

## **UCB-114 Low Earnings and Partial Claims Report FAQs**

### **Q1 -- What is the purpose of filing a Low Earnings/Partial Claims Report (UCB-114)?**

Use UCB-114 for vacations and other short-term layoffs. Submit a UCB-114 when a worker has performed no services because of lack of work or worked all available hours but less than his customary full-time hours and earned less than normal full-time wages because of lack of work during a claim week (seven-day period ending on Saturday). Such worker continues to have a "job attachment" relationship with the employer and earns less than his unemployment insurance weekly benefit amount. Report all earnings, including vacation pay and holiday pay, applicable to the week claimed.

You can file using the UCB-114 for only six weeks per benefit year. After six weeks, the worker must report to the local office if still unemployed. Do not use UCB-114 if the worker isn't able or available for work. These workers (claimants) must report to the nearest workforce center so SCDEW can investigate the situation.

### **Q2 -- How many times may I file a UCB-114 for an employee/claimant?**

You can file using the UCB-114 for only six weeks per benefit year per employee/claimant. After six weeks, workers must report to the local workforce center if still unemployed.

### **Q3 -- What is included in the week's earnings?**

Earnings include vacation pay and holiday pay, applicable to the week claimed.

### **Q4 -- What do I need to know in order to file the UCB-114 on SCBOS?**

You must know your:

- DEW Account Number
- DEW PIN
- If you do not have your DEW PIN, you will need your FEIN

### **Q5 -- If a business files the UCB-114 on SCBOS, must the employee/claimant file a claim with the local office of the Dept. of Employment and Workforce?**

No.

### **Q6 -- Can I file for weeks past?**

Yes. Up to 14 days.

**Q7 -- For every time I file, do I have to enter each employee's information?**

Once you have entered employee information the first time, it stays in the system for you to choose the next time you file.

**Q8 -- Do I have to file a separate UCB-114 for each employee/claimant affected?**

No. You will be able to group multiple employees/claimants by the claim week you are filing for.

**Q9 -- What is my week ending day?**

This is the day of the week your company has established with DEW. If you are unsure of your day, it will be displayed in your workflow.

**Q10 -- Can I file in advance if the current week has not ended?**

No.

**Q11 -- I filed for my company two days ago. The claimants went to the local office and are being told the week hasn't shown up for payment yet. What is going on?**

If you have printed out a receipt from SCBOS, please contact their help desk to be sure it has been processed through their system. If it has, then contact the SCDEW Claims Control at 737-2532 or 737-2533. They will see how far the claim has progressed.

**Q12 -- Is there a time limit for completing an incomplete UCB-114?**

No. However you can only file a UCB-114 for no more than 14 days past the claim week ending date.

**Q13 -- Are bonuses included as part of income?**

Bonuses should NOT be included as income – they are considered a gift.

**Q14 -- Is there any charge for filing the UCB-114 on SCBOS?**

No.

**Q15 -- I just submitted a UCB-114 claim and I submitted the incorrect earnings. Should I resubmit the claim?**

No, do not resubmit the claim. Contact the SCDEW Claims Control Unit at 737-2532 or 737-2533. They will manually correct the claim.

**Q16 -- What is a claim week?**

A claim week is the 7 days that precede your claim day.

**Q17 -- What is my DEW number?**

Your **DEW** number is your Employer account number that your business uses for any **DEW** filing, like previous BENClaim filings, Wage and Contribution Reports, etc. *Remember, SCDEW is the new name of the SC Employment Security Commission or ESC.*

**Q18 -- I filed for someone that I shouldn't have because they (worked, were out sick or they no longer work for the company, etc) Can you remove their claim?**

No, you can't remove the claim information once the claim has been filed through SCBOS. You will need to call the DEW Claims Control unit. DEW will advise you on what information they will need depending on the reason they filed for the claim in error.

**Q19 -- I forgot a claimant when I filed. What should I do?**

If you forgot a claimant for a filing, log back into SCBOS and submit a claim for that person for the correct week ending day/date.

**Q20 -- Instead of entering each employee/claimant information online, can I upload a file that contains multiple employee/claimant information?**

Yes, if you have more than 20 employees. Refer to [the format here](#). SCBOS will edit the uploaded file. You will be given the opportunity to upload the file as many times as necessary to pass the edits.

**Q21 -- Should Social Security payments be included as income?**

Social Security Income should NOT be included as income for UCB 114 reporting purposes.

**Q22 -- When I finish filing the UCB-114 on SCBOS, do I get a receipt?**

You have the option to print a receipt for the completed transaction. On the receipt is a Transaction Reference Number and a transcript of the session.

**Q23 -- I filed for someone and entered the wrong SSN. How do I correct this?**

Contact the SCDEW Claims Control Unit at 737-2532 or 737-2733, and they will correct it. You will need to correct this the next time you make a claim however.

**Q24 -- Do I have to have a user name and password to file to log into SCBOS?**

Yes. SCBOS needs to know who is filing the report. Go to [www.scbos.sc.gov](http://www.scbos.sc.gov) and click on “Sign up” located at the top right of the SCBOS home page. Signing up is not necessary if you already have an SCBOS or Dept. of Revenue user name and password.

**Q25 -- I am putting my Federal ID (FEIN) and the system is telling me that the number is incorrect. What is wrong?**

Please call the SCDEW Claims Control 737-2532 or 737-2533. They will verify your account information.

**Q26 -- My PIN number is not working and the screen says it needs reset. What do I do?**

Contact the SCDEW UI Tax Department at 737-2400. They will reset it for you.

**Q27 -- When should I use the copy function?**

The copy function gives you a list of employees that you can use as a starting point for the current filing. You will often have a need to add and delete from the copied list of employees.

If the list of employees for the current filing is the same as the list for a previous filing, you will want to use the copy function. It will save you time. In most cases, you will benefit from using the copy function when it reduces that number of employees that you have to enter for the current filing. Deleting employees from the list is faster than adding an employee, and minimizing the number of employees that you have to add will save you time.

**Q28 -- Can I reuse (copy) the list of employees that I entered previously for the current filing?**

Yes. After you specify the claim week for which you are filing, up to the six previous claim weeks and corresponding ending dates are displayed so that you have the option to use the copy function. Choosing to copy one of the claim weeks displayed will result in a list of employees being copied to the claim week that is being filed. For example, if one week ago you filed for 6 employees (11/8) and you have elected to use the copy function for the current week (11/15), the same six employees will be listed as a starting point for the current week’s filing. Once this copy operation occurs, you can delete and add employees to the list that is copied. You cannot copy from more than one previous week for the current filing so you will want to copy from a week that is closest to the list of employees for the week you are filling.