



Employer ADVISOR

SPRING 2026

REMEMBER TO FILE AND PAY ONLINE

WHY ONLINE?

- One and done: Information entered is saved to help with the following quarter's report. You can review and amend previous reports.
- We do the math: Total and excess wages are automatically calculated.
- Safe: Sensitive information is not lost in the mail, which passes through many hands.
- Stay competitive: Nine out of 10 companies already file quarterly reports online.
- Save time: Filing online is a faster method to report wages and pay contributions.
- Manual or automated: A company can manually enter or upload the required data.
- One Stop: All of the tools needed for a fast and efficient reporting process are online.
- Secure: Our website always requires encrypted communication, ensuring that all information is transmitted securely.

Check out this [link](#) for online tutorials.

IS YOUR PLATE FULL? WE CAN HELP!

YOU HAVE ENOUGH to take care of today, don't add UI penalties, fees, late notices, liens or calls from our collection teams. Instead, ask us to help you file your quarterly and new hire reports, pay UI taxes and



respond to UI claims inquiries for current and former employees online and on time.

If you feel overwhelmed, need help, or just need more time, we are just a chat away and are ready to help you resolve your UI responsibilities online and prevent penalties, fees, late notices, liens and collection efforts.

- For help with UI quarterly and new hire reports, click the "Live Chat" button [here](#).
- For help with UI taxes, penalties, fees, or past-due taxes click the "Live Chat" button [here](#).
- For help with UI claims by current of former employees, click the "Live Chat" button [here](#).

 **Live Chat**

jobs.utah.gov

american**jobcenter**

Post your jobs online:
jobs.utah.gov/employer


Occupational wage data:
jobs.utah.gov/wi

Equal opportunity employer/programs



POST THE POSTER!

In accordance with Section 35A-4-406(1)(b) of the Utah Employment Security Act, the Unemployment Insurance Notice to Workers poster must be permanently posted by each employer at suitable points (on bulletin boards, near time clocks, etc.) in each workplace and establishment. Print the poster [here](#).



UTAH DEPARTMENT OF WORKFORCE SERVICES

UNEMPLOYMENT INSURANCE
NOTICE TO WORKERS

jobs.utah.gov

09-22E-Oct.23

Your work is covered under the provisions of the Utah Employment Security Act for unemployment insurance purposes, unless specifically exempted by the Act.

Unemployment insurance specifically provides payments to qualified workers who are unemployed through no fault of their own and are able, available, and seeking full-time work. It is not public assistance, Social Security, or a disability payment. Benefits are based upon your previous earnings—not on economic need. The funds to pay unemployment benefits are paid by your employer. No deductions are made from your wages.

FILING FOR UNEMPLOYMENT INSURANCE BENEFITS

To receive unemployment benefits, you may file your claim online at jobs.utah.gov, select "Assistance," the click "Check Eligibility" under "Unemployment Insurance," and then choose "File New or Reopen Claims." No benefits will be paid for weeks prior to the week in which you file your claim. You should, therefore, file immediately after becoming unemployed or when your work hours are reduced to less than full time.

FILING AFTER RECEIVING WORKER'S COMPENSATION BENEFITS

If you are separated from employment due to a work-related illness or injury for which you have received Worker's Compensation, your rights to unemployment benefits may be preserved for up to THREE YEARS from the date of your injury. In order to use wages earned prior to such an injury or illness, you must file a claim for unemployment benefits within 90 DAYS of your doctor's release to full time work.

SEPARATION INFORMATION

At the time you are separated from your job, you should request information as to the reasons for your separation. You do not need to have a separation notice to file a claim. Both you and your employer will be requested to provide statements explaining the reason for your separation.

WAGES DETERMINE BENEFIT AMOUNT

The amount of your unemployment benefits will be determined from your wages in covered employment. "Wages" are all payments for personal services performed such as salaries, commissions, bonuses, tips, and the cash value of goods and services received for services performed. Tips received but not reported to your employer generally cannot be used to determine your unemployment benefits.

SELF-EMPLOYMENT

If you are classified as "self-employed" (independent contractor), you may want to discuss this with your employer and have your status reviewed by DWS. Work performed in "self employment" cannot be used for unemployment benefits. You are "self-employed" if your work is performed without direction and control and you are in your own established business. This generally means you are properly licensed in business, perform similar services for others, maintain proper accounting records and business reports, pay self-employment taxes, and provide for insurance.

ONLINE SERVICES

Access our web site jobs.utah.gov to search for jobs, find out about available programs, and obtain economic information.

NO FEE EMPLOYMENT SERVICES

DWS services are available on our web site at jobs.utah.gov or by going to any of our Employment Centers listed below. Employment services include job referrals, career counseling, workshops, employer recruitment, Veterans' services, labor market information, and job training/internships. Supportive services include food stamps, financial assistance, medical assistance, childcare assistance, unemployment assistance, emergency assistance, referrals to community, and other resources. Our Job Connection Rooms provide Internet access along with Information Specialists to assist you in accessing services and resources. Fax and copy machines are also available.

STATE EMPLOYMENT CENTERS • Contact us at: 801-526-WORK (9675)

Beaver875 North Main Blanding544 North 100 East Brigham City138 West 900 South Cedar City176 East 200 North Clearfield1290 East 1450 South Delta44 South 350 East Emery County550 West Hwy 29 Heber City69 North 600 West, Ste. C Junction550 North Main Kanab468 East 300 South Lehi557 W. State Street Loa18 South Main Logan180 North 100 West Mantt55 South Main #3 Moab457 Kane Creek Blvd.	Nephi625 North Main Ogden480 27th Street Panguitch665 North Main Park City1910 Prospector Ave. Ste. 100 Price475 West Price River Dr. #300 Provo1550 North 200 West Richfield115 East 100 South Roosevelt140 West 425 South 330-13 Salt Lake Metro720 South 200 East Salt Lake So County5735 South Redwood Rd. South Davis763 West 700 South W. Cross Spanish Fork1185 North Canyon Creek Parkway St. George162 North 400 East Bldg. B Tooele305 North Main, Ste. 100 Vernal1050 West Market Dr.
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
INFORMATION FOR EMPLOYERS

Utah law requires that each employee's wages must be reported each quarter with the regular quarterly contribution (tax) report. All wage and separation information and correspondence must include your unemployment insurance registration number. You must also maintain and make available records of wages and separation information on all workers for at least four (4) calendar years.

When an unemployment claim is filed by a former employee, the Department of Workforce Services will send you Form 606 "Notice of Claim Filed." This notice will provide an opportunity for you to report details of the reason for the claimant's separation from your business and, in some cases, to request relief of potential charges. You will also receive a Form 65 "Employer Notice of Potential Liability" showing any wages from your business being used on the claim and your business's potential benefit costs.

If you have classified or contemplate classifying any of your workers as "self-employed" (independent contractors), notify the Department in order that a proper determination of status can be made. By doing this, you may avoid unpaid contributions (tax) liabilities, interest, and penalties. Additional information is available in the "Employer Handbook" which you can access on the Internet at:
jobs.utah.gov/ui/employer/public/handbook/employerhandbook.aspx

In accordance with Section 35A-4-406(1)(b) of the Utah Employment Security Act, this notice must be permanently posted by each employer at suitable points (on bulletin boards, near time clocks, etc.) in each work place and establishment.

 Equal Opportunity Employer/Program • Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711, Spanish Relay Utah: 1-888-346-3162.