


**South Carolina
Department of Employment
and Workforce**

**Municipal Human Resources
Association
Unemployment Insurance**


April 28, 2016



Helpful Hints


- **Separations:**
 - Respond timely to requests for separation information, within 10 calendar days (Go to dew.sc.gov to sign up for SCBOS, SC Business One Stop, or SIDES, State Information Data Exchange System)
 - Respond adequately by providing details, dates, final incident, warnings, company policy, resignation letter, etc.
 - Establish clear employee policies and keep detailed records
- **Non-Separations:**
 - If an offer of work was made and it was declined, submit the bona fide offer of work to our agency (Go to dew.sc.gov for instructions and Offer of Work Form)
 - If you are aware of an individual who is filing for unemployment benefits and they have restrictions on their ability or availability to work, please include that information on the request for separation information or notify our agency, by calling **Tel Claim: 866-831-1724**. (Ex: Health, attending school, child care, etc.)
- **UI Fraud:**
 - Report someone who is receiving UI Benefits:
 1. and not reporting his or her earnings to DEW
 2. but not able or available for work due to illness, injury, out of town, incarceration etc.
 3. who's engaged in self-employment

To report fraud go to dew.sc.gov



Helpful Hints

- Inform SCDEW if an individual refuses a suitable offer of work.
- Respond timely and thoroughly to SCDEW requests for separation information to include NET101, NET101SCH.
- Appeal eligibility decisions timely if you believe them to be inaccurate.
- Keep records of disciplinary action including warnings.
- Follow your company policy.
- Make good hires.
- Prepare your workforce early for an impending RIF.



Tips for Successful Appeals

Outcomes

- Utilize a clear and documented disciplinary process, and adhere to it prior to a job separation.
- Participate fully in DEW's initial fact finding by providing all relevant information before DEW makes a determination.
- Take advantage of SIDES and SCBOS.
- Participate fully in an appeal hearing, ideally by having the individual(s) with the most firsthand knowledge available to testify.
- Be direct and specific while testifying. Focus on the reason why the claimant is no longer employed and the events leading up to the decision to separate the claimant from employment.
- Make someone responsible for handling correspondence from DEW. Ensure that person has a backup.
- Don't hesitate to contact the Appeals Division if you have any questions or if an issue comes up.



RESOURCES

- WEBSITE: <http://www.dew.sc.gov>
- SCBOS: <https://www.scbos.sc.gov/>
- SIDES: <https://info.uisides.org/>




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QUESTIONS

