

Notice to Employees

Section 22-234 of the Colorado Code Concerning Unemployment

Filing for unemployment insurance benefits

Where to file a claim-

<https://cdle.colorado.gov/unemployment/file-a-claim>

Contact information for filing a claim – 303-318-9000 or 1-800-388-5515

<https://cdle.colorado.gov/unemployment/contact-us>

***After account has been set up -**

Claim Status- CO Department of Labor at 303-318-9000 or 1-800-388-5515 or via the online account that was created when filing the claim

Employer's Name: _____

Employer's Address: _____

Employee's Name: _____

Employee's Address: _____

Employee ID: _____

Employee Hire & Term dates: _____
(Date of Hire) (Term Date)

Year to Date earnings: _____ **Last week wages:** _____

Reason for Separation:

INSTRUCTIONS

General Instructions

- 1) If providing as a physical copy or attachment in an email, this correspondence should be on company letterhead
- 2) This correspondence can also be sent in the body of an email
- 3) It is your responsibility to make sure all information is updated so that it is specific to your business and employee.

How to complete each field

- 1) Employer's Name –
 - a) This should be the legal company name that is listed on your business tax returns
 - b) To confirm this, reference any of your quarterly CO UITR-1 returns that can be found in [ShareFile](#)
- 2) Employer's Address –
 - a) This should be the business' legal (mailing) address that is listed on your business tax returns
 - b) To confirm this, reference any of your quarterly CO UITR-1 returns that can be found in [ShareFile](#)
- 3) Employee's Name –
 - a) This should be the employee's full name, as it is entered in the payroll system
 - b) To confirm this:
 - In your payroll account, select Workers from the menu on the left side of the screen.
 - Click on the employee's name
 - * If you have already inactivated them, you'll need to choose "Inactive Employees" from the Employment Status dropdown at the top of the Employees page
 - On their overview screen, under Contact Information, reference their "Full Name". This is the name that should be included in this correspondence.
- 4) Employee's Address –
 - a) This should be the last known Mailing Address you have for the employee
 - b) To confirm this:
 - In your payroll account, select Workers from the menu on the left side of the screen.
 - Click on the employee's name
 - * If you have already inactivated them, you'll need to choose "Inactive Employees" from the Employment Status dropdown at the top of the Employees page
 - From the blue menu at the top of the page click Personal
 - Scroll down until you see their Home Address. This is the address that should be included in this correspondence.
 - * In some cases, the employee will have a different *Mailing Address* from their Home Address. This will be clear in the payroll system. In these instances, you should list the *mailing* address on this correspondence.
- 5) Employee's ID
 - a) This should be the last four digits of the employee's social security number
 - b) To confirm this:
 - In your payroll account, select Workers from the menu on the left side of the screen.
 - Click on the employee's name
 - * If you have already inactivated them, you'll need to choose "Inactive Employees" from the Employment Status dropdown at the top of the Employees page

- From the blue menu at the top of the page click Personal
- You will see their Social Security Number listed as ###-##-1234. The last 4 digits that you see are what should be included on this correspondence.

6) Employee's first and last dates worked

a) To confirm this:

- In your payroll account, select Workers from the menu on the left side of the screen.
- Click on the employee's name
 - * If you have already inactivated them, you'll need to choose "Inactive Employees" from the Employment Status dropdown at the top of the Employees page
- From the blue menu at the top of the page click Job
- On the Employment screen, review the employee's Hire Date. This is their date of hire that should be included on this correspondence.
- If you "Terminated" them in the payroll system, scroll down to the Termination section to see their Termination Date. This is their termination date that should be included on this correspondence.

7) Employee's year to date earnings

a) To confirm this:

- In your payroll account, select Reports from the menu on the left side of the screen, and choose Employee Summary
- In the dates section at the top of the page, choose Year to Date from the "or Select" dropdown menu that defaults to "Select"
- Under Additional Filters, find the employee on the list and check the box next to their name
- Click Update List
- Open in Excel
- Calculate their eligible wages for the year as follows:
 - o Gross wages *minus*
 - Reimbursements
 - Section 125 deductions

8) Employee's wages for the last week worked

a) To confirm this:

- In your payroll account, select Reports from the menu on the left side of the screen, and choose Payroll Register
- This report will default to the most recent pay date
- Under Additional Filters, find the employee on the list and check the box next to their name
- Click Update List
- Open in Excel
- The employee's pay for their last **week** worked will be dependent upon your pay schedule. For example, if you are on a bi-weekly pay schedule and the employee's last check include two weeks of wages, you will need to calculate their pay for the final one week.
 - o Wages will still be gross wages minus reimbursements and Section 125 deductions

9) Reason for separation –

a) Provide a brief reason for separation