Montana Department of
LABOR & INDUSTRY
Unemployment Insurance Division

QUARTERLY NEWS

2ND QUARTER 2016

Does Your Account Have a Credit Balance?

If an amount is printed on line 6 of your UI quarterly report, this means your account has a credit balance due to a past UI tax overpayment. Users of UI eServices for Employers can determine if they have a credit by going into their account dashboard, and a negative amount shown under "My Balance" indicates you have a credit. We recommend you use your credit on your current quarterly tax liability.

Unemployment Insurance overpayments often occur because employers or their payroll agents used an incorrect UI contribution rate, made a duplicate payment, filed an amended report, or did not compute excess wages correctly. If you do not understand how the overpayment was created or would like a refund of the credit, please contact our office at 406-444-3834.

Reporting of Tips as Wages for Unemployment Insurance Purposes

Tips your employee receives from customers are generally considered to be wages and subject to Montana Unemployment Insurance. "Wages" as defined in 39-51-201(25)(a)(iii), MCA includes, but is not limited to, tips or other gratuities received by the employee, to the extent the tips or gratuities are documented by the employee to the employer for tax purposes.

Federal Law requires employees report cash tips to their employer by the 10th of the month following the month the tips are received, unless the total tips are less than $20 for the month. Total tips includes tips the employer paid over to the employee for charge customers, tips the employee received directly from customers, and tips received from other employees under any tip-sharing arrangement. All directly or indirectly tipped employees must report tips to the employer unless the tips total less than $20 for the month.

For information on federal tip reporting, see IRS Publication 15 (Circular E).

Employers, Education and the Job Market

With the state anticipating a worker shortage in the coming years, and with the costs of education continuing to rise, the Montana Department of Labor & Industry and the Office of the Commissioner of Higher Education have joined forces to try to better understand how workforce and education intersect. This effort will ensure that workforce training systems are aligned with employer needs and our dynamic and expanding economy. It will help students progress through educational programs and join the labor market more quickly and efficiently, thereby saving everyone money. It will help Montana understand where state efforts should be focused to ensure there is a pipeline of relevantly-skilled workers to meet current and future labor demands.

Missoula College bravely volunteered as the first case study, seeking to understand how their students fared in the job market after completing their studies. The results are fascinating and the full report can be found here: http://1.usa.gov/215VuOa.

Reap the Benefits of Filing and Paying UI Taxes Electronically

Electronic filing, whether done via UI eServices for Employers, web services (server-to-server), QuickBooks or other computer software, means more efficiency for employers and the department alike. Benefits of electronic filing include:

- Go Green -- save costs on form preparation, paper and postage!
- Sensitive employee information is safely transmitted through our secure web portal.
- Convenience! Report or amend your Unemployment Insurance (UI) reports, employee wages and make payments all in one place, all at one time. Plus review rate and benefit charge information and previously submitted reports!
- Eliminates the risk of delay in receipt, thus avoiding penalty and interest for late filing and payment.
- ACH debit payment reduces the risk of payment applied to a wrong account when using non-UI payment vouchers.
- Less manual intervention results in greater accuracy of data including the monetary eligibility and determination of benefit claims.

For employers using QuickBooks Enhanced Payroll services, QuickBooks provides the option to electronically submit your quarterly report and payment without having to log into UI eServices for Employers.

Electronic payment is also convenient to customers and is now offered in multiple forms: ACH debit (via UI eServices for Employers at no cost), ACH credit (initiated by employer through your bank), and credit card (via UI eServices for Employers – a convenience fee is charged).

Here's how to Log in to UI eServices for Employers the 1st time:

1. Find our secure website: uieservices.mt.gov
2. Click on the blue link labeled "Click Here to Log In Using ePass". If you do not already have an ePass Montana account you will need to create one.
3. When redirected back to UIeServices, click the blue link labeled "New to UI eServices? Click Here to Signup of Online Access".
4. Answer the security questions regarding your UI Account and set up your "secret answer". Having your last filed quarterly report in hand will help you answer the security questions. Your secret answer will be used as a second password and eSignature to add increased security to our site.

For help importing wage files, please see our FAQ page on uieservices.mt.gov or call the number below.

Questions? Call 406-444-6963

Are Wages of Seasonal, Temporary or Part-Time Employees Required to be Reported to Unemployment Insurance?

Yes they are! Montana UI law has no exclusions for part-time, temporary or seasonal employment. The term "wages" is defined in Section 39-51-201 (25)(a), MCA, as "all remuneration payable for personal services, including the cash value of all remuneration payable in any medium other than cash." Wages paid to any employee providing a service for your business is reportable and taxable for Unemployment Insurance.

2016 Assistance for Business Clinics for Remainder of Year

There is still time to attend 2016 Assistance for Business Clinics in June, September and October. If you are interested in attending, please call a sponsor in these cities for location & fees.

Billings ..... June 29 ...MSU Billings ..... (406) 896-5890
Polson .....Sept. 7.... Job Service (JSEC)..... (406) 883-7880
Lewistown .....Sept. 14 ..Job Service (JSEC) ..... (406) 538-8701
Butte .....Sept. 29. Chamber of Commerce..... (406) 723-3177
Hamilton ..... Oct. 5 ..... Chamber of Commerce ... (406) 363-2400