

How Employers can file Requests for Relief from Charges

Contributory employers and reimbursable employers who paid the solvency fee can request relief from charges when a claimant's unemployment status is not the result of the employer's action.

To file a request for relief from charges, log in to your dashboard and locate the **"View & Protest Employer Charges"** hyperlink that is located on the right-hand side of the page. It is located inside what is called the "Unemployment Services" widget.

The screenshot displays the Pennsylvania Unemployment Compensation System Employer Workspace. The page title is "Welcome to My Employer Workspace Joe Appel, View your Profile and Contact Information." The main content area is divided into three widgets: "My Messages" (0 Unread, 1 Read), "My Calendar" (September 2020), and "Unemployment Services". The "Unemployment Services" widget contains several links, with "View & Protest Employer Charges" highlighted in a red box. Below the main content area is a "Current User Statistics" section showing 0 new messages and 0 new appointments. The footer contains site navigation links like Services, Portfolio, Site Map, Site Search, Page Preferences, Feedback, and Assistance.

Unemployment Services

- [Provide Additional Documentation](#)
Upload documents that were requested during claim intake or fact finding.
- [Claimant Separation Form](#)
The Statement of Potential Charges and Separation Request can be completed and submitted here.
- [View & Protest Employer Charges](#)**
You can see the most recent benefit charges to your account. The charges will be arranged by employee.
- [Separation Notice Alleging Disqualification](#)
This should be completed for all employment separations that are not Lack of Work.

[More Unemployment Services](#)

Current User Statistics

Listed below is a summary of some of the activity you have accomplished on Pennsylvania's Unemployment Compensation (UC) Benefits System. Click any of the links in this section to review those items

Messages: [0 new message\(s\)](#) . [0 new appointment\(s\)](#)

Registration Date:

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Next, select the **“Employer Charges”** tab, which is the 1st tab at the top of the screen. Scroll down to the bottom of the page and you will be presented with a list of claimants who are filing for benefits from your company. Find the claimant for whom you would like to file a request for relief from charges. If you are searching for a specific claimant, you can filter by inputting information into the Time Period, Quarter, Last four digits of their SSN, and First or Last Name fields. After inputting information into one of these fields you can narrow your search by selecting the Filter link. With your filtered list, find the claimant for whom you would like to file a request for relief from changes and then select **“File Protest,”** which is in the “Action” column, located in the far right-hand side of that claimant’s row.

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[Employer Portfolio]

Employer Profiles Unemployment Files

Employer Charges Claimants Determinations Appeals Mass Layoffs Labor/Non-Labor Disputes Shared-Work Wage Audit Notices Mass Upload Participants

Employer Charges Summary

To view prior quarters, select prior quarter from dropdown menu then click "Filter" to see charges for selected quarter. Within a quarter, you may filter by claimant name and social security number.

Time Period: Quarterly Month Year

View Prior Quarters: Qtr 3 2020

Claimant SSN (Last 4):

First Name:

Last Name:

[Filter] [Reset Filters]

If you are trying to submit a protest and are not seeing a claimant with existing benefit charges, access the [Protest Potential Benefit](#) option under your Unemployment Services menu.

Below is a listing of employer charges by claimant. You may click "File Protest" in the Action column to protest charges within 30 days of the production of the quarter-end statement. Click on a claimant name to view a breakdown of weekly charges for the quarter.

Quarter: 09/30/2020 Number of claimants: 1 Grand total net charged amount: \$10,044.00

Qtr	Claimant	SSN	Employer Type / Solvency Fee	Employer Liability Percentage	Benefit Paid Amount	Charged Amount	Credited Amount	Net Charged Amount	Action
Qtr 3 2020	Berry, Jason	*****8112	Contributory	100%	\$10,044.0000	\$10,044.0000	\$0.0000	\$10,044.0000	File Protest

Page 1 of 1 Rows: 10

*Note: Charged amounts will be rounded to the nearest cent on your quarterly billing statement

The next page will be the "Employer Charge Protest" screen. On this page, you should verify that you have selected the correct claimant as well as the accuracy of other important information regarding your account.

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Please review the information below.

Indicates required fields. For help click the information icon.

Employer Charge Protest

Quarter: 9/30/2020
Employer: JOE APPEL PHOTOGRAPHY LLC
Employer Account Number: 7407244
Employer Type: Contributory
Employer Liability Percentage: 100%
Claimant Name: Jason Berry
Claimant Last 4: 8112
Charges: \$10,044.00
*** Last Day Worked:**
*** Employer's Protest Reason:**

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

No records found

To select the last day the claimant worked for your business, click on the calendar, and select the correct date to add to the field. You can also type the date using the format MM/DD/YYYY.

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For help click the information icon.

Employer Charge Protest

Quarter: 9/30/2020

Employer: JOE APPEL PHOTOGRAPHY LLC

Employer Account Number: 7407244

Employer Type: Contributory

Employer Liability Percentage: 100%

Claimant Name: Jason Berry

Claimant Last 4: 8112

Charges: \$10,044.00

* **Last Day Worked:**

* **Employer's** March 2020

	S	M	T	W	T	F	S
9	23	24	25	26	27	28	29
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31	1	2	3	4

Support

Please attach a is to this protest in this section below. Use the button below to upload documents into the system.

No records found

To select the “Employer’s Protest Reason,” click on the drop-down arrow and you will be presented with a list of reasons for why you would like to request relief from charges. The reasons listed are: Claimant Discharged, Claimant Quit, Claimant Still Working, Claimant Never Worked Here, and Disaster. Select the reason by clicking on the one that applies to this person’s situation.

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Pennsylvania Unemployment Compensation System

Please review the information below.

- Indicates required fields.

For help click the information icon.

Employer Charge Protest

Quarter: 9/30/2020

Employer: JOE APPEL PHOTOGRAPHY LLC

Employer Account Number: 7407244

Employer Type: Contributory

Employer Liability Percentage: 100%

Claimant Name: Jason Berry

Claimant Last 4: 8112

Charges: \$10,044.00

* Last Day Worked: 02/28/2020

* Employer's Protest Reason:

- None Selected
- Claimant Discharged
- Claimant Quit
- Claimant Still Working
- Claimant Never Worked Here
- Disaster

Supporting Document

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

Browse...

No records found

Save Cancel

Employer Protest Reason: Claimant Discharged

This is the page you will be presented when you select the "Claimant Discharged" dropdown reason. This page contains a text box field, as well as other questions regarding the separation. All of these are mandatory fields which means that they must be completed to file your relief from charges request.

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Employer: JOE APPEL PHOTOGRAPHY LLC

Employer Account Number: 7407244

Employer Type: Contributory

Employer Liability Percentage: 100%

Claimant Name: Jason Berry

Claimant Last 4: 8112

Charges: \$10,044.00

*Last Day Worked: 04/27/2020

*Employer's Protest Reason: Claimant Discharged

Claimant Discharged Details

* Explain fully the circumstances which caused the discharge and answer all applicable questions.

[Clear Text](#)

* Was this the first offense? Yes No

* Was the claimant warned? Yes No

* Was the claimant separated for unsatisfactory performance? Yes No

* Was the claimant discharged for absenteeism / tardiness? Yes No

* Was the claimant discharged for criminal activity outside of your employment? Yes No

* Was the claimant discharged for failure to submit or pass a drug / alcohol test? Yes No

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

No records found

Employer Protest Reason: Claimant Quit

This is the page you will be presented when you select the "Claimant Quit" dropdown reason. This page contains a text box field, as well as other questions regarding the separation. All of these are mandatory fields which means that they must be completed to file your relief from charges request.

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Indicates required fields.

For help click the information icon.

Employer Charge Protest

Quarter: 9/30/2020
Employer: JOE APPEL PHOTOGRAPHY LLC
Employer Account Number: 7407244
Employer Type: Contributory
Employer Liability Percentage: 100%
Claimant Name: Jason Berry
Claimant Last 4: B112
Charges: \$10,044.00
* Last Day Worked: 04/27/2020

* Employer's Protest Reason: Claimant Quit

Claimant Quit Details

* Did the claimant quit for personal reasons that are NOT related to the job? Yes No

* Did the claimant quit due to work-related conditions? Yes No

* Was the claimant in layoff status at the time he or she quit? Yes No

* Did the claimant retire? Yes No

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

Browse...

No records found

Save Cancel

Employer Protest Reason: Claimant Still Working

This is the page you will be presented when you select the "Claimant Still Working" dropdown reason. This page contains questions regarding the separation. All of these are mandatory fields which means that they must be completed to file your relief from charges request.

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Please review the information below.

Indicates required fields.

For help click the information icon.

Employer Charge Protest

Quarter: 9/30/2020
Employer: JOE APPEL PHOTOGRAPHY LLC
Employer Account Number: 7407244
Employer Type: Contributory
Employer Liability Percentage: 100%
Claimant Name: Jason Berry
Claimant Last 4: 8112
Charges: \$10,044.00
*Last Day Worked: 04/27/2020

*Employer's Protest Reason: Claimant Still Working

Claimant Still Working Details

*What employment basis is the claimant still employed on?
 Part time Temporary Casual / Intermittent

*How long has the claimant been working for you on this basis in days?

*Have the claimant's hours / wages been reduced? Yes No

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

Browse...

No records found

Save Cancel

Employer Protest Reason: Claimant Never Worked Here

This is the page that you will be presented with if you select the "Claimant never Worked Here" dropdown reason. If you select the "Claimant Never Worked Here option," there are no further questions you need to complete.

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Employer Charge Protest

Quarter: 9/30/2020
Employer: JOE APPEL PHOTOGRAPHY LLC
Employer Account Number: 7407244
Employer Type: Contributory
Employer Liability Percentage: 100%
Claimant Name: Jason Berry
Claimant Last 4: 8112
Charges: \$10,044.00
Last Day Worked: 04/27/2020

*Employer's Protest Reason: Claimant Never Worked Here

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

Browse...

No records found

Save Cancel

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Home Sign Out

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Employer Protest Reason: Disaster

This is the page you will be presented when you select the "Disaster" dropdown reason. This page contains questions regarding the disaster. All of these are mandatory fields which means that they must be completed to file your relief from charges request.

The screenshot shows a web browser window with the URL <https://ucbenefits-uat.pa.gov/vosnet/folders/UI/EmployerQuarterlyChargesProtest.aspx?enc=LMOOZPr/SX9kScSbr3Lk8gOBuGkCoQjXpw06kDQl0XJvr0reXV4f>. The page title is "Please review the information below." and it is for the "Employer Charge Protest" form. The form contains the following information:

- Quarter: 9/30/2020
- Employer: JOE APPEL PHOTOGRAPHY LLC
- Employer Account Number: 7407244
- Employer Type: Contributory
- Employer Liability Percentage: 100%
- Claimant Name: Jason Berry
- Claimant Last 4: 8112
- Charges: \$10,044.00
- Last Day Worked: 04/27/2020

The "Employer's Protest Reason" is set to "Disaster". The "Disaster Details" section is highlighted with a red box and contains the following questions:

- *What type of disaster occurred to cause the cessation of your business? Flood Fire Other
- *Did the disaster occur at your place of business? Yes No
- *When did the disaster occur?
- Expected date of business reopening, if known:

The "Supporting Documents" section contains a "Browse..." button and a message "No records found". At the bottom of the page are "Save" and "Cancel" buttons.

Once you have completed all the required fields regarding your reason for request of relief from charges, you will have an opportunity to upload documentation that supports your request for relief. Scroll to the bottom of the page and locate the "Supporting Documents" section. To upload a document, select the "Browse" button to upload your supporting document from your computer.

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For help click the information icon.

Employer Charge Protest

Indicates required fields.

Quarter: 9/30/2020

Employer: JOE APPEL PHOTOGRAPHY LLC

Employer Account Number: 7407244

Employer Type: Contributory

Employer Liability Percentage: 100%

Claimant Name: Jason Berry

Claimant Last 4: 8112

Charges: \$10,044.00

*Last Day Worked: 04/27/2020

*Employer's Protest Reason: Claimant Quit

Claimant Quit Details

*Did the claimant quit for personal reasons that are NOT related to the job? Yes No

*Did the claimant quit due to work-related conditions? Yes No

*If Yes, please explain:

Input your explanation here.

[Clear Text]

*Was the claimant in layoff status at the time he or she quit? Yes No

*Did the claimant retire? Yes No

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

Browse...

Name	Upload Date	Action
Test Document.docx	9/17/2020 11:50:54 AM	Remove

Save Cancel

Once you have uploaded all pertinent documentation, the last step to file your relief from charges request is to click the **“Save”** button.

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For help click the information icon.

Employer Charge Protest

Quarter: 9/30/2020
Employer: JOE APPEL PHOTOGRAPHY LLC
Employer Account Number: 7407244
Employer Type: Contributory
Employer Liability Percentage: 100%
Claimant Name: Jason Berry
Claimant Last 4: 8112
Charges: \$10,044.00
*Last Day Worked: 04/27/2020
*Employer's Protest Reason: Claimant Quit

Claimant Quit Details

*Did the claimant quit for personal reasons that are NOT related to the job? Yes No

*Did the claimant quit due to work-related conditions? Yes No

*If Yes, please explain:

Input your explanation here.

[Clear Text]

*Was the claimant in layoff status at the time he or she quit? Yes No

*Did the claimant retire? Yes No

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

[Browse...](#)

Name	Upload Date	Action
Test Document.docx	9/17/2020 11:50:54 AM	Remove

[Save](#) [Cancel](#)

You will be able to verify that your request for relief from charges was successfully filed.

From the "Employer Charges" tab where you began this process, you will still see the list of claimants which you could originally see in the beginning. If you are searching for a specific claimant, you can filter by inputting information into the time period, quarter, last 4 of the SSN, first or last name field. After inputting information into one of these fields you can narrow your search by selecting the Filter link. Locate the claimant's name in the list. Instead of "File Protest" at the end of the claimant's row, the link will now say "View Protest." You may view the relief request at any time, moving forward.

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[Employer Portfolio]

Employer Profile Unemployment File

Employer Charges Claimants Determinations Appeals Mass Layoffs Labor/Non-Labor Disputes Shared-Work Wage Audit Notices Mass Upload Participants

Employer Charges Summary

To view prior quarters, select prior quarter from dropdown menu then click "Filter" to see charges for selected quarter. Within a quarter, you may filter by claimant name and social security number.

Time Period: Quarterly Month Year

View Prior Quarters: Qtr 3 2020

Claimant SSN (Last 4):

First Name:

Last Name:

[Filter] [Reset Filters]

If you are trying to submit a protest and are not seeing a claimant with existing benefit charges, access the [Protest Potential Benefit](#) option under your Unemployment Services menu.

Below is a listing of employer charges by claimant. You may click "File Protest" in the Action column to protest charges within 30 days of the production of the quarter-end statement. Click on a claimant name to view a breakdown of weekly charges for the quarter.

Quarter: 09/30/2020 Number of claimants: 1 Grand total net charged amount: \$10,044.00

Qtr	Claimant	SSN	Employer Type / Solvency Fee	Employer Liability Percentage	Benefit Paid Amount	Charged Amount	Credited Amount	Net Charged Amount	Action
Qtr 3 2020	Berry, Jason	****8112	Contributory	100%	\$10,044.0000	\$10,044.0000	\$0.0000	\$10,044.0000	View Protest

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Rows: 10

*Note: Charged amounts will be rounded to the nearest cent on your quarterly billing statement.

Print

Printing reports can take up to 30 seconds to generate.

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Once you have selected the View Protest hyperlink, you will be presented with a summary screen so you can review your request information.

Employer Charge Protest

Quarter: 9/30/2020
Employer: JOE APPEL PHOTOGRAPHY LLC
Employer Account Number: 7407244
Employer Type: Contributory
Employer Liability Percentage: 100%
Claimant Name: Jason Berry
Claimant Last 4: 8112
Charges: \$10,044.00
Last Day Worked: 04/27/2020
Employer's Protest Reason: Claimant Quit

Claimant Quit Details

Did the claimant quit for personal reasons that are NOT related to the job? Yes
Did the claimant quit due to work-related conditions? No
If Yes, please explain:
Input your explanation here.
Was the claimant in layoff status at the time he or she quit? No
Did the claimant retire? No

Employer Charge Protest Resolution

Solvency Fee Paid: Not Applicable

Non-Monetary Issues

Below is a list of existing issues associated with this employer and claim.
No records found

Supporting Documents

Please attach any supporting documentation that applies to this protest in this section below. Use the button below to upload documents into the system.

Name	Upload Date	Action
Text_Document.docx	9/17/2020 11:56:02 AM	View

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Once you have reviewed your request for relief from charges, you can return to your Employer Dashboard by scrolling to the top of the page and clicking on "My Employer Dashboard" on the left-hand navigation.

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Welcome to My Employer Workspace Joe Appel, [View your Profile and Contact Information.](#)
This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

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My Messages

- 0 Unread Messages
- 1 Read Messages

[Enter the Message Center](#)

My Calendar

September 2020

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

- Appointments
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- [Provide Additional Documentation](#)
Upload documents that were requested during claim intake or fact finding.
- [Claimant Separation Form](#)
The Statement of Potential Charges and Separation Request can be completed and submitted here.
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- [Separation Notice Alleging Disqualification](#)
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Registration Date:

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