

Large Scale Employer Separations (LSES)

Questions and Answers

Employer Aspects

1. *Can any employer take advantage of this program when they are considered to be a smaller company or are we just targeting separations above a certain number, such as 100?*

LSES is aimed at large employers but any size employer can participate.

2. *How does an employer access the menu for LSES (Mass Lay Offs)?*

Once an employer logs onto ESS, they click on the Resource link in the top right hand corner. That will allow the LSES (Mass Lay Off) sub menu to be visible from the left menu navigation pane.

3. *What time frame does an employer have to enter the LSES information?*

It is very important to remember that this file is used to help streamline the claim filing process. Only the LSES data present when the claim is filed will be used by the system. Adding employees/other information after the claim has been filed will have no affect in the system.

We suggest that each employer complete the lay off record and upload the information to the Department of Workforce Development no later than a few days prior to the lay off.

4. *What is the layoff begin date?*

The last day worked.

5. *An employer has multiple plants that are laid off at the same time, but have separate recall dates; can the employer enter that as two separate lay off records?*

No. Unless the employer has a SUTA account number with location numbers attached to it, the system would use the latest recall date. For example, one group is expected to return to work on August 4 and the second group is expected to return on August 10, all employees would have a recall date of August 10. The lay off dates would need to be greater than seven days apart to be able to be entered as separate lay off records.

6. *Continuing with that same thought: What will prevent the August 4 recall group from submitting that extra voucher?*

Claimants are asked on the voucher if they worked during the week. They would indicate the amount of income on the voucher.

Employers receive a Statement of Charges and should monitor the weeks paid and report any overpayments.

7. *If an employer has multiple lay off days in a given week, is that considered a single lay off record? For example: one group of people will be laid off on June 25, another group on June 27 and the last group on June 28. Is this multiple lay off records or just one?*

To be multiple lay off records, the lay off date would need to be greater than seven days apart. In this scenario all three groups of people would be included in one record.

8. *If the layoff is indefinite, does the employer leave the return to work date blank and click the radio button for an indefinite layoff? Which would mean the employees would not be granted a work search waiver, correct?*

Yes

9. *What happens if an employer enters a LSES with a future date and then the lay off is canceled? Can an employer delete the record? Edit it to change the effective date?*

The information would not be able to be deleted; the record would remain on the system. An employer can edit the record to change the lay off begin date forward up to 60 days. More than 60 days, the company would enter new information for a different lay off date.

Keep in mind that the creation of a LSES entry by the employer does not create a claim. The claimant still needs to access CSS to file their claim.

10. *Can a lay off record be entered and retrieved later to edit?*

Once a lay off record is uploaded, the file is committed to the system and cannot be re-uploaded. An employer can go online and edit the individual employee records one at a time, from the Summary Page. If the employee has not already filed a claim, the updated information will lay over onto their claim. However, to edit from this screen is very time consuming.

We recommend that employers not upload the file until they have added the pay information. It is very important to remember that this file is used to help streamline the claim filing process. Only the data present when the claim is filed

will be used by the system. Adding employees/other information after their claim has been filed will have no affect in the system.

11. *If an employer already has their payroll in a spreadsheet can they upload that file to us rather than go through the process of downloading their most recent wage report?*

The employer would have to convert their spreadsheet to a CSV file format. In addition, their spreadsheet would need to be in the exact same format as ours (i.e. have the same column headings for the upload to work) when they upload it to us.

12. *Does an employer have the ability to download a blank spreadsheet?*

No. They would download their most recent wage report. They have the ability to delete all employees from the file, which would take approximately 30 seconds.

13. *Will employers have a section to notate when the holiday pay will be paid and their next normal payday or will this be on the claimants' statements?*

The date of the payment will be captured from the claimant's statement.

14. *If an employer will not know the amount of holiday pay prior to the lay off, should they still enter a lay off record?*

In this case, the only benefit will be the back to work date will result in the employee being granted a work search waiver.

15. *An employer is having a two-week shutdown. The week of July 1st they are paying two days holiday pay. The week of July 9 they have assigned for vacation pay. If they participate in LSES, how will the system/adjudicator know to assign two days holiday pay to the week ending 7-7 and two days vacation pay to week ending 7-14?*

This is a situation that does not lend itself to LSES. However, it might be a case that a very small number of employees fall under this set of circumstances. An employer can remove those few employees from the lay-off list, and let them file regularly.

16. *If an employer participates in LSES, when their employees file their claim, will they be able to change any of the pre-filled data?*

They may change the data, but the deductible income hotlink to Dynamic Fact-Finding will still appear and the deductible income issue raised by the employer will be established. What this means is that there will be a hold on the claim due to the deductible income issue.

17. *Is it possible the LSES program can be taken one step further so that when an employer completes the lay off record, the employee's unemployment claim will be automatically filed?*

Employer-filed claims are not currently in scope for this project.

18. *Will there be on-line help for employers to access to walk them through entering the required information into ESS/LSES or will employers who elect to participate receive a hard copy desk guide for entering information?*

An on-line tutorial will be developed (similar to the on-line tutorials for ESS) explaining the LSES functionality and how to use it. You can access this information at http://www.in.gov/dwd/files/Updated_LSES_4-15-10.swf

19. *Prior to a company permanently closing, a WARN Notice is normally issued. If there is no one left behind at the company to enter the data into the LSES screens, how will this be accomplished?*

The data can be entered with a future date. If the company cannot enter the information into the LSES screens prior to their closing, they can provide the information to the agency and we will complete the data entry. However, we would prefer the company enter the data themselves.

20. If you have any questions or problems concerning LSES, please contact one of the following staff:

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