

A Guide to Filing Low Earnings and Partial Claim (UCB 114) Report Online

This guide is in three sections. You will need to start with Section One and follow the appropriate steps.

- Section One – How to File
- Section Two – File for Multiple Weeks at a Time
- Section Three – Using File Upload Option

Log onto SCBOS by going to scbos.sc.gov. Prior to attempting the UCB114 workflow, you will need to have an established SCBOS account. If you have not setup an SCBOS account please do so. Instructions on setting up an SCBOS account can be found at this [link](#). You will also need to know your DEW Account number and PIN. If you have not setup a PIN one can be setup on SCBOS providing you know the FEIN associated with the DEW account you are using.

Step 3 - Provide your DEW account number and PIN here. If you have not setup a PIN, just leave this field blank and you will be able to setup a PIN on the next page. If you know your PIN, you will move to [Step 6](#).

DEW Account Information

Enter your DEW Account # and DEW PIN # below. Your DEW Account # must be 6 digits in length. If the DEW Account # you have is less than 6 digits add zeros ('0') to the beginning of the number you have until it is 6 digits in length.

The DEW PIN # is setup with the Department of Employment and Workforce the first time you login.

Roadmap

DEW UCB-114

- Introduction
- DEW Login
- Business Validation
- Enter Claimants

[View Icon Legend](#)

* DEW Account #:

DEW PIN #:

Note: If you have not established a PIN # with your DEW Account # then leave it blank and you will be asked to set your PIN # on the next step.

** denotes field requires entry*

Step 4 - Enter your new PIN here. This value will be saved with your DEW account and used in the future.

Create Pin

Enter a four (4) digit Pin # that will be associated with your DEW Account #. The PIN # entered will be used for all subsequent attempts to communicate with DEW through SCBOS.

Roadmap

DEW UCB-114

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[View Icon Legend](#)

* DEW PIN #:

* Confirm DEW PIN #:

** denotes field requires entry*

Step 5 - Enter your FEIN here to validate your business. If you don't have an FEIN (Sole Proprietor or Single Member LLC) you can use your SSN.

Business FEIN/SSN

The Federal Employer Identification Number (FEIN)* is required by the IRS for businesses that have employees.

This application is for tracking payments to your EMPLOYEES

This application is NOT used for tracking payments to NON-EMPLOYEES. Non employees could be contractors, consultants, etc.

EMPLOYEES GET W2 forms at the end of the year to show payment.

NON EMPLOYEES GET 1099 FORMS at the end of the year to show payment.

*The FEIN is obtained from the IRS.

FEIN: -

Or

SSN: - -

?

Step 6 - This page will provide details on your business for your verification.

Verify DEW Business Data

Based on the information provided, we have located the following business at DEW. If this information is correct then select "Yes", if this information is not correct then select "No".

DEW Account #:
Business Name:
Mailing Address:

* Is this information correct? Yes No

[Employers Report of Change form](#)

Note: If you need to update the business information on record at DEW, click on the "Employers Report of Change" link to print and fill out the Employers Report of Change form.

Send the form to the address below and your information will be updated:

Department of Employment and Workforce
Attention: Employer Status Unit
P.O. Box 995
Columbia, SC 29202

** denotes field requires entry*

?

Step 7 - Select your claim week ending date. Your claim week ending day will be displayed on the screen.

UCB 114: Low Earnings Claimant Submission

Provide a Claim Week Ending Date

Select a claim week ending date:

Your claim week ending date is: **Friday**. Your claim week ending date must match your assigned claim week ending day.

Navigation: Previous | Save & Stop | Delete Application | Continue

Step 8 - Select either online data entry or the file upload option. If you are laying off less than 20 employees at once we highly recommend you use the online data entry option. If you choose to use the file upload option, your file must be formatted with the SCBOS defined format (instructions can be found [here](#)). If you choose to use the file upload option, please move on to [Step 21](#).

UCB 114: Low Earnings Claimant Submission

You have two options to provide your claimant data

Online Data Entry
 File Upload

Online Data Entry: This will allow you to directly input your claimants. This is the preferred method

File Upload: This will allow you to upload a preformatted text file. IF THIS FILE IS NOT FORMATTED CORRECTLY, IT WILL BE REJECTED INSTANTLY. See the links below for additional details.

[Click here for an acceptable sample file](#)
[Click here for a detailed description of fields required for using the upload option](#)

Navigation: Previous | Save & Stop | Delete Application | Continue

Step 9 - Begin adding claimants by clicking the **Add** button.

UCB 114: Low Earnings Claimant Submission

Add/Modify Claimants

You are currently working with claimants for: **2/4/2011**

Hints:

- Click the **"Add"** button to add a claimant
- Click the **"Delete"** button to delete a claimant
- Click the **"Edit"** button to edit a claimant
- To quickly **edit** the wages double click the dollar amount on the far right. After you have entered the amount press the enter key or click anywhere else on the screen to save your changes

+ Add

SSN	First Name	Last Name	Total Earnings (Week)

No claimants have been added to this claim ending date yet

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Navigation: Previous | Save & Stop | Delete Application | Continue

Step 10 - You will need to provide the information below for each claimant you are submitting for the week you are filing.

Claimant Information	
SSN*	<input type="text"/>
Date Of Birth: (mm/dd/yyyy)*	<input type="text"/>
First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Earnings:*	<input type="text"/>
Pension:*	<input type="text"/>
Sex:*	<input type="radio"/> Male <input type="radio"/> Female
Race:*	<input type="text" value="White, Non-Hispanic"/>
Ethnicity:*	<input type="text" value="Non-Hispanic"/>
Corporate Officer:*	<input type="radio"/> Yes <input type="radio"/> No
U.S. Citizen:*	<input type="radio"/> Yes <input type="radio"/> No
Address Change:*	<input type="radio"/> Yes <input type="radio"/> No
Street Address:*	<input type="text"/>
City:*	<input type="text"/>
State:*	<input type="text" value="SC"/>
Zip:*	<input type="text"/>
County:*	<input type="text"/>
Phone Number:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel / Close"/>	
<i>* - indicates required fields</i>	

Step 11 - Once you add a claimant(s), they will show up on the page below. Once you are done adding claimants in for the week you are filing, click **Continue**.

UCB 114: Low Earnings Claimant Submission

Add/Modify Claimants

You are currently working with claimants for: **2/4/2011**

Hints:

- Click the **"Add"** button to add a claimant
- Click the **"Delete"** button to delete a claimant
- Click the **"Edit"** button to edit a claimant
- To quickly edit the wages double click the dollar amount on the far right. After you have entered the amount press the enter key or click anywhere else on the screen to save your changes

+ Add

	SSN	First Name	Last Name	Total Earnings (Week)
	<input type="text" value="6335"/>	<input type="text" value="test"/>	<input type="text" value="testing"/>	<input type="text" value="\$444.00"/>

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 **<< Previous** **|| Save & Stop** **< Delete Application** **>> Continue**

Step 12 - This screen allows you to add another claim week or manipulate the one(s) you have already entered. If you would like to add additional claim weeks, click **Add**, and then please move on to **Step 17**.

UCB 114: Low Earnings Claimant Submission

Your Current Summary

Hints:

- Click the **"Add"** button to add another weeks filing for the Low Earnings and Partial Claim Report (UCB-114)
- Click the **"Delete"** button to delete the week's filing
- Click the **"Edit"** button to edit the claimants associated with a week's filing

+ Add

Delete	Select	Claim Week Ending Date	Number of Claimants
		2/5/2011	3

 **<< Previous** **|| Save & Stop** **< Delete Application** **>> Continue**

Step 13 - This page allows you to **Save** or **Print** the details for this workflow. We highly recommend you save or print this out now.

UCB 114: Low Earnings Claimant Submission

We recommend you click the link below and print all your claimants. You will not be able to print this list after you have checked out. Please click the link below and save a copy of the file for your records.

[Print All Claimants](#)



Step 14 - This page will display the claim week ending date(s) and number of claimants you are submitting.

Confirmation 

Claim Week Ending Date(s) submitted 2/4/2011 with 1 claimant(s)

DEW Account #: XXXXXXXX

DEW PIN #: XXXX

Is this information correct? Yes

Business Name:



Roadmap

DEW UCB-114

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[View Icon Legend](#)

Step 15 - Once you click **Continue**, you will begin the SCBOS checkout process.

Add to Shopping Cart Confirmation 

You have selected to add the items generated by the current Wizard to the Shopping Cart. To proceed to the Shopping Cart select the Continue button.



Step 16 - Checkout

Shopping Cart ? [Return to Featured Applications/Filings](#)

? Checkout

General Business

Pay ?	Application / L/P/R Request / Fees ?	Date ?	Fee ?	Delete Application ?	Edit ?
<input checked="" type="checkbox"/>	DEW UCB-114 UCB-114 Low Earnings and Partial Claim Report	2/24/2011	\$ 0.00	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
Total :			\$ 0.00		
Total :			\$ 0.00		

? Checkout

Section Two - File for Multiple Weeks at a Time

Step 17 - Select the additional claim week ending date for which you will be filing.

UCB 114: Low Earnings Claimant Submission

Provide a Claim Week Ending Date

Select a claim week ending date:
2/12/2011

Your claim week ending date is: **Saturday**. Your claim week ending date must match your assigned claim week ending day.

Navigation buttons: Previous, Save & Stop, Delete Application, Continue

Step 18 - Since you have already entered a previous week, SCBOS will allow you to copy that week (along with all the claimants submitted) and modify the week (claimants or claimant information) as needed. SCBOS will always save your last six UCB114 filings and allow you to copy from them.

UCB 114: Low Earnings Claimant Submission

To copy a previously submitted week, select the correct week below

2/5/2011(4)

Do not copy any claimants, I will add them myself.

Navigation buttons: Previous, Save & Stop, Delete Application, Continue

Step 19 - The screen below displays what was copied from the previous week. Again, you can edit this data as needed. Click continue once you have finished modifying the data as needed.

UCB 114: Low Earnings Claimant Submission

Add/Modify Claimants

You are currently working with claimants for: **2/5/2011**

Hints:

- Click the **"Add"** button to add a claimant
- Click the **"Delete"** button to delete a claimant
- Click the **"Edit"** button to edit a claimant
- To quickly edit the wages double click the dollar amount on the far right. After you have entered the amount press the enter key or click anywhere else on the screen to save your changes

+ Add

	SSN	First Name	Last Name	Total Earnings (Week)
	<input type="text" value="1111"/>	<input type="text" value="Kunal"/>	<input type="text" value="Das"/>	<input type="text" value="\$9,000.99"/>
	<input type="text" value="9999"/>	<input type="text" value="Matt"/>	<input type="text" value="Linder"/>	<input type="text" value="\$250.99"/>
	<input type="text" value="8888"/>	<input type="text" value="Chris"/>	<input type="text" value="Shaver"/>	<input type="text" value="\$250.29"/>
	<input type="text" value="7777"/>	<input type="text" value="Jonathan"/>	<input type="text" value="Gaines"/>	<input type="text" value="\$1,000.99"/>

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Step 20 - The screen below displays the week(s) for which you are filing. If you want to add another week, you can do so by clicking the **Add** button. Once you have added all of the weeks needed, click **Continue** (and go back to [Step 13](#)).

UCB 114: Low Earnings Claimant Submission

Your Current Summary

Hints:

- Click the **"Add"** button to add another weeks filing for the Low Earnings and Partial Claim Report (UCB-114)
- Click the **"Delete"** button to delete the week's filing
- Click the **"Edit"** button to edit the claimants associated with a week's filing

+ Add

Delete	Select	Claim Week Ending Date	Number of Claimants
		2/5/2011	3

<< Previous **|| Save & Stop** **X Delete Application** **>> Continue**

Section Three – Using File Upload Option

Step 21 - Select the file you would like to upload. Keep in mind, if you choose to use the file upload option your file must be formatted with the SCBOS defined format (instructions can be found [here](#)).

UCB 114: Low Earnings Claimant Submission

Provide a claimant file

Upload your file using the browse function below. If your file is accepted, your claimants will be displayed.
Note: You are providing claimants for the Claim Week Ending Date of **2/5/2011**.

Step 22 - Once your file upload goes through (permitting it is formatted correctly) your claimants will show up on the next page. When you finished the file upload, click **Continue** and go back to [Step 12](#).

UCB 114: Low Earnings Claimant Submission

Add/Modify Claimants

You are currently working with claimants for: **2/5/2011**

Hints:

- Click the **"Add"** button to add a claimant
- Click the **"Delete"** button to delete a claimant
- Click the **"Edit"** button to edit a claimant
- To quickly edit the wages double click the dollar amount on the far right. After you have entered the amount press the enter key or click anywhere else on the screen to save your changes

	SSN	First Name	Last Name	Total Earnings (Week)
<input type="button" value="Delete"/>	<input type="text" value="1111"/>	<input type="text" value="Kunal"/>	<input type="text" value="Das"/>	<input type="text" value="\$9,000.99"/>
<input type="button" value="Delete"/>	<input type="text" value="9999"/>	<input type="text" value="Matt"/>	<input type="text" value="Linder"/>	<input type="text" value="\$250.99"/>
<input type="button" value="Delete"/>	<input type="text" value="8888"/>	<input type="text" value="Chris"/>	<input type="text" value="Shaver"/>	<input type="text" value="\$250.29"/>
<input type="button" value="Delete"/>	<input type="text" value="7777"/>	<input type="text" value="Jonathan"/>	<input type="text" value="Gaines"/>	<input type="text" value="\$1,000.99"/>

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