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Unemployment Insurance 101

What Minnesota Employers Need to Know

Wednesday, December 9, 2009

8:00 – 11:30 a.m.

**Tandeski Center
1200 Storr's Pond Road
Winona, MN 55987**

This dynamic 3½ hour seminar will give you answers to your toughest questions, quickly and clearly. **You will learn the correct methods** to help you manage unemployment issues in your workplace and gain the knowledge you need to deal with unemployment issues quickly and decisively. **The presenters will explain how** your Unemployment Insurance tax rates are determined, what benefits are available, eligibility requirements, and much more.

- You will learn:**
- ▶ **The most important** new unemployment legislation and how it could affect your workplace.
 - ▶ **Tips to help you** avoid common mistakes in submitting quarterly wage detail reports.
 - ▶ **Step-by-step instructions** for using the Employer Online Self-Service System and why you need to know how it functions.
 - ▶ **They've been bad; you must be good:** important follow-up you must do once you have dismissed a problem worker.
 - ▶ **How detailed, accurate documentation** can save money for your company in the long run.
 - ▶ **The common mistakes** managers make when they file an unemployment appeal or raise an issue—and how to avoid them.
 - ▶ **Covered versus non-covered** unemployment: Who's in, who's out, and why.
 - ▶ **Are my independent contractors** really independent?
 - ▶ **Do family members** working in my business need coverage?
 - ▶ **An overview of Minnesota's Shared Work Program** ("Partial Unemployment Benefits")

Who should attend ? Human resource professionals, business owners and managers, attorneys, accountants, consultants, and others who are interested in learning about their rights and responsibilities regarding the Minnesota Unemployment Insurance program. This seminar is built to satisfy the needs of the relatively inexperienced HR employee, the veteran staffer who wants to brush up on some critical knowledge, or the business owner who wants more information about UI regulations.

About the presenters:

Gary Johnson, Employer / Agent Liaison

Gary has over twenty years of experience in the complex discipline of Unemployment Insurance, seven years of which working as a tax auditor. The past twelve-plus years he has dedicated to the areas of communication, education, and electronic commerce as a Project Coordinator and Employer / Agent Liaison with the Unemployment Insurance (UI) Division of the Minnesota Department of Employment and Economic Development (DEED).

Wayne Johnson, Benefit Program Specialist

Wayne has adjudicated Unemployment Insurance benefit decisions for more years than he will admit (nearly thirty). He reviews the quality of the decisions made by staff and gives feedback to supervisors for improvements to be made. He writes and edits resource and training materials for adjudicators, and he is the go-to person when law or policy questions arise regarding the payment of benefits within the UI Division of DEED.

Prior to the seminar, participants may submit Unemployment Insurance questions that they would like to have addressed in the seminar. Please email your questions to Tom Kujawa at thomas.kujawa@state.mn.us

How to pre-register:

1. Submit the registration information requested below by

- ▶ E-mail: thomas.kujawa@state.mn.us; or
- ▶ Phone: 507-453-2937; or
- ▶ Mail: Winona WorkForce Center
Attn: Tom Kujawa
1250 Homer Road, Suite 200
Winona, MN 55987

2. Submit registration and \$5 fee by December 8. Make checks payable to JSEC.

Unemployment Insurance Seminar Registration for December 9, 2009

Please submit one form per participant.

Name _____ Position _____

Company _____

Address _____ City, State, ZIP _____

E-mail address _____ Phone number _____