

NH Employment Security's new Unemployment Insurance System (NHUIS)

Coming August 17, 2009

What Employers Need to Know



Advantages

- 👍 Increased efficiency for processing Unemployment Insurance claims
- 👍 Easier access to information in a secure environment
- 👍 Faster correspondence exchange
- 👍 Direct deposit of benefit checks available
- 👍 Access to more claim information online
- 👍 Ability for employers to manage their Unemployment Insurance benefit account online

Access new Unemployment Insurance System from www.nh.gov/nhes

The screenshot shows a web browser window displaying the NHES website. The address bar shows <http://www.nh.gov/nhes/>. The website header includes the text "an official NEW HAMPSHIRE government website" and the NHES logo with the tagline "We're working to keep New Hampshire working". The main navigation menu includes HOME, JOB SEEKER, EMPLOYER, LABOR MARKET INFORMATION, and CONTACT US. A sidebar on the left lists various links such as Home, About Us, News & Events, NHES Agency Locations, Job Seeker, Employer, NH Law & Rule, Economic & Labor Market Information, Forms & Publications, FAQs, Links, Contact Us, Search, and Site Map. The main content area features a "Welcome!" message and a blue-bordered box containing the text: "In August 2009, you will be able to access our new Unemployment Insurance system from our Web Site by clicking on the blue box link that will be located here". An arrow points from this text to a blue button labeled "Job Fairs & Expos" in the right-hand sidebar. Other buttons in the sidebar include "American Recovery & Reinvestment Act", "Questions? Comments? send us an E-Mail", "File for Unemployment BENEFITS", and "Job Seeker/Employer JOB MATCH". Below the sidebar, there is a link for "View NHES Career Opportunities". At the bottom, there is a section titled "How do I..." with several links: "File for Unemployment Benefits?", "Register For Work/View Jobs?", "Change Careers/Transfer Skills?", "Find Help For HS Students?", "Post Job Order?", "View Employer Services", "Pay Employer Taxes?", "Find Assistance For Veterans?", and "Get The Unemployment Rate?".

Address <http://www.nh.gov/nhes/> Go

an official NEW HAMPSHIRE government website

State of New Hampshire
Department of Employment Security

NHES New Hampshire
Employment
Security
"We're working to keep New Hampshire working"

HOME JOB SEEKER EMPLOYER LABOR MARKET INFORMATION CONTACT US

- Home
- About Us
- News & Events
- NHES Agency Locations
- Job Seeker
- Employer
- NH Law & Rule
- Economic & Labor Market Information
- Forms & Publications
- FAQs
- Links
- Contact Us
- Search
- Site Map

Welcome!

In August 2009, you will be able to access our new Unemployment Insurance system from our Web Site by clicking on the blue box link that will be located here

Job Fairs & Expos

American Recovery & Reinvestment Act

Questions? Comments? send us an E-Mail

File for Unemployment BENEFITS

Job Seeker/Employer JOB MATCH

View NHES Career Opportunities

How do I...

- File for Unemployment Benefits?
- Register For Work/View Jobs?
- Change Careers/Transfer Skills?
- Find Help For HS Students?
- Post Job Order?
- View Employer Services
- Pay Employer Taxes?
- Find Assistance For Veterans?
- Get The Unemployment Rate?

April 8, 2009
New *nhworks* Job Match System Unveiled

Pfizer Launches Free Medicines Program for Newly Unemployed Americans
.... Press Release Fact Sheet FAQs Flyer

Effective Friday, January 9, 2009, the time frame to file a timely continued claim for unemployment compensation for the previous week or 2 weeks is 28 calendar days.

For questions or concerns regarding unemployment compensation benefits please contact your local Employment Security office or call 1-800-266-2252.

Are you or someone you know out of work? We're not just the "unemployment office". NH Employment Security is one of the best kept secrets in state government. We help people find work, their first job or a better job. We help employers find candidates that meet their job specifications. We assist people to file for **Unemployment Compensation** benefits to sustain them through the hard times of job loss. Our **Employment** Counselors help people with their career choices, changes and career adjustment. And, if you are a **veteran**, you have preference in referral to our job postings.

NHRECOVERY
employment security

Welcome Page

This screen will start you on your way to navigating through the NH Unemployment Insurance System (NHUIS).

First, you will need to register as a new user. Either link will take you to the registration page.

New Hampshire Department of Employment Security Online

NHES New Hampshire Employment Security
"We're working to keep New Hampshire working"

MENU OPTIONS
[Register to Maintain Your Account Online](#)
[Register to Maintain TPA Account Online](#)
[Existing User Log-In](#)

[Accessibility Policy](#)
[Data Use & Privacy Policy](#)

[Contact Us](#)

Welcome to New Hampshire's Unemployment Insurance System (NHUIS)

REGISTER To use this system, you must first register your company, using the **registration code** that was sent to you by this department. If you have not received this code or have misplaced it, call 603-656-6631 to request that another be mailed to you.

The person initially setting up the company registration will be designated the **Account Administrator**. In addition to the registration code, they will need:

- EMPLOYER
 - Company UI Tax Account Number
 - Unit or Plant Number, if applicable
 - Federal Tax ID (FEIN)
- EMPLOYER REPRESENTATIVE
 - TPA UI Account Number

If you are registering as an employer, choose "**Register to Maintain Your Account Online**" link from the Menu Options or press the button below. If you are an employer representative, you can access your employer accounts online and need to choose "**Register to Maintain TPA Account Online**". You will be provided with a **User Name and Password** at the end of the registration process, which you can then use to log into the system.

Once registered, the Account Administrator will be able to set up accounts for any other individual that needs online access to this system.

This system will allow you to view and respond to requests for information, report a potential claimant eligibility issue, file an appeal, and view various claims information where your company is or may potentially be charged for benefits.

SYSTEM AVAILABILITY This system is available 24 hours a day, 7 days a week. Some specific features may not be available when updates are being made to the system. Updates are primarily performed at night, after normal business hours.

PRIVACY NOTICE Confidential unemployment compensation information you have provided may be requested and utilized for other governmental purposes, including, but not limited to, verification of eligibility under other government programs. To view more details about confidentiality of information, click the **Data Use & Privacy Policy** link under Menu Options.

TECHNOLOGY NEEDS This application is not compatible with WEB TV. This application has been tested with Internet Explorer 5.0 and Firefox 1.5. You may use these or higher versions. To update your browser to the latest version, visit our **Downloads** page.

Register to Maintain Your Account Online
Register to Maintain TPA Account Online
Log On to Existing Account

Employer Registration - 3 Steps for New Users

Employer Contact Registration - Step 1 of 3

Employer Information [Help](#)

* UI Account #

* Unit # (Enter 000 if no unit location)

* Federal Tax ID (FEIN)

* Registration Code

Step #1: Employer Identification

Enter your UI account #, Unit #, FEIN and the 10 digit Registration Code that was mailed to you.

Employer Contact Registration - Step 2 of 3

Personal Information [Help](#)

* First Name

Middle Initial

* Last Name

* Contact Phone Number () - () - Ext

Step #2: Personal Information

Enter your name and phone number (The individual who initially registers your employer account will assume the account administrator role; other users can be added later).

Employer Registration Completion

Completion Message

Please print this screen and retain it for future reference

Your registration was a success! Your system username is: **MMouse**

You can login to the system using your username and password: **ten3e0JV1a** at the [Login Screen](#).

Step #3: Complete Registration

The system will automatically generate a username and password. HINT: copy the password, click on the Login Screen link, and paste it into the password box.

Employer Login

Home

New Hampshire Department of Employment Security Online

NHEES New Hampshire Employment Security
"We're working to keep New Hampshire working"

Employer Login

Authentication Information

NEW USERS: [Register to maintain your account online](#)
[Register to maintain TPA account online](#)

Already a User?-Sign in here:

* User Name

* Password

For system availability information, please click [Here](#)

[Help](#)

Enter the Username and Password the system generated for you during registration. The system will automatically ask you to change your password.

The login process is the same for Employers and Third Party Administrators (TPA)

Change User Password

Home

New Hampshire Department of Employment Security Online

NHES New Hampshire Employment Security
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[LOG OUT](#)

Change User Password

Password Information

You are required to change your Password. Please choose a new one (10 characters long, consisting of a combination of upper and lower case characters and at least one number or special character e.g. @, #, etc). [Help](#)

*New Password

*New Password Confirm

[Submit](#) [Cancel](#)

Choose your own password - follow the instructions on the screen for the password format.

Unemployment Benefits - Main Menu

After registration and login, the many advantages of Employer Self Service are just “clicks away” from the Main Menu.



The screenshot shows the main menu of the New Hampshire Department of Employment Security Online. The header features a blue background with a photo of a wooden building on the left, the NHES logo in the center, and the text 'New Hampshire Department of Employment Security' and 'New Hampshire Employment Security' on the right. A 'Home' link is in the top right, and a 'LOG OUT' link is in the bottom right. The main menu is titled 'Unemployment Benefits - Main Menu' and is divided into several sections: 'View Benefit Charge Statements', 'Download Files', 'Report Potential Claimant Eligibility Issue', 'Maintain Account Information', and 'View Correspondence Inbox'. Each section contains a list of links with a right-pointing arrow icon and a 'Help' link.

New Hampshire Department of Employment Security Online

NHES New Hampshire Employment Security
"We're working to keep New Hampshire working"

[Home](#)

[LOG OUT](#)

Unemployment Benefits - Main Menu

View Benefit Charge Statements	
View charges by date (weekly/monthly)	Help
View charges by claimant (SSN)	
Download Files	
Download Charge Statement	
Report Potential Claimant Eligibility Issue	Help
Submit a detailed statement regarding a claimant's eligibility for unemployment benefits	
Maintain Account Information	
Change Password	
Maintain User Account	Help
View Correspondence Inbox	
View Notices and Determinations	Help

View Benefit Charge Statements

Home

New Hampshire Department of Employment Security Online

NHES New Hampshire Employment Security
"We're working to keep New Hampshire working"

LOG OUT

You must have Adobe Acrobat Reader version 6 or higher installed on your computer to view documents in this page. For best results, use the latest version of Adobe Acrobat Reader. Click on [Adobe Reader](#) to download a free version of Adobe Acrobat Reader.

Benefit Charge Statement Search

Monthly Benefit Charge Statements are retained for four years

Monthly Charge Statement Search

Month Year [Help](#)

Weekly Charge Detail Search

Most Recent Completed Week
 Selected Week

Week Ending Date

View your weekly benefit charge details as of the most recently completed week or select another week in the current month.

Search Result(s) : 0 Found

Monthly Benefit Charge Statements will be mailed out the first Friday of the Month

Benefit Charge Statements by Claimant

The screenshot displays the New Hampshire Department of Employment Security Online interface. At the top, there is a banner with a barn image and the text "New Hampshire Department of Employment Security Online" and "NHES New Hampshire Employment Security". A "Home" link is in the top right corner. Below the banner, the page title is "Benefit Charge Statements - Search by Claimant".

The "Claimant Charge Search" section contains the following fields and buttons:

- Social Security Number: 777 - 77 - 0169
- Benefit Year End Date: 05/08/2010
- Buttons: Search SSN, Search

Two blue arrows point from text boxes to the search fields:

- One arrow points to the Social Security Number field with the text: "Enter Claimant's SSN and click search or".
- Another arrow points to the Benefit Year End Date dropdown menu with the text: "Choose date and click search".

Below the search fields, the search results for claimant JANE TESTBR are displayed:

Claimant Name	JANE TESTBR	Claim Effective Date	05/10/2009	Benefit Year End Date	05/08/2010	Help
Total Potential Charges	\$ 10530.00					
Total Charges to date	\$ 810.00					
Weekly Benefit Amt	\$ 405.00					

Below the search results, the "Payment History" section shows "Search Result(s): 3 Found".

Week Ending Date	Status	Date Paid	Gross Amt Payable	Amt Paid	Amt Charged	Amt Credited	Help
05/16/2009	Paid	06/02/2009		\$405	\$405	\$405.0	\$0
05/23/2009	Denied/Overpaid	06/02/2009		\$0	\$405	\$405.0	\$405
05/30/2009	Paid	06/01/2009		\$405	\$405	\$405.0	\$0

At the bottom left, there is a "Main Menu" button.

Monthly Benefit Charge Statements

Monthly Benefit Charge Statements are mailed out on the first of every month and include a detailed listing of all activity regarding your account.



**NEW HAMPSHIRE EMPLOYMENT SECURITY
NOTICE OF BENEFITS PAID AND CHARGED TO EMPLOYER**

Employer:
ONCE UPON A THYME HERB FARM LLC

UI Account Number: 0000110716 Unit Number: 000 Date Issued: 12/08/2008

NHES Office:
Wages & Special Programs
300 Hanover Street
PO Box 9505
Manchester NH 03108-9505
Phone: (800) 268-2252
Fax: (603) 656-6613

ONCE UPON A THYME HERB FARM LLC
544
GREENVILLE NH 03048

THIS IS NOT A BILL -- DO NOT MAKE PAYMENT FROM THIS NOTICE

For the week(s) indicated, the individual(s) listed below received unemployment compensation benefits which were charged to your account during the month of:

NOVEMBER 2008

An explanation of each column appears at the end of this statement.

1. CLAIMANT'S NAME	2. SOCIAL SECURITY NUMBER	3. TRANS DATE	4. WEEK CLAIMED	5. SRCE	6. STAT	7. GROSS AMT PAID	8. AMT CHARGED	9. AMT CREDITED
JOHNNY ALLOW	123-45-4000	11/21/2008	11/08/2008	U	1	\$321.00	\$321.00	\$0.00
JOHNNY ALLOW	123-45-4000	11/21/2008	11/15/2008	U	1	\$321.00	\$321.00	\$0.00
JOHNNY ALLOW	123-45-4000	11/28/2008	11/22/2008	U	1	\$321.00	\$321.00	\$0.00
JOHNNY AALIEN	123-45-4400	11/14/2008	11/08/2008	U	1	\$167.00	\$167.00	\$0.00
JOHNNY AALIEN	123-45-4400	11/21/2008	11/15/2008	U	1	\$167.00	\$167.00	\$0.00
JOHNNY AALIEN	123-45-4400	11/28/2008	11/22/2008	U	1	\$167.00	\$167.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	04/18/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	04/25/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	05/03/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	05/10/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	05/17/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	05/24/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	05/31/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	06/07/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	06/14/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	06/21/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	06/28/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	07/05/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	07/12/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	07/19/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	07/26/2008	U	1	\$321.00	\$321.00	\$0.00

Si usted no puede leer este ítem por favor a 1-800-268-2252 para una traducción.

EXPLANATION OF COLUMNS

- Columns 1 and 2** Identify claimant(s) to whom NHES paid unemployment compensation benefits.
- Column 3** Date on which the benefits were paid.
- Column 4** Week ending date of the calendar week of unemployment compensation for which benefits were paid.
- Column 5** Source of the charge or credit: U = UI.
- Column 6** Status of the claim associated with the charge or credit: 1 = Paid; 2 = Denied; 4 = Penalty Week; 5 = Offset; 6 = Offset & Paid; 7 = Offset & Penalty Week; 8 = Overpaid; A = Charge Under Appeal
- Column 7** Total gross amount paid to the claimant for the week shown in Column 4.
- Column 8** Portion of the gross amount paid in Column 7 charged to your account.
- Column 9** Amount of a previous charge to your account that has been removed.
- Year-to-Date Net Charges** The total net amount of charges applied to your account from January 1 through the last day of the month for which this statement was generated.

IMPORTANT INFORMATION

You have received this notice in accordance with RSA 282-A:77. This notice provides a summary of the amount of benefits paid that were charged or credited to your account for a given month.

If you disagree with the calculation of the Total Monthly Charges or Total Monthly Credit amounts on this bill, contact the New Hampshire Employment Security Wages & Special Programs Unit at the address or fax number provided on the front of this form.

Your dispute must be in writing, detailing the information you take exception to and why.

If you know that a claimant is working full time while collecting benefits or of a new situation that may affect the claimant's continued eligibility, you may provide that information online at www.nh.gov/nhes, using the Report Potential Claimant Eligibility Issue link from the Main Menu of your user account.

Si usted no puede leer este ítem, llame por favor a 1-800-268-2252 para una traducción.

Download Files

In addition to viewing, you can also download benefit charging files.

Files are available the first day of the subsequent month



The screenshot shows the 'File Download' section of the New Hampshire Department of Employment Security Online website. The header includes the NHES logo and the tagline 'We're working to keep New Hampshire working'. The main content area is titled 'File Download' and 'Available Files'. It contains two dropdown menus: 'Select File to Download' (currently showing 'Select One') and 'Date' (currently showing 'Select One'). A 'Get Dates' button is located next to the date dropdown. A 'Help' link is visible on the right side of the form. At the bottom of the page, there are 'Download' and 'Main Menu' buttons.

Includes:

- Claimant name and SSN
- Date(s) paid
- Week(s) claimed
- Status of the claim
- Source of the payment or credit
- Amount charged or credited
- Gross Amount Payable

Report Potential Claimant Eligibility Issue

Step #1 - Instructions for reporting an eligibility issue via the web

Home

New Hampshire Department of Employment Security Online

NHES New Hampshire Employment Security
"We're working to keep New Hampshire working"

LOG OUT

Report Potential Claimant Eligibility Issue (Step 1 of 3)

What is required in the notice?
NHES shall evaluate the information to determine whether it raises an eligibility issue. In order to raise an eligibility issue, the information must satisfy ALL of the following criteria. The information must:

1. Include a statement that identifies a person with first-hand knowledge of the information in the statement. The informant and person with first-hand knowledge may, or may not be, the same person;
2. Provide the name and method for contacting the informant, if different than the person with first-hand knowledge;
3. Provide specific and detailed information that may potentially disqualify the claimant from being paid benefits for the week(s) involved; AND
4. Appear to the NHES reviewer, in his or her judgement to potentially violate NH unemployment law or rule.

Action the agency will take:

If the notice meets the validity criteria identified above, this agency will issue an appealable determination. If the issue raised is disqualifying, benefits will be denied.

In order to file an eligibility notice via the NHES employer self-service web site, you must be able to provide the claimant's social security number. If you do not have the claimant's social security number, you may still file an eligibility notice through US mail at P.O Box 9506, Manchester, NH 03108-9506 or report by phone 1-800-266-2252.

I am ready to complete an eligibility notice at this time.

I am not ready to complete an eligibility notice at this time.

Next Cancel

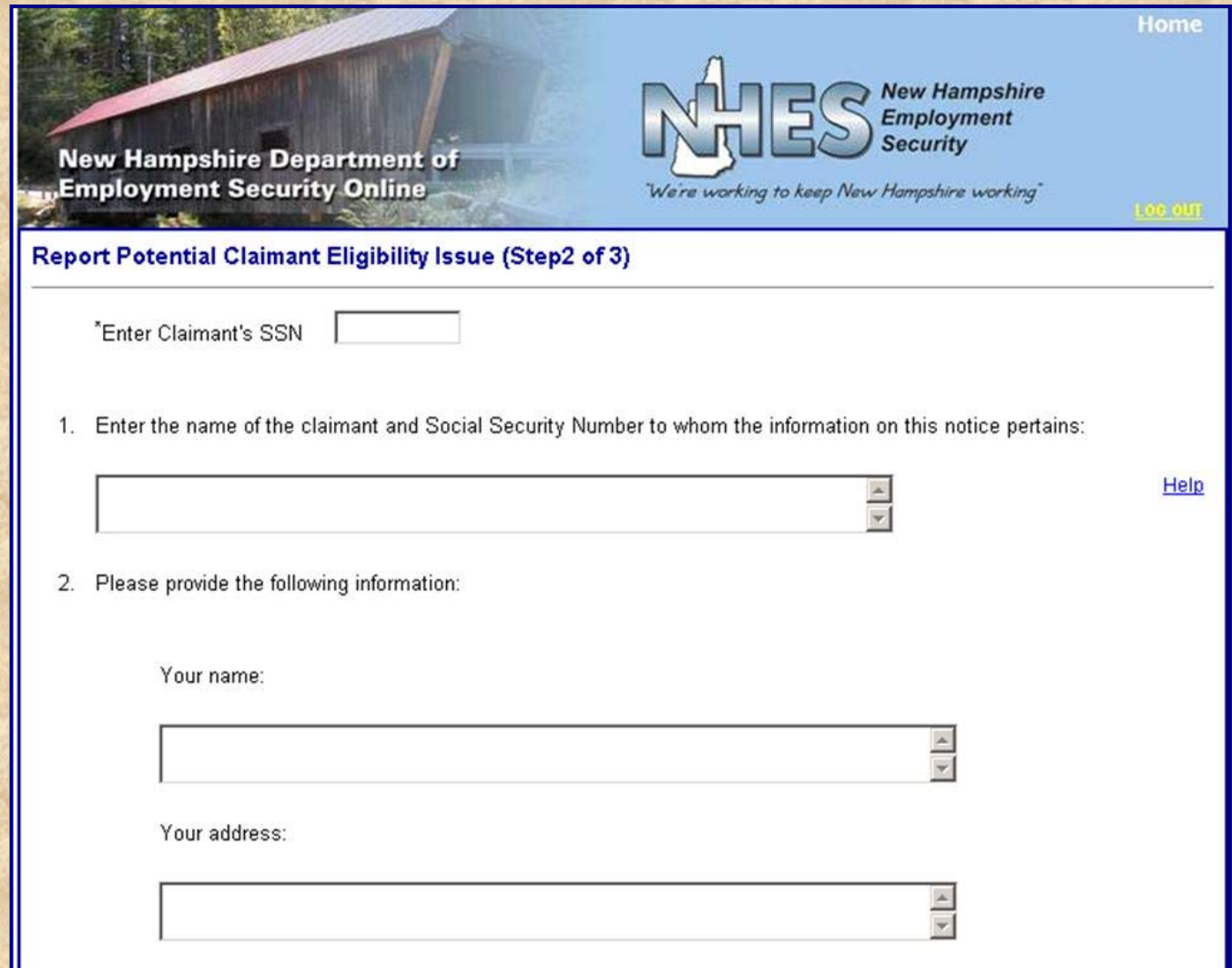
Indicate that you are ready to complete notice and hit next

Report Potential Claimant Eligibility Issue

Step #2 - Provide necessary information

Begin answering questions 1-4 in Step 2 regarding:

- Claimant's name and Social Security Number
- Your name, address and phone number



The screenshot shows the New Hampshire Department of Employment Security Online portal. The header includes the NHES logo and the text "New Hampshire Employment Security" and "We're working to keep New Hampshire working". There are links for "Home" and "LOG OUT". The main content area is titled "Report Potential Claimant Eligibility Issue (Step 2 of 3)".

*Enter Claimant's SSN

1. Enter the name of the claimant and Social Security Number to whom the information on this notice pertains:

[Help](#)

2. Please provide the following information:

Your name:

Your address:

Step #2 Continued - Finish Providing necessary information

Continue answering questions in Step 2 regarding:

- Your firm's name and address
- Your knowledge of the information that may affect the claimant's eligibility for unemployment benefits

When the required information is filled out, hit next to continue to Step 3.

Second telephone number:

Firm's name:

Firm's address:

3. Do you have first-hand knowledge of the information that may affect the claimant's eligibility for unemployment benefits?

Yes No

4. If you answered ""no,"" to the above question, please provide the information below:

Name of the individual with first-hand knowledge:

That individual's address:

Telephone number:

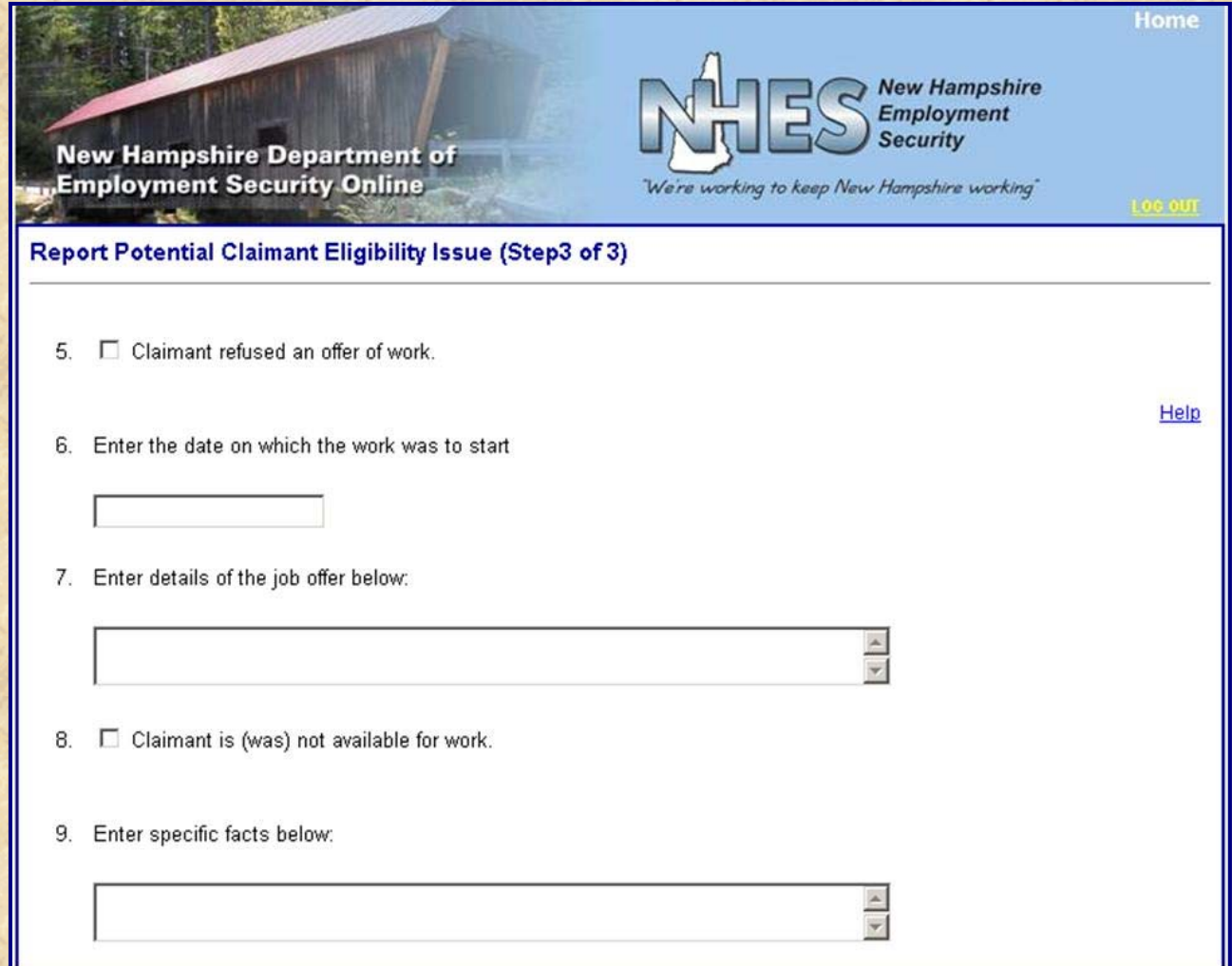
Next Cancel

Report Potential Claimant Eligibility Issue

Step #3 - Provide work history information

Step 3 consists of twelve questions regarding:

- Work offer refusal
- Availability
- Ability to work
- Holiday pay
- Vacation pay
- Severance pay
- Pension or retirement
- Other eligibility issue(s)



The screenshot shows the NHES website interface. At the top, there is a navigation bar with a "Home" link. The main header features the NHES logo and the text "New Hampshire Department of Employment Security Online" and "New Hampshire Employment Security". Below the header, the page title is "Report Potential Claimant Eligibility Issue (Step3 of 3)". The form contains the following questions:

5. Claimant refused an offer of work.

6. Enter the date on which the work was to start

7. Enter details of the job offer below:

8. Claimant is (was) not available for work.

9. Enter specific facts below:

There is a "Help" link on the right side of the form.

Questions continued on next slide.

Step #3 - Continue providing all applicable work history information

17. Please list the type, amount and hours equivalent of any other monies paid.

18. Claimant is receiving a pension, retirement, retired pay, annuity, or similar payment.

Please provide the amount and frequency of the payment indicated above.

Provide details of the above amount. What percentage did the claimant contribute to the plan? Was the claimant vested in the plan?

19. Another eligibility issue exists that may affect the claimant's eligibility for benefits.

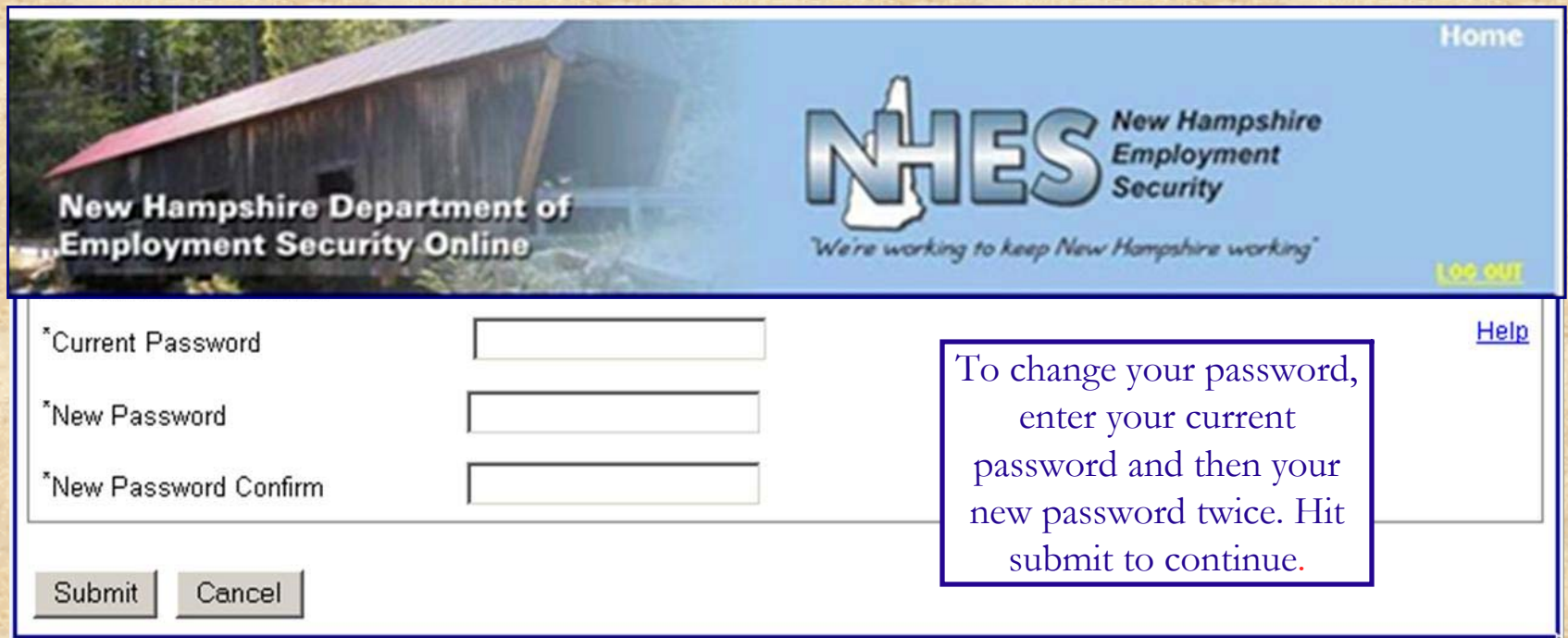
20. Enter specific facts below:

I certify that my answers above are true and complete to the best of my knowledge, and I understand that I will not be able to change my answers after clicking the "Certify" button.

Finish answering all applicable work history questions and hit certify to finish.

Maintain Account Information

Users have the ability to change their password as frequently as necessary



The screenshot shows the top banner of the website with a barn image on the left, the NHES logo and tagline on the right, and navigation links for Home and Log Out. Below the banner is a form with three password input fields, a Help link, and Submit/Cancel buttons.

New Hampshire Department of Employment Security Online

NHES New Hampshire Employment Security
"We're working to keep New Hampshire working"

Home

LOG OUT

*Current Password

*New Password

*New Password Confirm

[Help](#)

Submit Cancel

To change your password, enter your current password and then your new password twice. Hit submit to continue.

If you forgot your password, please call our Employer Help Line at (603) 656-6631

Maintaining User Accounts

The account administrator can easily add and edit the accounts of other users.

Employer Contact Maintenance - Summary

Search Criteria [Help](#)

User Id
 User's Last Name

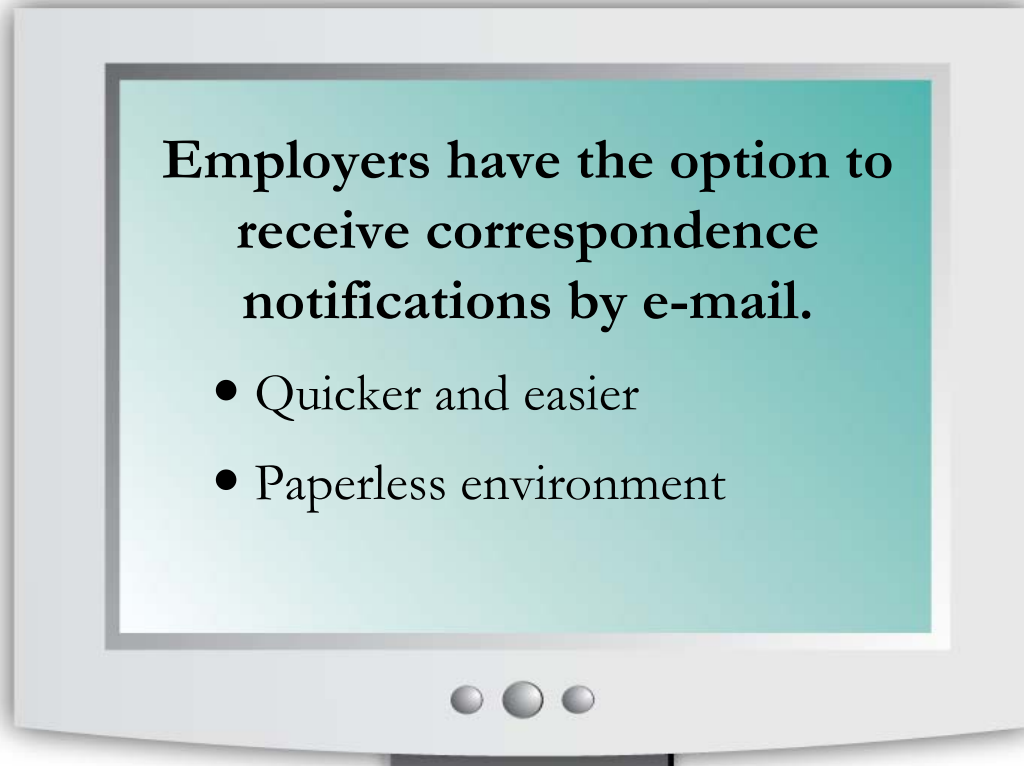
Search Criteria

Search Criteria Search Result(s) 1 Found [Help](#)

<input type="radio"/>	User Name	User Id	Contact Phone Number	Account Type
<input checked="" type="radio"/>	Mickey Mouse	MMouse	603-5555555	Administrator

- Search for an existing user account by User Id or Last Name
- Edit existing user account information
- Reset an existing user's password
- Delete an existing user account
- Add a new user account

Correspondence Preferences



All correspondence will go out by regular mail. A copy will automatically go to your correspondence inbox. To choose to stop the paper copy and to receive notifications by E-mail when you have something in your inbox instead, please send your company name, DBA, NH UI account # and the E-mail address you would like the correspondence notice to be sent to: UIEmp-Email@nhes.nh.gov.

View Correspondence Inbox

Regularly check your Correspondence Inbox for Requests for Information, Determinations, Appeal Notices and Monthly Benefit Charge Statements.

New Hampshire Department of Employment Security Online
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View Correspondence Inbox

You may search by correspondence type, correspondence ID number, claimant social security number or any combination of the three using the search criteria boxes below. You can change the manner in which the data is displayed by selecting a sort order and clicking the "Refresh" button.

You must have Adobe Acrobat Reader version 6 or higher installed on your computer to view documents in this page. For best results, use the latest version of Adobe Acrobat Reader. Click on [Adobe Reader](#) to download a free version of Adobe Acrobat Reader.

Search Criteria

Correspondence Type: All [Search]
Correspondence ID: [Text Box]
Claimant SSN: [Text Box]
Sort Order: Select One [Refresh]

Archive	Correspondence ID	Associated Claimant	Correspondence Type	BYE	Date Sent	Action needed by
<input type="checkbox"/>	6053920	999995701	UI INITIAL ALLOWED	03/27/2010	04/16/2009	04/30/2009
<input type="checkbox"/>	6043462	999995701	REQUEST TO EMPLOYER FOR SEPARATION INFORMATION	03/27/2010	04/04/2009	04/11/2009
<input type="checkbox"/>	6043614	999995701	UI INITIAL ALLOWED	03/27/2010	04/04/2009	04/18/2009
<input type="checkbox"/>	6043288	999995701	Request For Wage Information	03/27/2010	04/04/2009	04/11/2009
<input type="checkbox"/>	6032010		EMPLOYER REGISTRATION CODE		04/01/2009	

View Details | Main Menu | Archive Correspondence | View Archive

Search by Type, ID, or SSN

Deadline for Correspondence

Red envelope indicates correspondence is time sensitive.

Responding to Requests for Separation Information

(formerly known as Notice of Claim)

On one screen, you will be able to:

- Verify your account information
- Provide weeks worked and wages paid
- Provide deductible income, holiday pay and earnings information
- Confirm the reason for the claimant's separation

You will have 7 days to respond to requests for separation information.

The screenshot shows the 'Response to Request for Separation Information' form. At the top, there is a header for the New Hampshire Department of Employment Security Online, including the NHES logo and the tagline 'We're working to keep New Hampshire working'. The form contains the following fields and sections:

- Form Information:** Form Id Number (5003157), Employer Name (SEARS ROEBUCK & CO), UI Account Number (0000080640), Claimant Name (TESTFO, JANE), and SSN (777-77-0172 BYE 12/19/2009).
- Verification Questions:**
 - 1. Is the account number reported for you above correct? (Yes/No)
 - 2. Was the claimant an employee? (Yes/No)
 - 3a. For the most recent period of employment, provide the start date (mm/dd/yyyy).
 - 3b. For the most recent period of employment, provide the end date (mm/dd/yyyy).
- Separation Details Table:**

	Start Date or Lump Sum Payout date	End Date	Monthly Amount
a. Pension			\$
b. Severance/Separation	Hours	Gross Amount	Normal Weekly Wage
c. Vacation		\$	\$
d. 1 st Holiday	Date of Holiday	Gross Amount	Hours Equivalent
2 nd Holiday		\$	
e. Bonus	Type	Gross Amount	
f. Other		\$	
- Reason for Separation:**
 - 5. a. Claimant's stated reason for Separation
 - b. What was the reason for claimant's separation from employment? (Lack of Work/Lack of Work)
 - c. Why (Sub-Reason) (Click Ok to load this list)
- Waiver:** 6. LACK OF WORK/WAIVER: This employee was laid off because I was unable to furnish further employment and I hereby waive and release all rights to appeal prior to the determination on this claim under sections 42 through 67 of RSA 282-A as amended except for right to request a re-determination under section 46. (Yes/No)

Buttons for 'OK' and 'Cancel' are located at the bottom of the form.

Responding to Requests for Information (Fact-Finding)

Indicate that
you will
provide the
requested
information
and hit next

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New Hampshire Department of
Employment Security Online

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Request for Information

[Help](#)

NHES needs information concerning claimant **TEST TEST SSN 999-99-6101**. Information provided to the agency indicates that the following issues may affect the claimant's eligibility for benefits: **Quit-Employer denied vacation, time off etc..**

NHES needs information concerning claimant **JOHN TEST SSN 999-99-6100**. Information provided to the agency indicates that the following issues may affect the claimant's eligibility for benefits: **Quit-Ethical/Moral Objection.**

On the following screens, you will see questions about each issue displayed above. As you complete each screen of questions, click the "Next" button. To return to a previous screen, click the "Back" button. When you complete an entire set of questions, click the "Certify" button to submit your entire response. Be aware that if you click "Certify" you cannot change any of your answers. The screen will then either take you to the next set of questions or inform that you have completed all necessary fact-finding questions.

I will provide the information requested at this time. Per RSA-282 a:45 III - Failure to respond timely to this request shall be deemed an irrevocable waiver of your right to be heard before a determination is made. Any benefits charged will not be relieved.

Return to previous screen without providing information. (If no information is provided by deadline date, the claimant's eligibility will be determined on the limited information available.)

Next

Responding to Requests for Information (Fact-Finding)

- The header row will display the issue, claimant's name and Social Security Number

- Answer the fact-finding questions pertinent to the issue

- Finish the fact-finding process by certifying your answers and clicking on the "Certify" button

The screenshot shows the 'Request For Information' page on the New Hampshire Department of Employment Security Online. The header includes the NHES logo and the tagline 'We're working to keep New Hampshire working'. The page title is 'Request For Information'. The header row displays the issue 'Employer denied vacation, time off etc.', the claimant's name 'Quit Involving claimant', and the Social Security Number 'TEST TEST, 999996101'. The page is identified as 'Page 1 of 1'. There is a 'Home' link in the top right corner and a 'LOG OUT' link in the bottom right corner. The main content area contains four numbered questions, each with a text input field and a dropdown arrow on the right side:

1. Please provide your name, title, phone number and email (if available) and the claimant's last physical day of work.
2. What was the reason for the leave requested and what were the dates?
3. What is your policy governing leave (vacation, personal, leave of absence, etc.) time?
4. Why was the leave denied?

At the bottom of the form, there is a checkbox for certifying the answers, a warning statement, and a 'Certify' button. A blue circle highlights the checkbox, and a blue arrow points from the text 'Finish the fact-finding process by certifying your answers and clicking on the "Certify" button' to it.

Viewing a Determination

From the Correspondence Inbox, select the appropriate Determination record then click on the “View Details” button

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[Log Out](#)

View Your Determination

To view your determination, click the "View Printable Version" button below.

You must have Adobe Acrobat Reader version 6 or higher installed on your computer to view documents in this page. For best results, use the latest version of Adobe Acrobat Reader. Click on [Adobe Reader](#) to download a free version of Adobe Acrobat Reader. [Help](#)

If you disagree with this determination, you may file an appeal on this website. Click the "File Appeal" button below and complete the screens.

View Printable Version File Appeal Close

Select to view a printable version of the determination

File an appeal if you disagree with the determination

Filing an Appeal

You only need to complete one screen to file an appeal

- Indicate if an interpreter will be necessary.
- Provide a concise reason why you are filing an appeal.
(All interested parties will ultimately read the appeal reason you enter).
- Submit the appeal for processing by clicking on the “Certify” button.

The screenshot shows the 'File an Appeal' page on the New Hampshire Department of Employment Security Online website. The page header includes the NHES logo and the slogan 'We're working to keep New Hampshire working'. The main content area is titled 'File an Appeal' and contains the following sections:

- Appeal Information**: A table showing details of the determination being appealed.

Determination ID	DTM-5000312-1
Date Sent	11/24/2008
Associated Claimant	TEST T TEST
Claimant Social Security Number	999996101
Claimant Benefit Year End	11/14/2009
- Interpreter Requirement**: A question 'Do you need an interpreter (either Limited English Proficiency or hearing impaired)?' with radio buttons for 'Yes' and 'No'. Below it is a dropdown menu labeled 'Select One' with the instruction 'If yes, please select the type of interpreter you need'.
- Reason Party is Filing**: A text area with a warning: 'Reason Party is Filing (1500 character maximum)---: WARNING: The information provided in this text box will be mailed to all parties who originally received the determination that you are appealing. See Help for details.'
- Confirmation**: A checkbox with the text 'I understand that by clicking the Certify button, the above appeal will be submitted for processing. (You will be given a certification number identifying this appeal for future reference.)'. A blue arrow points to this checkbox.
- Buttons**: 'Certify' and 'Cancel' buttons at the bottom.

Filing an Appeal - Confirmation

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Appeal Confirmation

Your appeal confirmation number is **AP1230460057**

You filed an appeal on **12/05/2008** against Determination ID #**5000312-1**

Reason for filing an appeal

test test test

You may wish to print this screen for your records. If you wish to withdraw your appeal, contact the Appeal Tribunal at (603)656-6644. You should include your determination number on all correspondence sent to the NHES Appeal Tribunal. You will be notified when a date and time has been scheduled for an appeal hearing. If you have not been notified of a hearing date and time, within 14 days of the filing of your appeal, please contact us at the above number.

Close

After certification of your appeal, you will receive an appeal confirmation number as proof that the agency has received your appeal.

Need Help?

This slideshow was designed to expedite many of the agency's unemployment services and to be as customer friendly as possible. If you need additional help on how to use the system, click on the Help link on the page or call our Employer Help Line at (603) 656-6631.

Home

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Employer Login

Authentication Information

NEW USERS: [Register to maintain your account online](#)
[Register to maintain TPA account online](#)

Already a User?-Sign in here:

* User Name

* Password

Login

For system availability information, please click [Here](#)

Help

Clicking on Help brings up an additional window that provides explanations of the type of information that is needed.

http://uwebtst1:8080/employer/NavController?name=E...

Employer View Login Screen

Enter you user name and password as created using the Employer Registration Code form. If you haven't previously registered to use the system, click on the link, "Register to maintain your account online".