EMPLOYER SELF SERVICE (ESS) REFUSAL OF JOB OFFER GUIDE



 Name
 Name

| South Carolina Department of | | | | | Monday, October 25, 2021 | | | |
|--|------------------------------|---------------|------------------|-------------|--------------------------|--------|---------------------|----|
| (C | Dashboard Em | ployment * Em | iployer Filing * | Documents * | Benefits Charges | Appeal | SIDES Participation | 1* |
| REFERENCE OF FLIC | | | | | | | | |
| What is your name? | best | | | | | | | _ |
| What is your job title? | , brot | | | | | | | |
| What company are you with and/or representing? | best | | | | | | | |
| Are you authorized to make offers of work with this company? | Syst CNo | | | | | | | |
| What is the address of the company? | | | | | | | | |
| Street Address 1550 gudoden of | | | | | | | | |
| City columbia | State South Carolina | 29201 | | | | | | |
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 Windsy, Catter 47, 201
 Org.
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| I company was the offer of work with? I is the address of the company the offer of work was with? | | | |
|--|---------------|-------|----------|
| | Steel Address | | |
| | city | State | Zip Code |
| | | | |
| | | | |
| | | | |
| | | | |

To login to the ESS Portal Account, select the Username/Password option. Once the information is entered, click the Login Button

The system will display the Employer Dashboard and menu. Select theRefusal of Job Offer link in the Quick Links section.

The system will then display the Refusal of Job Offer dynamic fact finding questionnaire Type the required information:

• John Doe

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Restart Exit Save & Exit Next

Restert Exit Save & Exit Next

- Payroll Manager
- Name of the company you are with or are representing
- Address of the company you are with or are representing

If the required information is not completed the system will display validation error messages, enter the missing information and click Resubmit.

Enter the individuals information for who the offer was made and click Next.

Enter the Type Offered.

| | Provide the Schedule Offered (Use the scroll bar to complete Select the days of the week Select the shift (first, second, third, rotating of the work schedule in the text box Indicate if the schedule offered was Full Time of Select the nature of work (temporary, perman Click Next Provide the Compensation Offered and whether the of The remaining questions are dynamic and may charanswered questions. |
|--|---|
| South Carolina Department of Montay, Ocseer 25, 2021 Op Op Employment and Workforce Dashboard Employment's Benefits Charges Appeal SIDES Participation * | If Yes, did the claimant start work. If no, did the claimant give a reason why they did not |
| South Cardina Department of Monday, Ocader 25, 7021 ()) () South Cardina Department of Dashboard Employment * Employment* Employeer Filing * Documents* Benefits Charges Appeal SDES Participation* Encode rest service Dashboard Employment * Employments* Benefits Charges Appeal SDES Participation* Encode rest service Dashboard Employment * Employments* Benefits Charges Appeal SDES Participation* | If you have any additional remarks, select Yes and prov |
| Cost Carolina Department of South | Acknowledge the Closing statement. |
| Exact Controls Department of Exact Controls Exact Controls Exact Controls Exact Controls Exact Controls Exact Controls Exact Control Exact Exact Control Exact Con | Review the Data Review screen. Make any nece submitting the questionnaire and click the Submit bu from this screen, click the hyperlink of the question. The system will navigate the employer back to the Em |

all the required information

- or other). If other explain
- or Part Time
- ent, temp to perm

offer was accepted.

nge based on previously

start work as scheduled.

vide them.

essary correction before tton. To edit information

plmoyer Dashboard.