Unemployment Compensation Management System (UCMS)

Menu/Sub-Menu

Click to collapse or hide menu

- Amounts Due Delinquencies
- Audits
- Certifications
- Contribution Rates
- Correspondence
- Employer Profile
- Financial Activities
- Inquiries
- Make a Payment
- Quarterly Reporting

Options listed in alphabetical order

Click to collapse or expand the sub menu

Error Messages
Located in red at top of the screen and cannot be closed;
if multiple errors, a scroll bar will display on the right of the message

Error(s) - Scroll to View All
- Date wages last paid in PA is required.
- A response to 'Did this business transfer all, or any part of, its PA business?' is required.

Employer Name	Employer Account	FEIN	Status	Financing Method
COMPANY A	01-23456 7	01-2345678	Active	Contributory

Confirmation Messages
Located in green at the top of the screen and can be closed

You have successfully updated an employer's address(es).

Employer Name	Employer Account	FEIN	Status	Financing Method
COMPANY A	01-23456 7	01-2345678	Active	Contributory

Header
Employer information is anchored blue bar at the top of the screen;
changes as soon as a new search has been completed

You have successfully updated an employer's address(es).

Employer Name	Employer Account	FEIN	Status	Financing Method
COMPANY A	01-23456 7	01-2345678	Active	Contributory

Footer
Located at the bottom and displays the Employer Contact Center phone number, along with hours and website

Employer Contact Center: 866-403-6163   Weekdays 8:00 AM – 4:30 PM Eastern Time
https://www.uc.pa.gov/employers-uc-services-uc-tax
ACCESSIBILITY | PRIVACY | SECURITY

Progress Bar
Indicator that UCMS is trying to process something

Department of Labor & Industry

Test User Test Account

Button Colors

Submit — Green = primary button that needs to be selected to move to next screen

Back — White = optional/ secondary buttons

Expandable Boxes

Add Contact/Note

Contact Detail

Subject

Notes

Most text boxes are expandable by clicking and dragging the bottom-right corner

Note: In Internet Explorer and Edge, this will be a scroll bar.

Required Fields

Subject

Depicted in the new system by a red bar to the left of the data entry field

Subject

The Subject field is required.

Message will display below the field if data is removed from a required field

Back & Cancel Buttons

Cancel

- Cancel buttons have been removed if they navigated to a blank page

Back

- If the Cancel button functioned as Back, then the button has been changed to a Back button

Global Print Button

Will print all contents of the page instead of buttons at the page level

Must select to print "Background Graphics" in print settings (a one-time update retained by browser) if you want to print checkboxes and radio button selections

Action Icons
Hover over to view old button name

View Wage Detail	View Tax Summary	Continue	Remove/Delete	Edit	Pay Now	Resend/Reset