

How Employers can notify the Office of UC Benefits about fraudulent claims

Employer Keystone IDs used in the UC Tax system are also used to log into the UC Benefits system



The screenshot displays the 'Profile Maintenance' page for an employer. The top navigation bar shows the employer's name and ID: 'Employer Name 12-34567 0 12-3456789 Active Contributory'. The left sidebar contains a menu of options including 'My Home', 'Amounts Due Delinquencies', 'Audits', 'Certifications', 'Contact/Note', 'Contribution Rates', 'Correspondence', 'Employer Profile', 'Financial Activities', 'Inquiries', 'Make a Payment', 'Professional Employer Organizations', 'Quarterly Reporting', 'Reimbursable Financing Method', 'Reports', 'Representative Profile', 'User Administration', 'Wages Community', 'UCMS Home', and 'UC Benefits'. The main content area is titled 'Profile Maintenance' and has tabs for 'Summary', 'Name(s)', 'Addresses', 'Contacts/Users', 'PA-100 History', and 'Tasks'. The 'Contacts/Users' tab is active, showing a 'Contacts/Users Summary' section with 'Notification Preferences' and a 'Manage Contacts' table. The notification preferences are set to 'Send Notifications via Email'. A blue information box explains that selecting email notifications means all email contacts will receive notifications, and that the account will not receive correspondence via US Mail. The 'Manage Contacts' table has columns for 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Title', 'Email', 'Phone', 'User ID', 'Email Recipient', 'Primary Contact', and 'Actions'. A green box highlights the 'User ID', 'Email Recipient', and 'Primary Contact' columns for the first two rows. A callout box labeled 'Keystone ID' points to the 'User ID' 'b-keystoneid' in the first row. The 'Email Recipient' and 'Primary Contact' columns for this row contain blue checkmarks.

First Name	Middle Name	Last Name	Suffix	Title	Email	Phone	User ID	Email Recipient	Primary Contact	Actions
				Human Resource Director			b-keystoneid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
				Officer				<input type="checkbox"/>	<input type="checkbox"/>	

Go to <https://benefits.uc.pa.gov/>
and click “Sign In/Register”



Pennsylvania
Unemployment Compensation System


If you don't know your company's Keystone ID/password UC Tax can assist you. 1-866-40-6163, option 1
In the meantime, if you are a SIDES E-response participant, you can use SIDES to report fraud without accessing our system. Go to [page 9](#)



Third Party Administrators

The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services Available will vary depending on the TPA/Employer relationship.

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Type in your Keystone ID and password and click 

Please enter your User Name and Password below before you continue. If you have not previously registered on this system, follow the instructions in the Create a User Account section to create a new account that allows you to access additional system features.

For help click the information icon next to each section.

Option 1 - Already Registered



Keystone ID:

b-keystoneid

Password:


.....



I'm not a robot

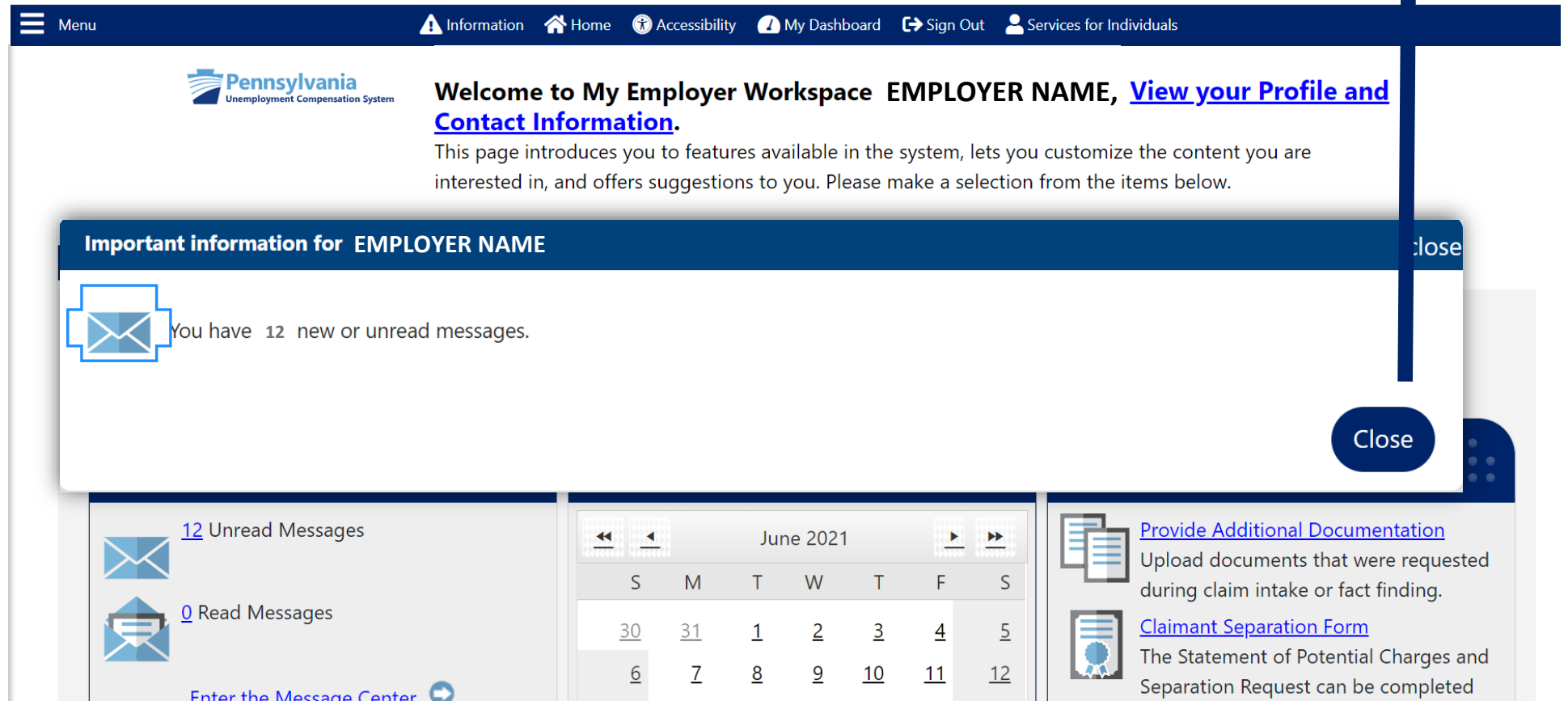


reCAPTCHA
Privacy - Terms



How Employers can notify the Office of UC Benefits about fraudulent claims

Click  if there are new or unread messages




Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals

Pennsylvania
Unemployment Compensation System


Welcome to My Employer Workspace EMPLOYER NAME, [View your Profile and Contact Information.](#)


This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.


Important information for EMPLOYER NAME close

 You have 12 new or unread messages.

Close


 [12](#) Unread Messages


 [0](#) Read Messages

[Enter the Message Center](#) 

June 2021

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12

 [Provide Additional Documentation](#)
Upload documents that were requested during claim intake or fact finding.

 [Claimant Separation Form](#)
The Statement of Potential Charges and Separation Request can be completed

How Employers can notify the Office of UC Benefits about fraudulent claims

Click “[Claimant Separation Form](#)”

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals

Pennsylvania
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Welcome to My Employer Workspace **EMPLOYER NAME**, [View your Profile and Contact Information](#).

This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

My Employer Dashboard Directory of Services

▶ Services Preview

▼ Widgets

▼ My Messages

12 Unread Messages

0 Read Messages

▼ My Calendar

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12

▼ Unemployment Services

[Provide Additional Documentation](#)
Upload documents that were requested during claim intake or fact finding.

[Claimant Separation Form](#)
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Scroll down to Claimant List



[Employer Charges](#)

Claimants

[Determinations](#)

[Appeals](#)

[Mass Layoffs](#)

[Labor/Non-Labor Disputes](#)

[Shared-Work](#)

[Wage Audit Notices](#)

[Show Filter Options](#)

Important Notice: By clicking the “Needs Response” link below for each claimant listed, you will be able to see the statements the claimant provided during his/her application process. You will be able to provide a brief response to those statements. The information you provide may lead to more in depth fact-finding.

If you or your agent fail to respond to this Notice of Separation or the Notice of Application, in a timely or adequate manner and this failure results in a claimant being overpaid benefits, **your employer account will be charged with the UC benefits** under section 302(a)(2) of Pennsylvania UC Law (Law). Your employer account will no longer be credited when the overpayment is established. Note: This online Separation Notice is preferred and will provide quicker results, however; responding to both the Notice of Application and this Separation Notice is not necessary. You are only required to reply to one.

Untimely Response – While your response to this request for information is due no later than four (4) days from the date this request was presented, a response is untimely for purposes of section 302(a)(2) of the Law if it is filed more than 14 days after the department’s request for information is mailed or transmitted electronically to the employer or agent.

Inadequate Response – A response is inadequate if it misrepresents or omits facts that, if represented accurately or disclosed, would have been a basis for the department to disqualify the individual from receiving compensation.

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Click "[Needs Response](#)"

Claimants

<u>Benefit Year Begin</u>	<u>Benefit Year End</u>	<u>Claimant</u>	<u>Claimant SSN (Last 4)</u>	<u>Weekly Benefit Amount</u>	<u>Benefit Balance</u>	<u>Action</u>
06/27/2021	06/25/2022	Last Name 1, First Name 1	1234	\$583.00	\$15,158.00	Needs Response
06/27/2021	06/25/2022	Last Name 2, First Name 2	1234	\$583.00	\$15,158.00	Needs Response

After clicking "Need Response," SIDES E-Response users can go to [page 14](#) to view the reminder of the process.

If you are a SIDES E-Response users but don't have access to our new system yet, skip to [page 9](#).

If you are not a SIDES participant, you will be taken to the Separation Notice questionnaire displayed on the next two pages.

[Return to the Directory of Services](#)

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Separation Notice

Employee Information

* Employee First Name:

* Employee Last Name:

* Employee SSN:

* Employee Date of Separation:



* Employee Date Hired:



* Employee Date Last Worked:



Separation Reason

* The Reason for Separation:

If an employee is retiring, choose "Resigned/Quit" as the Reason for Separation.

Reply to only the required fields. Indicate the separation reason as "Still Working Full-time." We don't need exact dates of hire. Last day of work can be the current date.

If the individual never worked for you choose "Quit" and provide a "never worked for me" fraud comment in the additional information box.

Remember to hit SAVE.

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Benefit Payments

Hourly Rate Of Pay:

Vacation/Accrued Leave - Not PTO: Yes No

Severance/Dismissal: Yes No

Bonus: Yes No

Holiday Pay: Yes No

Wages in Lieu of Notice: Yes No

Pension: Monthly Lump Sum No

If lump sum, what would the monthly amount be if that option had been chosen?:

Hours Worked per Week:

Number of Hours:

Number of Hours:

Number of Hours:

Number of Hours:

Number of Hours:

Separation Attachments

No file chosen

No records found

By submitting the form with the Save button, I certify that the worker whose name and social security number appear above has been separated from work and that the above information is true and correct. I further certify that the individual has been handed or mailed a copy of this notice.