8512	342	13600	8892	5472	
8513-8537	343	13640	8918	5488	
8538-8562	344	13680	8944	5504	
8563-8587	345	13720	8970	5520	
8588-8612	346	13760	8996	5536	
8613-8537	347	13800	9022	5552	
8638-8662	348	13840	9048	5568	
8663-8687	349	13880	9074	5584	
8688-8712	350	13920	9100	5600	
8713-8737	351	13960	9126	5616	
8738-8762	352	14000	9152	5632	

Part A Highest Quarterly Wage	Part B Weekly Benefit Rate	Part C Qualifying Wages	Part D Amt. of Compensation Duration	
			26 Weeks	16 Weeks
\$8763-8787	\$ 353	\$ 14040	\$ 9178	\$ 5648
8788-8812	354	14080	9204	5664
8813-8837	355	14120	9230	5680
8838-8862	356	14160	9256	5696
8863-8887	357	14200	9282	5712
8888-8912	358	14240	9308	5728
8913-8937	359	14280	9334	5744
8938-8962	360	14320	9360	5760
8963-8987	361	14360	9386	5776
8988-9012	362	14400	9412	5792
9013-9037	363	14440	9438	5808
9038-9062	364	14480	9464	5824
9063-9087	365	14520	9490	5840
9088-9112	366	14560	9516	5856
9113-9137	367	14600	9542	5872
9138-9162	368	14640	9568	5888
9163-9187	369	14680	9594	5904
9188-9212	370	14720	9620	5920
9213-9237	371	14760	9646	5936
9238-9262	372	14800	9672	5952
9263-9287	373	14840	9698	5968
9288-9312	374	14880	9724	5984
9313 or more	375	14920*	9750	6000

* The claimant will be ineligible for benefits unless 20 percent of the \$14,920 qualifying wages was paid in a quarter or quarters other than the high quarter.

B. COMPUTATION OF WEEKLY BENEFIT RATE BASED ON 50% OF FULL-TIME WEEKLY WAGE.

Reported Full-Time Weekly Wage	Weekly Benefit Rate	Reported Full-Time Weekly Wage	Weekly Benefit Rate	Reported Full-Time Weekly Wage	Weekly Benefit Rate
\$ 68.50 - 70.49	\$ 35	\$194.50 - 196.49	\$ 98	\$324.50 - 326.49	\$ 163
70.50 - 72.49	38	196.50 - 198.49	99	326.50 - 328.49	164
72.50 - 74.49	37	198.50 - 200.49	100	328.50 - 330.49	165
74.50 - 76.49	38	200.50 - 202.49	101	330.50 - 332.49	166
76.50 - 78.49	39	202.50 - 204.49	102	332.50 - 334.49	167
78.50 - 80.49	40	204.50 - 206.49	103	334.50 - 336.49	168
80.50 - 82.49	41	206.50 - 208.49	104	336.50 - 338.49	169
82.50 - 84.49	42	208.50 - 210.49	105	338.50 - 340.49	170
84.50 - 86.49	43	210.50 - 212.49	106	340.50 - 342.49	171
86.50 - 88.49	44	212.50 - 214.49	107	342.50 - 344.49	172
88.50 - 90.49	45	214.50 - 216.49	108	344.50 - 346.49	173
90.50 - 92.49	46	216.50 - 218.49	109	346.50 - 348.49	174
92.50 - 94.49	47	218.50 - 220.49	110	348.50 - 350.49	175
94.50 - 96.49	48	220.50 - 222.49	111	350.50 - 352.49	176
96.50 - 98.49	49	222.50 - 224.49	112	352.50 - 354.49	177
98.50 - 100.49	50	224.50 - 226.49	113	354.50 - 356.49	178
100.50 - 102.49	51	226.50 - 228.49	114	356.50 - 358.49	179
102.50 - 104.49	52	228.50 - 230.49	115	358.50 - 360.49	180
104.50 - 106.49	53	230.50 - 232.49	116	360.50 - 362.49	181
106.50 - 108.49	54	232.50 - 234.49	117	362.50 - 364.49	182
108.50 - 110.49	55	234.50 - 236.49	118	364.50 - 366.49	183
110.50 - 112.49	56	236.50 - 238.49	119	366.50 - 368.49	184
112.50 - 114.49	57	238.50 - 240.49	120	368.50 - 370.49	185
114.50 - 116.49	58	240.50 - 242.49	121	370.50 - 372.49	186
116.50 - 118.49	59	242.50 - 244.49	122	372.50 - 374.49	187
118.50 - 120.49	60	244.50 - 246.49	123	374.50 - 376.49	188
120.50 - 122.49	61	246.50 - 248.49	124	376.50 - 378.49	189
122.50 - 124.49	62	248.50 - 250.49	125	378.50 - 380.49	190
124.50 - 126.49	63	250.50 - 252.49	126	380.50 - 382.49	191
126.50 - 128.49	64	252.50 - 254.49	127	382.50 - 384.49	192
128.50 - 130.49	65	254.50 - 256.49	128	384.50 - 386.49	193
130.50 - 132.49	66	256.50 - 258.49	129	386.50 - 388.49	194
132.50 - 134.49	67	258.50 - 260.49	130	388.50 - 390.49	195
134.50 - 136.49	68	260.50 - 262.49	131	390.50 - 392.49	196
136.50 - 138.49	69	262.50 - 264.49	132	392.50 - 394.49	197
138.50 - 140.49	70	264.50 - 266.49	133	394.50 - 396.49	198
140.50 - 142.49	71	266.50 - 268.49	134	396.50 - 398.49	199
142.50 - 144.49	72	268.50 - 270.49	135	398.50 - 400.49	200
144.50 - 146.49	73	270.50 - 272.49	136	400.50 - 402.49	201
146.50 - 148.49	74	272.50 - 274.49	137	402.50 - 404.49	202
148.50 - 150.49	75	274.50 - 276.49	138	404.50 - 406.49	203
150.50 - 152.49	76	276.50 - 278.49	139	406.50 - 408.49	204
152.50 - 154.49	77	278.50 - 280.49	140	408.50 - 410.49	205
154.50 - 156.49	78	280.50 - 282.49	141	410.50 - 412.49	206
156.50 - 158.49	79	282.50 - 284.49	142	412.50 - 414.49	207
158.50 - 160.49	80	284.50 - 286.49	143	414.50 - 416.49	208
160.50 - 162.49	81	286.50 - 288.49	144	416.50 - 418.49	209
162.50 - 164.49	82	288.50 - 290.49	145	418.50 - 420.49	210
164.50 - 166.49	83	290.50 - 292.49	146	420.50 - 422.49	211
166.50 - 168.49	84	292.50 - 294.49	147	422.50 - 424.49	212
168.50 - 170.49	85	294.50 - 296.49	148	424.50 - 426.49	213
170.50 - 172.49	86	296.50 - 298.49	149	426.50 - 428.49	214
172.50 - 174.49	87	298.50 - 300.49	150	428.50 - 430.49	215
174.50 - 176.49	88	300.50 - 302.49	151	430.50 - 432.49	216
176.50 - 178.49	89	302.50 - 304.49	152	432.50 - 434.49	217
178.50 - 180.49	90	304.50 - 306.49	153	434.50 - 436.49	218
180.50 - 182.49	91	306.50 - 308.49	154	436.50 - 438.49	219
182.50 - 184.49	92	308.50 - 310.49	155	438.50 - 440.49	220
184.50 - 186.49	93	310.50 - 312.49	156	440.50 - 442.49	221
186.50 - 188.49	94	312.50 - 314.49	157	442.50 - 444.49	222
188.50 - 190.49	95	314.50 - 316.49	158	444.50 - 446.49	223
190.50 - 192.49	96	316.50 - 318.49	159	446.50 - 448.49	224
192.50 - 194.49	97	318.50 - 320.49	160	448.50 - 450.49	225
		320.50 - 322.49	161	450.50 - 452.49	226
		322.50 - 324.49	162	452.50 - 454.49	227

Reported Full-Time Weekly Wage	Weekly Benefit Rate
\$ 454.50 - 456.49	\$ 228
456.50 - 458.49	229
458.50 - 460.49	230
460.50 - 462.49	231
462.50 - 464.49	232
464.50 - 466.49	233
466.50 - 468.49	234
468.50 - 470.49	235
470.50 - 472.49	236
472.50 - 474.49	237
474.50 - 476.49	238
476.50 - 478.49	239
478.50 - 480.49	240
480.50 - 482.49	241
482.50 - 484.49	242
484.50 - 486.49	243
486.50 - 488.49	244
488.50 - 490.49	245
490.50 - 492.49	246
492.50 - 494.49	247
494.50 - 496.49	248
496.50 - 498.49	249
498.50 - 500.49	250
500.50 - 502.49	251
502.50 - 504.49	252
504.50 - 506.49	253
506.50 - 508.49	254
508.50 - 510.49	255
510.50 - 512.49	256
512.50 - 514.49	257
514.50 - 516.49	258
516.50 - 518.49	259
518.50 - 520.49	260
520.50 - 522.49	261
522.50 - 524.49	262
524.50 - 526.49	263
526.50 - 528.49	264
528.50 - 530.49	265
530.50 - 532.49	266
532.50 - 534.49	267
534.50 - 536.49	268
536.50 - 538.49	269
538.50 - 540.49	270
540.50 - 542.49	271
542.50 - 544.49	272
544.50 - 546.49	273
546.50 - 548.49	274
548.50 - 550.49	275
550.50 - 552.49	276
552.50 - 554.49	277
554.50 - 556.49	278
556.50 - 558.49	279
558.50 - 560.49	280
560.50 - 562.49	281
562.50 - 564.49	282
564.50 - 566.49	283
566.50 - 568.49	284
568.50 - 570.49	285
570.50 - 572.49	286
572.50 - 574.49	287
574.50 - 576.49	288
576.50 - 578.49	289
578.50 - 580.49	290
580.50 - 582.49	291
582.50 - 584.49	292
584.50 - 586.49	293
586.50 - 588.49	294
588.50 - 590.49	295
590.50 - 592.49	296
592.50 - 594.49	297

Reported Full-Time Weekly Wage	Weekly Benefit Rate
\$ 594.50 - 596.49	\$ 298
596.50 - 598.49	299
598.50 - 600.49	300
600.50 - 602.49	301
602.50 - 604.49	302
604.50 - 606.49	303
606.50 - 608.49	304
608.50 - 610.49	305
610.50 - 612.49	306
612.50 - 614.49	307
614.50 - 616.49	308
616.50 - 618.49	309
618.50 - 620.49	310
620.50 - 622.49	311
622.50 - 624.49	312
624.50 - 626.49	313
626.50 - 628.49	314
628.50 - 630.49	315
630.50 - 632.49	316
632.50 - 634.49	317
634.50 - 636.49	318
636.50 - 638.49	319
638.50 - 640.49	320
640.50 - 642.49	321
642.50 - 644.49	322
644.50 - 646.49	323
646.50 - 648.49	324
648.50 - 650.49	325
650.50 - 652.49	326
652.50 - 654.49	327
654.50 - 656.49	328
656.50 - 658.49	329
658.50 - 660.49	330
660.50 - 662.49	331
662.50 - 664.49	332
664.50 - 666.49	333
666.50 - 668.49	334
668.50 - 670.49	335
670.50 - 672.49	336
672.50 - 674.49	337
674.50 - 676.49	338
676.50 - 678.49	339
678.50 - 680.49	340
680.50 - 682.49	341
682.50 - 684.49	342
684.50 - 686.49	343
686.50 - 688.49	344
688.50 - 690.49	345
690.50 - 692.49	346
692.50 - 694.49	347
694.50 - 696.49	348
696.50 - 698.49	349
698.50 - 700.49	350
700.50 - 702.49	351
702.50 - 704.49	352
704.50 - 706.49	353
706.50 - 708.49	354
708.50 - 710.49	355
710.50 - 712.49	356
712.50 - 714.49	357
714.50 - 716.49	358
716.50 - 718.49	359
718.50 - 720.49	360
720.50 - 722.49	361
722.50 - 724.49	362
724.50 - 726.49	363
726.50 - 728.49	364
728.50 - 730.49	365
730.50 - 732.49	366
732.50 - 734.49	367

Reported Full-Time Weekly Wage	Weekly Benefit Rate
\$ 734.50 - 736.49	\$ 368
736.50 - 738.49	369
738.50 - 740.49	370
740.50 - 742.49	371
742.50 - 744.49	372
744.50 - 746.49	373
746.50 - 748.49	374
748.50 or more	375

C. PARTIAL BENEFIT CREDIT – EARNINGS REQUIREMENTS.

PBC	WBR	4 x WBR	6 x WBR
\$ 14.00	\$ 35	\$ 140	\$ 210
15.00	36	144	216
	37	148	222
16.00	38	152	228
	39	156	234
	40	160	240
17.00	41	164	246
	42	168	252
18.00	43	172	258
	44	176	264
	45	180	270
19.00	46	184	276
	47	188	282
20.00	48	192	288
	49	196	294
	50	200	300
21.00	51	204	306
	52	208	312
22.00	53	212	318
	54	216	324
	55	220	330
23.00	56	224	336
	57	228	342
24.00	58	232	348
	59	236	354
	60	240	360
25.00	61	244	366
	62	248	372
26.00	63	252	378
	64	256	384
	65	260	390
27.00	66	264	396
	67	268	402
28.00	68	272	408
	69	276	414
	70	280	420
29.00	71	284	426
	72	288	432
30.00	73	292	438
	74	296	444
	75	300	450
31.00	76	304	456
	77	308	462
32.00	78	312	468
	79	316	474
	80	320	480
33.00	81	324	486
	82	328	492
34.00	83	332	498
	84	336	504
	85	340	510
35.00	86	344	516
	87	348	522
36.00	88	352	528
	89	356	534
	90	360	540
37.00	91	364	546
	92	368	552
38.00	93	372	558
	94	376	564
	95	380	570

PBC	WBR	4 x WBR	6 x WBR
\$ 39.00	\$ 96	\$ 384	\$ 576
	97	388	582
40.00	98	392	588
	99	396	594
	100	400	600
41.00	101	404	606
	102	408	612
42.00	103	412	618
	104	416	624
	105	420	630
43.00	106	424	636
	107	428	642
44.00	108	432	648
	109	436	654
	110	440	660
45.00	111	444	666
	112	448	672
46.00	113	452	678
	114	456	684
	115	460	690
47.00	116	464	696
	117	468	702
48.00	118	472	708
	119	476	714
	120	480	720
49.00	121	484	726
	122	488	732
50.00	123	492	738
	124	496	744
	125	500	750
51.00	126	504	756
	127	508	762
52.00	128	512	768
	129	516	774
	130	520	780
53.00	131	524	786
	132	528	792
54.00	133	532	798
	134	536	804
	135	540	810
55.00	136	544	816
	137	548	822
56.00	138	552	828
	139	556	834
	140	560	840
57.00	141	564	846
	142	568	852
58.00	143	572	858
	144	576	864
	145	580	870
59.00	146	584	876
	147	588	882
60.00	148	592	888
	149	596	894
	150	600	900
61.00	151	604	906
	152	608	912
62.00	153	612	918
	154	616	924
	155	620	930
63.00	156	624	936
	157	628	942

PBC	WBR	4 x WBR	6 x WBR
\$ 64.00	\$ 158	\$ 632	\$ 948
	159	636	954
	160	640	960
65.00	161	644	966
	162	648	972
66.00	163	652	978
	164	656	984
	165	660	990
67.00	166	664	996
	167	668	1002
68.00	168	672	1008
	169	676	1014
	170	680	1020
69.00	171	684	1026
	172	688	1032
70.00	173	692	1038
	174	696	1044
	175	700	1050
71.00	176	704	1056
	177	708	1062
72.00	178	712	1068
	179	716	1074
	180	720	1080
73.00	181	724	1086
	182	728	1092
74.00	183	732	1098
	184	736	1104
	185	740	1110
75.00	186	744	1116
	187	748	1122
76.00	188	752	1128
	189	756	1134
	190	760	1140
77.00	191	764	1146
	192	768	1152
78.00	193	772	1158
	194	776	1164
	195	780	1170
79.00	196	784	1176
	197	788	1182
80.00	198	792	1188
	199	796	1194
	200	800	1200
81.00	201	804	1206
	202	808	1212
82.00	203	812	1218
	204	816	1224
	205	820	1230
83.00	206	824	1236
	207	828	1242
84.00	208	832	1248
	209	836	1254
	210	840	1260
85.00	211	844	1266
	212	848	1272
86.00	213	852	1278
	214	856	1284
	215	860	1290
87.00	216	864	1296
	217	868	1302
88.00	218	872	1308
	219	876	1314
	220	880	1320

PBC	WBR	4 x WBR	5 x WBR
\$89.00	\$ 221	\$ 884	\$ 1326
	222	888	1332
	223	892	1338
90.00	224	896	1344
	225	900	1350
91.00	226	904	1356
	227	908	1362
	228	912	1368
92.00	229	916	1374
	230	920	1380
93.00	231	924	1386
	232	928	1392
	233	932	1398
94.00	234	936	1404
	235	940	1410
95.00	236	944	1416
	237	948	1422
	238	952	1428
96.00	239	956	1434
	240	960	1440
97.00	241	964	1446
	242	968	1452
	243	972	1458
98.00	244	976	1464
	245	980	1470
99.00	246	984	1476
	247	988	1482
	248	992	1488
100.00	249	996	1494
	250	1000	1500
101.00	251	1004	1506
	252	1008	1512
	253	1012	1518
102.00	254	1016	1524
	255	1020	1530
103.00	256	1024	1536
	257	1028	1542
	258	1032	1548
104.00	259	1036	1554
	260	1040	1560
105.00	261	1044	1566
	262	1048	1572
	263	1052	1578
106.00	264	1056	1584
	265	1060	1590
107.00	266	1064	1596
	267	1068	1602
	268	1072	1608
108.00	269	1076	1614
	270	1080	1620
109.00	271	1084	1626
	272	1088	1632
	273	1092	1638
110.00	274	1096	1644
	275	1100	1650
111.00	276	1104	1656
	277	1108	1662
	278	1112	1668
112.00	279	1116	1674
	280	1120	1680
113.00	281	1124	1686
	282	1128	1692
	283	1132	1698
114.00	284	1136	1704
	285	1140	1710

PBC	WBR	4 x WBR	6 x WBR
\$ 115.00	\$ 286	\$ 1144	\$ 1716
	287	1148	1722
	288	1152	1728
116.00	289	1156	1734
	290	1160	1740
117.00	291	1164	1746
	292	1168	1752
	293	1172	1758
118.00	294	1176	1764
	295	1180	1770
119.00	296	1184	1776
	297	1188	1782
	298	1192	1788
120.00	299	1196	1794
	300	1200	1800
121.00	301	1204	1806
	302	1208	1812
	303	1212	1818
122.00	304	1216	1824
	305	1220	1830
123.00	306	1224	1836
	307	1228	1842
	308	1232	1848
124.00	309	1236	1854
	310	1240	1860
125.00	311	1244	1866
	312	1248	1872
	313	1252	1878
126.00	314	1256	1884
	315	1260	1890
127.00	316	1264	1896
	317	1268	1902
	318	1272	1908
128.00	319	1276	1914
	320	1280	1920
129.00	321	1284	1926
	322	1288	1932
	323	1292	1938
130.00	324	1296	1944
	325	1300	1950
131.00	326	1304	1956
	327	1308	1962
	328	1312	1968
132.00	329	1316	1974
	330	1320	1980
133.00	331	1324	1986
	332	1328	1992
	333	1332	1998
134.00	334	1336	2004
	335	1340	2010
135.00	336	1344	2016
	337	1348	2022
	338	1352	2028
136.00	339	1356	2034
	340	1360	2040
137.00	341	1364	2046
	342	1368	2052
	343	1372	2058
138.00	344	1376	2064
	345	1380	2070
139.00	346	1384	2076
	347	1388	2082
	348	1392	2088
140.00	349	1396	2094
	350	1400	2100

PBC	WBR	4 x WBR	6 x WBR
\$141.00	\$ 351	\$ 1404	\$ 2106
	352	1408	2112
	353	1412	2118
142.00	354	1416	2124
	355	1420	2130
143.00	356	1424	2136
	357	1428	2142
	358	1432	2148
144.00	359	1436	2154
	360	1440	2160
145.00	361	1444	2166
	362	1448	2172
146.00	363	1452	2178
	364	1456	2184
	365	1460	2190
147.00	366	1464	2196
	367	1468	2202
	368	1472	2208
148.00	369	1476	2214
	370	1480	2220
149.00	371	1484	2226
	372	1488	2232
	373	1492	2238
150.00	374	1496	2244
	375	1500	2250

D. CONVERSION TABLE FOR MONTHLY PENSIONS.

Monthly Pension Amount	Deductible Weekly Pension Amount		Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction		100% Deduction	50% Deduction
Up to \$ 4.33	\$ 1	\$ 1	\$ 281.67 - 286.00	\$ 66	\$ 33
\$ 4.34 - 8.66	2	1	286.01 - 290.33	67	34
8.67 - 13.00	3	2	290.34 - 294.66	68	34
13.01 - 17.33	4	2	294.67 - 299.00	69	35
17.34 - 21.66	5	3	299.01 - 303.33	70	35
21.67 - 26.00	6	3	303.34 - 307.66	71	36
26.01 - 30.33	7	4	307.67 - 312.00	72	36
30.34 - 34.66	8	4	312.01 - 316.33	73	37
34.67 - 39.00	9	5	316.34 - 320.66	74	37
39.01 - 43.33	10	5	320.67 - 325.00	75	38
43.34 - 47.66	11	6	325.01 - 329.33	76	38
47.67 - 52.00	12	6	329.34 - 333.66	77	39
52.01 - 56.33	13	7	333.67 - 338.00	78	39
56.34 - 60.66	14	7	338.01 - 342.33	79	40
60.67 - 65.00	15	8	342.34 - 346.66	80	40
65.01 - 69.33	16	8	346.67 - 351.00	81	41
69.34 - 73.66	17	9	351.01 - 355.33	82	41
73.67 - 78.00	18	9	355.34 - 359.66	83	42
78.01 - 82.33	19	10	359.67 - 364.00	84	42
82.34 - 86.66	20	10	364.01 - 368.33	85	43
86.67 - 91.00	21	11	368.34 - 372.66	86	43
91.01 - 95.33	22	11	372.67 - 377.00	87	44
95.34 - 99.66	23	12	377.01 - 381.33	88	44
99.67 - 104.00	24	12	381.34 - 385.66	89	45
104.01 - 108.33	25	13	385.67 - 390.00	90	45
108.34 - 112.66	26	13	390.01 - 394.33	91	46
112.67 - 117.00	27	14	394.34 - 398.66	92	46
117.01 - 121.33	28	14	398.67 - 403.00	93	47
121.34 - 125.66	29	15	403.01 - 407.33	94	47
125.67 - 130.00	30	15	407.34 - 411.66	95	48
130.01 - 134.33	31	16	411.67 - 416.00	96	48
134.34 - 138.66	32	16	416.01 - 420.33	97	49
138.67 - 143.00	33	17	420.34 - 424.66	98	49
143.01 - 147.33	34	17	424.67 - 429.00	99	50
147.34 - 151.66	35	18	429.01 - 433.33	100	50
151.67 - 156.00	36	18	433.34 - 437.66	101	51
156.01 - 160.33	37	19	437.67 - 442.00	102	51
160.34 - 164.66	38	19	442.01 - 446.33	103	52
164.67 - 169.00	39	20	446.34 - 450.66	104	52
169.01 - 173.33	40	20	450.67 - 455.00	105	53
173.34 - 177.66	41	21	455.01 - 459.33	106	53
177.67 - 182.00	42	21	459.34 - 463.66	107	54
182.01 - 186.33	43	22	463.67 - 468.00	108	54
186.34 - 190.66	44	22	468.01 - 472.33	109	55
190.67 - 195.00	45	23	472.34 - 476.66	110	55
195.01 - 199.33	46	23	476.67 - 481.00	111	56
199.34 - 203.66	47	24	481.01 - 485.33	112	56
203.67 - 208.00	48	24	485.34 - 489.66	113	57
208.01 - 212.33	49	25	489.67 - 494.00	114	57
212.34 - 216.66	50	25	494.01 - 498.33	115	58
216.67 - 221.00	51	26	498.34 - 502.66	116	58
221.01 - 225.33	52	26	502.67 - 507.00	117	59
225.34 - 229.66	53	27	507.01 - 511.33	118	59
229.67 - 234.00	54	27	511.34 - 515.66	119	60
234.01 - 238.33	55	28	515.67 - 520.00	120	60
238.34 - 242.66	56	28	520.01 - 524.33	121	61
242.67 - 247.00	57	29	524.34 - 528.66	122	61
247.01 - 251.33	58	29	528.67 - 533.00	123	62
251.34 - 255.66	59	30	533.01 - 537.33	124	62
255.67 - 260.00	60	30	537.34 - 541.66	125	63
260.01 - 264.33	61	31	541.67 - 546.00	126	63
264.34 - 268.66	62	31	546.01 - 550.33	127	64
268.67 - 273.00	63	32	550.34 - 554.66	128	64
273.01 - 277.33	64	32	554.67 - 559.00	129	65
277.34 - 281.66	65	33	559.01 - 563.33	130	65

Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction
\$ 563.34 - 567.66	\$ 131	\$ 66
567.67 - 572.00	132	66
572.01 - 576.33	133	67
576.34 - 580.66	134	67
580.67 - 585.00	135	68
585.01 - 589.33	136	68
589.34 - 593.66	137	69
593.67 - 598.00	138	69
598.01 - 602.33	139	70
602.34 - 606.66	140	70
606.67 - 611.00	141	71
611.01 - 615.33	142	71
615.34 - 619.66	143	72
619.67 - 624.00	144	72
624.01 - 628.33	145	73
628.34 - 632.66	146	73
632.67 - 637.00	147	74
637.01 - 641.33	148	74
641.34 - 645.66	149	75
645.67 - 650.00	150	75
650.01 - 654.33	151	76
654.34 - 658.66	152	76
658.67 - 663.00	153	77
663.01 - 667.33	154	77
667.34 - 671.66	155	78
671.67 - 676.00	156	78
676.01 - 680.33	157	79
680.34 - 684.66	158	79
684.67 - 689.00	159	80
689.01 - 693.33	160	80
693.34 - 697.66	161	81
697.67 - 702.00	162	81
702.01 - 706.33	163	82
706.34 - 710.66	164	82
710.67 - 715.00	165	83
715.01 - 719.33	166	83
719.34 - 723.66	167	84
723.67 - 728.00	168	84
728.01 - 732.33	169	85
732.34 - 736.66	170	85
736.67 - 741.00	171	86
741.01 - 745.33	172	86
745.34 - 749.66	173	87
749.67 - 754.00	174	87
754.01 - 758.33	175	88
758.34 - 762.66	176	88
762.67 - 767.00	177	89
767.01 - 771.33	178	89
771.34 - 775.66	179	90
775.67 - 780.00	180	90
780.01 - 784.33	181	91
784.34 - 788.66	182	91
788.67 - 793.00	183	92
793.01 - 797.33	184	92
797.34 - 801.66	185	93
801.67 - 806.00	186	93
806.01 - 810.33	187	94
810.34 - 814.66	188	94
814.67 - 819.00	189	95
819.01 - 823.33	190	95
823.34 - 827.66	191	96
827.67 - 832.00	192	96
832.01 - 836.33	193	97
836.34 - 840.66	194	97
840.67 - 845.00	195	98

Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction
\$ 845.01 - 849.33	\$ 196	\$ 98
849.34 - 853.66	197	99
853.67 - 858.00	198	99
858.01 - 862.33	199	100
862.34 - 866.66	200	100
866.67 - 871.00	201	101
871.01 - 875.33	202	101
875.34 - 879.66	203	102
879.67 - 884.00	204	102
884.01 - 888.33	205	103
888.34 - 892.66	206	103
892.67 - 897.00	207	104
897.01 - 901.33	208	104
901.34 - 905.66	209	105
905.67 - 910.00	210	105
910.01 - 914.33	211	106
914.34 - 918.66	212	106
918.67 - 923.00	213	107
923.01 - 927.33	214	107
927.34 - 931.66	215	108
931.67 - 936.00	216	108
936.01 - 940.33	217	109
940.34 - 944.66	218	109
944.67 - 949.00	219	110
949.01 - 953.33	220	110
953.34 - 957.66	221	111
957.67 - 962.00	222	111
962.01 - 966.33	223	112
966.34 - 970.66	224	112
970.67 - 975.00	225	113
975.01 - 979.33	226	113
979.34 - 983.66	227	114
983.67 - 988.00	228	114
988.01 - 992.33	229	115
992.34 - 996.66	230	115
996.67 - 1001.00	231	116
1001.01 - 1005.33	232	116
1005.34 - 1009.66	233	117
1009.67 - 1014.00	234	117
1014.01 - 1018.33	235	118
1018.34 - 1022.66	236	118
1022.67 - 1027.00	237	119
1027.01 - 1031.33	238	119
1031.34 - 1035.66	239	120
1035.67 - 1040.00	240	120
1040.01 - 1044.33	241	121
1044.34 - 1048.66	242	121
1048.67 - 1053.00	243	122
1053.01 - 1057.33	244	122
1057.34 - 1061.66	245	123
1061.67 - 1066.00	246	123
1066.01 - 1070.33	247	124
1070.34 - 1074.66	248	124
1074.67 - 1079.00	249	125
1079.01 - 1083.33	250	125
1083.34 - 1087.66	251	126
1087.67 - 1092.00	252	126
1092.01 - 1096.33	253	127
1096.34 - 1100.66	254	127
1100.67 - 1105.00	255	128
1105.01 - 1109.33	256	128
1109.34 - 1113.66	257	129
1113.67 - 1118.00	258	129
1118.01 - 1122.33	259	130
1122.34 - 1126.66	260	130

Monthly Pension Amount	Deductible Weekly Pension Amount		Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction		100% Deduction	50% Deduction
\$ 1126.67 - 1131.00	\$ 261	\$ 131	\$ 1408.34 - 1412.66	\$ 326	\$ 163
1131.01 - 1135.33	262	131	1412.67 - 1417.00	327	164
1135.34 - 1139.66	263	132	1417.01 - 1421.33	328	164
1139.67 - 1144.00	264	132	1421.34 - 1425.66	329	165
1144.01 - 1148.33	265	133	1425.67 - 1430.00	330	165
1148.34 - 1152.66	266	133	1430.01 - 1434.33	331	166
1152.67 - 1157.00	267	134	1434.34 - 1438.66	332	166
1157.01 - 1161.33	268	134	1438.67 - 1443.00	333	167
1161.34 - 1165.66	269	135	1443.01 - 1447.33	334	167
1165.67 - 1170.00	270	135	1447.34 - 1451.66	335	168
1170.01 - 1174.33	271	136	1451.67 - 1456.00	336	168
1174.34 - 1178.66	272	136	1456.01 - 1460.33	337	169
1178.67 - 1183.00	273	137	1460.34 - 1464.66	338	169
1183.01 - 1187.33	274	137	1464.67 - 1469.00	339	170
1187.34 - 1191.66	275	138	1469.01 - 1473.33	340	170
1191.67 - 1196.00	276	138	1473.34 - 1477.66	341	171
1196.01 - 1200.33	277	139	1477.67 - 1482.00	342	171
1200.34 - 1204.66	278	139	1482.01 - 1486.33	343	172
1204.67 - 1209.00	279	140	1486.34 - 1490.66	344	172
1209.01 - 1213.33	280	140	1490.67 - 1495.00	345	173
1213.34 - 1217.66	281	141	1495.01 - 1499.33	346	173
1217.67 - 1222.00	282	141	1499.34 - 1503.66	347	174
1222.01 - 1226.33	283	142	1503.67 - 1508.00	348	174
1226.34 - 1230.66	284	142	1508.01 - 1512.33	349	175
1230.67 - 1235.00	285	143	1512.34 - 1516.66	350	175
1235.01 - 1239.33	286	143	1516.67 - 1521.00	351	176
1239.34 - 1243.66	287	144	1521.01 - 1525.33	352	176
1243.67 - 1248.00	288	144	1525.34 - 1529.66	353	177
1248.01 - 1252.33	289	145	1529.67 - 1534.00	354	177
1252.34 - 1256.66	290	145	1534.01 - 1538.33	355	178
1256.67 - 1261.00	291	146	1538.34 - 1542.66	356	178
1261.01 - 1265.33	292	146	1542.67 - 1547.00	357	179
1265.34 - 1269.66	293	147	1547.01 - 1551.33	358	179
1269.67 - 1274.00	294	147	1551.34 - 1555.66	359	180
1274.01 - 1278.33	295	148	1555.67 - 1560.00	360	180
1278.34 - 1282.66	296	148	1560.01 - 1564.33	361	181
1282.67 - 1287.00	297	149	1564.34 - 1568.66	362	181
1287.01 - 1291.33	298	149	1568.67 - 1573.00	363	182
1291.34 - 1295.66	299	150	1573.01 - 1577.33	364	182
1295.67 - 1300.00	300	150	1577.34 - 1581.66	365	183
1300.01 - 1304.33	301	151	1581.67 - 1586.00	366	183
1304.34 - 1308.66	302	151	1586.01 - 1590.33	367	184
1308.67 - 1313.00	303	152	1590.34 - 1594.66	368	184
1313.01 - 1317.33	304	152	1594.67 - 1599.00	369	185
1317.34 - 1321.66	305	153	1599.01 - 1603.33	370	185
1321.67 - 1326.00	306	153	1603.34 - 1607.66	371	186
1326.01 - 1330.33	307	154	1607.67 - 1612.00	372	186
1330.34 - 1334.66	308	154	1612.01 - 1616.33	373	187
1334.67 - 1339.00	309	155	1616.34 - 1620.66	374	187
1339.01 - 1343.33	310	155	1620.67 - 1625.00	375	188
1343.34 - 1347.66	311	156	1625.01 - 1629.33	375	188
1347.67 - 1352.00	312	156	1629.34 - 1633.66	375	189
1352.01 - 1356.33	313	157	1633.67 - 1638.00	375	189
1356.34 - 1360.66	314	157	1638.01 - 1642.33	375	190
1360.67 - 1365.00	315	158	1642.34 - 1646.66	375	190
1365.01 - 1369.33	316	158	1646.67 - 1651.00	375	191
1369.34 - 1373.66	317	159	1651.01 - 1655.33	375	191
1373.67 - 1378.00	318	159	1655.34 - 1659.66	375	192
1378.01 - 1382.33	319	160	1659.67 - 1664.00	375	192
1382.34 - 1386.66	320	160	1664.01 - 1668.33	375	193
1386.67 - 1391.00	321	161	1668.34 - 1672.66	375	193
1391.01 - 1395.33	322	161	1672.67 - 1677.00	375	194
1395.34 - 1399.66	323	162	1677.01 - 1681.33	375	194
1399.67 - 1404.00	324	162	1681.34 - 1685.66	375	195
1404.01 - 1408.33	325	163	1685.67 - 1690.00	375	195

Monthly Pension Amount	Deductible Weekly Pension Amount		Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction		100% Deduction	50% Deduction
\$ 1690.01 - 1694.33	\$ 375	\$ 196	\$ 1971.67 - 1976.00	\$ 375	\$ 228
1694.34 - 1698.66	375	196	1976.01 - 1980.33	375	229
1698.67 - 1703.00	375	197	1980.34 - 1984.66	375	229
1703.01 - 1707.33	375	197	1984.67 - 1989.00	375	230
1707.34 - 1711.66	375	198	1989.01 - 1993.33	375	230
1711.67 - 1716.00	375	198	1993.34 - 1997.66	375	231
1716.01 - 1720.33	375	199	1997.67 - 2002.00	375	231
1720.34 - 1724.66	375	199	2002.01 - 2006.33	375	232
1724.67 - 1729.00	375	200	2006.34 - 2010.66	375	232
1729.01 - 1733.33	375	200	2010.67 - 2015.00	375	233
1733.34 - 1737.66	375	201	2015.01 - 2019.33	375	233
1737.67 - 1742.00	375	201	2019.34 - 2023.66	375	234
1742.01 - 1746.33	375	202	2023.67 - 2028.00	375	234
1746.34 - 1750.66	375	202	2028.01 - 2032.33	375	235
1750.67 - 1755.00	375	203	2032.34 - 2036.66	375	235
1755.01 - 1759.33	375	203	2036.67 - 2041.00	375	236
1759.34 - 1763.66	375	204	2041.01 - 2045.33	375	236
1763.67 - 1768.00	375	204	2045.34 - 2049.66	375	237
1768.01 - 1772.33	375	205	2049.67 - 2054.00	375	237
1772.34 - 1776.66	375	205	2054.01 - 2058.33	375	238
1776.67 - 1781.00	375	206	2058.34 - 2062.66	375	238
1781.01 - 1785.33	375	206	2062.67 - 2067.00	375	239
1785.34 - 1789.66	375	207	2067.01 - 2071.33	375	239
1789.67 - 1794.00	375	207	2071.34 - 2075.66	375	240
1794.01 - 1798.33	375	208	2075.67 - 2080.00	375	240
1798.34 - 1802.66	375	208	2080.01 - 2084.33	375	241
1802.67 - 1807.00	375	209	2084.34 - 2088.66	375	241
1807.01 - 1811.33	375	209	2088.67 - 2093.00	375	242
1811.34 - 1815.66	375	210	2093.01 - 2097.33	375	242
1815.67 - 1820.00	375	210	2097.34 - 2101.66	375	243
1820.01 - 1824.33	375	211	2101.67 - 2106.00	375	243
1824.34 - 1828.66	375	211	2106.01 - 2110.33	375	244
1828.67 - 1833.00	375	212	2110.34 - 2114.66	375	244
1833.01 - 1837.33	375	212	2114.67 - 2119.00	375	245
1837.34 - 1841.66	375	213	2119.01 - 2123.33	375	245
1841.67 - 1846.00	375	213	2123.34 - 2127.66	375	246
1846.01 - 1850.33	375	214	2127.67 - 2132.00	375	246
1850.34 - 1854.66	375	214	2132.01 - 2136.33	375	247
1854.67 - 1859.00	375	215	2136.34 - 2140.66	375	247
1859.01 - 1863.33	375	215	2140.67 - 2145.00	375	248
1863.34 - 1867.66	375	216	2145.01 - 2149.33	375	248
1867.67 - 1872.00	375	216	2149.34 - 2153.66	375	249
1872.01 - 1876.33	375	217	2153.67 - 2158.00	375	249
1876.34 - 1880.66	375	217	2158.01 - 2162.33	375	250
1880.67 - 1885.00	375	218	2162.34 - 2166.66	375	250
1885.01 - 1889.33	375	218	2166.67 - 2171.00	375	251
1889.34 - 1893.66	375	219	2171.01 - 2175.33	375	251
1893.67 - 1898.00	375	219	2175.34 - 2179.66	375	252
1898.01 - 1902.33	375	220	2179.67 - 2184.00	375	252
1902.34 - 1906.66	375	220	2184.01 - 2188.33	375	253
1906.67 - 1911.00	375	221	2188.34 - 2192.66	375	253
1911.01 - 1915.33	375	221	2192.67 - 2197.00	375	254
1915.34 - 1919.66	375	222	2197.01 - 2201.33	375	254
1919.67 - 1924.00	375	222	2201.34 - 2205.66	375	255
1924.01 - 1928.33	375	223	2205.67 - 2210.00	375	255
1928.34 - 1932.66	375	223	2210.01 - 2214.33	375	256
1932.67 - 1937.00	375	224	2214.34 - 2218.66	375	256
1937.01 - 1941.33	375	224	2218.67 - 2223.00	375	257
1941.34 - 1945.66	375	225	2223.01 - 2227.33	375	257
1945.67 - 1950.00	375	225	2227.34 - 2231.66	375	258
1950.01 - 1954.33	375	226	2231.67 - 2236.00	375	258
1954.34 - 1958.66	375	226	2236.01 - 2240.33	375	259
1958.67 - 1963.00	375	227	2240.34 - 2244.66	375	259
1963.01 - 1967.33	375	227	2244.67 - 2249.00	375	260
1967.34 - 1971.66	375	228	2249.01 - 2253.33	375	260

Monthly Pension Amount	Deductible Weekly Pension Amount		Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction		100% Deduction	50% Deduction
\$ 2253.34 - 2257.66	\$ 375	\$ 261	\$ 2535.01 - 2539.33	\$ 375	\$ 293
2257.67 - 2262.00	375	261	2539.34 - 2543.66	375	294
2262.01 - 2266.33	375	262	2543.67 - 2548.00	375	294
2266.34 - 2270.66	375	262	2548.01 - 2552.33	375	295
2270.67 - 2275.00	375	263	2552.34 - 2556.66	375	295
2275.01 - 2279.33	375	263	2556.67 - 2561.00	375	296
2279.34 - 2283.66	375	264	2561.01 - 2565.33	375	296
2283.67 - 2288.00	375	264	2565.34 - 2569.66	375	297
2288.01 - 2292.33	375	265	2569.67 - 2574.00	375	297
2292.34 - 2296.66	375	265	2574.01 - 2578.33	375	298
2296.67 - 2301.00	375	266	2578.34 - 2582.66	375	298
2301.01 - 2305.33	375	266	2582.67 - 2587.00	375	299
2305.34 - 2309.66	375	267	2587.01 - 2591.33	375	299
2309.67 - 2314.00	375	267	2591.34 - 2595.66	375	300
2314.01 - 2318.33	375	268	2595.67 - 2600.00	375	300
2318.34 - 2322.66	375	268	2600.01 - 2604.33	375	301
2322.67 - 2327.00	375	269	2604.34 - 2608.66	375	301
2327.01 - 2331.33	375	269	2608.67 - 2613.00	375	302
2331.34 - 2335.66	375	270	2613.01 - 2617.33	375	302
2335.67 - 2340.00	375	270	2617.34 - 2621.66	375	303
2340.01 - 2344.33	375	271	2621.67 - 2626.00	375	303
2344.34 - 2348.66	375	271	2626.01 - 2630.33	375	304
2348.67 - 2353.00	375	272	2630.34 - 2634.66	375	304
2353.01 - 2357.33	375	272	2634.67 - 2639.00	375	305
2357.34 - 2361.66	375	273	2639.01 - 2643.33	375	305
2361.67 - 2366.00	375	273	2643.34 - 2647.66	375	306
2366.01 - 2370.33	375	274	2647.67 - 2652.00	375	306
2370.34 - 2374.66	375	274	2652.01 - 2656.33	375	307
2374.67 - 2379.00	375	275	2656.34 - 2660.66	375	307
2379.01 - 2383.33	375	275	2660.67 - 2665.00	375	308
2383.34 - 2387.66	375	276	2665.01 - 2669.33	375	308
2387.67 - 2392.00	375	276	2669.34 - 2673.66	375	309
2392.01 - 2396.33	375	277	2673.67 - 2678.00	375	309
2396.34 - 2400.66	375	277	2678.01 - 2682.33	375	310
2400.67 - 2405.00	375	278	2682.34 - 2686.66	375	310
2405.01 - 2409.33	375	278	2686.67 - 2691.00	375	311
2409.34 - 2413.66	375	279	2691.01 - 2695.33	375	311
2413.67 - 2418.00	375	279	2695.34 - 2699.66	375	312
2418.01 - 2422.33	375	280	2699.67 - 2704.00	375	312
2422.34 - 2426.66	375	280	2704.01 - 2708.33	375	313
2426.67 - 2431.00	375	281	2708.34 - 2712.66	375	313
2431.01 - 2435.33	375	281	2712.67 - 2717.00	375	314
2435.34 - 2439.66	375	282	2717.01 - 2721.33	375	314
2439.67 - 2444.00	375	282	2721.34 - 2725.66	375	315
2444.01 - 2448.33	375	283	2725.67 - 2730.00	375	315
2448.34 - 2452.66	375	283	2730.01 - 2734.33	375	316
2452.67 - 2457.00	375	284	2734.34 - 2738.66	375	316
2457.01 - 2461.33	375	284	2738.67 - 2743.00	375	317
2461.34 - 2465.66	375	285	2743.01 - 2747.33	375	317
2465.67 - 2470.00	375	285	2747.34 - 2751.66	375	318
2470.01 - 2474.33	375	286	2751.67 - 2756.00	375	318
2474.34 - 2478.66	375	286	2756.01 - 2760.33	375	319
2478.67 - 2483.00	375	287	2760.34 - 2764.66	375	319
2483.01 - 2487.33	375	287	2764.67 - 2769.00	375	320
2487.34 - 2491.66	375	288	2769.01 - 2773.33	375	320
2491.67 - 2496.00	375	288	2773.34 - 2777.66	375	321
2496.01 - 2500.33	375	289	2777.67 - 2782.00	375	321
2500.34 - 2504.66	375	289	2782.01 - 2786.33	375	322
2504.67 - 2509.00	375	290	2786.34 - 2790.66	375	322
2509.01 - 2513.33	375	290	2790.67 - 2795.00	375	323
2513.34 - 2517.66	375	291	2795.01 - 2799.33	375	323
2517.67 - 2522.00	375	291	2799.34 - 2803.66	375	324
2522.01 - 2526.33	375	292	2803.67 - 2808.00	375	324
2526.34 - 2530.66	375	292	2808.01 - 2812.33	375	325
2530.67 - 2535.00	375	293	2812.34 - 2816.66	375	325

Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction
\$ 2816.67 - 2821.00	\$ 375	\$ 326
2821.01 - 2825.33	375	326
2825.34 - 2829.66	375	327
2829.67 - 2834.00	375	327
2834.01 - 2838.33	375	328
2838.34 - 2842.66	375	328
2842.67 - 2847.00	375	329
2847.01 - 2851.33	375	329
2851.34 - 2855.66	375	330
2855.67 - 2860.00	375	330
2860.01 - 2864.33	375	331
2864.34 - 2868.66	375	331
2868.67 - 2873.00	375	332
2873.01 - 2877.33	375	332
2877.34 - 2881.66	375	333
2881.67 - 2886.00	375	333
2886.01 - 2890.33	375	334
2890.34 - 2894.66	375	334
2894.67 - 2899.00	375	335
2899.01 - 2903.33	375	335
2903.34 - 2907.66	375	336
2907.67 - 2912.00	375	336
2912.01 - 2916.33	375	337
2916.34 - 2920.66	375	337
2920.67 - 2925.00	375	338
2925.01 - 2929.33	375	338
2929.34 - 2933.66	375	339
2933.67 - 2938.00	375	339
2938.01 - 2942.33	375	340
2942.34 - 2946.66	375	340
2946.67 - 2951.00	375	341
2951.01 - 2955.33	375	341
2955.34 - 2959.66	375	342
2959.67 - 2964.00	375	342
2964.01 - 2968.33	375	343
2968.34 - 2972.66	375	343
2972.67 - 2977.00	375	344
2977.01 - 2981.33	375	344
2981.34 - 2985.66	375	345
2985.67 - 2990.00	375	345
2990.01 - 2994.33	375	346
2994.34 - 2998.66	375	346
2998.67 - 3003.00	375	347
3003.01 - 3007.33	375	347
3007.34 - 3011.66	375	348
3011.67 - 3016.00	375	348
3016.01 - 3020.33	375	349
3020.34 - 3024.66	375	349
3024.67 - 3029.00	375	350
3029.01 - 3033.33	375	350
3033.34 - 3037.66	375	351
3037.67 - 3042.00	375	351
3042.01 - 3046.33	375	352
3046.34 - 3050.66	375	352
3050.67 - 3055.00	375	353
3055.01 - 3059.33	375	353
3059.34 - 3063.66	375	354
3063.67 - 3068.00	375	354
3068.01 - 3072.33	375	355
3072.34 - 3076.66	375	355
3076.67 - 3081.00	375	356
3081.01 - 3085.33	375	356
3085.34 - 3089.66	375	357
3089.67 - 3094.00	375	357
3094.01 - 3098.33	375	358

Monthly Pension Amount	Deductible Weekly Pension Amount	
	100% Deduction	50% Deduction
\$ 3098.34 - 3102.66	\$ 375	\$ 358
3102.67 - 3107.00	375	359
3107.01 - 3111.33	375	359
3111.34 - 3115.66	375	360
3115.67 - 3120.00	375	360
3120.01 - 3124.33	375	361
3124.34 - 3128.66	375	361
3128.67 - 3133.00	375	362
3133.01 - 3137.33	375	362
3137.34 - 3141.66	375	363
3141.67 - 3146.00	375	363
3146.01 - 3150.33	375	364
3150.34 - 3154.66	375	364
3154.67 - 3159.00	375	365
3159.01 - 3163.33	375	365
3163.34 - 3167.66	375	366
3167.67 - 3172.00	375	366
3172.01 - 3176.33	375	367
3176.34 - 3180.66	375	367
3180.67 - 3185.00	375	368
3185.01 - 3189.33	375	368
3189.34 - 3193.66	375	369
3193.67 - 3198.00	375	369
3198.01 - 3202.33	375	370
3202.34 - 3206.66	375	370
3206.67 - 3211.00	375	371
3211.01 - 3215.33	375	371
3215.34 - 3219.66	375	372
3219.67 - 3224.00	375	372
3224.01 - 3228.33	375	373
3228.34 - 3232.66	375	373
3232.67 - 3237.00	375	374
3237.01 - 3241.33	375	374
3241.34 - 3245.66	375	375
3245.67 or more	375	375

CLAIMS CALENDAR

DEC 1997

BASE YEAR
7-1-96 thru 6-30-97

JAN 1998

BASE YEAR
10-1-96 thru 9-30-97

FEB

MAR

APR

BASE YEAR
1-1-97 thru 12-31-97

MAY

JUN

SUN	MON	TUES	WED	THU	FRI	SAT	CWE SAT.	BYE Date
	1	2	3	4	5	6	49	11-28-98
7	8	9	10	11	12	13	50	12-05-98
14	15	16	17	18	19	20	51	12-12-98
21	22	23	24	25	26	27	52	12-19-98
28	29	30	31	1	2	3	01	12-26-98
4	5	6	7	8	9	10	02	01-02-99
11	12	13	14	15	16	17	03	01-09-99
18	19	20	21	22	23	24	04	01-16-99
25	26	27	28	29	30	31	05	01-23-99
1	2	3	4	5	6	7	06	01-30-99
8	9	10	11	12	13	14	07	02-06-99
15	16	17	18	19	20	21	08	02-13-99
22	23	24	25	26	27	28	09	02-20-99
1	2	3	4	5	6	7	10	02-27-99
8	9	10	11	12	13	14	11	03-06-99
15	16	17	18	19	20	21	12	03-13-99
22	23	24	25	26	27	28	13	03-20-99
29	30	31	1	2	3	4	14	03-27-99
5	6	7	8	9	10	11	15	04-03-99
12	13	14	15	16	17	18	16	04-10-99
19	20	21	22	23	24	25	17	04-17-99
26	27	28	29	30	1	2	18	04-24-99
3	4	5	6	7	8	9	19	05-01-99
10	11	12	13	14	15	16	20	05-08-99
17	18	19	20	21	22	23	21	05-15-99
24	25	26	27	28	29	30	22	05-22-99
31	1	2	3	4	5	6	23	05-29-99
7	8	9	10	11	12	13	24	06-05-99
14	15	16	17	18	19	20	25	06-12-99
21	22	23	24	25	26	27	26	06-19-99
28	29	30	1	2	3	4	27	06-26-99

BASE YEAR
4-1-97 thru 3-31-98

AUG

SEP

OCT

BASE YEAR
7-1-97 thru 6-30-98

NOV

DEC

JAN 1999

BASE YEAR
10-1-97 thru 9-30-98

12	13	14	15	16	17	18	29	07-10-99
19	20	21	22	23	24	25	30	07-17-99
26	27	28	29	30	31	1	31	07-24-99
2	3	4	5	6	7	8	32	07-31-99
9	10	11	12	13	14	15	33	08-07-99
16	17	18	19	20	21	22	34	08-14-99
23	24	25	26	27	28	29	35	08-21-99
30	31	1	2	3	4	5	36	08-28-99
6	7	8	9	10	11	12	37	09-04-99
13	14	15	16	17	18	19	38	09-11-99
20	21	22	23	24	25	26	39	09-18-99
27	28	29	30	1	2	3	40	09-25-99
4	5	6	7	8	9	10	41	10-02-99
11	12	13	14	15	16	17	42	10-09-99
18	19	20	21	22	23	24	43	10-16-99
25	26	27	28	29	30	31	44	10-23-99
1	2	3	4	5	6	7	45	10-30-99
8	9	10	11	12	13	14	46	11-06-99
15	16	17	18	19	20	21	47	11-13-99
22	23	24	25	26	27	28	48	11-20-99
29	30	1	2	3	4	5	49	11-27-99
6	7	8	9	10	11	12	50	12-04-99
13	14	15	16	17	18	19	51	12-11-99
20	21	22	23	24	25	26	52	12-18-99
27	28	29	30	31	1	2	01	12-25-99
3	4	5	6	7	8	9	02	01-01-00
10	11	12	13	14	15	16	03	01-08-00
17	18	19	20	21	22	23	04	01-15-00
24	25	26	27	28	29	30	05	01-22-00
31								

DATE OF DETERMINATION	LAST DAY FOR APPEAL	DATE OF DETERMINATION	LAST DAY FOR APPEAL	DATE OF DETERMINATION	LAST DAY FOR APPEAL
1-02-98	1-20-98	5-04-98	5-19-98	9-01-98	9-16-98
1-05-98	1-20-98	5-05-98	5-20-98	9-02-98	9-17-98
1-06-98	1-21-98	5-06-98	5-21-98	9-03-98	9-18-98
1-07-98	1-22-98	5-07-98	5-22-98	9-04-98	9-21-98
1-08-98	1-23-98	5-08-98	5-26-98	9-08-98	9-23-98
1-09-98	1-26-98	5-11-98	5-26-98	9-09-98	9-24-98
1-12-98	1-27-98	5-12-98	5-27-98	9-10-98	9-25-98
1-13-98	1-28-98	5-13-98	5-28-98	9-11-98	9-28-98
1-14-98	1-29-98	5-14-98	5-29-98	9-14-98	9-29-98
1-15-98	1-30-98	5-15-98	6-01-98	9-15-98	9-30-98
1-16-98	2-02-98	5-18-98	6-02-98	9-16-98	10-01-98
1-20-98	2-04-98	5-19-98	6-03-98	9-17-98	10-02-98
1-21-98	2-05-98	5-20-98	6-04-98	9-18-98	10-05-98
1-22-98	2-06-98	5-21-98	6-05-98	9-21-98	10-06-98
1-23-98	2-09-98	5-22-98	6-08-98	9-22-98	10-07-98
1-26-98	2-10-98	5-26-98	6-10-98	9-23-98	10-08-98
1-27-98	2-11-98	5-27-98	6-11-98	9-24-98	10-09-98
1-28-98	2-12-98	5-28-98	6-12-98	9-25-98	10-13-98
1-29-98	2-13-98	5-29-98	6-15-98	9-28-98	10-13-98
1-30-98	2-17-98	6-01-98	6-16-98	9-29-98	10-14-98
2-02-98	2-17-98	6-02-98	6-17-98	9-30-98	10-15-98
2-03-98	2-18-98	6-03-98	6-18-98	10-01-98	10-16-98
2-04-98	2-19-98	6-04-98	6-19-98	10-02-98	10-19-98
2-05-98	2-20-98	6-05-98	6-22-98	10-05-98	10-20-98
2-06-98	2-23-98	6-08-98	6-23-98	10-06-98	10-21-98
2-09-98	2-24-98	6-09-98	6-24-98	10-07-98	10-22-98
2-10-98	2-25-98	6-10-98	6-25-98	10-08-98	10-23-98
2-11-98	2-26-98	6-11-98	6-26-98	10-09-98	10-26-98
2-12-98	2-27-98	6-12-98	6-29-98	10-13-98	10-28-98
2-13-98	3-02-98	6-15-98	6-30-98	10-14-98	10-29-98
2-17-98	3-04-98	6-16-98	7-01-98	10-15-98	10-30-98
2-18-98	3-05-98	6-17-98	7-02-98	10-16-98	11-02-98
2-19-98	3-06-98	6-18-98	7-05-98	10-19-98	11-03-98
2-20-98	3-09-98	6-19-98	7-06-98	10-20-98	11-04-98
2-23-98	3-10-98	6-22-98	7-07-98	10-21-98	11-05-98
2-24-98	3-11-98	6-23-98	7-08-98	10-22-98	11-06-98
2-25-98	3-12-98	6-24-98	7-09-98	10-23-98	11-09-98
2-26-98	3-13-98	6-25-98	7-10-98	10-26-98	11-10-98
2-27-98	3-16-98	6-26-98	7-13-98	10-27-98	11-12-98
3-02-98	3-17-98	6-29-98	7-14-98	10-28-98	11-12-98
3-03-98	3-18-98	6-30-98	7-15-98	10-29-98	11-13-98
3-04-98	3-19-98	7-01-98	7-16-98	10-30-98	11-16-98

DATE OF DETERMINATION	LAST DAY FOR APPEAL	DATE OF DETERMINATION	LAST DAY FOR APPEAL	DATE OF DETERMINATION	LAST DAY FOR APPEAL
3-05-98	3-20-98	7-02-98	7-17-98	11-02-98	11-17-98
3-06-98	3-23-98	7-06-98	7-21-98	11-03-98	11-18-98
3-09-98	3-24-98	7-07-98	7-22-98	11-04-98	11-19-98
3-10-98	3-25-98	7-08-98	7-23-98	11-05-98	11-20-98
3-11-98	3-26-98	7-09-98	7-24-98	11-06-98	11-23-98
3-12-98	3-27-98	7-10-98	7-27-98	11-09-98	11-24-98
3-13-98	3-30-98	7-13-98	7-28-98	11-10-98	11-25-98
3-16-98	3-31-98	7-14-98	7-29-98	11-12-98	11-30-98
3-17-98	4-01-98	7-15-98	7-30-98	11-13-98	11-30-98
3-18-98	4-02-98	7-16-98	7-31-98	11-16-98	12-01-98
3-19-98	4-03-98	7-17-98	8-03-98	11-17-98	12-02-98
3-20-98	4-06-98	7-20-98	8-04-98	11-18-98	12-03-98
3-23-98	4-07-98	7-21-98	8-05-98	11-19-98	12-04-98
3-24-98	4-08-98	7-22-98	8-06-98	11-20-98	12-07-98
3-25-98	4-09-98	7-23-98	8-07-98	11-23-98	12-08-98
3-26-98	4-10-98	7-24-98	8-10-98	11-24-98	12-09-98
3-27-98	4-13-98	7-27-98	8-11-98	11-25-98	12-10-98
3-30-98	4-14-98	7-28-98	8-12-98	11-30-98	12-15-98
3-31-98	4-15-98	7-29-98	8-13-98	12-01-98	12-16-98
4-01-98	4-16-98	7-30-98	8-14-98	12-02-98	12-17-98
4-02-98	4-17-98	7-31-98	8-17-98	12-03-98	12-18-98
4-03-98	4-20-98	8-03-98	8-18-98	12-04-98	12-21-98
4-06-98	4-21-98	8-04-98	8-19-98	12-07-98	12-22-98
4-07-98	4-22-98	8-05-98	8-20-98	12-08-98	12-23-98
4-08-98	4-23-98	8-06-98	8-21-98	12-09-98	12-24-98
4-09-98	4-24-98	8-07-98	8-24-98	12-10-98	12-28-98
4-10-98	4-27-98	8-10-98	8-25-98	12-11-98	12-28-98
4-13-98	4-28-98	8-11-98	8-26-98	12-14-98	12-29-98
4-14-98	4-29-98	8-12-98	8-27-98	12-15-98	12-30-98
4-15-98	4-30-98	8-13-98	8-28-98	12-16-98	12-31-98
4-16-98	5-01-98	8-14-98	8-31-98	12-17-98	1-04-99
4-17-98	5-04-98	8-17-98	9-01-98	12-18-98	1-04-99
4-20-98	5-05-98	8-18-98	9-02-98	12-21-98	1-05-99
4-21-98	5-06-98	8-19-98	9-03-98	12-22-98	1-06-99
4-22-98	5-07-98	8-20-98	9-04-98	12-23-98	1-07-99
4-23-98	5-08-98	8-21-98	9-08-98	12-24-98	1-08-99
4-24-98	5-11-98	8-24-98	9-08-98	12-28-98	1-12-99
4-27-98	5-12-98	8-25-98	9-09-98	12-29-98	1-13-99
4-28-98	5-13-98	8-26-98	9-10-98	12-30-98	1-14-99
4-29-98	5-14-98	8-27-98	9-11-98	12-31-98	1-15-99
4-30-98	5-15-98	8-28-98	9-14-98		
5-01-98	5-16-98	8-31-98	9-15-98		

II. GUIDELINES FOR THE COMPLETION OF THE EMPLOYER'S STATEMENT ON FORM UC-45. CAUTION: Do not use unless you understand PARTS ONE through FOUR of this manual.

A. "Voluntary quit" situations believed disqualifying for UC:

1. Examples of reasons considered not to be necessitous or compelling:

- a. Attending school.
- b. Dissatisfied with rate of pay.
- c. Dissatisfied with working conditions.
- d. Domestic reasons (marriage, family illness, child care).
- e. Inability to get along with supervisor or fellow workers.
- f. Moving from area.
- g. "Personal" reasons.
- h. Reasons unknown to agency or to supervisor.
- i. Resigned because of reprimand or discipline.
- j. Voluntary retirement.

2. Statements on or attached to UC-45:

- a. "Voluntarily quit without reason of a necessitous and compelling nature."
- b. "Ineligible under *Section 402, Pennsylvania Unemployment Compensation Law.*"
- c. Explain why the employe resigned as the reasons are understood by the agency.
- d. Attach any documentation, such as the employe's letter of resignation.
- e. Indicate whether or not continuing work was available.
- f. Indicate whether or not employe requested other duties.
- g. If employe quit to avoid or in lieu of dismissal for willful misconduct, so state on UC-45.

Explain the resignation in terms of the act of willful misconduct (See paragraph B.)

B. Dismissal situations believed disqualifying for UC:

1. Examples of circumstances considered to be willful misconduct:

- a. Absenteeism or tardiness without good cause.
- b. Disregard of standards of behavior employer has right to expect.

- c. Falsification of documents.
- d. Illegal conduct connected with work.
- e. Insubordination.
- f. Intoxication during work hours.
- g. Patient abuse.
- h. Theft.
- i. Threatening remarks.

2. Statements on or attached to UC-45:

- a. "Dismissed for willful misconduct."
- b. "Ineligible under *Section 402, Pennsylvania Unemployment Compensation Law.*"
- c. Describe the employee's actions that resulted in dismissal.
- d. Attach copy of the letter of dismissal which should state exact cause.
- e. In order to sustain its burden of proof, the employer must include a statement(s) provided by an individual(s) with firsthand information regarding the incident which caused the separation.
- f. Attach other documentation, such as the specific employer rule violated, if applicable; record of previous warnings, if applicable; statements of coworkers, supervisor, or witnesses.

C. Involuntary termination situations believed qualifying for UC:

1. Examples of involuntary terminations not involving willful misconduct or refusal of other suitable work:

- a. Furloughs.
- b. Exhaustion of limited term positions or completion of other temporary employment.
- c. Mandatory retirement (such policies may still exist to a limited degree).
- d. Dismissals for incompetency or unsatisfactory performance for which willful misconduct is not involved.

2. Statements on or attached to UC-45:

- a. **Examples a. and b., above:** Check "lack of work" or state "lack of funds." No other statement is required. Claimant's separation will be qualifying.
- b. **Example c., above:** Explain mandatory retirement policy. Claimant's separation will be qualifying.
- c. **Example d., above:** The explanation of the reason for dismissal should include a statement that *willful misconduct was not involved.*

D. Other termination situations which may or may not be qualifying for UC:

1. If the reason for a "voluntary quit" may be necessitous or compelling (**example:** poor health), do not precede the explanation of the reason for the resignation with the ineligibility statement in paragraph A.2., above.

2. If the reason for a dismissal may involve willful misconduct but the circumstances are complex (**example:** dismissed for unsatisfactory performance when employe had previously demonstrated an ability to perform satisfactorily), do not precede the explanation of the dismissal action with the ineligibility statement shown in paragraph B.2.

3. Various eligibility factors, such as offers of suitable work, ability and availability, may affect the separation determination. Always explain such issues when completing the UC-45.

III. COMPARISON OF REIMBURSABLE AND CONTRIBUTING EMPLOYERS.

Separated Commonwealth employees who apply for unemployment compensation are covered by all the same rules and regulations as private sector workers who become unemployed. There is a difference, however, in how some employers, including the Commonwealth, are assessed for the cost of the unemployment compensation benefits paid to former employees. Most private sector employers, as contributing employers, are insured and the Commonwealth, as a reimbursable employer, self-insures.

A. Contributing Employers.

1. Contributing employers pay a tax on payroll into the Unemployment Compensation Fund, much as they would pay an insurance premium. When there is a claim, it is paid out of the fund. The annual tax is paid whether or not there is a claim.

2. As with insurance premiums, the annual tax may be reduced or increased according to the employer's experience with unemployment. Businesses with historically high or seasonable unemployment, like construction, pay high tax rates; businesses with stable employment pay lower taxes.

3. Because of this incentive for reduced tax rates, contributing employers are not charged for the benefits paid to former employees under certain circumstances over which the employer has no control. This is known as relief from charges. Base year contributing employers can request relief from charges if former employees had disqualifying separations but reestablished eligibility for benefits through subsequent employment with other employers. The cost of any benefits for which relief from charges is granted is financed by a "State Adjustment Factor," which is a tax added to the annual tax rate of contributing employers.

4. In other words, relief from charges is "relief from blame." Claimants are still paid full UC benefits, the money is obtained from the fund, but employers who are not to blame for the unemployment are not charged with the experience.

B. Reimbursable Employers.

1. Understanding the above is an important step in understanding why there is no relief from charges for the Commonwealth.

2. The Commonwealth is a reimbursable employer, which means that a liability is incurred only as benefits are paid. There is no tax on payroll and no State Adjustment Factor, and, therefore, no need to rate the Commonwealth's experience. Relief from charges (blame) is irrelevant if there is no experience rating.

3. As in the contributing-employer situation, claimants are still paid full UC benefits. However, the money is obtained by billing the Commonwealth for the cost of such benefits. In some cases, then, the Commonwealth pays for benefits due to unemployment for which it has no "blame."

IV. JOB CENTER DIRECTORY.

A. Job Centers by Number.

Number by Region	Location	Zip Code	Address	Telephone Number	Fax Number	TTD/Voice	
0100							
1	0102	Chester	19013	701 Crosby St., Suite B	610/447-3350	610/447-3173	610/447-3317
1	0104	Coatesville	19320	250 E. Harmony St.	610/384-9393	610/384-1699	
1	0106	Bristol	19007	1242 New Rodgers Rd.	215/781-3455	215/781-3450	
1	0110	Norristown	19401	1931 New Hope St.	610/270-3408	610/270-3428	610/270-1273
1	0112	Hatboro	19040	471 E. County Line Rd.	215/443-2896	215/443-2897	
1	0116	Lansdowne	19050	71 S. Union Ave.	610/284-6870	610/284-6881	610/284-7846
1	0120	Philadelphia (Downtown)	19147	930 Washington Ave.	215/952-1143	215/952-1024	215/952-1160
1	0122	Philadelphia (Northeast)	19114	2901 Grant Ave.	215/560-4510	215/560-6981	215/560-4520
1	0124	Philadelphia (Germantown)	19144	235 W. Chelton Ave.	215/560-5151	215/560-6880	215/560-5158
1	0128	Philadelphia (North)	19120	5627 N. 5th St.	215/560-4224	215/560-4226	215/560-4243
1	0138	Philadelphia (Uptown)	19123	1300 Fairmount Ave.	215/560-5482	215/560-6599	215/560-5388
1	0144	Philadelphia (West)	19139	5501 Chestnut St.	215/560-3902	215/560-3958	215/560-3954
0200							
2	0202	Allentown	18101	160 Hamilton St., Suite 500	610/821-6735	610/821-6281	610/821-6735
2	0204	Bethlehem	18016	55-61 W. Walnut St. P.O. Box 1157	610/861-2035	610/861-2108	610/861-2035
2	0208	Easton	18042	220 Ferry St.	610/250-1708	610/250-1813	610/250-1708
2	0212	Honesdale	18431	444 Sunrise Ave.	717/253-7135	717/253-7134	717/253-7137
2	0214	Jim Thorpe	18229	76 Susquehanna St.	717/325-2701	717/325-5536	717/325-2701
2	0224	Reading	19602	625 Cherry St.	610/378-4310	610/378-4579	610/378-4310
2	0232	Tannersville	18372	Rt. 611 Merchants Plaza P.O. Box 789	717/620-2850	717/620-2868	717/620-2867
0300							
3	0302	Carlisle	17013	1 Alexandra Court	717/243-0050	717/243-7767	717/243-2524
3	0304	Chambersburg	17201	600 Norland Ave. P.O. Box 190	717/264-4584	717/264-0856	717/264-4584
3	0306	Gettysburg	17325	108 N. Stratton St. (Rear)	717/334-3679	717/334-3869	
3	0308	Hanover	17331	19 Barnhart Dr. P.O. Box 76	717/637-2136	717/637-7030	
3	0310	Harrisburg	17110	2971 N. 7th St., Suite A	717/783-3270	717/772-0640	
3	0312	Lancaster	17608	60 W. Walnut St. P.O. Box 1889	717/299-7631	717/299-7557	717/299-7684
3	0314	Lebanon	17042	243 Schneider Dr. P.O. Box 780	717/274-2554	717/273-0710	717/274-2554
3	0318	York	17404	841 Vogelsong Rd. P.O. Box 14008	717/767-7610	717/767-7625	717/767-7604
0400							
4	0402	Berwick	18603	118 E. 3rd. St.	717/752-4531	717/752-3479	717/752-4789
4	0404	Yeagerstown	17099	25 Rothermel Dr. P.O. Box 450	717/248-7897	717/248-3684	717/248-1697
4	0406	Lock Haven	17745	8 N. Grove St., Suite F	717/893-2410	717/893-2952	717/893-2330
4	0412	Philipsburg	16866	103 W. Maple St.	814/342-2460	814/342-6862	814/342-2460
4	0414	Shamokin	17872	941 W. Arch St. P.O. Box 548	717/644-4376	717/644-4877	
4	0416	State College	16801	210 W. Hamilton Ave.	814/865-8051	814/863-6523	814/865-8051
4	0418	Sunbury	17801	535 Chestnut St.	717/988-5540	717/988-5537	717/988-5541
4	0420	Williamsport	17703	1300 Sheridan St. P.O. Box 908	717/327-3500	717/321-6536	717/327-3502

Number by Region	Location	Zip Code	Address	Telephone Number	Fax Number	TTD/Voice	
0500							
5	0502	Altoona	16601	1101 Green Ave.	814/946-7185	814/941-6801	814/949-7911
5	0506	Bedford	15522	107 S. Richard St.	814/623-6107	814/623-5598	814/623-6107
5	0510	Clearfield	16830	209 E. Locust St.	814/765-0567	814/765-0699	814/765-0567
5	0514	Dubois	15801	490 Jeffers St. P.O. Box 1045	814/371-0250	814/371-8729	
5	0516	Huntingdon	16652	54 Pennsylvania Ave.	814/643-1530	814/643-4296	814/643-1530
5	0518	Johnstown	15901	200 Lincoln St.	814/533-2331	814/533-2395	814/533-2493
5	0520	Somerset	15501	218 N. Kimberly Ave. P.O. Box 590	814/445-4161	814/445-3913	814/445-4161
0600							
6	0602	Ambridge	15003	120 Merchant St.	724/266-3000	724/266-0931	724/266-3000
6	0604	Beaver Falls	15010	2103 9th Ave.	7724/846-0016	724/846-7963	724/846-2870
6	0606	Butler	16003	227 W. Cunningham St. P.O. Box 951	724/284-8168	724/284-3754	724/284-8140
6	0610	Pittsburgh West	15205	320 Bilmar Dr.	412/429-2807	412/429-2831	412/429-2817
6	0612	Charteroi	15022	10 Paluso Dr. P.O. Box 210	724/483-6873	724/483-6874	
6	0614	Connellsville	15425	Greenwood Center P.O. Box 868	724/628-5000	724/626-0666	724/626-0021
6	0616	Greensburg	15601	599 Sells Lane	724/832-5300	724/832-5213	724/830-2087
6	0618	Indiana	15701	350 N. 4th St.	724/357-3030	724/357-5950	724/357-3033
6	0622	Kittanning	16201	1270 N. Water St. P.O. Box 759	724/548-5693	724/543-7025	724/548-5693
6	0626	McKeesport	15132	345 5th Ave.	412/664-6940	412/664-6969	412/664-6973
6	0630	New Kensington	15068	3 Kensington Sq.	724/339-4820	724/339-4844	724/339-4840
6	0632	Uniontown	15401	32 Iowa St.	724/439-7215	724/439-7220	
6	0634	Washington	15301	75 E. Maiden St.	724/223-4500	724/223-4670	
6	0638	Pittsburgh (East)	15206	6206 Broad St.	412/645-7035	412/645-7254	412/645-7014
6	0640	Waynesburg	15370	653 E. High St.	724/627-6181	724/627-8893	412/627-6181
6	0644	Pittsburgh (South)	15203	2100 Wharton St.	412/488-6900	412/488-2642	412/488-6910
6	0646	Pittsburgh (North)	15233	1122 Western Ave.	412/565-2631	412/565-2649	412/565-3517
0700							
7	0706	Bradford	16701	40 Davis St.	814/368-6195	814/368-5376	
7	0708	Clarion	16214	420 Wood St. P.O. Box 724	814/226-1600	814/226-1703	814/226-1600
7	0712	Coudersport	16915	104 Market St.	814/274-9330	814/274-7651	814/274-9330
7	0714	Erie	16501	1316 State St.	814/871-4321	814/871-4863	814/871-4321
7	0716	Meadville	16335	231 Chestnut St.	814/332-6800	814/332-6809	
7	0718	Oil City	16301	395 Seneca St. P.O. Box 278	814/677-2918	814/677-5628	
7	0720	Punxsutawney	15767	602 E. Mahoning St.	814/938-0504	814/938-0509	
7	0722	St. Marys	15857	301 Depot St.	814/834-2857	814/781-7872	814/834-2857
7	0724	Sharon	16146	663 State St.	724/983-5120	724/983-5703	724/983-5120
7	0726	Warren	16365	2 Market St.	814/723-2350	814/723-3891	
7	0728	New Castle	16101	102 Margaret St.	724/656-3165	724/656-3232	
0800							
8	0804	Hazleton	18201	75 N. Laurel St.	717/459-3854	717/459-3930	717/459-3934
8	0808	Pittston	18640	300 Kennedy Blvd.	717/654-4631	717/654-0369	717/654-2497
8	0810	Pottsville	17901	500 S. Centre St.	717/621-3149	717/621-3151	717/621-3166
8	0812	Scranton	18503	135 Franklin Ave.	717/963-4671	717/963-4927	717/963-4653
8	0816	Tamaqua	18252	217 Center St. P.O. Box 391	717/668-4300	717/668-4732	717/668-4302
8	0818	Towanda	18848	218 Main St., Unit 1	717/265-2171	717/265-2331	717/265-5720
8	0820	Wellsboro	16901	146 East Ave.	717/724-1939	717/724-6620	
8	0822	Wilkes-Barre	18711	32 E. Union St.	717/826-2401	717/826-2443	717/826-2438

Number	Address	Parent	Telephone Number	Fax Number	TTD/Voice
ITINERANT POINT OFFICES					
8114	Lansdale Montgomery Commons 1200 Welsh Rd. North Wales, PA 19454-3772 (Open 5 days)	Parent Office: Hatboro	215/393-9405	215/368-8721	
8250	Milford Pike County JTPA Office 107 W. High St. Milford, PA 18337 (mail goes to Tannersville) (Open Wednesday)	Parent Office: Tannersville			
8570	McConnellsburg Public Assistance Office Penn Village Shopping Plaza Rt 16 McConnellsburg, PA 17233 (mail goes to Bedford) (Open every other Tues)	Parent Office: Bedford	717/485-3612		
8834	Tunkhannock IP Office Tunkhannock, PA 18657-9803 RD 3, Box 169-3 (mail goes to Pittston JC) (Wed., Thurs., Fri.)	Parent Office: Pittston	717/836-3101	717/836-9760	
8852	Nanticoke IP Office 40 E. Main St. Nanticoke, PA 18634-1692 (Open five days)	Parent Office: Wilkes-Barre	717/735-3500	717/735-5626	
SATELLITE OFFICES					
8846	Montrose Satellite Office 35 Spruce St., Suite 3 (Open Thurs. and Fri.) (Hrs: 9:30 a.m. – 4:30 p.m.)	Parent Office: Towanda	717/278-3504	717/278-9041	
0802	Carbondale Satellite Office 1 Westside Dr. Carbondale, PA 18407-2294 (Thurs. and Fri.)	Parent Office: Scranton	717/963-4992	717/282-0891	717/963-4992

B. Job Centers Alphabetically.

Region Number		Location	Zip Code	Address	Telephone Number	Fax Number	TTD/Voice
2	0202	Allentown	18101	160 Hamilton St., Suite 500	610/821-6735	610/821-6281	610/821-6735
5	0502	Altoona	16601	1101 Green Ave.	814/946-7185	814/941-6801	814/949-7911
6	0602	Ambridge	15003	120 Merchant St.	724/266-3000	724/266-0931	724/266-3000
6	0604	Beaver Falls	15010	2103 9th Ave.	7724/846-0016	724/846-7963	724/846-2870
5	0506	Bedford	15522	107 S. Richard St.	814/623-6107	814/623-5598	814/623-6107
4	0402	Berwick	18603	118 E. 3rd. St.	717/752-4531	717/752-3479	717/752-4789
2	0204	Bethlehem	18016	55-61 W. Walnut St. P.O. Box 1157	610/861-2035	610/861-2108	610/861-2035
7	0706	Bradford	16701	40 Davis St.	6814/368-6195	814/368-5376	
1	0106	Bristol	19007	1242 New Rodgers Rd.	215/781-3455	215/781-3450	
6	0606	Butler	16003	227 W. Cunningham St. P.O. Box 951	724/284-8168	724/284-3754	724/284-8140
3	0302	Carlisle	17013	1 Alexandra Court	717/243-0050	717/243-7767	717/243-2524
3	0304	Chambersburg	17201	600 Norland Ave. P.O. Box 190	717/264-4584	717/264-0856	717/264-4584
6	0612	Charlertoi	15022	10 Paluso Dr. P.O. Box 210	724/483-6873	724/483-6874	
1	0102	Chester	19013	701 Crosby St., Suite B	610/447-3350	610/447-3173	610/447-3317
7	0708	Clarion	16214	420 Wood St. P.O. Box 724	4814/226-1600	814/226-1703	814/226-1600
5	0510	Clearfield	16830	209 E. Locust St.	814/765-0567	814/765-0699	814/765-0567
1	0104	Coatesville	19320	250 E. Harmony St.	610/384-9393	610/384-1699	
6	0614	Connellsville	15425	Greenwood Center P.O. Box 868	724/628-5000	724/626-0666	724/626-0021
7	0712	Coudersport	16915	104 Market St.	814/274-9330	814/274-7651	814/274-9330
5	0514	Dubois	15801	490 Jeffers St. P.O. Box 1045	814/371-0250	814/371-8729	
2	0208	Easton	18042	220 Ferry St.	610/250-1708	610/250-1813	610/250-1708
7	0714	Erie	16501	1316 State St.	814/871-4321	814/871-4863	814/871-4321
3	0306	Gettysburg	17325	108 N. Stratton St. (Rear)	717/334-3679	717/334-3869	
6	0616	Greensburg	15601	599 Sells Lane	724/832-5300	724/832-5213	724/830-2087
3	0310	Harrisburg	17110	2971 N. 7th St., Suite A	717/783-3270	717/772-0640	
1	0112	Hatboro	19040	471 E. County Line Rd.	215/443-2896	215/443-2897	
8	0804	Hazleton	18201	75 N. Laurel St.	717/459-3854	717/459-3930	717/459-3934
2	0212	Honesdale	18431	444 Sunrise Ave.	717/253-7135	717/253-7134	717/253-7137
5	0516	Huntingdon	16652	54 Pennsylvania Ave.	814/643-1530	814/643-4296	814/643-1530
6	0618	Indiana	15701	350 N. 4th St.	724/357-3030	724/357-5950	724/357-3033
2	0214	Jim Thorpe	18229	76 Susquehanna St.	717/325-2701	717/325-5536	717/325-2701
5	0518	Johnstown	15901	200 Lincoln St.	814/533-2331	814/533-2395	814/533-2493
6	0622	Kittanning	16201	1270 N. Water St. P.O. Box 759	724/548-5693	724/543-7025	724/548-5693
3	0312	Lancaster	17608	60 W. Walnut St. P.O. Box 1889	717/299-7631	717/299-7557	717/299-7684
1	0116	Lansdowne	19050	71 S. Union Ave.	610/284-6870	610/284-6881	610/284-7846
3	0314	Lebanon	17042	243 Schneider Dr. P.O. Box 780	717/274-2554	717/273-0710	717/274-2554
4	0404	Lewistown	17099	25 Rothermel Dr. P.O. Box 450	717/248-7897	717/248-3684	717/248-1697
4	0406	Lock Haven	17745	8 N. Grove St., Suite F	717/893-2410	717/893-2952	717/893-2330
6	0626	McKeesport	15132	345 5th Ave.	412/664-6940	412/664-6969	412/664-6973
7	0716	Meadville	16335	231 Chestnut St.	814/332-6800	814/332-6809	
7	0728	New Castle	16101	102 Margaret St.	724/656-3165	724/656-3232	
6	0630	New Kensington	15068	3 Kensington Sq.	724/339-4820	724/339-4844	724/339-4840
1	0110	Norristown	19401	1931 New Hope St.	610/270-3408	610/270-3428	610/270-1273
7	0718	Oil City	16301	395 Seneca St. P.O. Box 278	814/677-2918	814/677-5628	

Region Number		Location	Zip Code	Address	Telephone Number	Fax Number	TTD/Voice
Philadelphia							
1	0120	Downtown	19147	930 Washington Ave.	215/952-1143	215/952-1024	215/952-1160
1	0124	Germantown	19144	235 W. Chelton Ave.	215/560-5151	215/560-6880	215/560-5158
1	0128	North	19120	5627 N. 5th St.	215/560-4224	215/560-4226	215/560-4243
1	0122	Northeast	19114	2901 Grant Ave.	215/560-4510	215/560-6981	215/560-4520
1	0138	Uptown	19123	1300 Fairmount Ave.	215/560-5482	215/560-6599	215/560-5388
1	0144	West	19139	5501 Chestnut St.	215/560-3902	215/560-3958	215/560-3954
Pittsburgh							
6	0638	Pittsburgh East	15206	6206 Broad St.	412/645-7035	412/645-7254	412/645-7014
6	0646	Pittsburgh North	15233	1122 Western Ave.	412/565-2631	412/565-2649	412/565-3517
6	0644	Pittsburgh South	15203	2100 Wharton St.	412/488-6900	412/488-2642	412/488-6910
6	0610	Pittsburgh West	15205	320 Bilmar Dr.	412/429-2807	412/429-2831	412/429-2817
8	0808	Pittston	18640	300 Kennedy Blvd.	717/654-4631	717/654-0369	717/654-2497
8	0810	Pottsville	17901	500 S. Centre St.	717/621-3149	717/621-3151	717/621-3166
7	0720	Punxsutawney	15767	602 E. Mahoning St.	814/938-0504	814/938-0509	
2	0224	Reading	19602	625 Cherry St.	610/378-4310	610/378-4579	610/378-4310
7	0722	St. Marys	15857	301 Depot St.	814/834-2857	814/781-7872	814/834-2857
8	0812	Scranton	18503	135 Franklin Ave.	717/963-4671	717/963-4927	717/963-4653
4	0414	Shamokin	17872	941 W. Arch St. P.O. Box 548	717/644-4376	717/644-4877	
7	0724	Sharon	16146	663 State St.	724/983-5120	724/983-5703	724/983-5120
5	0520	Somerset	15501	218 N. Kimberly Ave. P.O. Box 590	814/445-4161	814/445-3913	814/445-4161
4	0416	State College	16801	210 W. Hamilton Ave.	814/865-8051	814/863-6523	814/865-8051
4	0418	Sunbury	17801	535 Chestnut St.	717/988-5540	717/988-5537	717/988-5541
8	0816	Tamaqua	18252	217 Center St. P.O. Box 391	717/668-4300	717/668-4732	717/668-4302
2	0232	Tannersville	18372	Rt. 611 Merchants Plaza P.O. Box 789	9717/620-2850	717/620-2868	717/620-2867
8	0818	Towanda	18848	218 Main St., Unit 1	717/265-2171	717/265-2331	717/265-5720
6	0632	Uniontown	15401	32 Iowa St.	724/439-7215	724/439-7220	
7	0726	Warren	16365	2 Market St.	814/723-2350	814/723-3891	
6	0634	Washington	15301	75 E. Maiden St.	724/223-4500	724/223-4670	
6	0640	Waynesburg	15370	653 E. High St.	724/627-6181	724/627-8893	412/627-6181
8	0820	Wellsboro	16901	146 East Ave.	717/724-1939	717/724-6620	
8	0822	Wilkes-Barre	18711	32 E. Union St.	717/826-2401	717/826-2443	717/826-2438
4	0420	Williamsport	17703	1300 Sheridan St. P.O. Box 908	717/327-3500	717/321-6536	717/327-3502
3	0318	York	17404	841 Vogelsong Rd. P.O. Box 14008	717/767-7610	717/767-7625	717/767-7604
	1490	Interstate Claims Office	17121	Harrisburg P.O. Box 67501	717/787-2848		

C. Regional Offices.

Office No. Region	Regional Office	Zip Code	Address	Manager	Area Code	Local Telephone Number
1 0100	Philadelphia	19123-4195	444 N. 3rd St. Suite 3C	Israel Chestnut	215	560-1980
2 0200	Allentown	18101-2110	640 Hamilton Mall 10th Fl.	J. Curry McLaughlin	610	821-6681
3 0300	York	17404-0868	841 Vogelsong Rd. P.O. Box 14008	Michael Gbur	717	767-7616
4 0400	Williamsport	17701-6410	208 W. 3rd St. Suite 303	Ada McFarland	717	327-3501
5 0500	Altoona	16603-0631	1101 Green Ave. P.O. Box 631	Ada McFarland	814	946-7189
6 0600	Pittsburgh	15222-1210	300 Liberty Ave. Room 1307	Margaret Fallica	412	565-5325
7 0700	Erie	16501	1316 State St.	Kathy Watazychyn	814	871-4363
8 0800	Scranton	18503-1932	110 Spruce St.	Francis McDonnell	717	963-4882

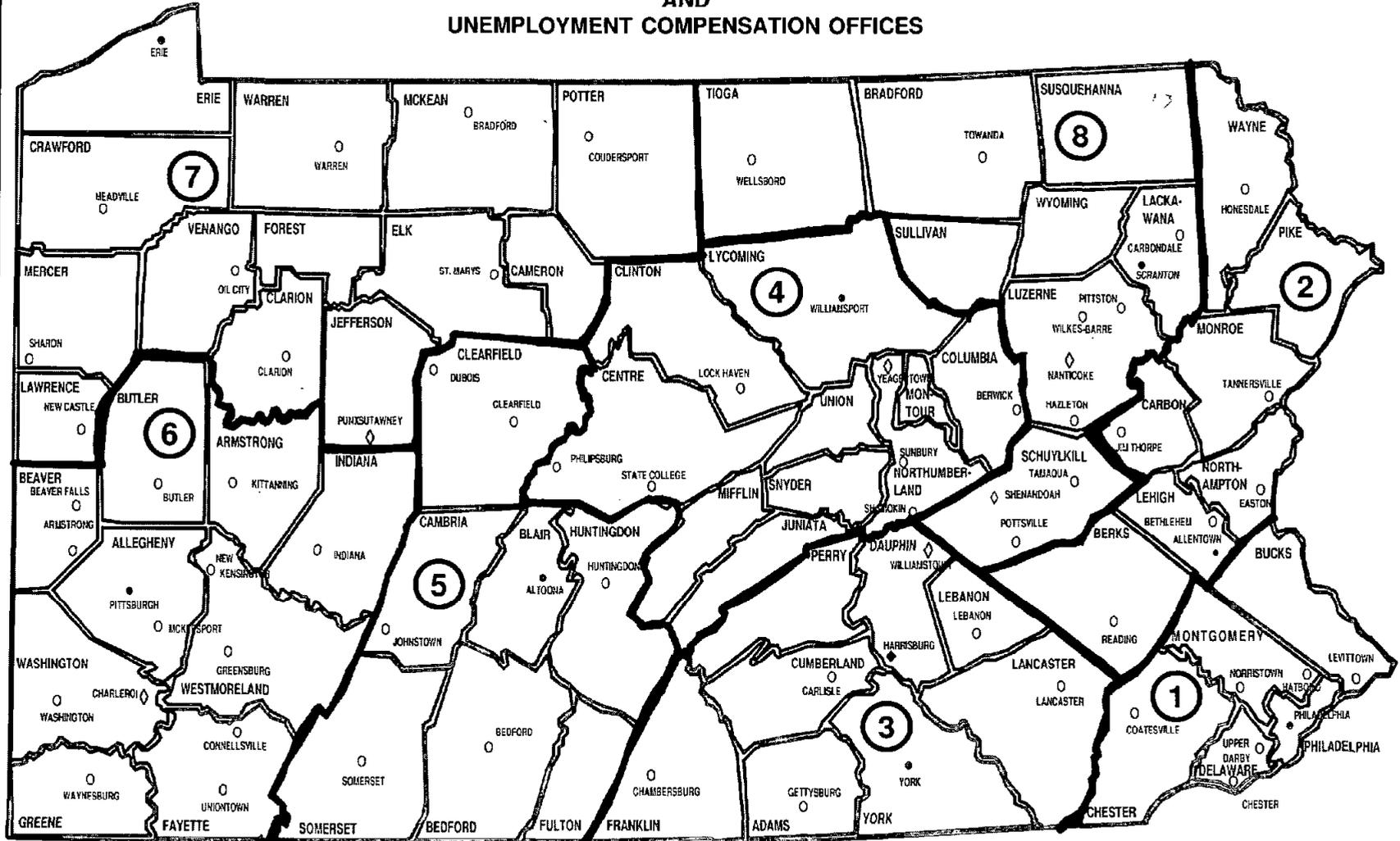
D. Unemployment Compensation Referee Offices.

Referee Name	Office No.	City	Zip Code	Address	Telephone Number
Eastern Sector					
Denis Geoghegan, Supervisor	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2845
Thomas J. Green	9105	Malvern	19355-2142	72 Lancaster Ave., 2nd Fl.	610/296-0608
W. (Mike) Hesler	9105	Malvern	19355-2142	72 Lancaster Ave., 2nd Fl.	610/296-0608
Richard W. Gallagher	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-6719
Joseph T. Garvey	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2784
Vashti Harden	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2795
Dennis Kaminski	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2504
Sheila Mellon	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2505
Bruce Newman	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-1844
Kevin O'Shaughnessy	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2789
Ralph W. Price	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-1842
Carol A. Reading	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2793
Catherine Senyk	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215-560-2516
Phyllis M. Wolfson	9140	Philadelphia	19123-4185	444 N. Third St., 2nd Fl.	215/560-2775
Matthew J. Ercolino	9148	Reading	19602-1154	625 Cherry St., Room 243	610/378-4100
Richard R. Wertman	9148	Reading	19602-1154	625 Cherry St., Room 243	610/378-4100
Central Sector					
John H. Eckert, Supervisor	9100	Harrisburg	17104-2596	1171 S. Cameron St., Room 301	717/783-5693
S. Harold Geld	9110	Bethlehem	18020-9498	224 Nazareth Pike	610/746-3804
James A. Norris	9110	Bethlehem	18020-9498	224 Nazareth Pike	610/746-3805
Valerie L. Finnegan	9125	Harrisburg	17104-2596	1171 S. Cameron St., Room 301	717/783-5828
Susan G. Hess	9125	Harrisburg	17104-2596	1171 S. Cameron St., Room 301	717/783-5828
Ronald J. Keslar	9125	Harrisburg	17104-2596	1171 S. Cameron St., Room 301	717/783-5828
Edward P. Rawlings	9125	Harrisburg	17104-2596	1171 S. Cameron St., Room 301	717/787-2987
Rosalind J. White	9125	Harrisburg	17104-2596	1171 S. Cameron St., Room 301	717/783-1142
George H. Conrad	9126			c/o Veterans Home P.O. Box 319 Hollidaysburg, PA 16648-0319	814/696-6034
David D. Hukill	9133	Lancaster	17603-3015	70 W. Walnut St.	717/299-7554
Carol Ann Morrisette	9133	Lancaster	17603-3015	70 W. Walnut St.	717/299-7554
Brian L. Parr	9133	Lancaster	17603-3015	70 W. Walnut St.	717/299-7554
Robert J. Dougherty	9147	Pottsville	17901-3602	112 S. CA Lord Blvd., 2nd Fl.	717/621-3404
Walter Alexandroff	9150	Scranton	18505-4109	1016 Pittston Ave., Ste. 300	717/963-4658
Barry Chromey	9150	Scranton	18505-4109	1016 Pittston Ave., Ste. 300	717/963-4658
Nicholas Pezak	9150	Scranton	18505-4109	1016 Pittston Ave., Ste. 300	717/963-3497
Gary E. Edsell	9155	Williamsport	17701-6477	208 W. Third St., Ste. 201	717/327-3539
William A. Kupchella	9155	Williamsport	17701-6477	208 W. Third St., Ste. 201	717/327-3539
Frank C. Vivier	9155	Williamsport	17701-6477	208 W. Third St., Ste. 201	717/327-3539
William J. Kennedy	9160	Wilkes-Barre	18711-0651	32 E. Union St., Ste. 223	717/826-2406
Victoria M. Kosinski	9160	Wilkes-Barre	18711-0651	32 E. Union St., Ste. 223	717/826-2406
Mary T. Meyl	9160	Wilkes-Barre	18711-0651	32 E. Union St., Ste. 223	717/826-2406
Western Sector					
Charles L. Stonage, Supervisor	9145	Pittsburgh	15222-1210	300 Liberty Ave., Room 1302	412/565-5391
Donald J. Thomas	9115	Erie	16501-1439	919 State St., Ste. 201	814/871-4638
Robert M. Dupak	9120	Greensburg	15601-4458	591 Sells Ln.	724/832-5306
Michael S. Fedor	9120	Greensburg	15601-4458	591 Sells Ln.	724/832-5390
Theodore J. Kamzalow	9120	Greensburg	15601-4458	591 Sells Ln.	724/832-5396
Mike Sillett	9120	Greensburg	15601-4458	591 Sells Ln.	724/832-5397
Toni Anderson	9130	Johnstown	15901-1592	200 Lincoln St.	814/533-2381
Edward Solomon, Jr.	9130	Johnstown	15901-1592	200 Lincoln St.	814/533-2381
Robert L. Dougherty	9134	McKeesport	15132-2606	339 Fifth Ave., Ste. 200	412/664-6954
Toni Emrick	9138	Oil City	16301-1467	106 Duncomb St., Ste. 332	814/676-5751
Irene M. Kugler	9145	Pittsburgh	15222-1210	300 Liberty Ave., Room 1302	412/565-5388
Charlene McAbee	9145	Pittsburgh	15222-1210	300 Liberty Ave., Room 1302	412/565-5387
John Rakszawski	9145	Pittsburgh	15222-1210	300 Liberty Ave., Room 1302	412/565-2314
John Cross	9151	Sharon	16146-0649	197 Silver St., P.O. Box 649	724/983-5712
Paul A. Sneed	9153	Washington	15301-4963	75 E. Maiden St., Room 202	724/223-4590

**BUREAU OF EMPLOYMENT SERVICES AND TRAINING
JOB SERVICE
AND
UNEMPLOYMENT COMPENSATION OFFICES**

E. Field Offices and Regional Offices.

5.29



◆ STATE & LOCAL

● REGION & LOCAL

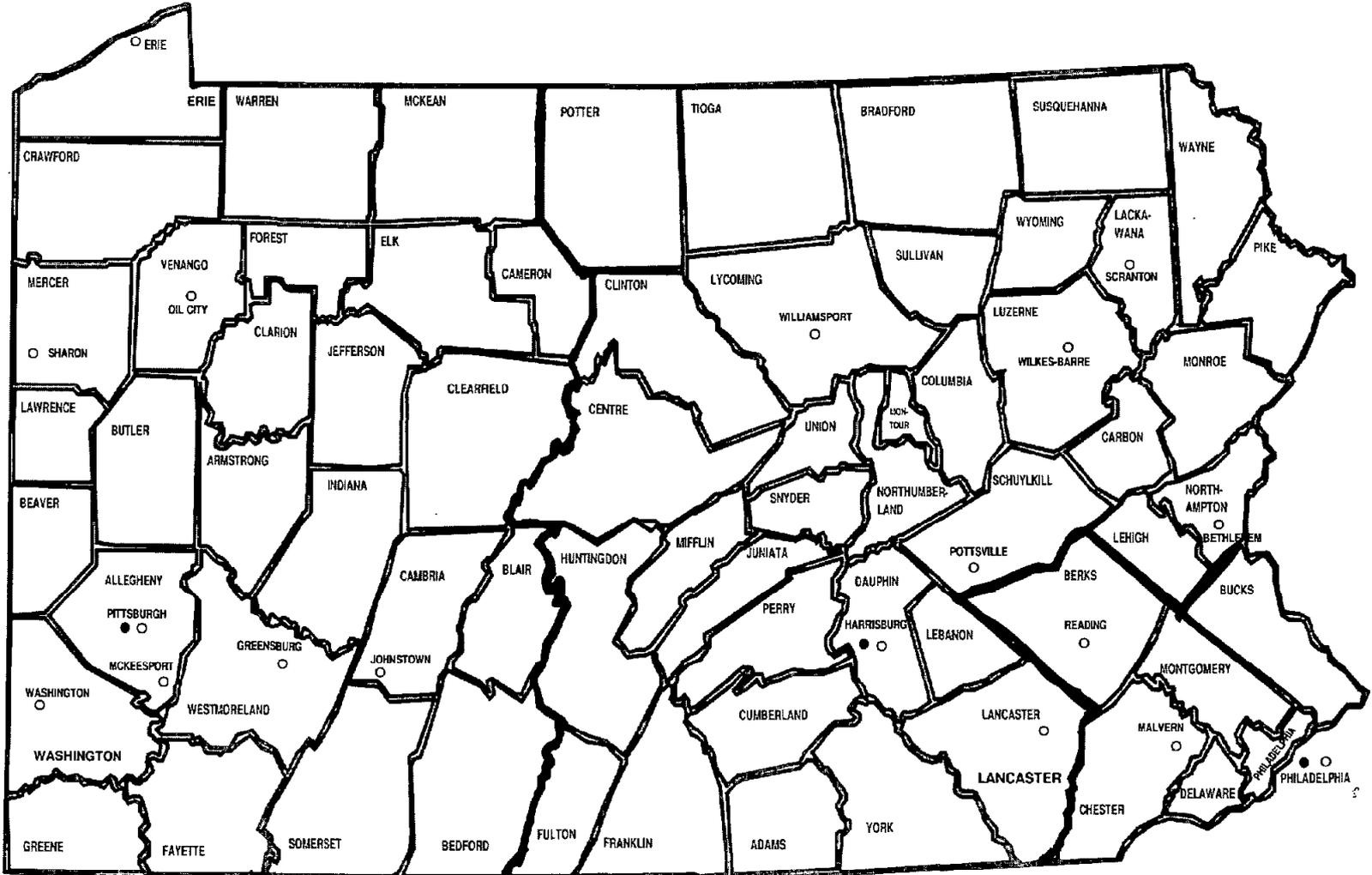
◇ LOCAL

○ LOCAL CLAIMS

UNEMPLOYMENT COMPENSATION REFEREE OFFICES

F. Unemployment Compensation Referee Offices Map.

5.30



- SECTOR OFFICE
- REFEREE OFFICE

**VI. ADMINISTRATIVE CIRCULARS, MANAGEMENT DIRECTIVES,
AND PAYROLL MEMOS**