

## ANNOUNCEMENTS

### HEALTH CARE REPORTING

Health Care reporting is required on ALL reports (Lines 16 and 17), even if your FTE count is zero. Leaving these lines blank is considered an incomplete report and could be subject to a \$35.00 penalty.

### NEW HIRE REPORTING

As you know employers must report to the Vermont Department of Labor all newly hired employees (new hires) within 20 days of their first date of employment. This reporting can be done quickly and easily on our web site. For more information about New Hire Reporting, both on-line reporting as well as other methods, go to New Hire Reporting on our website at [www.labor.state.vt.us](http://www.labor.state.vt.us) , Businesses or call Employer Services at (802)828-4344.

### NOTIFYING VDOL OF A CHANGE IN A RETURN TO WORK DATE

If a recall date for one of your workers needs to be changed or extended, please fax in the corrected information, including the employee(s) name(s) and last 4 of the social security number to 802-828-9191. Watch our website for the ability to do this on line by accessing the "Employer Applications" link provided in the green box on every labor web page. Please keep in mind, if your worker does not return to work as planned and you do not provide a revised date, (s)he will be required to look for work.

### LAYOFFS AND SHORT TIME COMPENSATION (STC)

If you are considering a layoff, reduction in hours or shutdown, we may be able to provide technical assistance or programs to make the transition easier for you and your employees. This could include a Rapid Response visit made up of representatives from Unemployment, Work Force Investment, and Green Mountain Cares who will advise your employees of programs available to them. One program available to employers that could help maintain your workforce is the Short Time Compensation program (STC). Please look for the link titled Short Time Compensation Program on the Businesses main web page, under Unemployment Tax and Benefit Information section for more information. All inquiries may be made by calling Employer Assistance toll free 877-214-3331.

### REQUIREMENT TO REPORT WAGE RECORD INFORMATION ELECTRONICALLY

For all employers with more than 25 employees, we are moving in the direction of requiring electronic filing of the Employer Quarterly Wage and Contribution Report. This will likely impact 2009 reporting. There are currently four methods of accomplishing this:

- **\*\*NEW\*\* Employers with more than 250 employees can now file on line** – call 802-828-4254 for more details.
- **VERMONT INTERNET TAX AND WAGE SYSTEM (VITWS)**. This method of reporting handles all phases of your quarterly reporting. If you have not registered or used this on-line application please take a few minutes to check it out. You can learn more about it at <http://www.labor.vermont.gov/Default.aspx?tabid=430>. If you have registered, but have not filed, and have questions and/or want someone to walk you through the process when you are ready to file, just give us a call at (802) 828-4344 and we'll be glad to help you file it on line.
- **MAGNETIC MEDIA**. This method only applies to the reporting of wage records. Therefore, it will still be necessary for you to submit the bottom portion of the quarterly report, with payment in full of any unemployment and health care contributions due. Please see our web page at <http://labor.vermont.gov/Default.aspx?tabid=171> under "UI Employer Forms" for Forms C-19 and C-31 for the formats that can be used.
- **3<sup>RD</sup> PARTY APPLICATION**. This application is available only to those 3<sup>rd</sup> parties who are submitting reports on behalf of their clients. 3<sup>rd</sup> party reporters may obtain further details about this application by calling 802-828-4253.