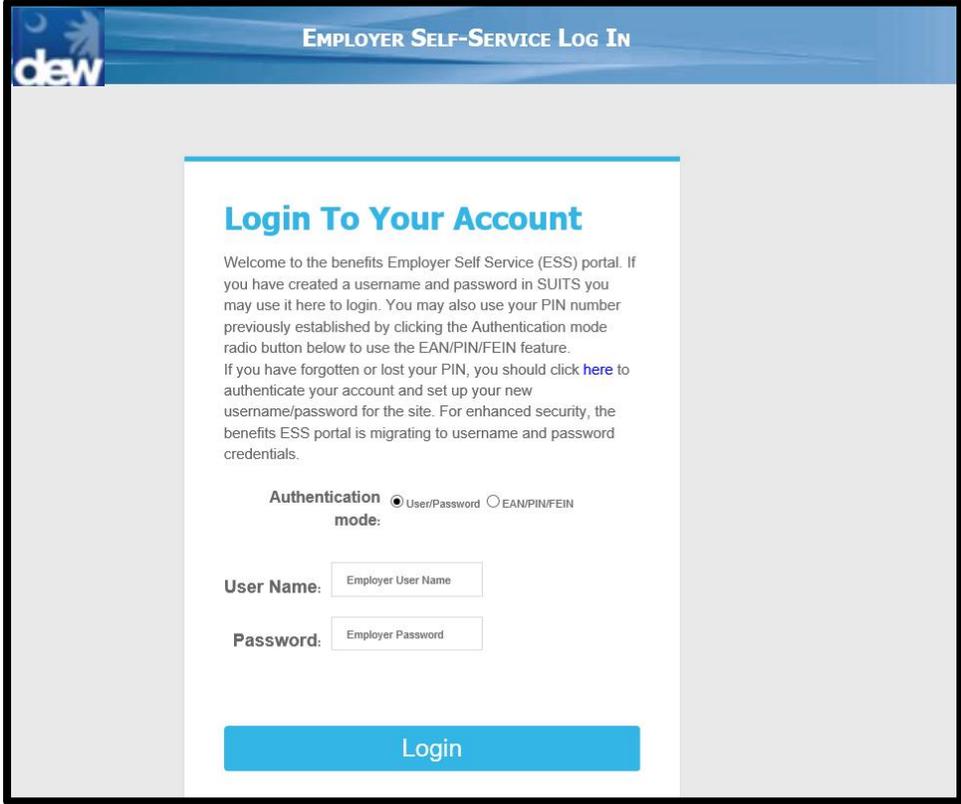


Employer Self Service Guide Refusal of Job Offer

The guide provides instruction for Employers to submit Refusal of Job Work for a specified claimant

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



The screenshot shows the 'EMPLOYER SELF-SERVICE LOG IN' page. At the top left is the 'dew' logo. The main heading is 'Login To Your Account'. Below this is a welcome message: 'Welcome to the benefits Employer Self Service (ESS) portal. If you have created a username and password in SUITS you may use it here to login. You may also use your PIN number previously established by clicking the Authentication mode radio button below to use the EAN/PIN/FEIN feature. If you have forgotten or lost your PIN, you should click [here](#) to authenticate your account and set up your new username/password for the site. For enhanced security, the benefits ESS portal is migrating to username and password credentials.'

Under the heading 'Authentication mode:', there are two radio buttons: 'User/Password' (which is selected) and 'EAN/PIN/FEIN'.

Below the radio buttons are two input fields: 'User Name:' with a placeholder 'Employer User Name' and 'Password:' with a placeholder 'Employer Password'. At the bottom of the form is a blue 'Login' button.

3. The system will display the Employer Homepage
4. Select the Refusal of Job Offer link in the Benefits Information section

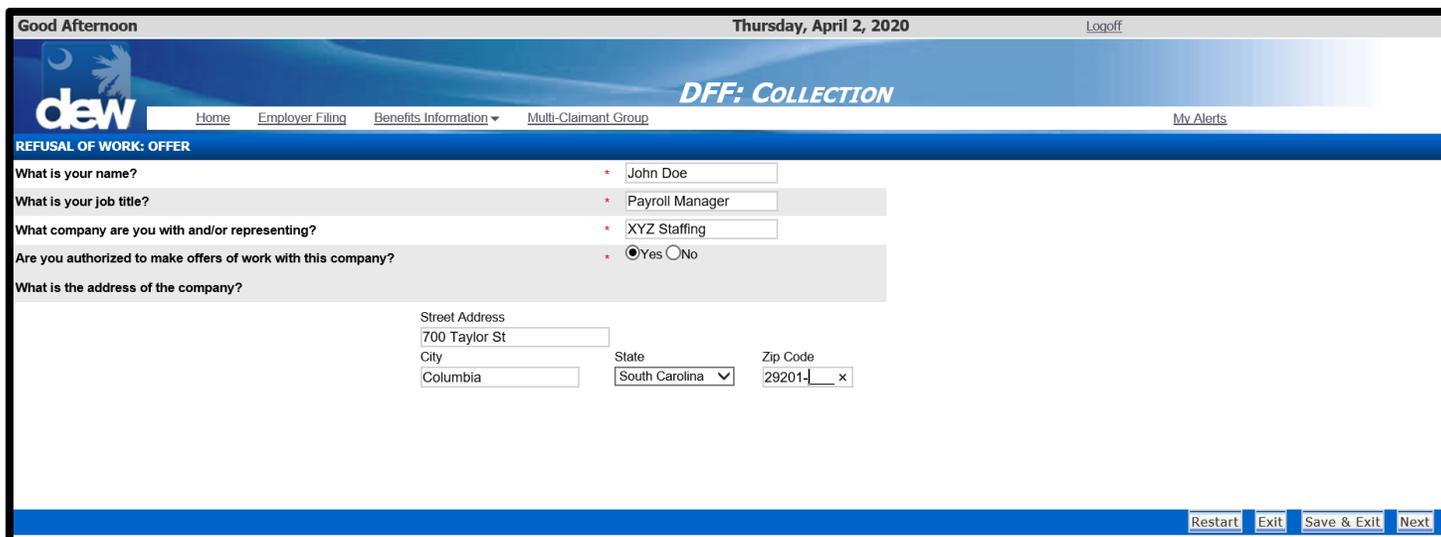
Employer Self Service Guide Refusal of Job Offer



5. The system will then display the Refusal of Job Offer dynamic fact finding questionnaire

6. Type the required information:

- a. John Doe
- b. Payroll Manager
- c. Name of the company you are with or are representing
- d. Address of the company you are with or are representing



Employer Self Service Guide Refusal of Job Offer

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

REFUSAL OF WORK: OFFER

Please correct the errors shown below.

What is your name? *

What is your job title? *

What company are you with and/or representing? *

Are you authorized to make offers of work with this company? * Yes No

What is the address of the company?
Street Address, City, State, Zip Code are mandatory.

Street Address

City State Zip Code

[Restart](#) [Exit](#) [Save & Exit](#) [Resubmit](#)

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

DFF: COLLECTION

[Home](#) [Employer Filing](#) [Benefits Information](#) [Multi-Claimant Group](#) [My Alerts](#)

REFUSAL OF WORK: RECEIVED OFFER

Who was offered work? *

What is their social security number? *

What date was the offer of work made? *

How was the offer of work made? *

What is their address?

Street Address

City State Zip Code

[Restart](#) [Exit](#) [Save & Exit](#) [Next](#)

9. Enter the Type Offered

Employer Self Service Guide Refusal of Job Offer

dew *DFF: COLLECTION*

Home Employer Filing Benefits Information Multi-Claimant Group My Alerts

REFUSAL OF WORK: TYPE OFFERED

What type of work was offered? *

What company was the offer of work with? *

What is the address of the company the offer of work was with?

Street Address

City State Zip Code

Restart Exit Save & Exit Next

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

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

dew *DFF: COLLECTION*

Home Employer Filing Benefits Information Multi-Claimant Group My Alerts

REFUSAL OF WORK: SCHEDULE OFFERED

What days of the week were scheduled for the offer of work?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

What shift was offered? Check all that apply.

First shift

Second shift

Third shift

Rotating shift

Restart Exit Save & Exit Next

Employer Self Service Guide Refusal of Job Offer

11. Provide the Compensation Offered and whether the offer was accepted
 - a. The remaining questions are dynamic and may change based on previously answered questions.

The screenshot shows the 'DFF: COLLECTION' web application interface. The top navigation bar includes the 'dew' logo, a home icon, and links for 'Home', 'Employer Filing', 'Benefits Information', and 'Multi-Claimant Group'. A 'My Alerts' link is also present. The main content area is titled 'REFUSAL OF WORK: COMPENSATION OFFERED'. It contains two questions: 'What pay rate was offered?' with a text input field containing '15.00' and a dropdown menu set to 'Hour', and 'Was the offer accepted?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom right, there are buttons for 'Restart', 'Exit', 'Save & Exit', and 'Next'.

12. If Yes, did the claimant start work

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

The screenshot shows the 'DFF: COLLECTION' web application interface. The top navigation bar is identical to the previous screenshot. The main content area is titled 'REFUSAL OF WORK: DID NOT START'. It contains one question: 'Did the claimant give a reason why they did not start work as scheduled?' with radio buttons for 'Yes' and 'No'. At the bottom right, there are buttons for 'Restart', 'Exit', 'Save & Exit', and 'Next'.

Employer Self Service Guide Refusal of Job Offer

dew *DFE: COLLECTION*

Home Employer Filing Benefits Information Multi-Claimant Group My Alerts

REFUSAL OF WORK: REASON FOR NOT STARTING

What reason was given? *

Restart Exit Save & Exit Next

dew *DFE: COLLECTION*

Home Employer Filing Benefits Information Multi-Claimant Group My Alerts

REFUSAL OF WORK: ADDITIONAL

Do you wish to provide any additional remarks? *

Yes No

Restart Exit Save & Exit Next

14. Acknowledge the Closing statement

dew *DFE: COLLECTION*

Home Employer Filing Benefits Information Multi-Claimant Group My Alerts

REFUSAL OF WORK: CLOSING

Under penalties of perjury, I declare that the facts stated are true.
 I (the company representative) acknowledge the statement of facts to be true.

Restart Exit Save & Exit Next

Employer Self Service Guide Refusal of Job Offer

15. Review the Data Review screen

dew *DFF: COLLECTION*

[Home](#) [Employer Filing](#) [Benefits Information](#) [Multi-Claimant Group](#) [My Alerts](#)

DATA REVIEW

[Refusal Of Work: Offer](#)

What is your name? john dow

What is your job title? Payroll Manager

What company are you with and/or representing? XYZ Staffing

Are you authorized to make offers of work with this company? Yes

What is the address of the company?

Street: 700 Taylor St

City: Columbia

State: South Carolina

Zip: 29201-

[Refusal Of Work: Received Offer](#)

Who was offered work? test

What is their social security number? 123-45-6789

What date was the offer of work made? 04/17/2020

How was the offer of work made? Direct oral offer

What is their address?

[Submit](#)

16. 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

17. The system will navigate the employer back to the Employer Homepage screen.

dew **EMPLOYER HOMEPAGE**

[Home](#) [Employer Filing](#) [Benefits Information](#) [Multi-Claimant Group](#) [My Alerts](#)

ACCOUNT INFORMATION

Mailing Address: [REDACTED]

Preferred Contact Method: Email 1: [REDACTED], Email 2: [REDACTED], Text Alert: [REDACTED]

Telephone: [REDACTED]

If a SIDES Participant, respond to request for information through SIDES Portal.

SMART LINKS

- [View Recent Correspondence](#)
- [Respond to Additional Information for Claims Issues](#)
- [Respond to Wage Audit](#)

BENEFIT INFORMATION		ACCOUNTS	BALANCES
Actual Benefit Charges	Employer Appeal	Tax Account	\$0.00
Failure to Maintain Contact	File Claim		
Incident of Late or Inadequate Responses	Media Search		
Multi-Claimant Group	Refusal of Job Offer		
Separation History	View Correspondence		
View SIDES Participation	View Seminar Information		