HOW TO MAKE CORRECTIONS TO FIELDS OF THE EMPLOYER FILED CLAIMS PROCESS



BENEFIT CHARGE Benefits Charges SIDES PARTICIPAT

View List

	SEPARATION BEGIN DATE	GROUP TYPE	RETURN TO WORK DATE (IF ANY)	LOCATION	GROUP ID	1-20 of 36 items	I⊲ < 1 2 > ⊅ STATUS
0	10/15/2021	File a Claim		ALL	63940		
0	10/02/2021	File a Claim		ALL	63944		
0	10/01/2021	File a Claim		ALL	63939		
0	10/01/2021	File a Claim		ALL	63936	10/13/2021	
0	11/21/2020	File a Claim		ALL	56007	11/29/2020	
۲	11/15/2020	File a Claim		ALL	55814	11/23/2020	
0	11/08/2020	File a Claim		ALL	55638	11/16/2020	
0	11/01/2020	File a Claim		ALL	55302	11/09/2020	
0	10/24/2020	File a Claim		ALL	54965	11/02/2020	
0	10/18/2020	File a Claim		ALL	54705	10/26/2020	
0	10/11/2020	File a Claim		ALL	54405	10/19/2020	
0	10/04/2020	File a Claim		ALL	54074	10/12/2020	
0	09/27/2020	File a Claim		ALL	53719	10/05/2020	
0	09/20/2020	File a Claim		ALL	53310		
0	09/20/2020	File a Claim		ALL	53309	09/27/2020	
0	09/13/2020	File a Claim		ALL	52970	09/21/2020	
0	09/06/2020	File a Claim		ALL	52443	09/13/2020	
0	08/30/2020	File a Claim		ALL	51979	09/06/2020	
0	08/23/2020	File a Claim		ALL	51478	08/30/2020	
0	08/16/2020	File a Claim		ALL	50905	08/23/2020	
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This guide will instruct employer's on how to make corrections to the following fields of the Employer Filed Claims Process.

Hours

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- Holiday Pay
- Bonus Pay
- Vacation Pay

Gross Earnings

Login to the Benefits-Employer Self Service (ESS) portal. The system will navigate the employer to the Employer Homepage.

Click the Multi-Claimant Group hyperlink in the Benefit Information section.

The system will navigate to the Multi Claimant Group screen:

- Select the radio button next to the group of the group that contains the information that needs correction.
- Click the "View List" button.

FILE CLAIM Enter Employees Manually EMPLOYEE INFORMAT ADDRESS Address Line locial Security Nu First Name MI (Optional) Last Name 曲 . -U.S. Citizer • Allen Registration BILITY OF m group) m ilday pay *(Optiona* oup) Bonus Pay (Opti Bonus Type (0 O Yes O No Has the claimant applied for or received any disability payments ent receiving any kind of retirement or pension (Exclu O Yes O No s this claimant an Owner, Corporate Officer, Stake Holder/Share Holder of this business O Yes O No O Yes O No d, spouse, or parent of this employer Save (Clear Search

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FILE CLAIM

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111-11-1111		4021 PERCIVAL RD			
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BOBBY	DIGGS	APT 1632			
Date of Birth	Gender	City			
07/03/1974	Male 🔻	COLUMBIA			Q
lace	Ethnicity	State		Zip Code	
American Indian/Alaska Native	Not Hispanic or Latino	South Carolina		29229	
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Searching For Employees

The system will navigate to the Employee List Screen where the employer will see the data entry fields.

From this screen, there are two options to search for an employee.

- Social Security Number (Recommended)
 - From the Employee List Screen enter the Social Security Number of the Employee whose information needs to be updated. Click "Search".
 - The system will return the results that SCUBI currently has on file.

- Employee List
 - Locate the employee on the list then select the radio button next to the employee then click "Update".
 - The system will return the results that SCUBI currently has on file.

Updating Hours Worked and/or Gross Earnings:

Follow steps 1 through 4 to locate the employee.

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EMPLOYEE INFORMATION			ADDRESS			
Social Security Number			Address Line 1			
111-11-1111			4021 PERCIVAL RD			
Cash Mana Arti	Continued Last Marrie		Address Line 2 (Online of			
BOBBY	Discs		ADD 1632			
Date of Birth	Gender		City			
07/03/1974	Male	•	COLUMBIA			Q
Race	Ethnicity		State		Zip Code	
American Indian/Alaska Native 🔻	Not Hispanic or Latino	•	South Carolina	•	29229	
Phone Number (Optional)	U.S. Citizen		County			
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Update the hours (if the employee did not work then the Employer should enter zero in this field).

Enter the Gross earnings (If there were no earnings the field should be left blank). Once all changes have been made then "Click Save".

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Confirmation will be given at the top of the screen to acknowledge that the updates made were saved successfully.

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Is the claimant the child, spouse, or parent of this employer

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Date of Birth	Gender		City				
07/03/1974	Male	•	COLUMBIA				0
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Updating Holiday Pay or Vacation Pay:

Follow steps 1 through 4 to locate the employee.

Update holiday pay for vacation field (If none then the field must be left blank). Once all changes have been made then "Click Save".

Enter Employees Manually		
EMPLOYEE INFORMATION	ADDRESS	
ocial Security Number	Address Line 1	
irst Name Mi (Optional) Last Name	Address Line 2 (Optional)	
Date of Birth Geoder	City	
mm/dd/yyyy	•	Q
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		mm/dd/yyyy
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Has the claimant applied for or received any disability payments?	O Yes	O No
s the claimant receiving any kind of retirement or pension (Excluding Social Secu	rity)? O Yes	O No
s this claimant an Owner, Corporate Officer, Stake Holder/Share Holder of this bi	usiness? O Yes	O NO

O Yes O No

Clear Search

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Confirmation will be given at the top of the screen to acknowledge that the updates made were saved successfully.

EMPLOYEE INFORMATION				ADDRESS				
Social Security Number				Address Line 1				
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First Name	MI (0	ptional)	Last Name	Address Line 2 (Optic	nai)			
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Date of Birth		Gende	r	City				
07/03/1974		Male	•	COLUMBIA				
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Has the claimant applied for or received any disability payments? O Yes 🛞 No	
s the claimant receiving any kind of retirement or pension (Excluding Social Security)? O Yes	
is this claimant an Owner, Corporate Officer, Stake Holder/Share Holder of this business? O Yes 💿 No	
s the claimant the child, spouse, or parent of this employer? O Yes	

Updating Bonus Pay

Perform the same procedure to locate the claimant as shown in steps 1-4.

Update Bonus pay if there were none then the field must be left blank.

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The Bonus Type Filed must also be updated as it is required field. If the Bonus Pay is updated to zero then the Bonus Type field should be blank. There is a blank option that can selected from the drop down.

FILE CLAIM

Enter Employees Manually

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Once all changes have been made then "Click Save". Confirmation will displayed at the top of the screen to acknowledge that the updates were saved successfully.