

NH Employment Security's Unemployment Insurance System (NHUIS)

What Employers Need to Know



Friday, February 8, 2013

Job Seeker

Claimant

Employer

Researcher

- Home
- About Us
- Law and Rule
- Media Center
- Services for Customers
- Data and Analysis
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File for Benefits
File a new application for unemployment benefits, reopen an existing claim, file weekly continued claims, and access and answer correspondence...
▶ MORE

search this site

- How Do I...**
- File for Unemployment Benefits?
 - Search for Jobs? Post a Job Order?
 - Manage My Employer UI Account?
 - Pay Employer Taxes Online?
 - Find Other Employer Tax Information?
 - Report Unemployment Fraud?

Access our Unemployment Insurance system from our Web Site (<http://www.nhes.nh.gov/index.htm>) by clicking on the Employer link that is located here.

Home

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.

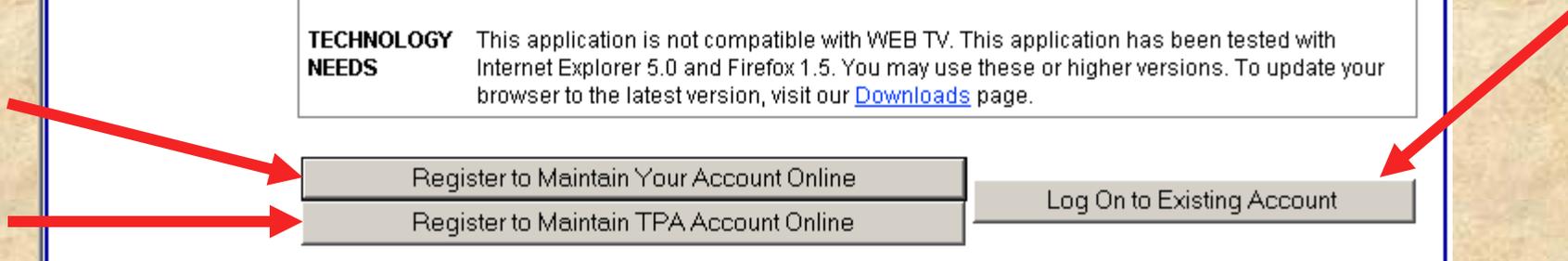
Once registered, the Account Administrator will be able to set up accounts for any other individual that needs online access to this system.

If you have never registered before, choose the top option, [Register to Maintain Your Account Online](#) or if your are a TPA, [Register to Maintain TPA Account Online](#). Returning users will access the system via the [Existing User Log-In](#).

The same options are also available at the bottom of the same screen.

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	Log On to Existing Account
Register to Maintain TPA Account Online	



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 each page or call our Employer Help Line at (603) 656-6631.

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 If you cannot remember your password, please enter your User Name information in username text box and click the Forgot Password link below.

[Forgot Password.](#)

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

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

http://vdbdev2.nhes.nhroot.int:8080/employer/NavController?name=EEC04_

Employer View Login Screen.
First time users click the link: "Register to Maintain your Account (or TPA Account) Online". Returning users just enter your user name and password in the boxes provided, then click the "Login" button.



New as of 6/27/13 Employers are now able to reset their user passwords. When employers are navigated to the Employer Login screen a new Link "Forgot Password" is now available.

Employer Registration - 3 Steps for New Users

Employer Registration - 3 Steps for New Users

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).

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.

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 1 of 3

Employer Information [Help](#)

* UI Account # (Must be 10 digits with the leading zeroes)

* Unit # (Enter 000 if no unit location)

* Federal Tax ID (FEIN)

* Registration Code

Employer Contact Registration - Step 2 of 3

Personal Information [Help](#)

* First Name

Middle Initial

* Last Name

* Contact Phone Number () - () - () Ext

[Home](#)



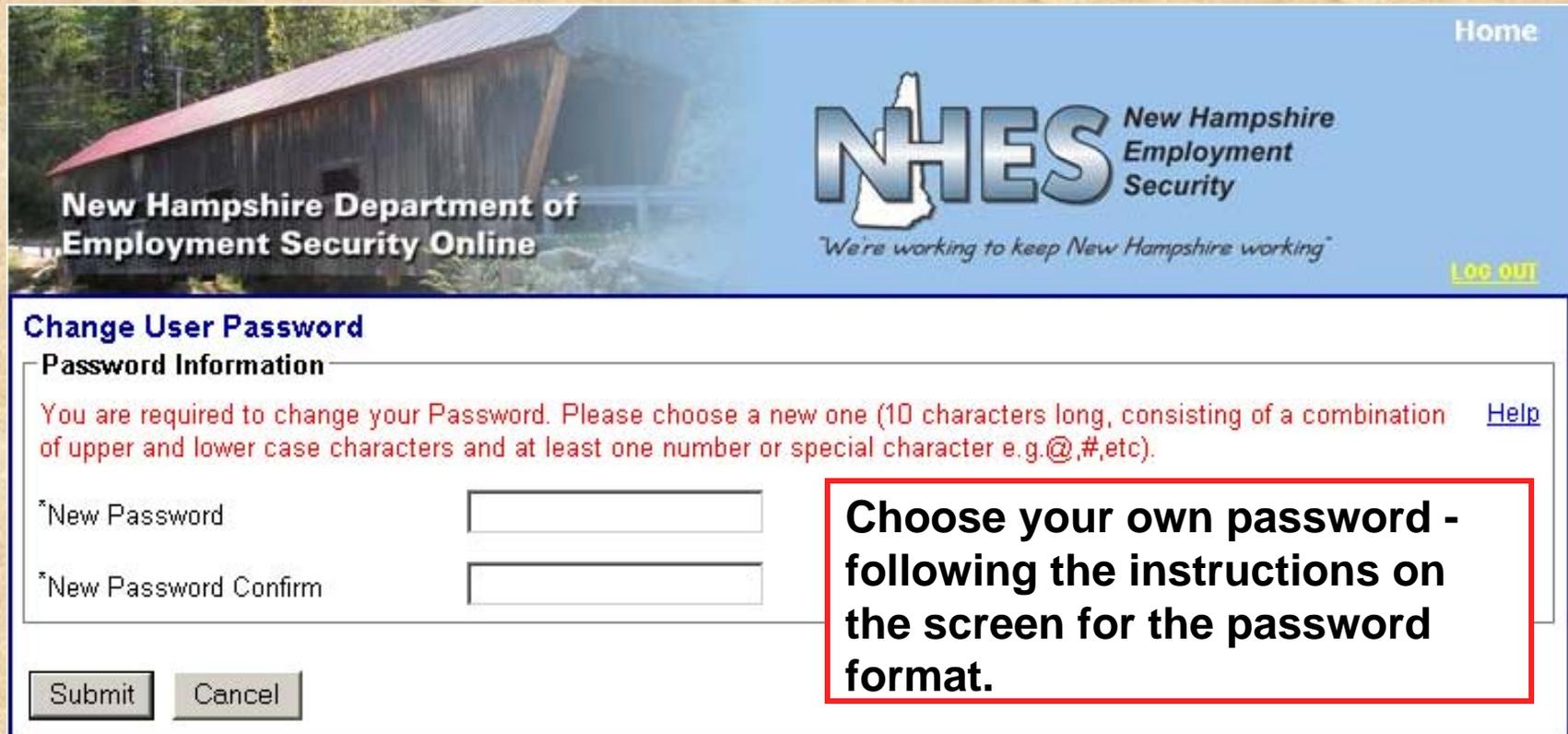
NHES New Hampshire
Employment
Security
"We're working to keep New Hampshire working"

Employer Registration Completion

Completion Message

Please print this screen and retain it for future reference
Your registration was a success! Your system username is: **VAMeyer**
You can login to the system using your username and password: **Artchu2366** at the [Login Screen](#).

Change User Password



Home

New Hampshire Department of Employment Security Online

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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

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

Employer Login

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

Employer Login

Authentication Information

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

Already a User?-Sign in here:

* User Name

* Password

[Forgot Password.](#)

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

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

If you cannot remember your password, please enter your User Name information in the User Name text box and click the Forgot Password link below.

New as of 6/27/13 Employers are now able to reset their user passwords. When employers are navigated to the Employer Login screen a new Link "Forgot Password" is now available.

Clicking the “Forget Password” link will navigate Employers one of two different screens. If you have already established security questions you will get the screen below.

Home

New Hampshire Department of Employment Security Online

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Employer Password Help

For your security, if any information entered is incorrect after clicking the Submit button, it will no longer be displayed.

Authentication Information

* Indicates fields are required.

* User Name

Security Question **What is your favorite color?**

* Answer

Security Question **What is your favorite sport?**

* Answer

* Enter New Password Minimum 6 characters

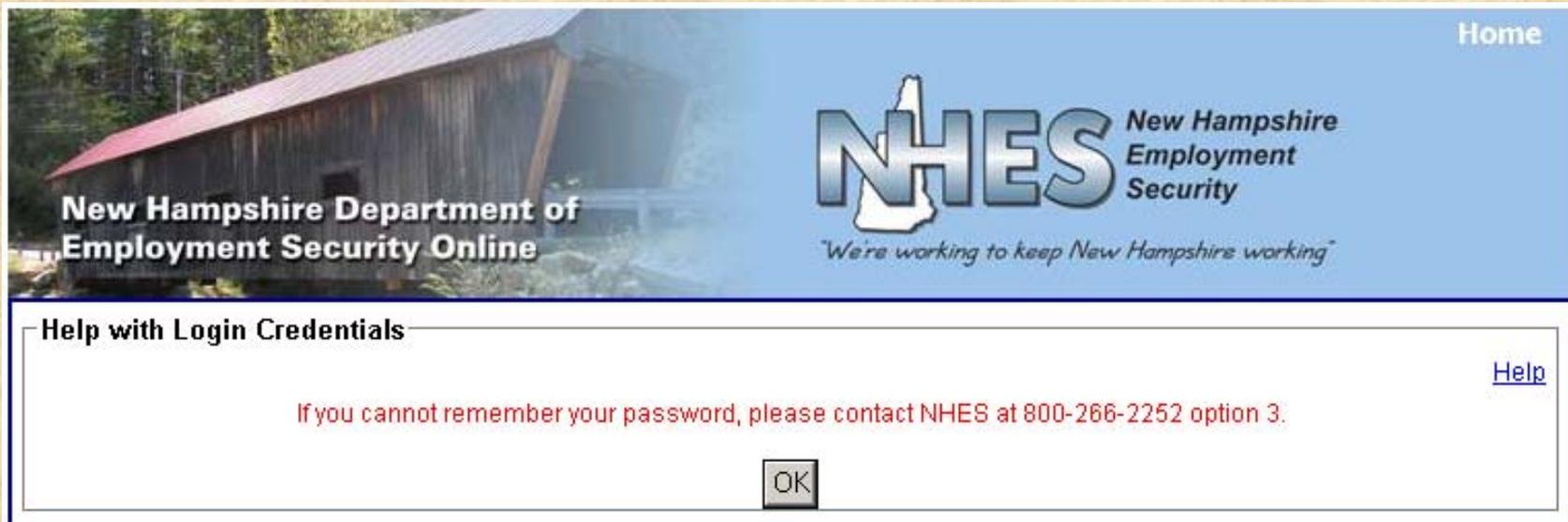
* Re-enter New Password Minimum 6 characters

[Help](#)

Enter your User Name and answer the security questions you previously selected, then enter a new password in the 2 spaces provided.

If you have not previously selected security questions you will receive the following screen when clicking the “Forgot Password” link.

Once you receive your temporary password, immediately login to NHUIS and follow the process to select your security questions.



The screenshot shows the top of the NHES website. On the left, there is a photograph of a wooden barn with a red roof. Text overlaid on the image reads "New Hampshire Department of Employment Security Online". To the right of the image is the NHES logo, which includes a stylized outline of New Hampshire and the text "NHES New Hampshire Employment Security". Below the logo is the tagline "We're working to keep New Hampshire working". In the top right corner, there is a "Home" link. Below the website header is a white box with a blue border containing a help message. The message title is "Help with Login Credentials" and the text inside says "If you cannot remember your password, please contact NHES at 800-266-2252 option 3." There is a "Help" link in the top right of the box and an "OK" button at the bottom center.

Home

New Hampshire Department of Employment Security Online

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

Help with Login Credentials

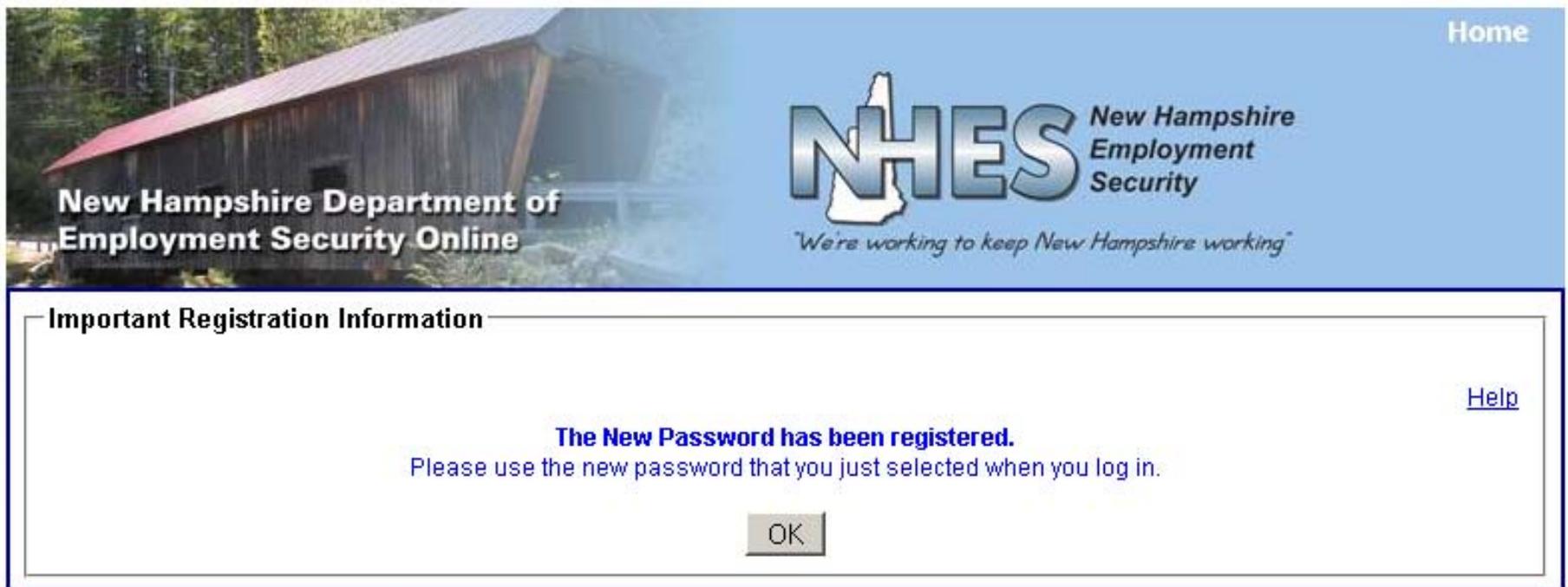
If you cannot remember your password, please contact NHES at 800-266-2252 option 3.

[Help](#)

OK

Once your password is successfully reset, the screen below will be presented to you.

Click the OK button and log back in with your new password.



The screenshot shows the New Hampshire Department of Employment Security Online interface. At the top left, there is a banner image of a wooden building with a red roof. The text "New Hampshire Department of Employment Security Online" is overlaid on the image. To the right of the banner is the NHES logo, which includes a map of New Hampshire and the text "NHES New Hampshire Employment Security". Below the logo is the tagline "We're working to keep New Hampshire working". In the top right corner, there is a "Home" link. Below the banner is a white box with a blue border containing the following text:

Important Registration Information

[Help](#)

The New Password has been registered.
Please use the new password that you just selected when log in.

OK

You will be returned to the screen below. Reenter your User Name and your new password and click the Login button.

Employer Login

Authentication Information

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

[Register to maintain TPA account online](#)

Already a User?-Sign in here:

* User Name

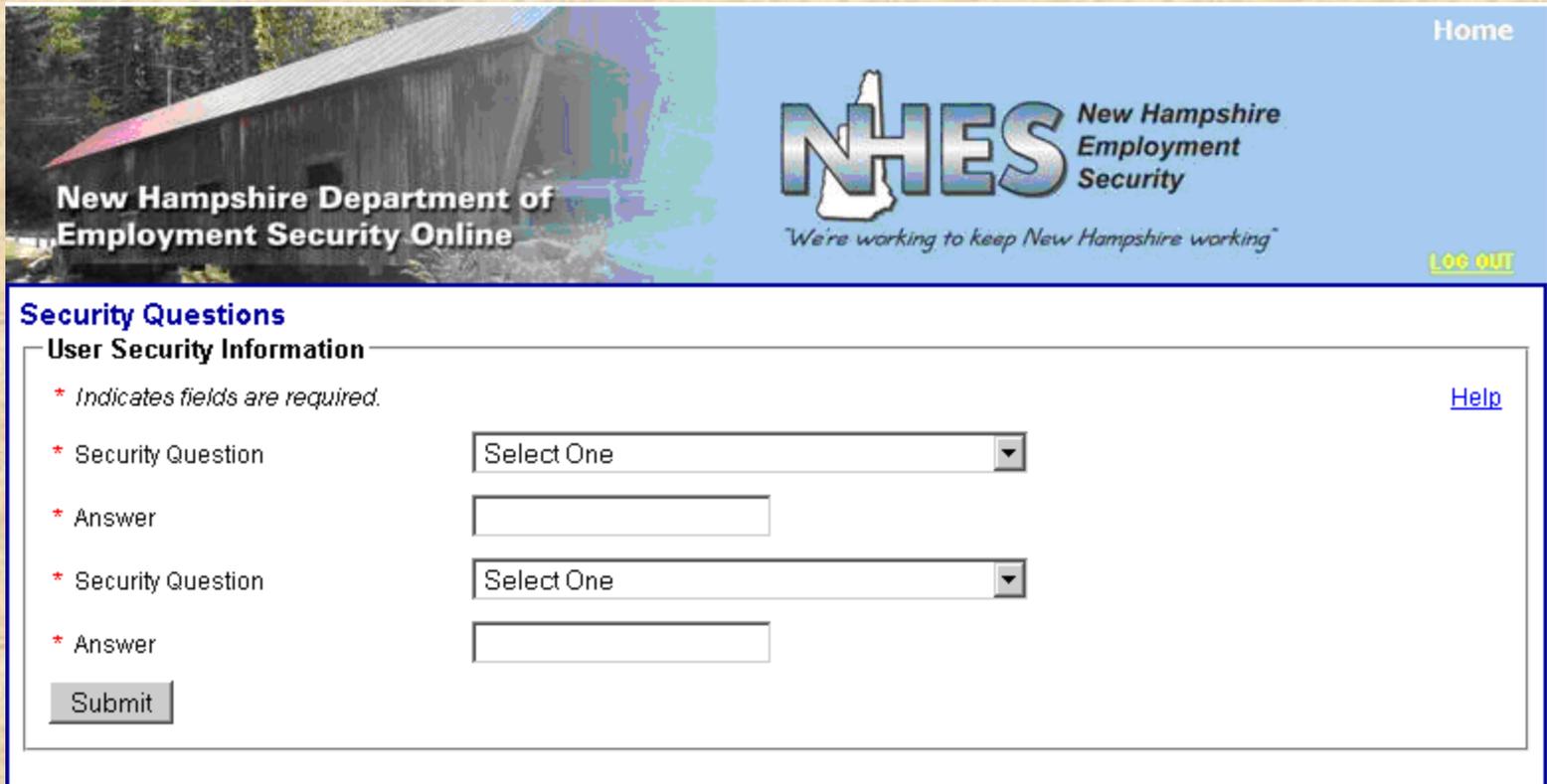
* Password If you cannot remember your password, please enter your User Name information in username text box and click the Forgot Password link below.

[Forgot Password.](#)

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

After Registration or Login is complete, you will be navigated to the Employer Main Menu.

After receiving your temporary password and logging in, you will be requested to answer two security questions. In this way you will be able to reset your own password in the future.



The screenshot shows the 'Security Questions' page of the New Hampshire Department of Employment Security Online. The page header includes a navigation bar with 'Home' and 'Log out' links. The main content area is titled 'Security Questions' and contains a section for 'User Security Information'. This section includes two sets of security questions, each with a dropdown menu for the question and a text input field for the answer. A 'Submit' button is located at the bottom left of the form. A 'Help' link is visible on the right side of the form area.

Home

New Hampshire Department of Employment Security Online

NHES New Hampshire Employment Security
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Log out

Security Questions

User Security Information

* Indicates fields are required. [Help](#)

* Security Question

* Answer

* Security Question

* Answer

Unemployment Benefits - Main Menu

After registration and login, Employer Self Service options are just “clicks away” via the Main Menu.

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 & Tax - Main Menu

View Benefit Charge Statements Help	Maintain Account Information Help
View charges by date (weekly/monthly)	Change Password
View charges by claimant (SSN)	Change Security Questions
Download Files Help	Maintain User Account
Download Charge Statement	View Correspondence Inbox Help
Web Tax Help	View Notices and Determinations
File quarterly tax & wage report and submit tax payment	Report Potential Claimant Eligibility Issue Help
Workshare Help	Submit a detailed statement regarding a claimant's eligibility for unemployment benefits
File/Manage Workshare Plan	SIDES Response's Help
	SIDES Response's

View Benefit Charge Statements

The screenshot shows the homepage of the New Hampshire Department of Employment Security Online. At the top left, there is a banner image of a wooden barn with the text "New Hampshire Department of Employment Security Online". To the right of the banner is the NHES logo, which includes a map of New Hampshire and the text "NHES New Hampshire Employment Security". Below the logo is the tagline "We're working to keep New Hampshire working". In the top right corner, there are links for "Home" and "Log OUT".

A prominent message in the center reads: "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."

Below this message are two search sections:

- Benefit Charge Statement Search**
 - Monthly Charge Statement Search**: Includes dropdown menus for "Month" and "Year", a "View Statement" button, and a "Help" link.
 - Weekly Charge Detail Search**: Includes radio buttons for "Most Recent Completed Week" and "Selected Week", a "Week Ending Date" dropdown menu, and a "Close" button.

Two red-bordered callout boxes are overlaid on the page:

- One box highlights the text: "Monthly Benefit Charge Statements are retained for four years."
- Another box highlights the text: "View your weekly benefit charge details as of the most recently completed week or select another week in the current month."

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

JD 8489R
Employer:
ONCE UPON A THYME HERB FARM LLC

<small>UI ACCOUNT NUMBER</small> 0000110716	<small>LINE NUMBER</small> 000	<small>Date Issued</small> 12/09/2008
------------------------------------------------	-----------------------------------	------------------------------------------

ONCE UPON A THYME HERB FARM LLC
544
GREENVILLE NH 03048

NHES Office
Wages & Special Programs
300 Hanover Street
PO Box 9505
Manchester NH 03108-9505
Phone: (800) 266-2262
Fax: (603) 656-6613

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	11/09/2008	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	11/09/2008	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	04/19/2008	U	1	\$321.00	\$321.00	\$0.00
JOHN TEST	123-46-6007	11/03/2008	04/26/2008	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 esto, llame por favor a 1-800-366-2262 para una traducción.

DSN: 000055
Page 1 of 3

THIS SPACE FOR OFFICIAL USE ONLY
ID: 80000005070234

PSN: 030090
NOTICE: J176N1

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 esto, llame por favor a 1-800-366-2262 para una traducción.

DSN: 000056
Page 3 of 3

THIS SPACE FOR OFFICIAL USE ONLY
ID: 910600051807234

PSN: 030090
NOTICE: J176N1

Main Menu

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 & Tax - Main Menu

View Benefit Charge Statements Help ➔ View charges by date (weekly/monthly) ➔ View charges by claimant (SSN)	Maintain Account Information Help ➔ Change Password ➔ Change Security Questions ➔ Maintain User Account
Download Files Help ➔ Download Charge Statement	View Correspondence Inbox Help ➔ View Notices and Determinations
WebTax Help ➔ File quarterly tax & wage report and submit tax payment	Report Potential Claimant Eligibility Issue Help ➔ Submit a detailed statement regarding a claimant's eligibility for unemployment benefits
Workshare Help ➔ File/Manage Workshare Plan	SIDES Response's Help ➔ SIDES Response's

Benefit Charge Statements by Claimant

Home

New Hampshire Department of Employment Security Online

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

LOG OUT

Benefit Charge Statements - Search by Claimant

Claimant Charge Search

Social Security Number - - [Help](#)

Benefit Year End Date

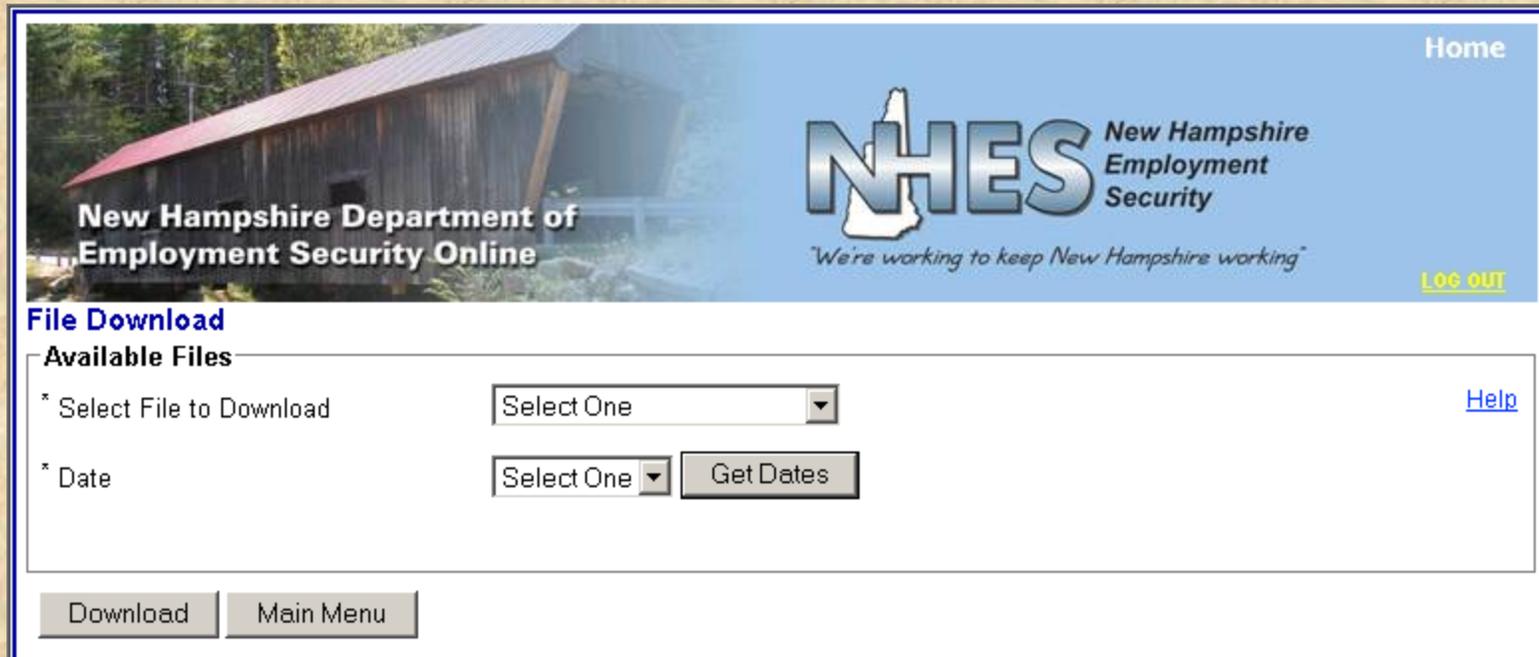
Payment History [Help](#)

Search Result(s): 0 Found

Week Ending Date	Status	Date Paid	Gross Amt Payable	Amt Paid	Amt Charged	Amt Credited	Net Amt Charged
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Download Files

In addition to viewing, you can also download benefit charging files.
Files are available the first day of the subsequent month



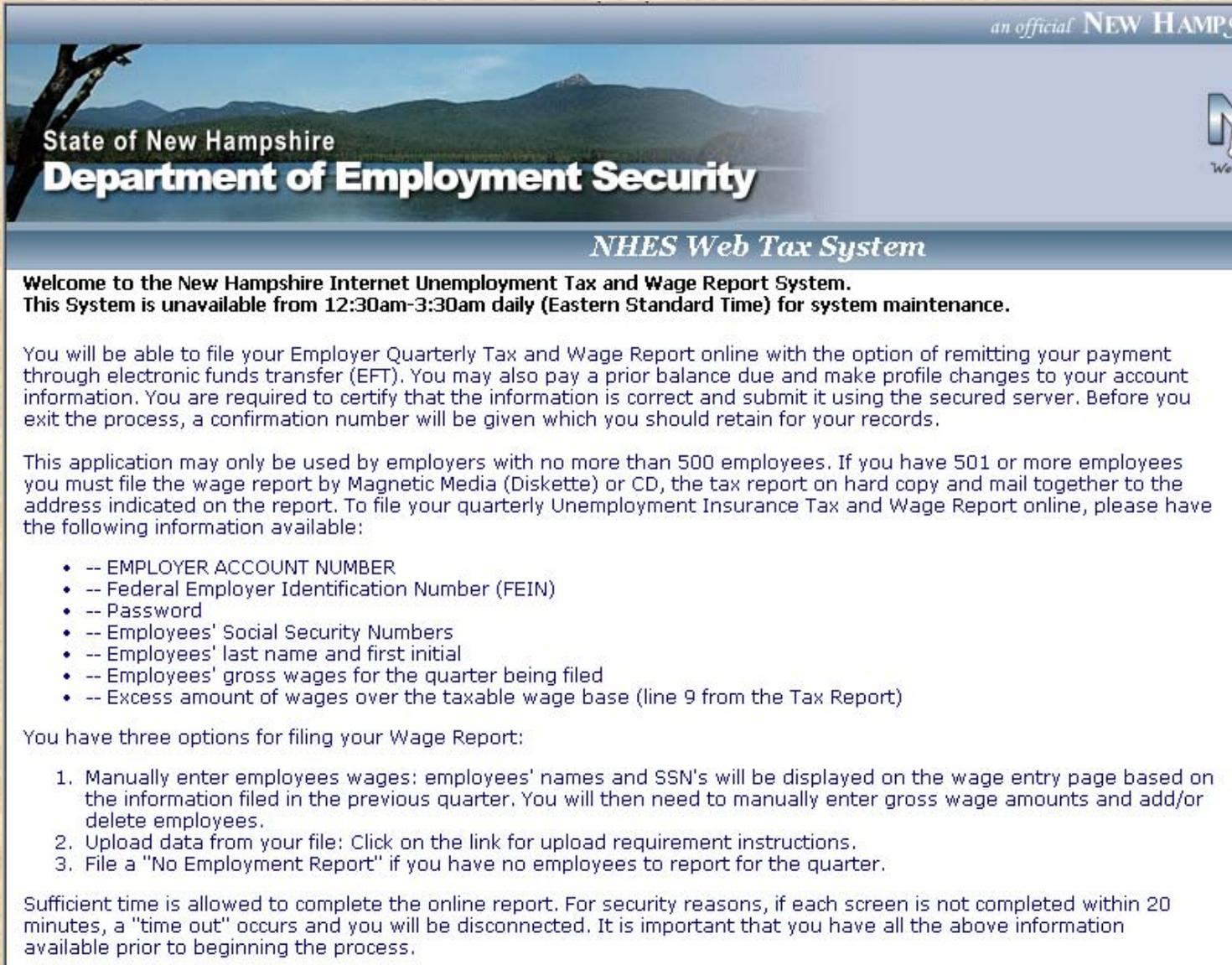
The screenshot shows the 'File Download' section of the New Hampshire Department of Employment Security Online portal. The header includes the NHES logo and the tagline 'We're working to keep New Hampshire working'. The main content area is titled 'File Download' and contains a form for selecting files to download. The form has two rows of input fields: the first row is for 'Select File to Download' with a dropdown menu showing 'Select One' and a 'Help' link; the second row is for 'Date' with a dropdown menu showing 'Select One' and a 'Get Dates' button. At the bottom of the form are two buttons: 'Download' and 'Main Menu'.

Includes:

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

Web Tax

Filing Quarterly's and submitting payments



an official NEW HAMPSHIRE

State of New Hampshire
Department of Employment Security

NHES Web Tax System

Welcome to the New Hampshire Internet Unemployment Tax and Wage Report System.
This System is unavailable from 12:30am-3:30am daily (Eastern Standard Time) for system maintenance.

You will be able to file your Employer Quarterly Tax and Wage Report online with the option of remitting your payment through electronic funds transfer (EFT). You may also pay a prior balance due and make profile changes to your account information. You are required to certify that the information is correct and submit it using the secured server. Before you exit the process, a confirmation number will be given which you should retain for your records.

This application may only be used by employers with no more than 500 employees. If you have 501 or more employees you must file the wage report by Magnetic Media (Diskette) or CD, the tax report on hard copy and mail together to the address indicated on the report. To file your quarterly Unemployment Insurance Tax and Wage Report online, please have the following information available:

- -- EMPLOYER ACCOUNT NUMBER
- -- Federal Employer Identification Number (FEIN)
- -- Password
- -- Employees' Social Security Numbers
- -- Employees' last name and first initial
- -- Employees' gross wages for the quarter being filed
- -- Excess amount of wages over the taxable wage base (line 9 from the Tax Report)

You have three options for filing your Wage Report:

1. Manually enter employees wages: employees' names and SSN's will be displayed on the wage entry page based on the information filed in the previous quarter. You will then need to manually enter gross wage amounts and add/delete employees.
2. Upload data from your file: Click on the link for upload requirement instructions.
3. File a "No Employment Report" if you have no employees to report for the quarter.

Sufficient time is allowed to complete the online report. For security reasons, if each screen is not completed within 20 minutes, a "time out" occurs and you will be disconnected. It is important that you have all the above information available prior to beginning the process.

Web Tax - Continued

In order to access WebTax application, you must have a New Hampshire Unemployment account number and an active account in the New Hampshire Unemployment Insurance System (NHUIS). If you are not currently set up with a NHUIS UI Account, go to [Register New UI Account](#) or click the "New UI Account Registration" button below. You will be directed to the NHUIS main page. When you register in NHUIS, you will be issued a temporary password. You must immediately use that password to sign on to NHUIS again and establish your permanent password. Once those steps are completed you can return to WebTax and Log on.

[New UI Account Registration](#)

File your Tax and Wage Report via internet, click the "Next" button below.

[Next](#)

[Upload requirements instruction.](#)

Established filing periods for preceding quarters:

1st Quarter: ending March 31st available to file April 1st due April 30th

2nd Quarter: ending June 30th available to file July 1st due July 31st

3rd Quarter: ending September 30th available to file October 1st due October 31st

4th Quarter: ending December 31st available to file January 1st due January 31st

Reports will be considered timely filed if filed no later than **midnight (EST)** within 2 business days after the due date

For Login or Password related questions,

Please call Phone #: 603-656-6631

You can also access this screen via the NHES main page,
<http://www.nhes.nh.gov/>

How Do I...

- File for Unemployment Benefits?
- Search for Jobs? Post a Job Order?
- Manage My Employer UI Account?
- Pay Employer Taxes Online?
- Find Other Employer Tax Information?
- Report Unemployment Fraud?

WorkShare

The screenshot shows the WorkShare web application interface. At the top, there is a banner with a photograph of a wooden building. On the left side of the banner, the text reads "New Hampshire Department of Employment Security Online". On the right side, the logo "NHES" is displayed in large, stylized letters, with "New Hampshire Employment Security" written below it. Underneath the logo is the tagline "We're working to keep New Hampshire working". In the top right corner of the banner, there is a "Home" link and a "LOG OUT" link.

Below the banner, there are two input fields: "UI ACCT#:" and "Name:". Below these fields is the heading "WorkShare Plan Summary".

Below the heading is a table with the following columns: "Plan ID", "Plan Start Date", "Plan End Date", "Plan Status", "Department", and "Hours Reduced%". A "Help" link is located to the right of the "Hours Reduced%" column header.

At the bottom of the interface, there are five buttons: "Add Plan", "View/Edit Plan", "View/Edit Participants", "File/View Weeks", and "Main Menu".

From this screen, you may Add a WorkShare Plan, View or Edit a Plan, View or Edit Participants and File or View Weeks.

For more information on the NH Working (WorkShare) program and how to navigate thru the process, please refer to the following link on our Website at <http://www.nhes.nh.gov/forms/employers.htm>.

The screenshot shows the NHES website interface. At the top, there is a navigation bar with the NHES logo and the tagline "New Hampshire Employment Security". Below the logo, there are icons for Job Seeker, Claimant, Employer, and Researcher. The main content area is titled "Services for Customers - Employers" and includes a search bar and a list of links for employers. A red arrow points to the "NH Working - Workshare Employer Guide" link.

Monday, February 11, 2013

an official NEW HAMPSHIRE government website

NHES New Hampshire Employment Security
www.nhes.nh.gov
"We're working to keep New Hampshire working"

Job Seeker Claimant Employer Researcher

NHES home > Forms and Publications >

search this site

Services for Customers - Employers

[Register as a New NH Employer](#) | [Unemployment Insurance](#) | [Data & Analysis](#) | [Recruit Employees](#)
[Business Compliance](#) | [Other Employer Services](#)

Register as a New NH Employer

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- Employer Tax & Wage Report**
 - [For 2012 and future year's quarters](#)
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- Excess Wage Calculator**
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New Hampshire Department of Employment Security Online

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

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Download Charge Statement	View Notices and Determinations
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File quarterly tax & wage report and submit tax payment	Submit a detailed statement regarding a claimant's eligibility for unemployment benefits
Workshare Help	SIDES Response's Help
File/Manage Workshare Plan	SIDES Response's

Maintain Account Information

- Change Password

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



The screenshot shows the NHES (New Hampshire Employment Security) website interface. At the top, there is a blue header with the NHES logo and the text "New Hampshire Employment Security" and "We're working to keep New Hampshire working". A "Home" link is in the top right, and a "Log out" link is in the bottom right. The main content area is titled "Change User Password" and contains a "Password Information" section with three input fields: "*Current Password", "*New Password", and "*New Password Confirm". A "Submit" button and a "Cancel" button are at the bottom left, and a "Help" link is at the bottom right.

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Log out

Change User Password

Password Information

*Current Password

*New Password

*New Password Confirm

Submit Cancel

[Help](#)

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

Maintain Account Information

- Maintain User Account

The account administrator can easily add and edit other user accounts.

The screenshot shows the 'New Hampshire Department of Employment Security Online' interface. At the top, there is a banner with a photo of a building and the NHES logo. The logo includes the text 'NHES New Hampshire Employment Security' and the tagline 'We're working to keep New Hampshire working'. Navigation links for 'Home' and 'LOG OUT' are visible in the top right. The main content area is titled 'Employer Contact Maintenance - Summary'. It features a 'Search Criteria' section with radio buttons for 'User Id' and 'User's Last Name', a search input field, and a 'Search' button. Below this, a table header shows 'Search Criteria Search Result(s) 0 Found'. The table has columns for 'User Name', 'User Id', 'Contact Phone Number', and 'Account Type'. At the bottom of the interface, there are buttons for 'Add', 'Edit', 'Reset Password', 'Delete', and 'Main Menu'.

- 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

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View Correspondence Inbox

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

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[View Correspondence Inbox](#)

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. [Help](#)

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:

Correspondence ID:

Claimant SSN:

Sort Order:

Archive	Correspondence ID	Associated Claimant	Correspondence Type	BYE	Date Sent	Action needed by
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[Help](#)

Search by Type,
Document ID #,
or SSN



View Correspondence Inbox

- continued

Deadline for response by you.

Red envelope indicates correspondence is time sensitive.

Archive	Correspondence ID	Associated Claimant	Correspondence Type	BYE	Date Sent	Action needed by	Help
<input type="radio"/> <input type="checkbox"/>	 11941784		NOTICE OF CLAIM AND VERIFICATION REQUEST (FORMERLY REQUEST TO EMPLOYER FOR SEPARATION INFORMATION)	10/27/2012	01/17/2012	01/24/2012	
<input type="radio"/> <input type="checkbox"/>	 11830555		Request For Wage Information	12/22/2012	12/30/2011	01/06/2012	
<input type="radio"/> <input type="checkbox"/>	 11364655		NOTICE OF BENEFITS PAID AND CHARGED TO EMPLOYER		10/12/2011		
<input type="radio"/> <input type="checkbox"/>	 11282048		DETERMINATION OF ELIGIBILITY	03/24/2012	09/26/2011	10/11/2011	
<input type="radio"/> <input type="checkbox"/>	 11282045		DETERMINATION OF ELIGIBILITY	03/24/2012	09/26/2011	10/11/2011	
<input type="radio"/> <input type="checkbox"/>	 11179097		NOTICE OF BENEFITS PAID AND CHARGED TO EMPLOYER		09/07/2011		
<input type="radio"/> <input type="checkbox"/>	 11053752		DETERMINATION OF ELIGIBILITY	08/06/2011	08/15/2011	08/29/2011	
<input type="radio"/> <input type="checkbox"/>	 11015958		NOTICE OF BENEFITS PAID AND CHARGED TO EMPLOYER		08/09/2011		
<input type="radio"/> <input type="checkbox"/>	 10787218		DETERMINATION OF ELIGIBILITY	08/06/2011	07/05/2011	07/19/2011	
<input type="radio"/> <input type="checkbox"/>	 10741436		NOTICE OF CLAIM AND VERIFICATION REQUEST (FORMERLY REQUEST TO EMPLOYER FOR SEPARATION INFORMATION)	08/06/2011	06/24/2011	07/01/2011	

Result Pages: 1 [2](#)

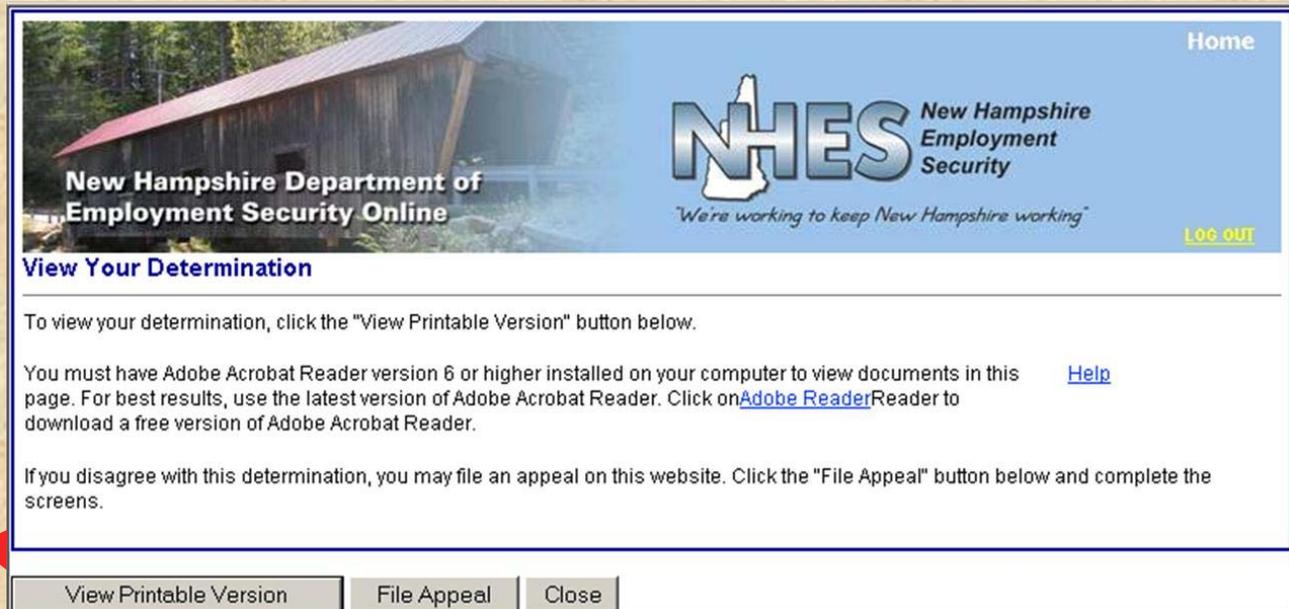
Click a Radio Button for the item to view, then click the action button below.

Viewing a Determination

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

Select to view a printable version of the determination

File an appeal if you disagree with the determination



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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](#)

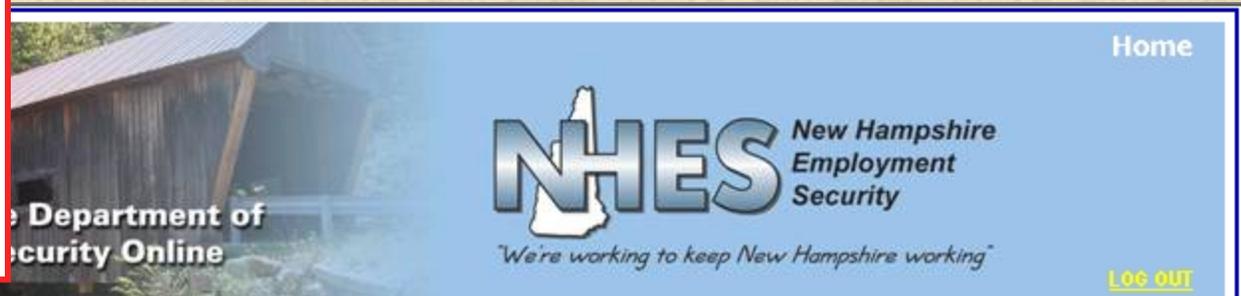
If you disagree with this determination, you may file an appeal on this website. Click the "File Appeal" button below and complete the screens.

Filing an Appeal

You only need to complete one screen to file an appeal

●The option to File an Appeal On-line, has been temporarily “turned off”.

Please read and follow the instructions on the screen in red, to complete your Appeal process.



View Your Determination

◆ Please correct the following errors or omissions identified on this screen below

Missing or Incorrect Entries

- We are unable to accept the filing of an appeal through the automated system at this time. Please file your appeal by email at appeals@nhes.nh.gov or by letter to NHES Appeals Unit, P.O. Box 9505, Manchester NH 03108-9505. The appeal should include the determination ID number, your name and company name if applicable, and any additional facts or information to support the appeal. If you need assistance filing your appeal, please visit your nearest New Hampshire Local Office or call 1-800-266-2252.

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.

Responding to Requests for Information (Fact-Finding)

Indicate that you will provide the requested information and click next

Home

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Request for Information

NHES needs information concerning claimant **KRI BRIEN SSN**. Information provided to the agency indicates that the following issues may affect the claimant's eligibility for benefits: **Earnings-Last day worked in first week.** [Help](#)

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 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

- Confirm the reason for the claimant's separation

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

The screenshot shows the New Hampshire Department of Employment Security Online interface. The header includes the NHES logo and the text 'New Hampshire Employment Security' and 'We're working to keep New Hampshire working'. The page title is 'Notice Of Claim & Verification Request'. The form contains the following information:

Form Id Number	5335508	UI Account Number	0000080556
Employer Name	EK	Claimant Name	CASH BRIT
SSN	430	BYE	01/04/2014

The form includes several questions and input fields:

- *1. Is the address and/or account number reported for you above correct? Yes No. If incorrect, contact the Contributions Unit at 603-228-4142. A text box is provided for the NH unemployment tax liability account number.
- *2. Did this individual work for you? Yes No
- 3. First date worked provided by claimant is 04/20/2011. If not correct, please enter the correct date. (mm/dd/yyyy)
- 4. Last date worked provided by claimant is 01/09/2013. If not correct, please enter the correct date. (mm/dd/yyyy)
- 5. Claimant's stated reason for separation was: **Still employed/Hours reduced**. Do you agree with the reason for separation the claimant provided? Yes No. If not, choose a reason from a dropdown menu.

Reason:
Sub - Reason:

Responding to Requests for Separation Information

Continued

and

- Provide deductible income, holiday pay and earnings Information

6. If you have paid or will pay this claimant monies other than for hours actually worked due to this separation, please complete all applicable fields in the following table. This includes, but is not limited to, severance, separation pay, wages-in-lieu of notice, vacation, holiday, sick, PTO (personal time off), pension, or retirement, and bonus pay.

	Hours	Gross \$\$ Amount	
SEVERANCE/ WAGES-IN-LIEU	<input type="text"/>	\$	<input type="text"/>
VACATION	<input type="text"/>	\$	<input type="text"/>
SICK	<input type="text"/>	\$	<input type="text"/>
PTO (Personal Time Off)	<input type="text"/>	\$	<input type="text"/>
			Date of Holiday
1 st HOLIDAY	<input type="text"/>	\$	<input type="text"/>
2 nd HOLIDAY	<input type="text"/>	\$	<input type="text"/>
FLOATING HOLIDAY(S)	<input type="text"/>	\$	
	Lump Sum Payout Date	Gross \$\$ Amount	
PENSION/RETIREMENT PAYOUT	<input type="text"/>	\$	<input type="text"/>
	Start Date	End Date (if known)	Monthly Gross Payment Amount
PENSION/RETIREMENT ONGOING PAYMENT	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
	Type	Gross Amount	
BONUS	<input type="text"/>	\$	<input type="text"/>
OTHER	<input type="text"/>	\$	<input type="text"/>

*7. Do you 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

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Report Potential Claimant Eligibility Issue

Step #1 of 3 - Instructions for reporting an eligibility issue via the web

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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 have the claimant's social security number. If you do not have the claimant's social security number, you may still file an eligibility notice at the NHES office, 100 North Main Street, 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

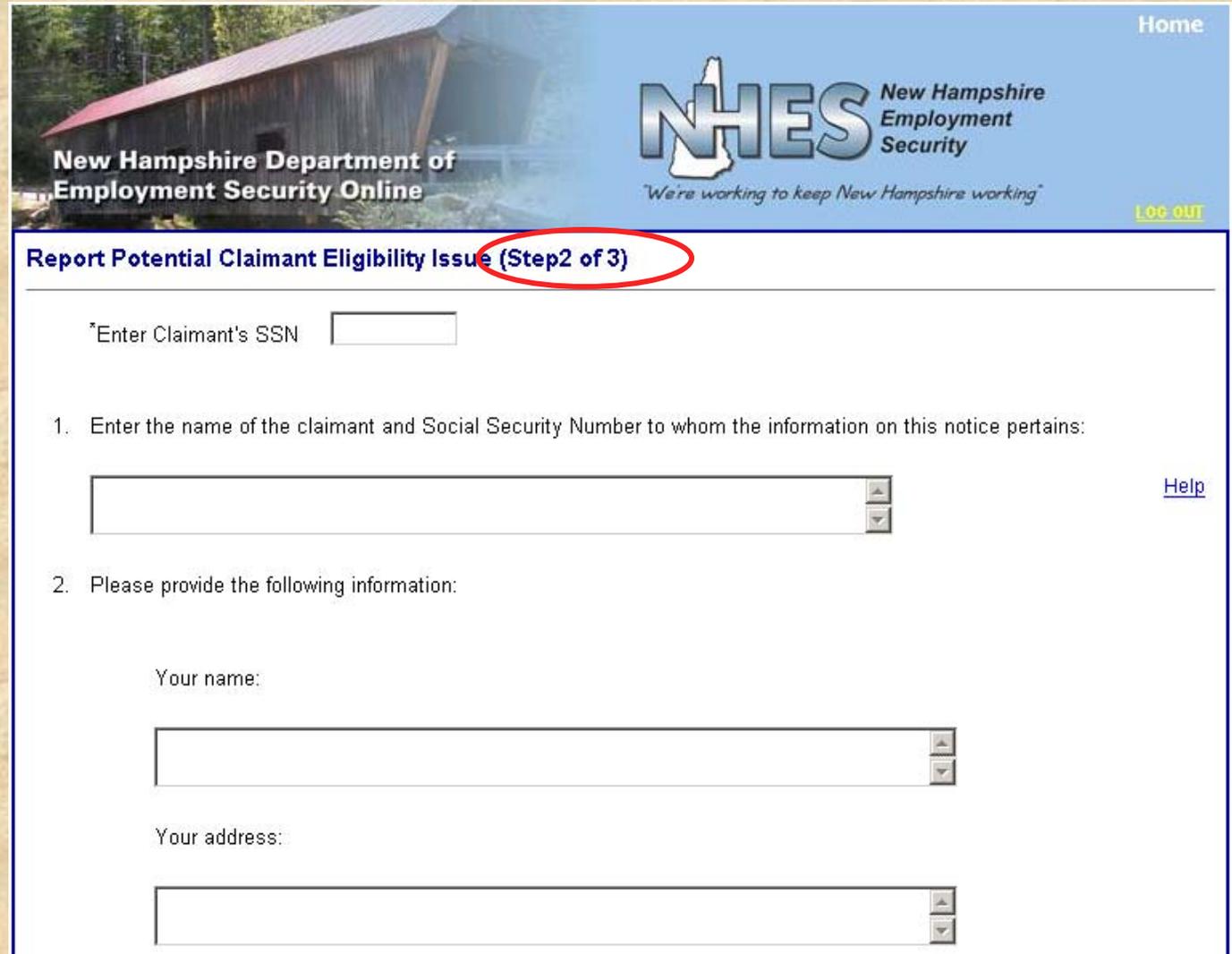
Indicate that you are ready to complete notice and click Next

Report Potential Claimant Eligibility Issue

Step #2 of 3 - 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 website. The header includes the NHES logo and the text 'New Hampshire Employment Security' and 'We're working to keep New Hampshire working'. The page title is 'Report Potential Claimant Eligibility Issue (Step 2 of 3)'. The form contains the following fields:

- *Enter Claimant's SSN
- 1. Enter the name of the claimant and Social Security Number to whom the information on this notice pertains:
- 2. Please provide the following information:
Your name:

Your address:

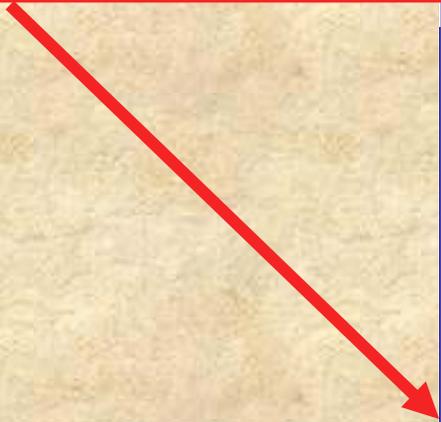
Navigation links include 'Home', 'Log OUT', and 'Help'.

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, click next to continue to Step 3.



Telephone number:

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 of 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 New Hampshire Department of Employment Security Online portal. The header includes the NHES logo, the text "New Hampshire Department of Employment Security Online", and the slogan "We're working to keep New Hampshire working". There are links for "Home" and "Log OUT". The main heading is "Report Potential Claimant Eligibility Issue (Step 3 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:

A "Help" link is visible on the right side of the form.

10. If the claimant was paid holiday pay, please enter the gross amount:

\$

11. Please enter the number of hours the holiday pay was equal to.

12. Please enter the holiday pay allocation date if known (mm/dd/yyyy) (Christmas, 4th of July, etc):

13. If the claimant received vacation pay, please enter the gross amount:

\$

14. Please enter the number of hours the vacation pay was equal to.

15. If the claimant received severance pay, please enter the gross amount:

\$

16. Please enter the number of hours the severance pay is equal to:

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 my answers after clicking the "Certify" button.

Finish answering all applicable work history questions and click certify to Complete the process.

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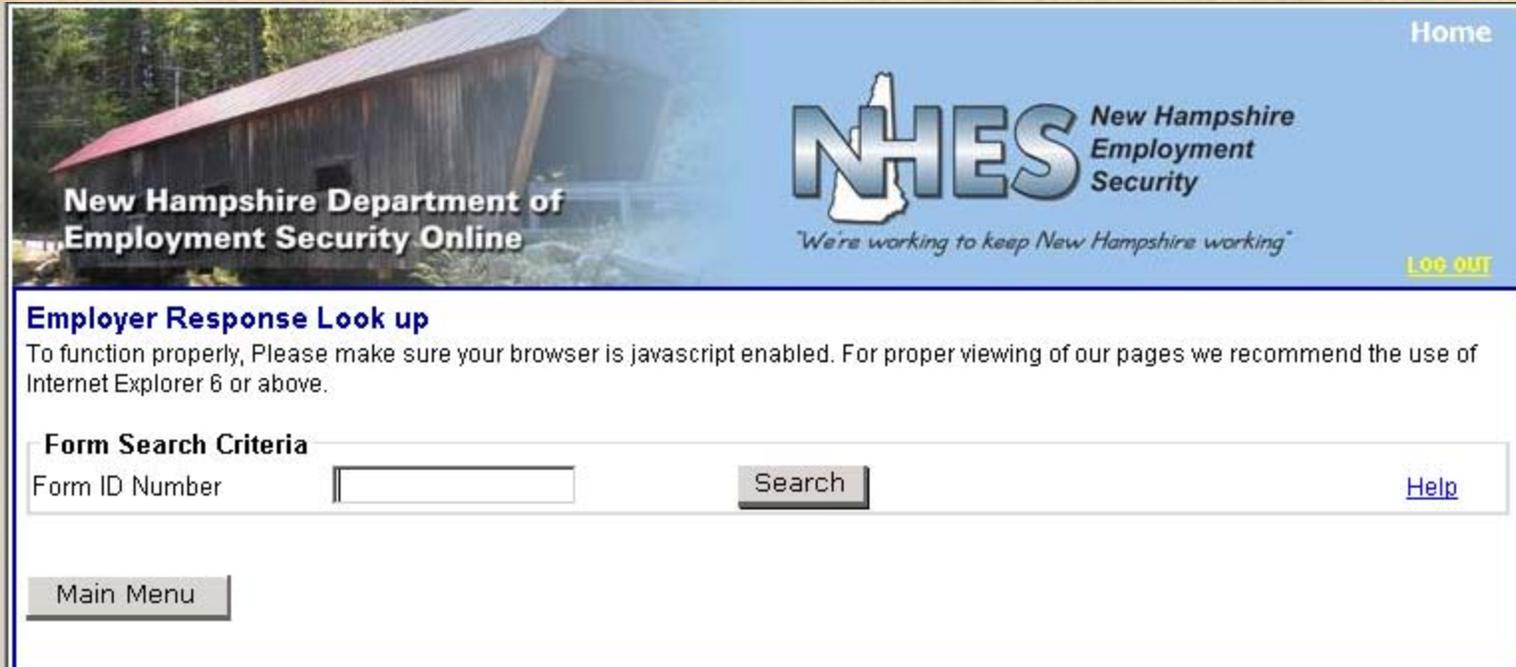
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Employer Response Look up

To function properly, Please make sure your browser is javascript enabled. For proper viewing of our pages we recommend the use of Internet Explorer 6 or above.

Form Search Criteria

Form ID Number [Help](#)

When you have signed up and Registered for the SIDES program, you will be able to enter Correspondence ID numbers into the space provided for Form ID above and respond to NHES questions via the web.

SIDES Response Form

After you have responded this will be what shows from the Main Menu.

NEW HAMPSHIRE UNEMPLOYMENT INSURANCE SYSTEM (Employer Response from SIDES) Help			
NHUIS		Rite-solutions Inc () Shawna C. Jackson (9689)	UI A/C#: Original Response
Effective Date: 10/07/2012	BYE Date: 06/01/2013	Requested Date: 10/11/2012	Received Date: 10/19/2012
Employment Information: Job Title: Seasonal Employment: First Day of Employment: Last Day of Employment: Wages in Separation Week: Wages after Effective Date: Hours Worked since Eff Date: Average Weekly Hours Worked: Average Weekly Wage:		Separation Details: Effective Date of separation: Reason For Separation: Returned Work date: Working All Available Hours: Comments:	
Corrected Information: Employer Name: Employer FEIN: - UI A/C number: Claimant Name: Claimant SSN:		Preparer Information: Type: Company Name: Phone: Ext: Fax: Contact Name: Title: Email:	
Amended Information: Description:			
Remuneration Discharge Details Prior Incident Voluntary Quit Retirement File Attachments			
Type	Amount	Frequency	Date Issued