



Weekly-Wage Verification (UCO-2) Process

Previously employers were able to search for the Weekly-Wage Verification UCO-2 in their inbox under Subject Type **'Fact Finding'**.

Employers must now enter at least one other Inbox Search criteria, for example: Claimant First/Last Name, Claimant/Document ID, or Social Security Number along with selecting the Subject Type **'Weekly-Wage Verification UCO-2'** when looking for a specific UCO2 or select Subject Type **'Weekly-Wage Verification (UCO-2)'** and ALL UCO-2s will populate for that employer.

If the Subject Type 'Weekly-Wage Verification (UCO-2)' is not selected the UCO-2 documents <u>Will Not</u> populate.

Employer Home	
Employer Home Employer Home	
View Employer Account Profile View Account Information	Employer inbox
Short Time Compensation Click here to Add, Modify, View, or Request Benefits for a Short Time Compensation (STC) Plan.	Address Information View addresses and phone numbers. Maintain email address and update correspondence preference.
Benefit Charge Protest Protest benefits charged against your account	Correspondence Search Search for Correspondence
Manage SIDES E-Response If you are a small or medium sized employers, click the link above for information regarding the National State Information Data Exchange System (SIDES).	User Maintenance Assign or Update user access to Employer account information.
Assign and Maintain TPA Used for Assigning and Maintaining TPA roles for a particular Employer	

1. From Employer Home select 'Employer Inbox'

2. Filter Subject by 'Weekly-Earnings Wage Verification (UCO-2)'

Employer Inbox		
NOTE:	Search criteria is required. Please be as specific as possible when entering	search criteria.
Action Due Date	From: / / (mm/dd/yyyy) To: / / (mm/dd/yyyy)	
Created on Date:	From: / / (mm/dd/yyyy) To: / (mm/dd/yyyy)	
Claimant Social Security Number:	Claimant ID	
Claimant Last Name	Document ID.	
Claimant First Name	Original Employer	~
Subject	Weekly-Earnings Wage Verification (UCO-2)	
To locate documents no longer available in your inbox,	lick on the 'Correspondence Search' hyperlink.	
To move documents to your Correspondence Search, select documents to Correspondence Search applies to all documents to Correspondence Search applies to all documents to construct the second	the checkboxes in the 'Move to Correspondence Search' column and click the 'Se nts, except Notice of Hearing.	nd to Correspondence Search' button. The ability to move
Failure to respond by the specified deadline will result in even if such payments are later determined to be errone	a determination being issued with the available information. Also, your accepts	ount could be charged for benefits paid to the claimant



If searching for a specific (UCO-2) then search by Claimant/Document ID, Claimant First/Last Name, Claimant Social Security Number, and filer subject by "Weekly-Earnings Wage Verification"

3. Click the 'Item' Hyperlink next to 'Employer Name'

Search Results	ANALOS COMO							
Rows 1-25 of 94 Select All	tows 1-25 of 94 <1234 •							
Move To Correspondence Search	Item	Employer Name	Subject	Claimant SSN	Claimant Last Name	Claimant First Name	Action Due Date	Created on Date
	57648402	THE NIELSEN COMPANY (US) LLC	Earnings - Weekly wage verification		HANDO	VICTOR	01/18/2017	12/19/2016
0	57648827	THE NIELSEN COMPANY (US) LLC	Earnings - Weekly wage verification		SORG	MELISSA	01/18/2017	12/19/2016
	57650546	THE NIELSEN COMPANY (US) LLC	Earnings - Weekly wage verification		CUNNINGHAM	MARY	01/18/2017	12/19/2016
	57655322	THE NIELSEN COMPANY (US) LLC	Earnings - Weekly wage verification		HAGEN	JOAN	01/18/2017	12/19/2016
	57658368	THE NIELSEN COMPANY (US) LLC	Earnings - Weekly wage verification		VARNER	CYNTHIA	01/18/2017	12/19/2016
	57658936	THE NIELSEN COMPANY (US) LLC	Earnings - Weekly wage verification		NORRIS	AUDREY	01/18/2017	12/19/2016
ET.	57660829	THE NIELSEN COMPANY	Earnings - Weekly wage		PAGNOTTA	MURIEL	01/18/2017	12/19/2016

100 1994	a contraction of any and particular solution	a in section 57 (If no, you do not need to con	spiete the remaining questio	ns on this form).	
Are the wages i	reported in section 5, which were rep	orted by the claimant correct? (If yes, you d	io not need to complete the r	emaining questions on th	us form).
Yes No					
Comments	Colorador West Colora	Dura file Dalid	Cisimon Co De	and Freeland	Course Warner Frankel Durley the West
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	10/10/2015	50		50	0
	10/17/2015	\$89		\$0	150.00
	10/24/2015	\$89		\$0	0
	10/31/2015	589		\$0	200.00
	11/7/2015	\$89		50	200.00
	11/14/2015	\$0	5	314	0
	11/21/2015	\$0		\$0	0
	11/28/2015	\$0		\$0	0
	12/5/2015	\$0		\$0	0
	12/12/2015	\$0		\$0	0
	12/19/2015	\$0		\$0	0
	12/26/2015	\$89		\$0	200.00
Employment sta	art date: (not the date of hire)			10/01/2015	
Employment en	d date: (if applicable)			12/31/2015	
What was the c	laimant's work schedule?				
What is war the	n-1000 a clamant's rate of pay?				
) day € hour Ow	reek O bi-weekly O monthly				
0 At the time of	separation, was the claimant given s	eparation pay?			⊖ Yes * No
i0a. If yes, indicat	to the type of separation payment, th	e total gross(before deductions) amount giv	en, and the period it covered	1	
Severance pay		From.	10		
Wages in ileu d	# notice	From.	10		
Vacation/Holds	ay pay	From.	10	Heca	date (if applicable).
Beauties	issions	From.	To		
Conclomental /	access adjustments	From.	To		
Supplimminal	ANT OF ADDIVISION AND A CONTRACTOR	PTORIC			
Other		Evolaio			
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4. Complete 'UCO-2' then select 'Submit'

5. Confirmation Page. Select 'Print Preview' to print a copy for your records.

Employer Information	1 Change	Change Employer Leave Employer				
Employer Account Number	Employer Name	FEIN				
Employer Action Confirmation						
	Employer Name:					
	Employer Account Number:					
	Document Type:					
	Issue ID:					
	Claimant Name:					
	Claimant ID:					
	Last 5 of Claimant's SSN: Date and Time of Submission: 3/11/2016 10 43 12 AM					
Uploaded Documents						
No Attachments						
Your response has been submitted, please print a copy address on file in the Connect system.	of this confirmation screen for your own records. The same confirmation info	ormation will be emailed to you, if you have an email				
This screen will time out in 30 minutes, please click Prin	t Preview immediately.					
To return to your home page, click the Employer Home butto	20					
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FAQ

- 1. Are employers still allowed to submit the UCO-2 after the due date has passed? Yes.
- If the claimant did not work for me, do I still need to provide a response? Yes. Select "No" beside "the Claimant did not work for them" on the UCO-2, complete the contact information in Section 2, check the "I certify that the above information is true and correct", and select "Submit".
- **3.** Why would employers receive an UCO-2 on a claimant that didn't work for them? There are many factors or scenarios that play a part in you receiving an UCO-2. Below are a few that are more common.
 - a. Fraud: an employee used someone else's social security number at time of hire.
 I.e. Bob Brown is your employee and used Cynthia Smith's social on his new hire paperwork.
 - b. Human Error: Social Security number was entered or reported wrong to Department of Revenue.
- Employer's pay schedule is different from DEO's schedule of Sunday-Saturday. How do I calculate wages for that time frame? Employers can list gross wages for the time frame listed and staff will calculate.
- Are employers required to respond to an UCO-2 online or by mail? If Employers are able to respond electronically, then please do so. Even if you receive an UCO-2 via mail. Only UCO-2's that should be received via mail are from "Exempt Employers".
- **6.** Is there a scheduled time the UCO-2 forms go out to the employer? **They will show up on the "Action Item Notice" when available in your inbox.**