

UCE-101/120 Quarterly filings (File and Pay Unemployment Insurance)

Q1 -- Can I check out multiple UCE-101/120s together and get one receipt?

Yes, this feature has been designed primarily for third parties.

Our general advice is that users should not checkout more than 10 filings at a time even though SCBOS will permit up to 141 UCE-101/120 filings. Checking out more than 10 filings is not recommended because if something goes wrong with one of the filings, the entire batch is jeopardized.

Q2 -- Can I file for more than one business within one filing on SCBOS; sometimes known as bulk filing or multi-filing?

SCBOS UCE-101/120 filings are for one business only. However, it is easy to complete multiple filings and put them in the Shopping Cart then check them out all at once using one payment that charges one bank account.

If you have reason to file for more than one business within one filing, the Dept. of Employment and Workforce (DEW) Website provides the capability on their Website. To arrange for this filing, contact DEW at (803) 737-2400.

Q3 -- How do I file a Wage and Contribution Report?

You can access the Wage and Contribution workflow from the User Workspace (if you are logged into SCBOS). Select DEW and then select UCE-101/120.

You need to know your DEW account number, Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN). If you don't have a DEW account number, you can apply for an account number through SCBOS by first completing an Add Existing Business application then completing an Employer Registration application. If you don't have a PIN, SCBOS will ask you to enter a four digit (numeric) PIN of your choice. From then on, you are to use the PIN you chose to enter. If you are unsure of the information that is required to file and pay, visit the [Checklist](#).

Q4 -- If have 400 employees, can I upload a Wage file?

Yes. A text (txt) file is required that corresponds to either the DEW ICESA or MMREF format. The production of the formatted file usually requires a special computer program.

Q5 -- I filed a Contribution and Wage Report through SCBOS but now find that I have corrections?

You will need the UCE-120C form to make corrections:

<http://dew.sc.gov/documents/forms/UCE120C.pdf>.

If you have further questions about corrections, contact DEW at (803) 737-2400.

Q6 -- Can there be more than one filing for a quarter?

There can be only one filing for each quarter regardless of whether the business filed by paper or electronically. Each quarter's liability is calculated in real time by the DEW and displayed in the DEW workflow.

Q7 -- Will I receive an email upon certain events occurring?

Yes. SCBOS will send a message to the email address associated with your User account about important events associated with the transaction as follows:

Condition or circumstance	Time message sent
Scheduled transaction being submitted for payment	1 day prior to scheduled date
Scheduled transaction is cancelled	Immediate
Paused transaction not completed	3 days prior to due date
Upon Checkout, payment could not be completed	Immediate
Upon a receipt being generated	Immediate

Q8 -- What if I don't have a Social Security Number (SSN) for a new employee when filing online?

Just leave the SSN blank.

Q9 -- Can I file for more than one quarter?

Yes, but you must run the application for each business and period. SCBOS will indicate which quarters are open for filing.

Q10 -- Where can I go to get more information about Unemployment Insurance?

The SCDEW's Web site is at <http://dew.sc.gov>. For employer information you can go directly to <http://dew.sc.gov/employers>.

Q11 -- What liability does an employer have?

For 1972 and subsequent years you are liable if you employ one or more employees in each of twenty different weeks in either the current or preceding calendar year, or pay wages in the amount of \$1,500 in any calendar quarter in either the current or preceding calendar year. (Section 41-27-210)

For 1972 and subsequent years you are liable if you are a non-profit organization exempt under Section 3306(c)(8) of the Federal Unemployment Tax Act as an organization described in Section 501(c)(3) of the Internal Revenue Code and employ four or more employees in each of twenty different weeks within either the current or preceding calendar year. (Section 41-27-210)

For 1978 and subsequent years you are liable if you employ in agricultural labor ten or more individuals in each of twenty different weeks in either the current or preceding calendar year or pay to individuals employed in agricultural labor wages in cash in the amount of \$20,000 or more in any calendar quarter in either the current or preceding calendar year. (Sections 41-27-210 and 41-27-230)

For 1978 and subsequent years you are liable if you pay to individuals employed in domestic labor wages in cash in the amount of \$1,000 or more in any calendar quarter in either the current or preceding calendar year. (Sections 41-27-210 and 41-27-230)

Q12 – Where can I find the specification for the MMREF and the ICESA file uploads?

SCBOS accommodates the uploading of MMREF and ICESA formatted files. The upload feature is particularly attractive to large employers and third parties that have a high volume of entries.

The DEW MMREF specification can be found [here](#). The DEW ICESA specification can be found [here](#).