

Actual Benefit Charge User Guide

Employers can View Benefit Charges by clicking on the “Actual Benefit Charges” hyperlink under Benefit Information Section on the Employer Homepage.

Year	Quarter	Charge Amount	Relief Amount	Charge Percentage	Details
2018	2	\$ 4,984.00	\$ 519.80	100 %	View
2018	1	\$ 9,915.34	\$ 0.00	12.141 %	View
2017	4	\$ 11,755.02	\$ 0.00	100 %	View
2017	3	\$ 16,074.00	\$ 0.00	5.799 %	View
2017	2	\$ 15,057.00	\$ 0.00	100 %	View
2017	1	\$ 6,627.00	\$ 0.00	100 %	View
2016	4	\$ 10,614.95	\$ 0.00	100 %	View
		Total: \$ 75,827.31			

The employer can then use the filters to narrow the search by different criteria.

- **Summary by Quarter:** Default setting in ESS. Show full detail of benefit charges by quarter.
- **Detail by SSN:** show full detail of benefit charges by claimants
- **QTR Begin: End dates:** Employer can narrow down a search by providing a date range.
- **SSN:** Employer can search for a particular claimant.

Once the employer has filled out the search criteria then click “Filter”, results should be displayed based on the Filter settings.

Employers can then view benefit charges displayed by clicking the “View” hyperlink in the Details column.

Year	Quarter	Charge Amount	Relief Amount	Charge Percentage	Details
2018	2	\$ 39,264.00	\$ 0.00	100 %	View
2018	1	\$ 67,464.00	\$ 0.00	100 %	View
2017	4	\$ 51,971.85	\$ 0.00	100 %	View
2017	3	\$ 33,600.13	\$ 0.00	100 %	View
2017	2	\$ 61,662.69	\$ 0.00	100 %	View
2017	1	\$ 41,562.01	\$ 0.00	100 %	View
2016	4	\$ 24,642.00	\$ 0.00	100 %	View
		Total: \$ 320,166.68			

After clicking on the “View” hyperlink, the system will navigate the employer to the Benefit Charge Detail screen where the employer has the ability to request relief of changes.

Year	Quarter	Charge Amount	Claim Begin Date	Claim End Date	SSN	Claimant	Predecessor Employer Number	Relief of Charges
2018	1	\$ 978.00	02/18/2018	02/16/2019				Request
2018	1	\$ 1,304.00	02/11/2018	02/09/2019				Request
2018	1	\$ 652.00	08/06/2017	08/04/2018				Request
2018	1	\$ 0.00	04/02/2017	03/21/2018				Request
2018	1	\$ 2,934.00	10/01/2017	09/29/2018				Request
2018	1	\$ 1,956.00	12/24/2017	12/22/2018				Request
2018	1	\$ 4,238.00	12/17/2017	12/15/2018				Request
		Total: \$ 67,464.00						

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The employer should click the “Request” hyperlink under the Relief of Charges column for the claimant for which the employer is requesting relief of charges. The system will navigate the employer to the Request Relief of Charges screen.

Year	Quarter	Charge Amount	Claim Begin Date	Claim End Date	SSN	Claimant	Predecessor Employer Number
2018	1	\$ 978.00	02/18/2018	02/16/2019			

REQUEST INFORMATION

Fields marked with an asterisk * are required.

* Person Requesting Relief of Charging :

* Title :

* Contact Person for Request :

* Title :

* Contact Phone Number : (999-999-9999)

Contact Fax Number : (999-999-9999)

Contact Email Address : (xxx@yy-zzz)

* Reason for Request : The claimant has never worked for me

If Other, Please Specify :

Cancel Submit

The employer will need to complete all required fields, then click the “Submit” button. The system will then navigate the employer back to the Benefits Charge Detail screen where the employer can click the “Back” button to view benefits charges in another quarter or click the “Home” tab to navigate back to the Employers Homepage.

Once request for relief of charges are submitted, an adjudication work item will be created on the Issue: Issue List screen.