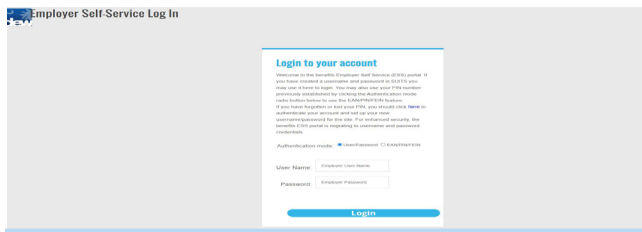
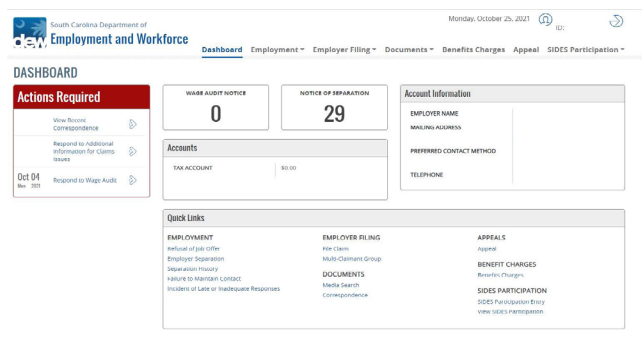


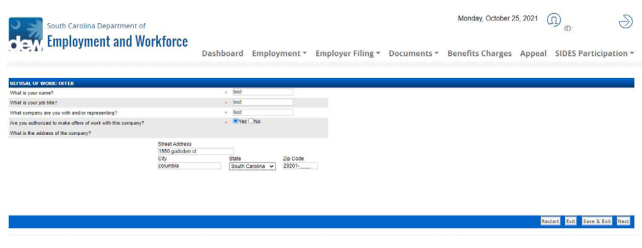
EMPLOYER SELF SERVICE (ESS) REFUSAL OF JOB OFFER GUIDE



To login to the ESS Portal Account, select the Username/Password option. Once the information is entered, click the Login Button

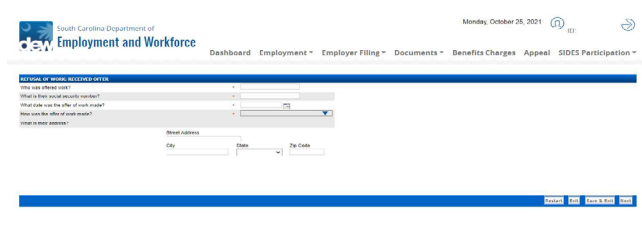


The system will display the Employer Dashboard and menu. Select the Refusal of Job Offer link in the Quick Links section.



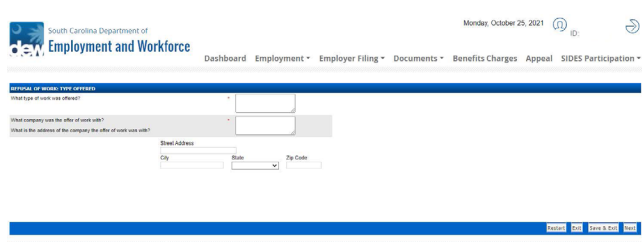
The system will then display the Refusal of Job Offer dynamic fact finding questionnaire. Type the required information:

- John Doe
- Payroll Manager
- Name of the company you are with or are representing
- Address of the company you are with or are representing



If the required information is not completed the system will display validation error messages, enter the missing information and click Resubmit.

Enter the individuals information for who the offer was made and click Next.



Enter the Type Offered.

Provide the Schedule Offered (Use the scroll bar to complete all the required information)

- Select the days of the week
- Select the shift (first, second, third, rotating or other). If other explain the work schedule in the text box
- Indicate if the schedule offered was Full Time or Part Time
- Select the nature of work (temporary, permanent, temp to perm)
- Click Next

Provide the Compensation Offered and whether the offer was accepted.

The remaining questions are dynamic and may change based on previously answered questions.

If Yes, did the claimant start work.

If no, did the claimant give a reason why they did not start work as scheduled.

If you have any additional remarks, select Yes and provide them.

Acknowledge the Closing statement.

Review the Data Review screen. Make any necessary correction before submitting the questionnaire and click the Submit button. To edit information from this screen, click the hyperlink of the question.

The system will navigate the employer back to the Employer Dashboard.