



*Unemployment Insurance | June 29, 2023*

## Employer Quarterly Notice

*The information below is intended for employers with an active account with the Vermont Department of Labor. Additional information and resources for employers may be found at [Labor.Vermont.gov/unemployment-insurance](https://Labor.Vermont.gov/unemployment-insurance)*

[Employer UI Resources](#)

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## Second Quarter Filing Due Date

**The Second Quarter filing report window is open. The due date is July 31, 2023.**

**Please ensure reports are submitted prior to the due date to help expedite processing.**

[More on Quarterly Filings](#)

## Taxable Wage Base

**The 2023 taxable wage base is \$13,500.**

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## Submitting Forms

Submitting forms via email or fax is recommended to ensure timely receipt and to avoid penalties. Contact information for employer forms by topic can be found below:

**Unemployment Benefit Claim related forms**

Email: [Labor.UIClaimsCenter@vermont.gov](mailto:Labor.UIClaimsCenter@vermont.gov)

Fax: 802-828-9191

**Wage and Contribution related forms**

Email: [Labor.UIAndWages@vermont.gov](mailto:Labor.UIAndWages@vermont.gov)  
Fax: 802-828-4344

## Employer Forms Information

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# Full Time Work

Full time work is defined as working 35 or more hours in a calendar week. If you are providing a full-time return-to-work date for a new hire or returning employee, the date should reflect the actual first day worked, which may be different than the hire date. Accuracy in the return-to-work date can reduce or eliminate problems your workers have when filing their weekly claims for benefits. An incorrect date can prevent a claimant from filing a weekly claim if the date the Department has on file is too early and the worker did not actually start work at that time, or is too late, which would allow a worker to file after they had returned to full time work in error. If there was an error in the return-to-work date that your employee provided to the Department, you can make corrections by going to the Employer Portal on our website:

## Employer Online Services

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# Return to Work Dates

As we are coming out of the winter layoff season, many questions arise regarding return-to-work dates and what constitutes full-time work.

Having an accurate date reported to the Department for an unemployment claim is a valuable tool in reducing unemployment fraud and protecting your contribution rate. The unemployment program was designed to provide temporary income support for workers who become unemployed through no fault of their own and who remain actively attached to the labor market. A return-to-work date is a **guaranteed** date that the worker will return to full time work. The return-to-work date cannot be weather dependent, as that is not guaranteed. The program was not intended to fund a seasonal worker without an expectation that they would find alternative employment during a lengthy seasonal layoff.

The Department recognizes that some employers are concerned about the ability to retain seasonal workers when they are required to seek work as a condition of receiving unemployment insurance benefits. This can lead employers to provide return to work dates that are weather dependent or intentionally erroneous to keep their workers from having to seek work for as long as possible. Employers need to be aware that State law provides significant financial penalties for making intentionally false statements when reporting information to the Department.

## Return to Work Information

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## VT RETAIN Grant

The Vermont Department of Labor received a federal grant (VT RETAIN) to support workers with an injury or illness and those caring for and employing them (<https://labor.vermont.gov/vt-retain>) whether or not the injury or illness occurred at work or away from work. We are here to support employers by helping your workers with an injury or illness stay at work or return to work more quickly. It is as easy as handing your workers a VT RETAIN brochure when they go out on worker's comp, FMLA, disability, or other leave of absence. Call Deb Kennedy at 802-800-1992 or email [Deborah.Kennedy@partner.vermont.gov](mailto:Deborah.Kennedy@partner.vermont.gov) for more information, to receive the brochure, and be kept updated on other projects specific to helping employers.

VT RETAIN

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## New Hire Reporting Update for 2023

**Effective January 1, 2023, all new hire reporting must be submitted online** using the Department's [web application portal](#). In order to utilize this application, you will need take a few moments to register for the UI Employer Portal.

### *Important Links:*

- Application Portal: <https://uipublico1.labor.vermont.gov/employerportal/employerefunctions/apphome.aspx>
- Employer Portal Login and Registration Instructions: <https://uipublico1.labor.vermont.gov/employerportal/Employer%20Portal%20Login%20and%20registration.pdf>

**Paper forms and CD submissions will no longer be accepted after December 31, 2021**, so we encourage you to transition to electronic filing as soon as possible.

For more information or for questions regarding electronic submission, contact the Department at (802) 828-4344 or email [Labor.UIandWages@vermont.gov](mailto:Labor.UIandWages@vermont.gov).

**View Web Portal Vermont Department of Labor** | <https://labor.vermont.gov/>