Slide 1

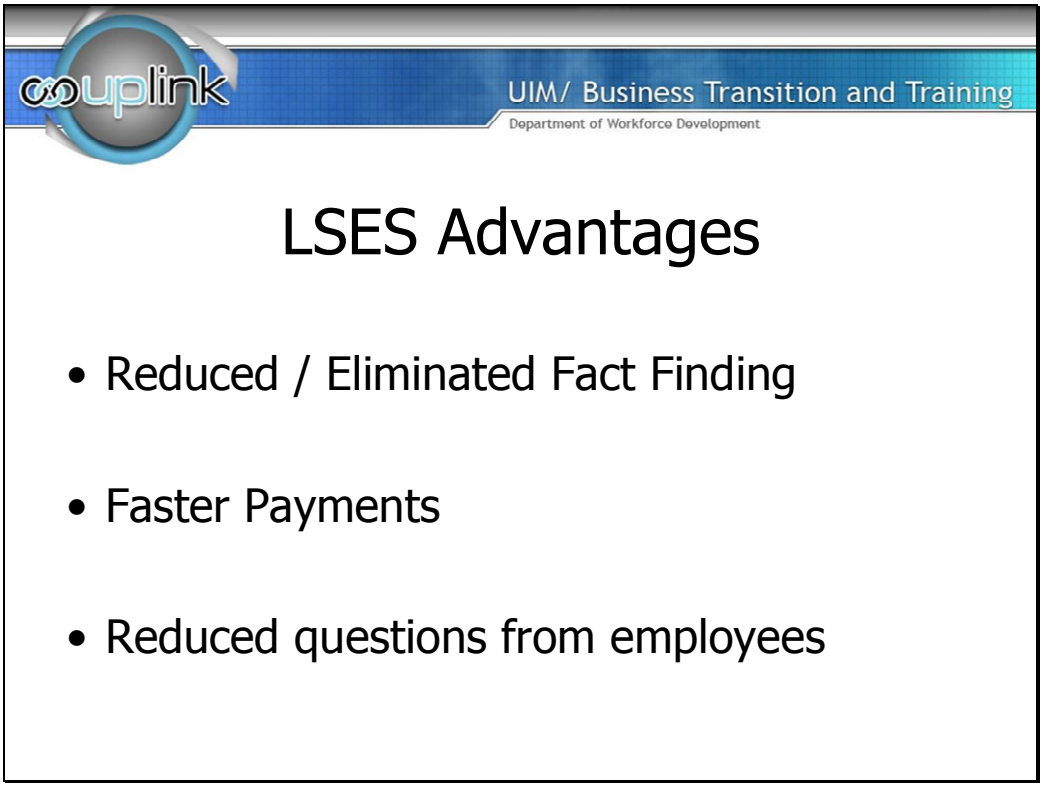
Through Uplink Employer Self Service you now have access to enhanced services 24/7.

This web-based initiative from the Indiana Department of Workforce Development will allow you to access and maintain your state unemployment tax account easily and at your own convenience.

The Large Scale Employer Separation software is a user friendly way for an employer to establish an online profile for each period of layoff or shutdown.

To get started you sign on to ESS at www.in.gov/dwd and access the Large Scale Employer Separation software.

Slide 2



What are the advantages of using this online application?

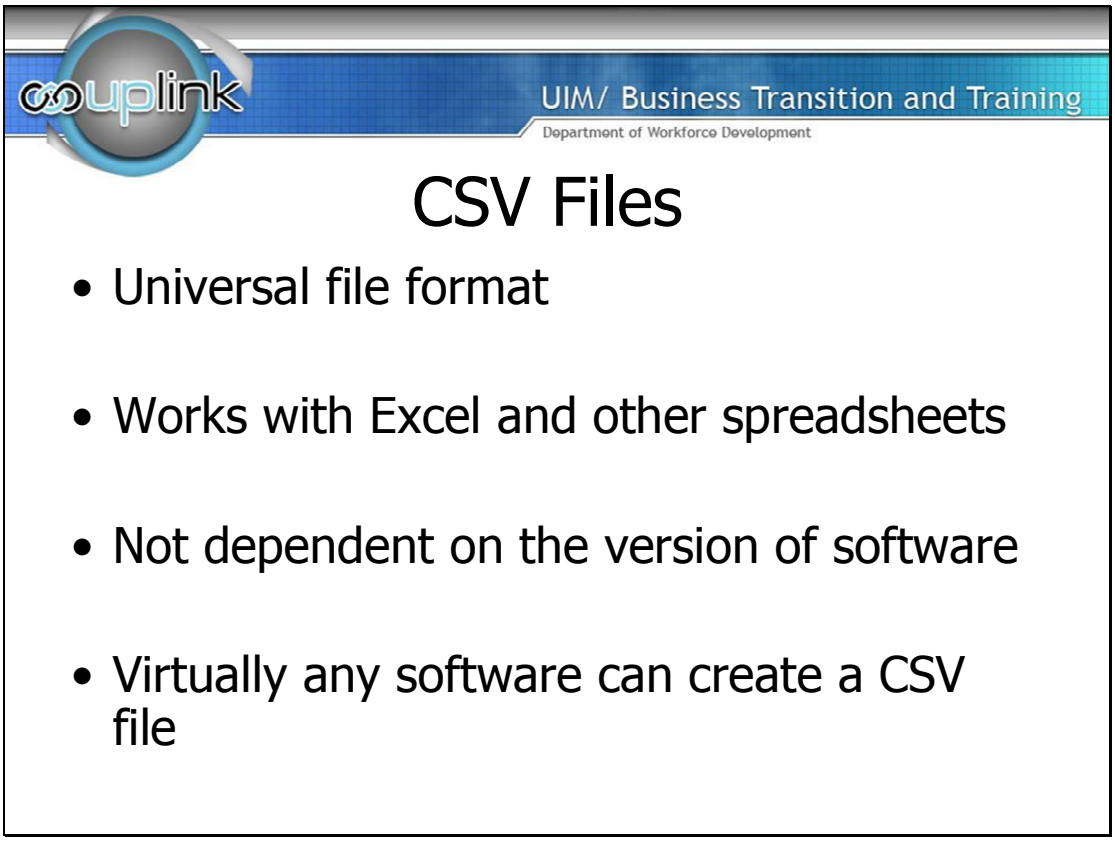
One of the biggest advantages to you is if you provide the income prior to the layoff, the agency should not have to contact you concerning deductible income.

This means the number of contacts an employer receives from the agency will be greatly reduced. In the past, you could have received literally hundreds of individual requests for income related issues.

Now, by using the online application, you can provide the department with that information up front and contained in one file.

This will lead to more timely payments to the claimant, which leads to reduced questions from the employee to you the employer.

Slide 3



The secret to this program is that the wage report downloaded to you is in CSV format.

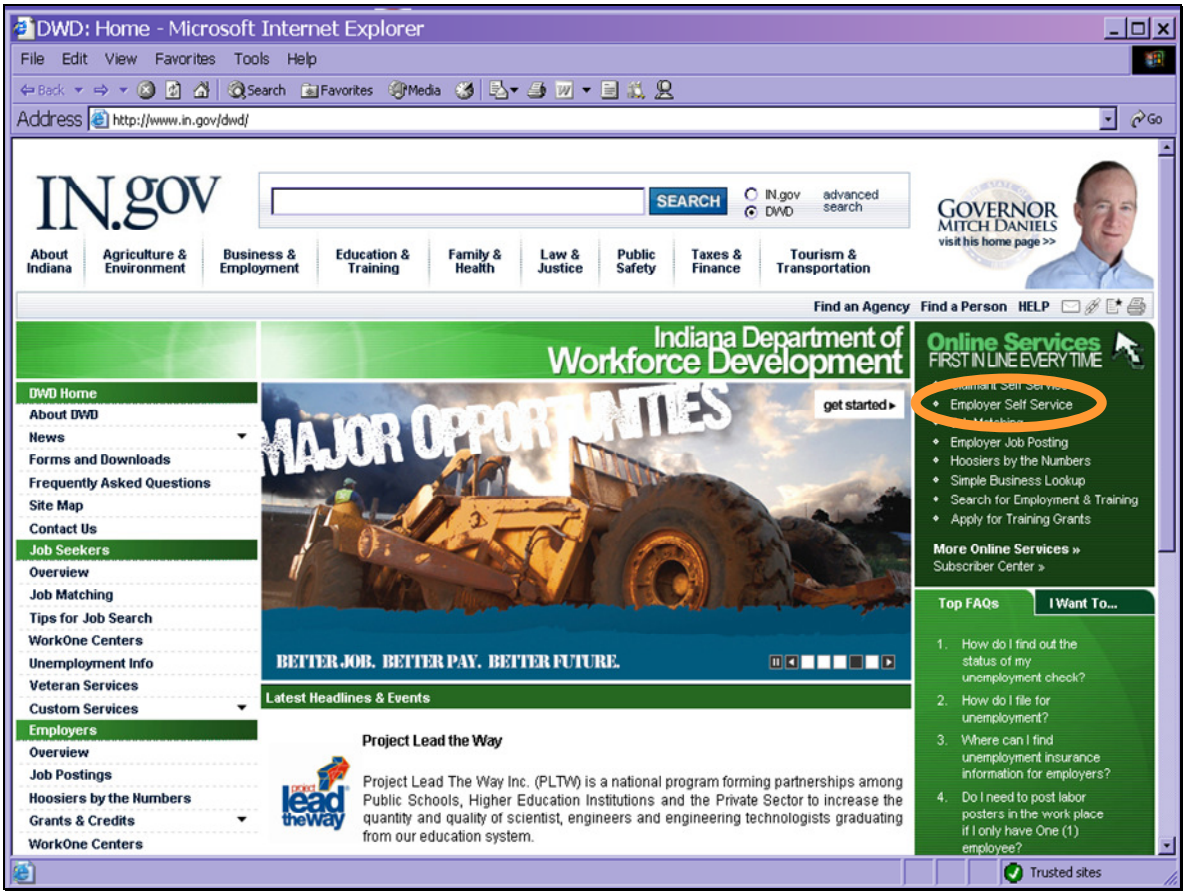
CSV stands for Comma Separated Value.

This is a universal format. It works with any type or version of spreadsheet software.

Sound easy enough?

Let's get started.

Slide 4

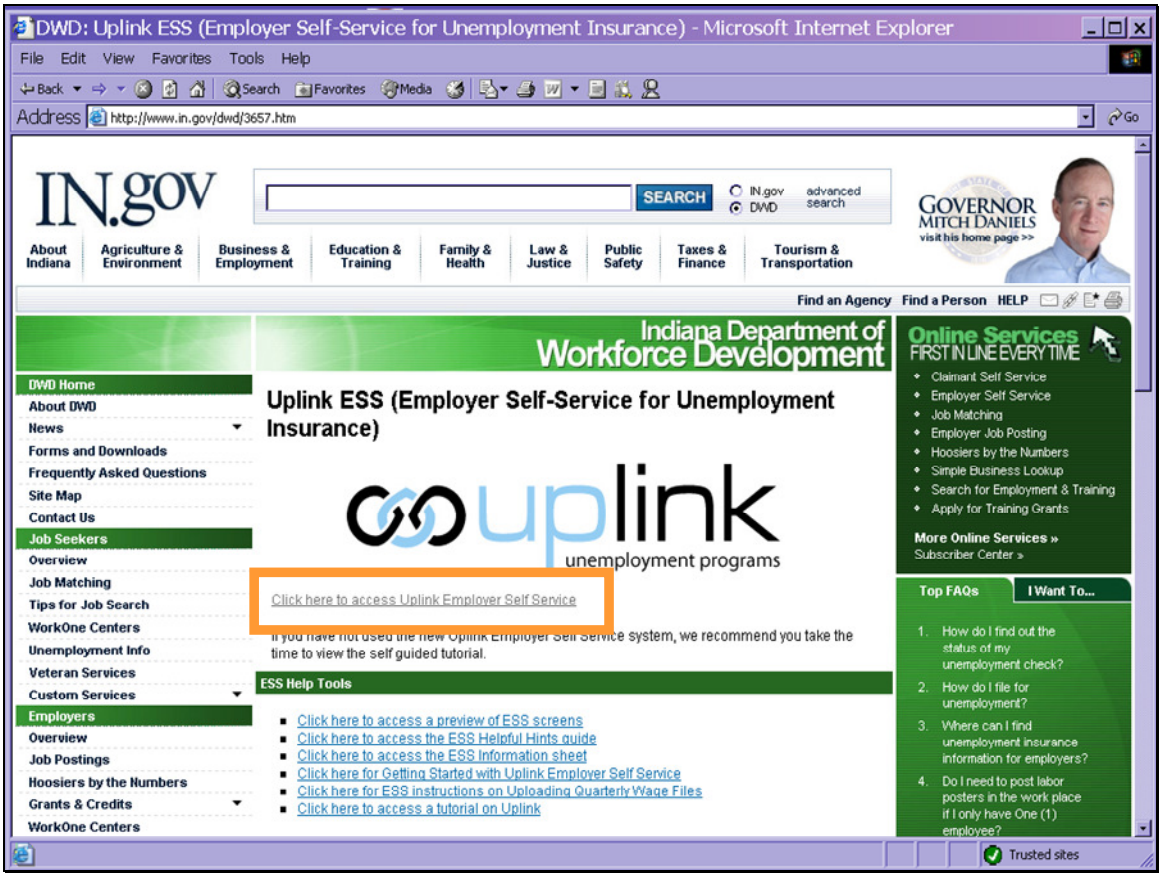


How do you access the Large Scale Employer Separation screen?

First, you must access the Uplink ESS system.

The easiest way is to click on the Employer Self Service link on the right hand side of the screen.

Slide 5

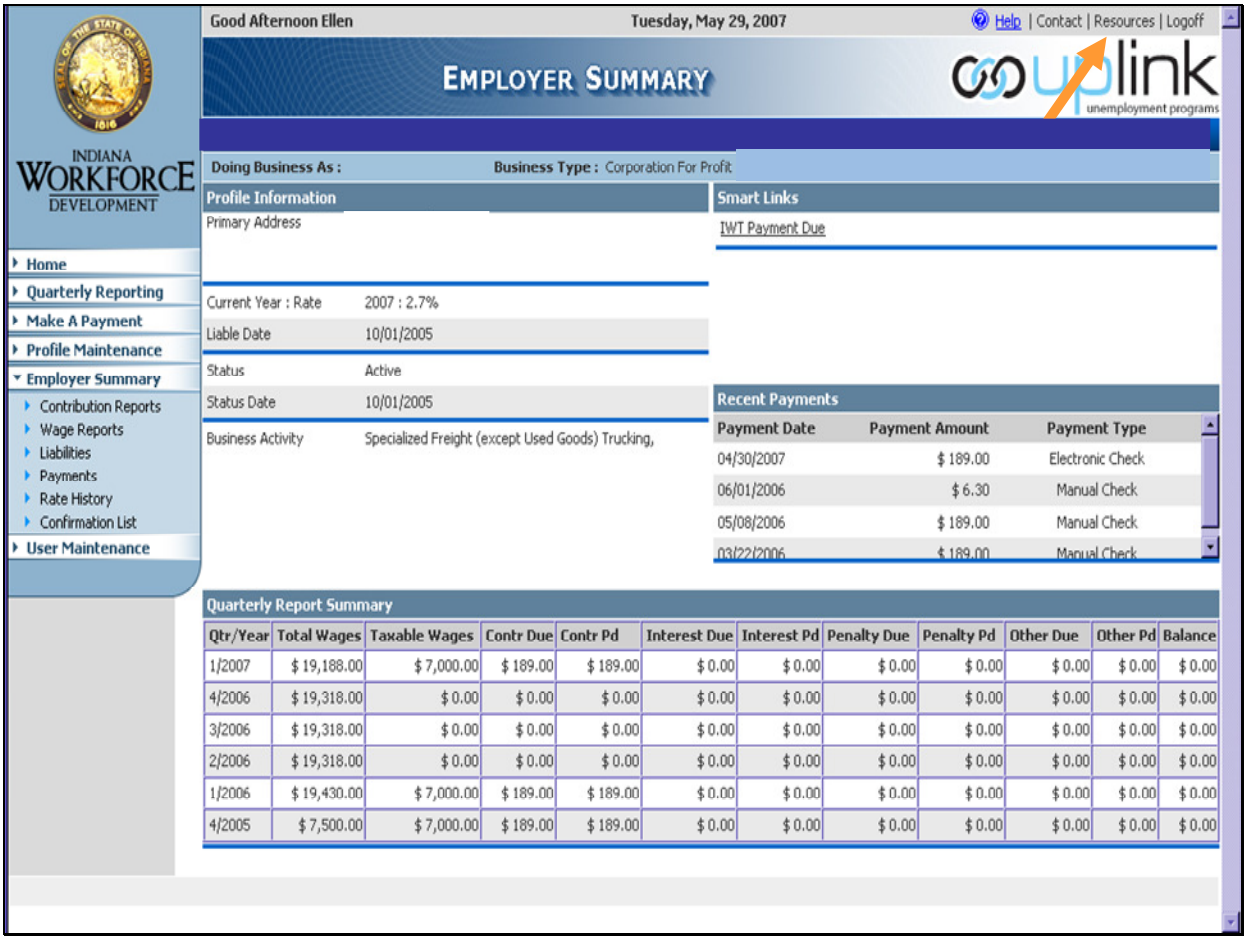


Click on the link in the center of the screen to access the ESS (Employer Self Service system).

Slide 6

On the logon screen, you will enter your Username and Password that you previously created in the Employer Self Service (ESS) system and then click on the *Logon* button.

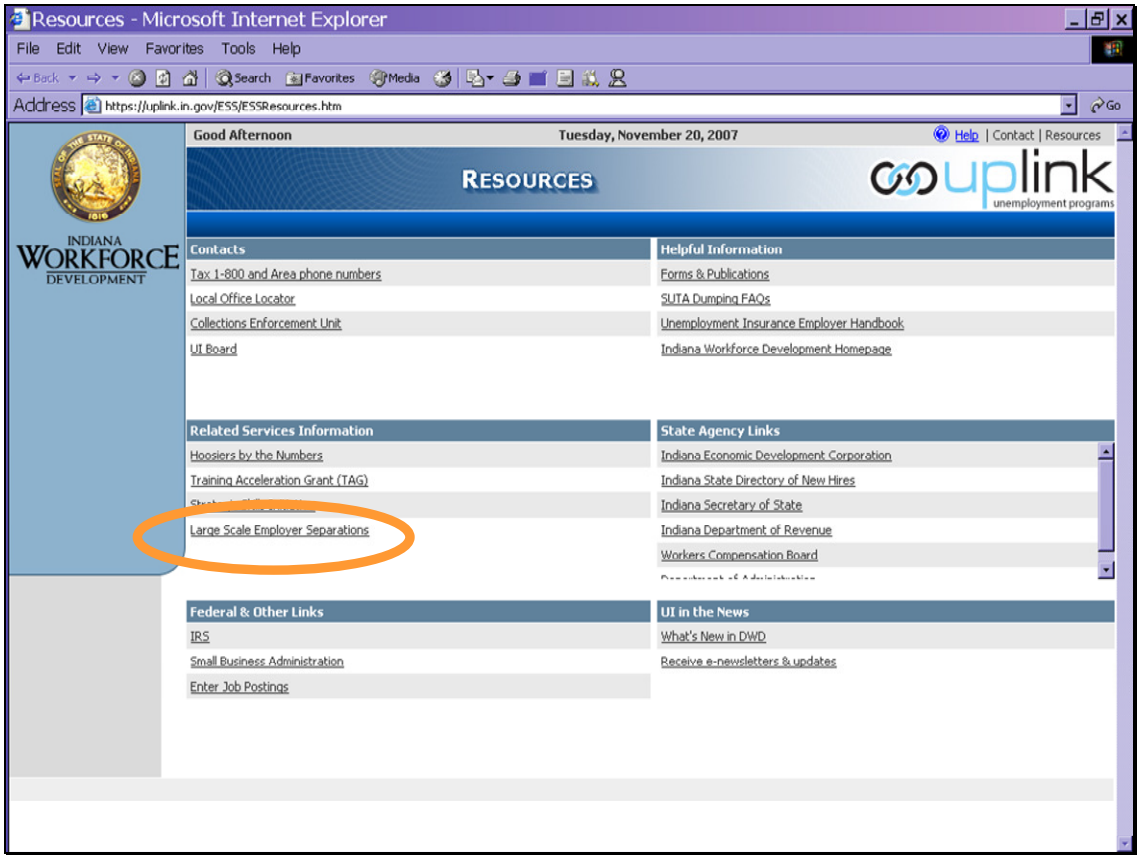
Slide 7



Your Employer Summary page is displayed.

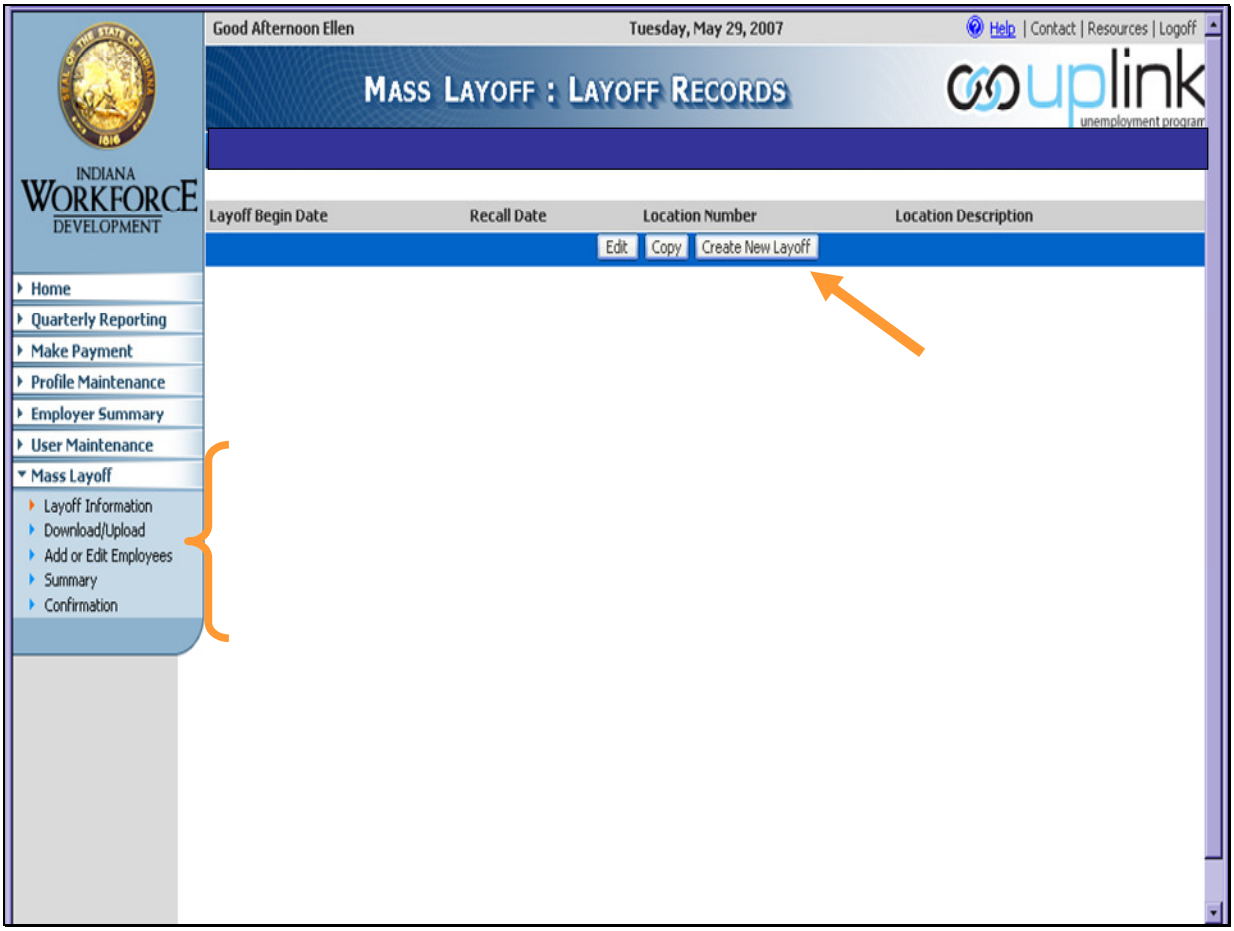
You will need to click on the *Resource* link in the upper right section of the screen to access the Large Scale Employer Separations menu.

Slide 8



The link for the Large Scale Employer Separation program is found in the left hand column under the *Related Services Information* heading.

Slide 9



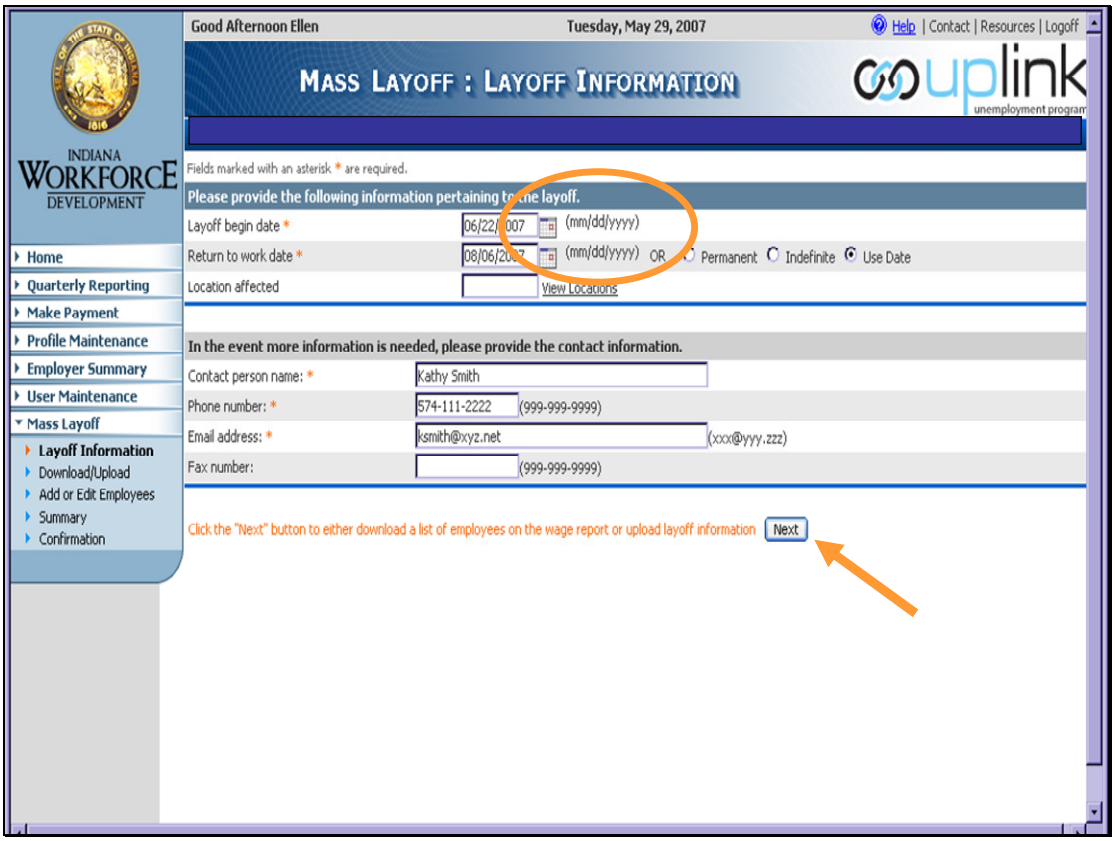
The Mass Layoff option, located on the left hand navigation bar, has a drop down menu with five options.

If prior layoffs had been entered into the system, they would be listed on this screen.

Since there are no lay off records shown on this screen, this will be your first entry into the LSES screens.

Click on *Create a New Layoff* to get started.

Slide 10



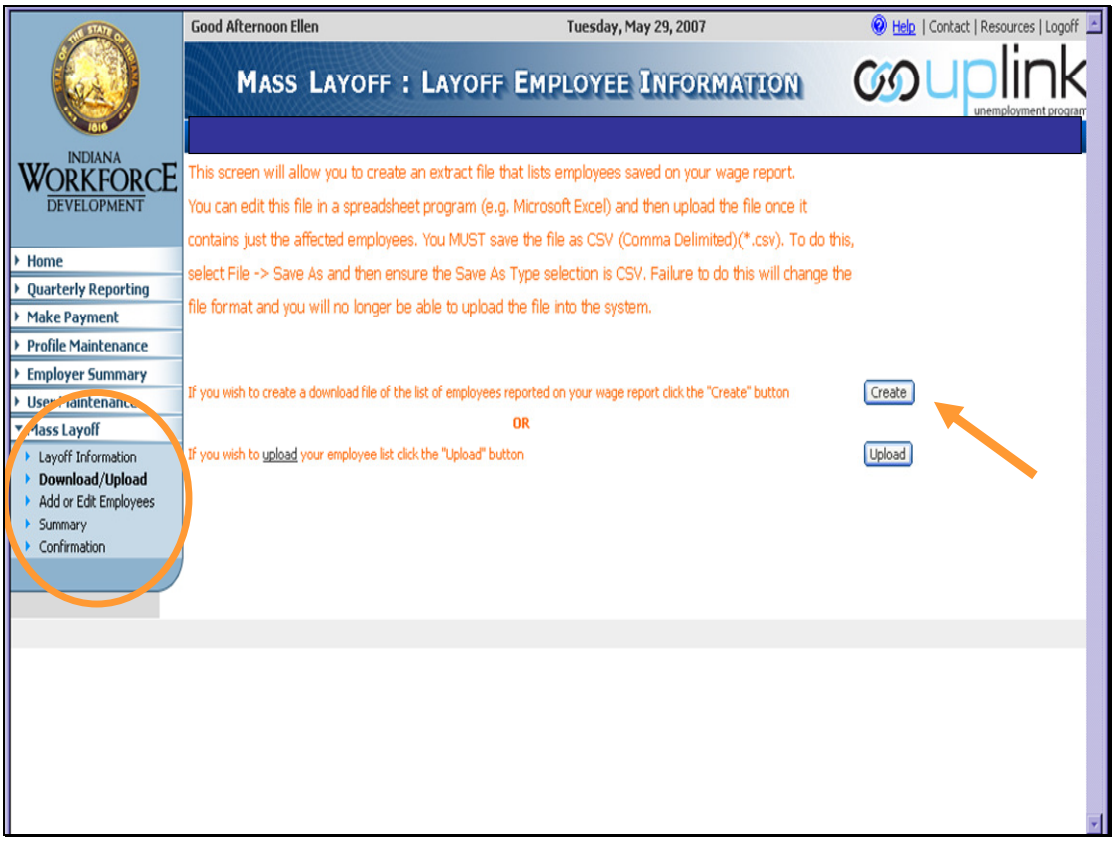
On this screen you enter information to create the layoff profile.

To enter a date, you can either manually type it in, using the correct format, or use the calendar icon.

Keep in mind the orange asterisks indicate mandatory fields.

Once all the information has been entered, click on the *Next* button.

Slide 11



Notice as you move through the screens, the drop down menu on the left side navigation bar will **BOLD** the item you are currently viewing.

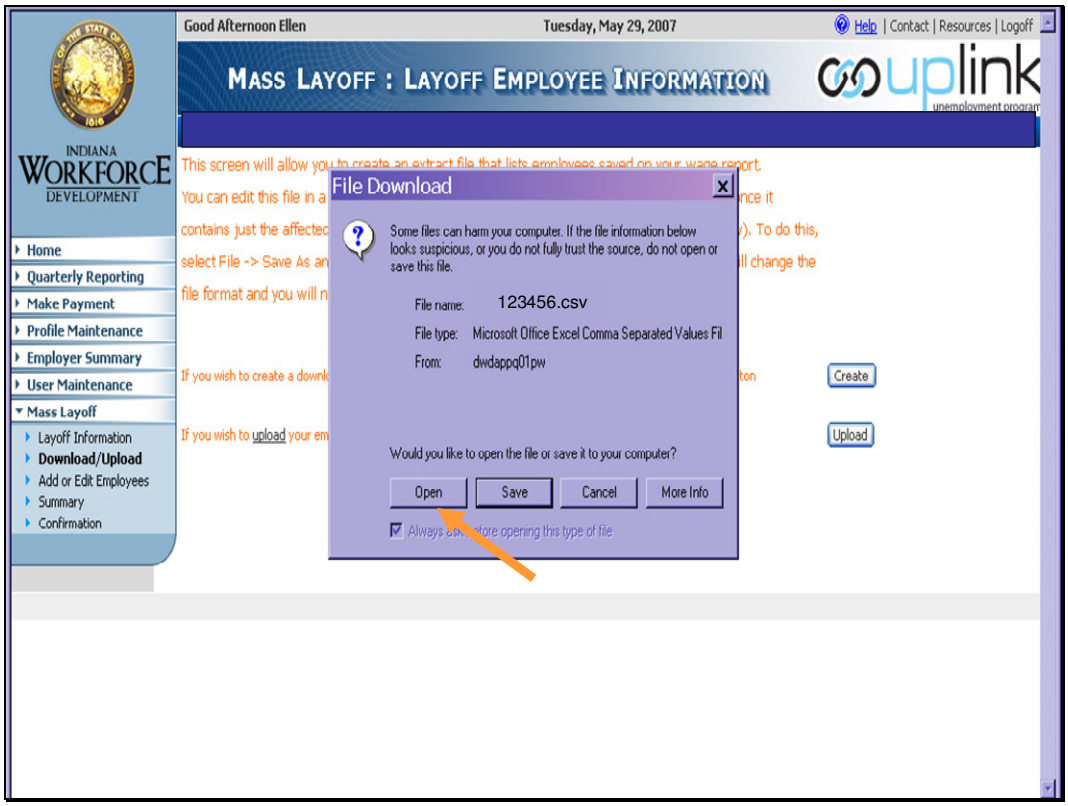
You can tell at a glance how far you have progressed through the screens. Notice on this screen print Download/Upload is shown in **BOLD** font.

This screen gives you the option to either Create the employee listing or Upload it.

You must first create the report and save it before it can be uploaded.

Let's click on *Create*.

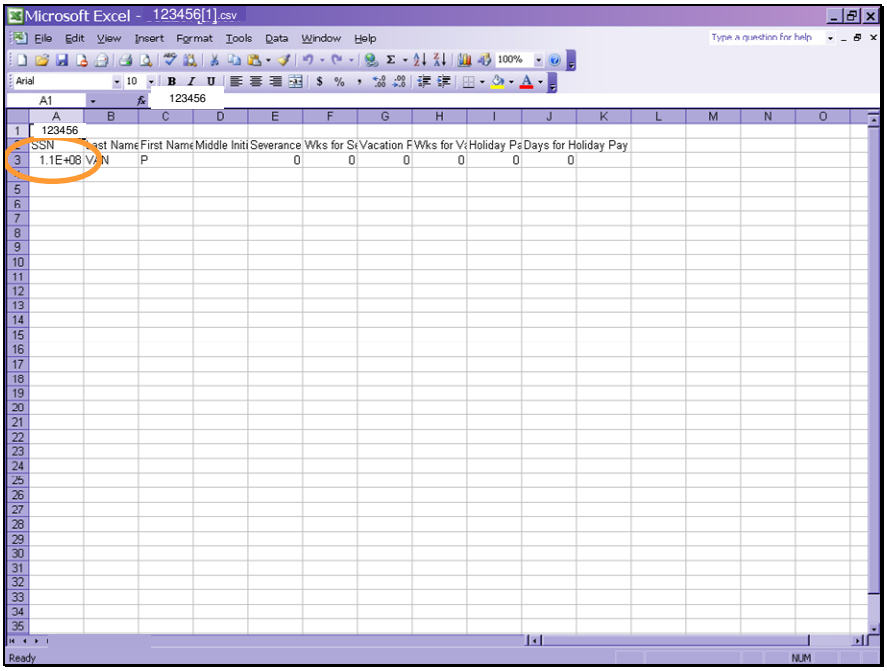
Slide 12



Once you click on *Create*, the File Download window is displayed.

Click *Open* and an entire list of your employees from your most recent quarterly wage file will be displayed.

Slide 13



Your most recently filed quarterly wage record will be downloaded into whichever spreadsheet software you use (such as Microsoft Excel, Lotus 123).

Edit the spreadsheet to show only those employees affected by this particular layoff. Everyone else needs to be deleted from this report.

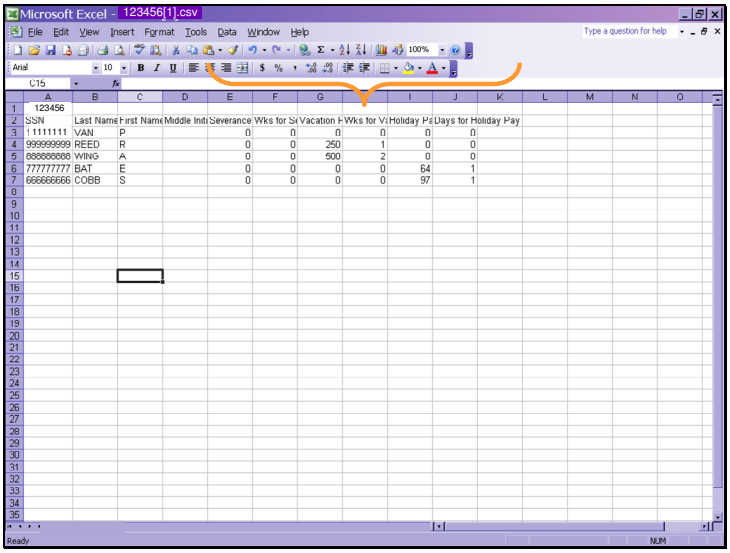
If you lay someone off that was hired since you submitted your last quarterly report, they will need to be added to this spreadsheet. To add a new employee, enter the social security number and their name to the bottom of this listing.

The easiest place to edit the employee listing is from this spreadsheet. By using the scroll bar on the right side of the screen you can scroll through the entire employee listing.

Please notice the scientific formula of the SSN column. This is due to the fact that when the file is downloaded to you, the social security number column is not wide enough to view the entire number.

To expand the column to the proper width, place your cursor on the cell separator line between Column A and Column B. Left click and hold your mouse down and drag the cell separator line to the right until the entire social security number is visible.

Slide 14



Keep in mind that some social security numbers start with zeros.The leading zeros in the social security number will automatically be suppressed, even after you expand the width of the column.

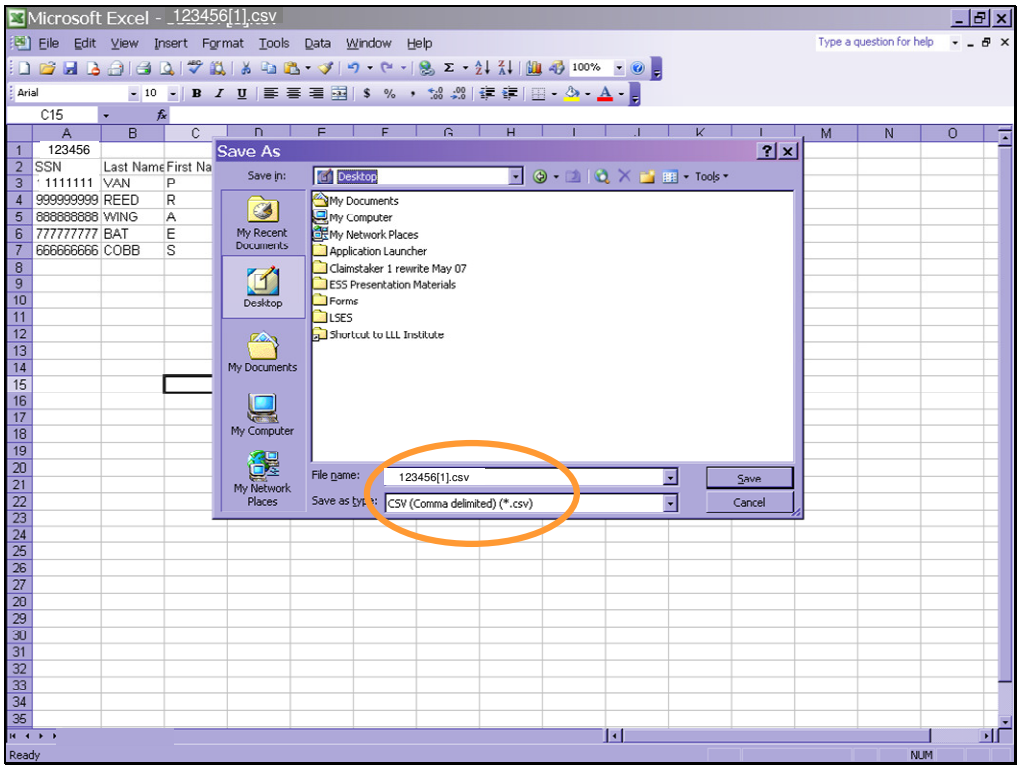
Not to worry. When you upload the file back to the Department, the leading zeros will be part of the social security number.

If anyone on the spreadsheet has or will receive any type of severance, vacation or holiday pay, complete the appropriate columns showing the gross amount of the payment and how many weeks or days the payment will cover.

Please note holiday pay is shown in days but severance and vacation pay are listed as weeks. Any portion of a week is rounded up for vacation or severance pay. For example, if you paid someone three days vacation pay, it will be shown as one week. But the gross amount will reflect the actual payment.

Once you have a complete listing of the affected employees and have indicated the gross amount of the vacation, holiday or severance pay, you are ready to save the file.

Slide 15



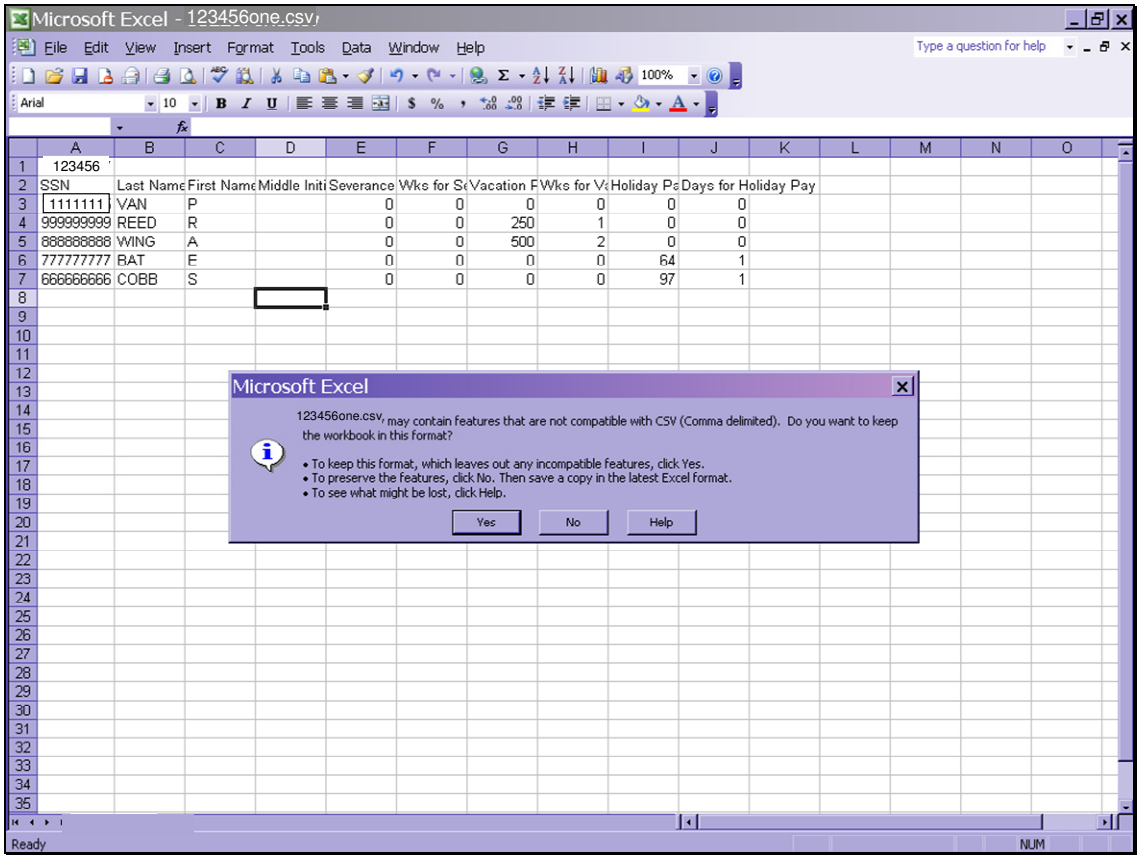
The Save As box will default to the CSV format. You need to make certain you maintain that format.

Why?

This assures when you upload the file back to the department, it will be in the correct format.

Click *Save*.

Slide 16



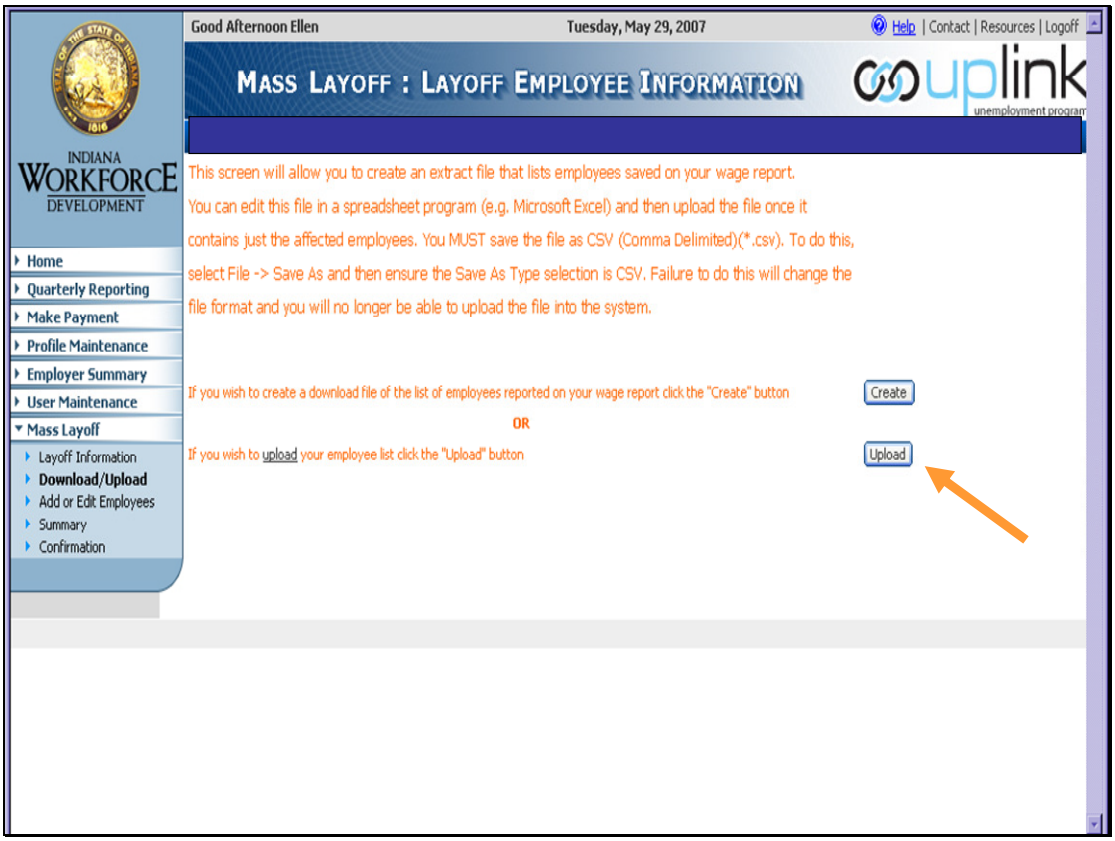
Once you click on the Save button, this pop up window is visible asking if you want to maintain the file in CSV format.

You will be asked this multiple times.

You need to click Yes, each time, to assure the saved file will remain in the correct CSV format.

When the spreadsheet software closes, you will be taken back to the Layoff Employee Information screen.

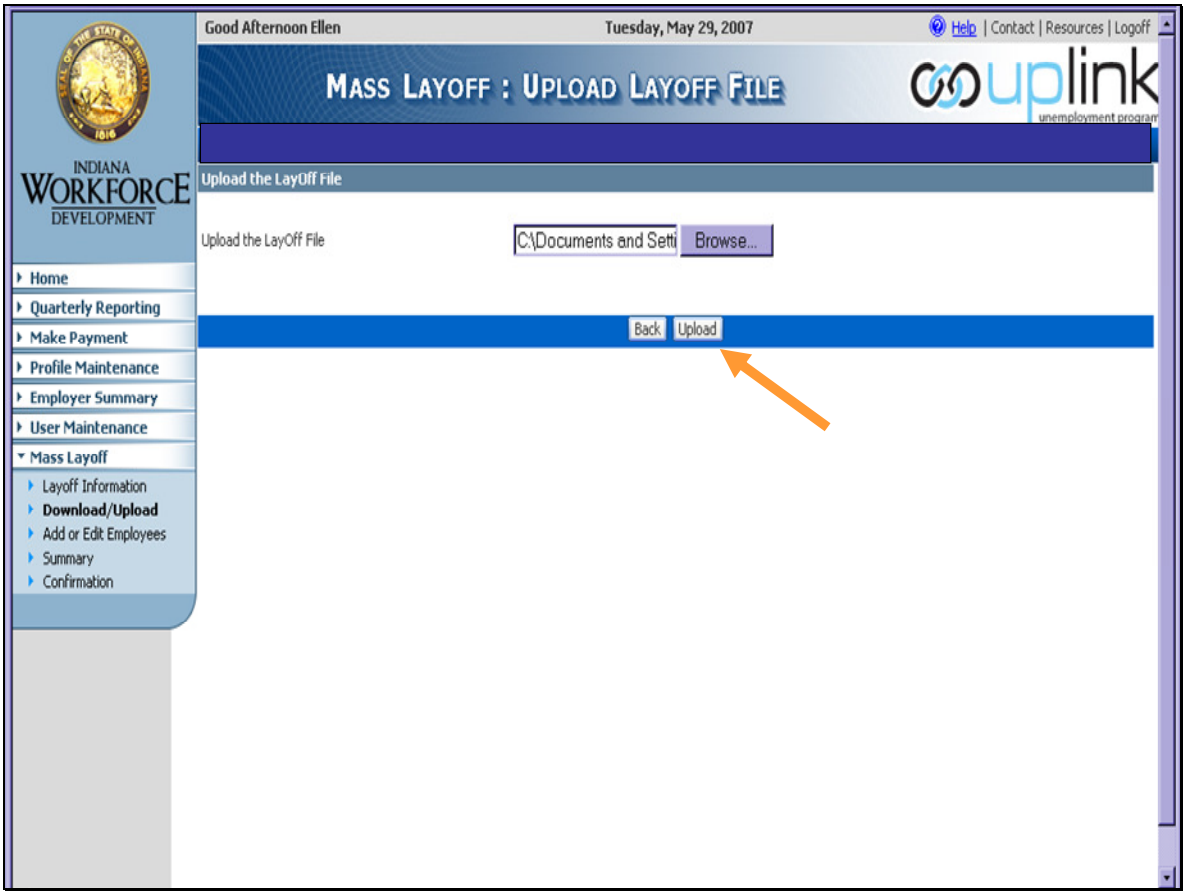
Slide 17



You are now ready to start the process to upload the spreadsheet to the Department of Workforce Development.

Click on *Upload*.

Slide 18



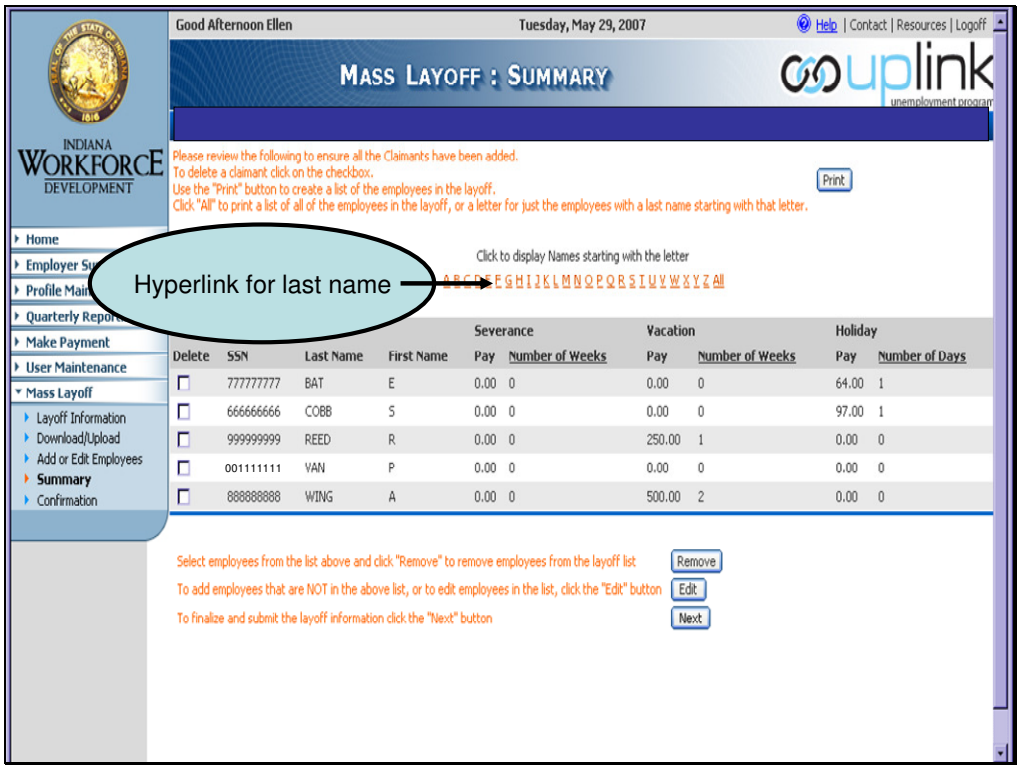
You will need to click the Browse button to locate your saved file.

Once you have located the file, click on it and address window will populate with the address.

You are now ready to upload the file.

Click on *Upload*.

Slide 19



This is the summary screen of the uploaded file.

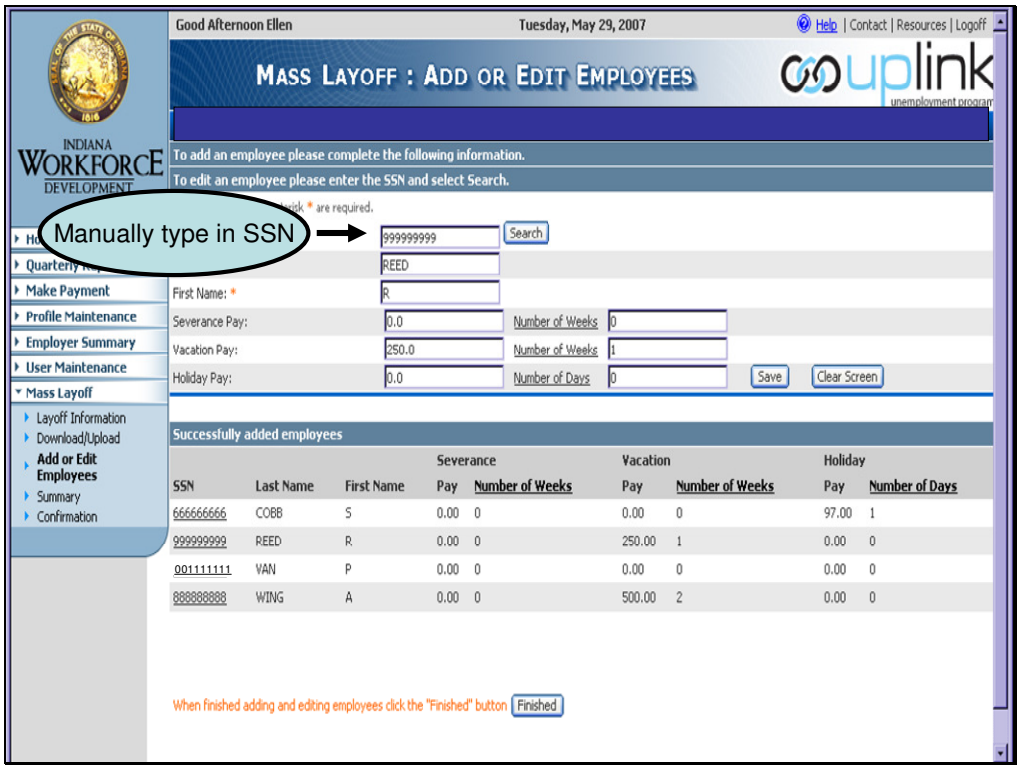
If it is a case that you need to add or edit employee data, click on the hyperlink of the individual letter of the employees last name.

From this screen, you can remove or edit employees that were included in this layoff record.

You can also print a list of the affected employees.

Keep in mind you can only see a limited number of employees on this screen at one time. For that reason, it is easier to make your corrections on the spreadsheet itself and then upload the corrected file.

Slide 20

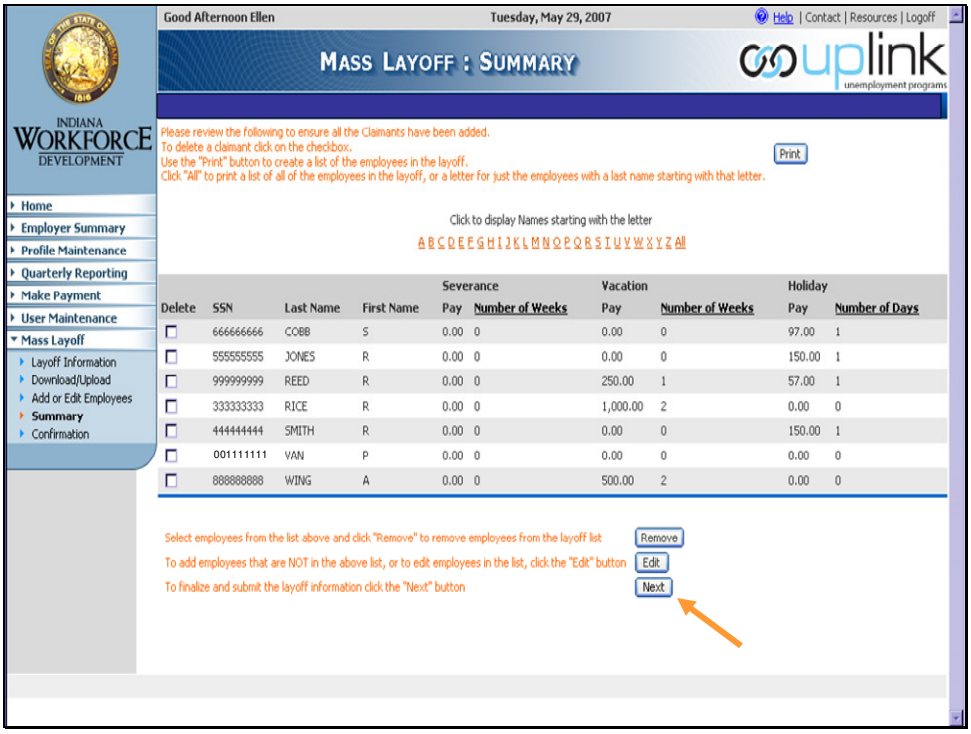


There are a couple of ways to locate an employee.

You can manually type the social security number in the Employee social security number field and click on the *Search* button.

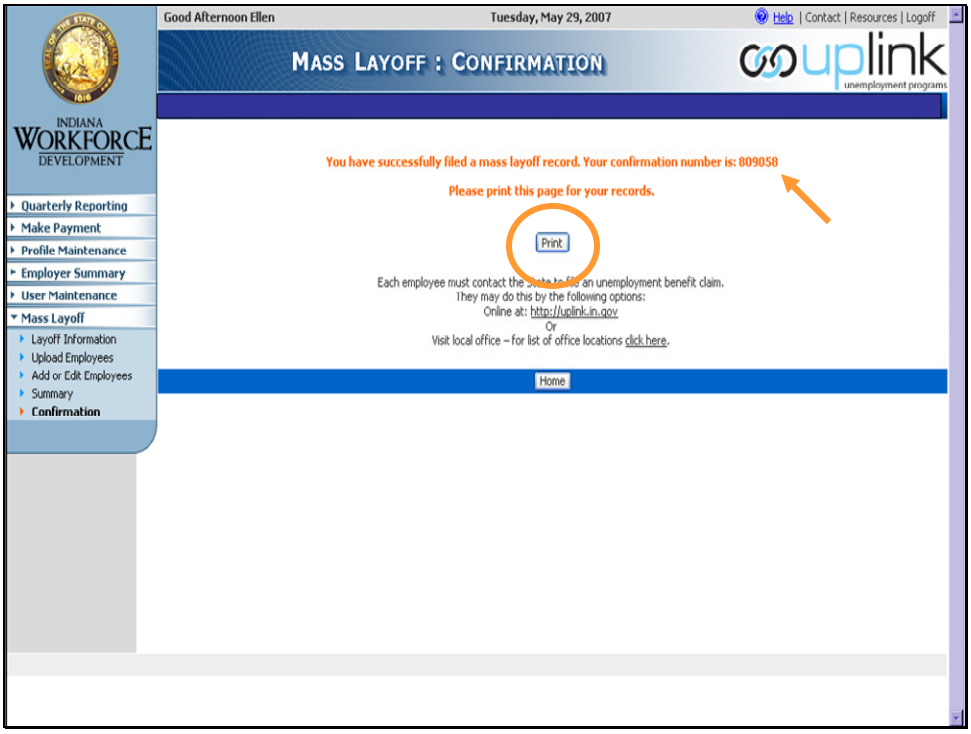
Or you can locate the employee in the detailed listing on the bottom half of the screen and click on the individual's social security number link.

Slide 21



Once your data for this layoff is correct and complete, click on *Next* to finalize and submit the layoff report.

Slide 22

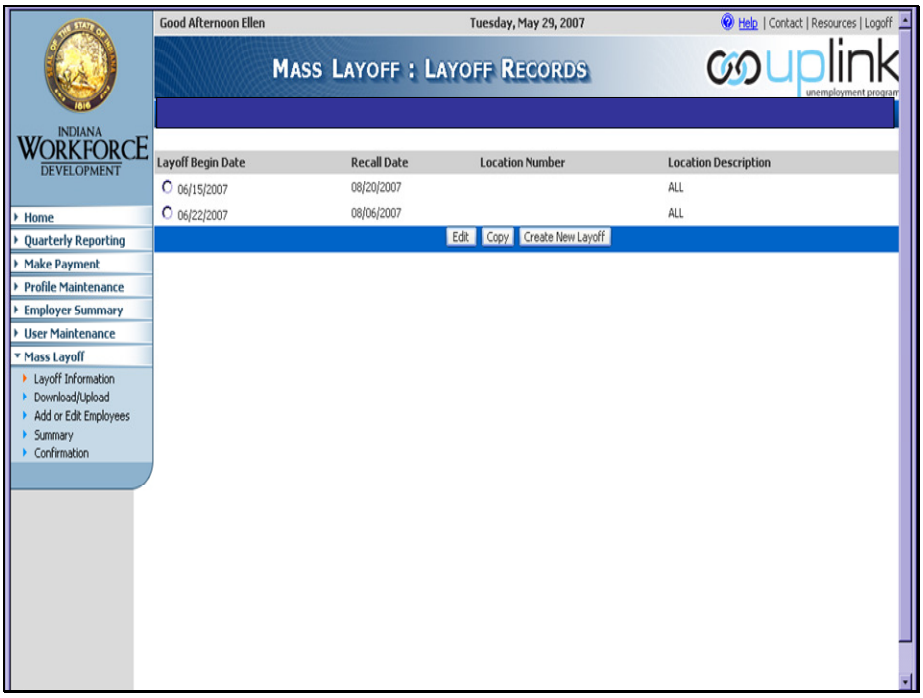


This is your confirmation page that you have successfully submitted a layoff record.

We encourage you to print this page as it contains your confirmation number.

You can access your Home Page by clicking on the *Home* button or click on the *Logoff* button to exit the system.

Slide 23

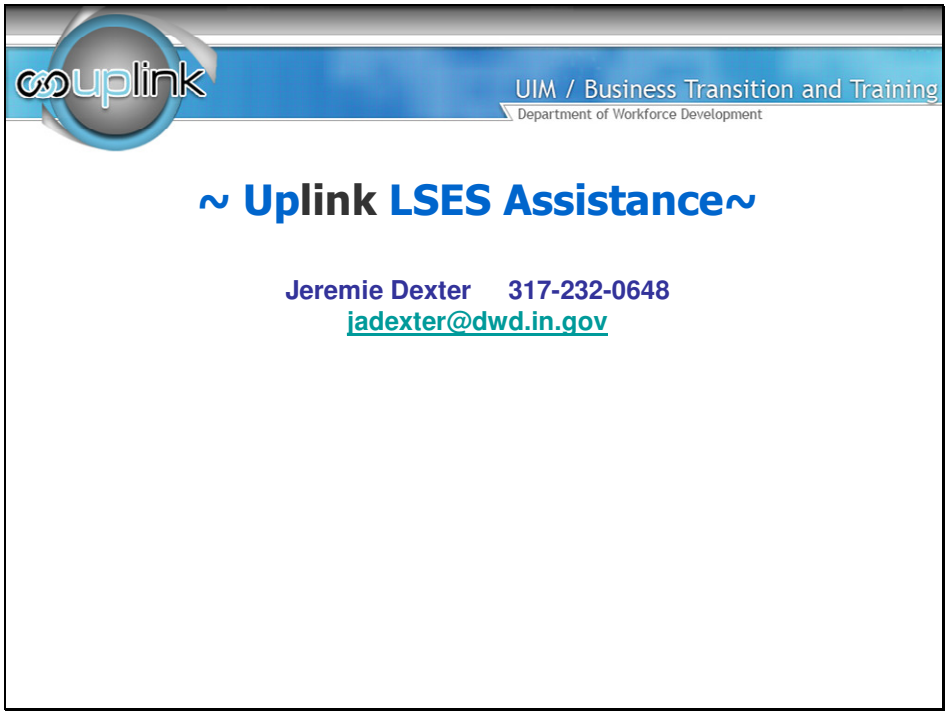


This is what the Mass Layoff screen looks like after you have accessed the system and completed the data entry.

This particular employer has entered two records.

You would have the ability to copy an existing layoff record up to 60 days past the original layoff date.

Slide 24



Thank you for your interest in the Large Scale Employer Separation Uplink system.

If you need further information, please contact Jeremie Dexter, Carol Hunter, or Josh VandeVoort at the phone number or email addresses listed on this screen.