

# HR Heads-up

PERIODIC UPDATES ON IMPORTANT HR LEGAL ISSUES

AUGUST 10, 2020

## ***Deadline Quickly Approaching to Request Relief from Initial COVID-19 Unemployment Insurance Benefits Charges***

August 15, 2020, is the deadline for employers to submit Form UCB-18823-E to the Wisconsin Department of Workforce Development (DWD) in order to receive relief from Unemployment Insurance (UI) benefit charges relating to initial claims filed between May 16, 2020, and June 30, 2020.

Form UCB-18823-E is a new form specifically created for employers who laid off/furloughed employees due to the COVID-19 public health emergency declared by Executive Order 72. When an employer receives a Separation Notice (UCB-16) for an employee who was laid off due to COVID-19, the employer can request relief of UI benefits charges by submitting Form UCB-18823-E within 30 days after the initial claim is filed.

For initial UI claims filed between May 16, 2020, and June 30, 2020, both contributing and reimbursing employers (such as school districts) must submit Form UCB-18823-E by August 15, 2020. For any initial UI claims relating to the COVID-19 public health emergency filed after July 1, 2020, the form will be due 30 days after the claim is filed.

To submit Form UCB-18823-E, employers must email the completed form as an encrypted document to the DWD along with a separate email containing the password for the document. The subject line of both emails should include the employer's UI Account Number.

Form UCB-18823-E is available here: <https://dwd.wisconsin.gov/dwd/forms/ui/ucb-18823-e.htm>

The DWD may take many months to complete the charging relief for employers, but submitting the form on time can relieve employers from increased unemployment taxes in 2021. Boardman Clark's Labor & Employment team is here to assist employers in understanding complex unemployment situations like these.

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