



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

EMPLOYER FILED CLAIMS

FILE SUBMISSION TUTORIAL



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

ACCESS THE UI TAX ACCOUNT

Log in to your company's MIWAM account and click on the UI tax link.



Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



MIWAM For Employers

Settings Help Log Off

Home

Logon

Alerts

I Want To

- [Chat with an Agent](#)
- [Send Unemployment a Message](#)
- [View Employer Handbook](#)
- [Setup Email Reminders](#)
- [Apply for WOTC](#)
- [Request Employer Rates File](#)
- [Request Benefit Charges File](#)

Accounts

POA Clients

WOTC Clients

Recent Items

Multi-Account Services

Names and Addresses

Accounts

View Accounts

Filter

UI Tax



For security reasons it is important to remember to close your browser completely when you are done.

[LEO Home](#) | [UIA Home](#) | [FOIA](#) | [Contacts](#)
[MICHIGAN.GOV HOME](#) | [ADA](#) | [POLICIES](#)

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ACCESS THE EMPLOYER FILED CLAIMS PAGE

After your account has been authorized for Employer Filed Claims submissions, click on the submit employer filed claims link.



Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



≡ UI Tax

⚙ Settings ? Help 🔒 Log Off

🏠 Home > Account: _____

User Information:

📄 Account

🚩 Account Alerts

📅 I Want To

> UI Tax

[View My Accounts](#)

[Manage Reports and Payments](#)

[Set Go Green Preference](#)

[Register Location Account](#)

[Use Voluntary Payment Worksheet](#)

[Payment Voucher](#)

[Submit Employer Filed Claims](#)

[Register for Work-Share](#)



Recent Periods

Recent Items

Account Services

Names and Addresses

IMPORT THE ELECTRONIC FILE

Click on the import tab at the bottom right corner of the page.



Employer Filed Claims

Instructions File Records

Employer Filed Claims

Upload a fixed-width text file (.txt) of your Employer Filed Claims using the Import button then review the records under the File Records tab. **Max file size is 5 megabytes.**

[VIEW FILE FORMAT](#)

EMPLOYER BENEFITS

- **COST CONTROL** - When filing via Employer Filed Claims (EFC), you will have a file of approved laid off employees to match against incoming unemployment charges.
- **FRAUD REDUCTION** - When claim information is being provided directly from the employer, it provides us with accurate wage and separation information for establishing a claim.
- **REDUCED PAPER WORK** - Employer Filed Claims reduces bureaucratic paperwork sent by us and returned from you.
- **CUSTOMER SERVICE** - You will have a direct contact within the Unemployment Insurance Agency (UIA), and your employees will get personalized service, fliers and upon request informational seminars.
- **FREE BENEFIT TO EMPLOYEES** - When you file unemployment for your employees, they will know that their claim information will enable the agency to quickly and correctly process their application for benefits.

EMPLOYEE BENEFITS

- **CONVENIENCE** - Workers idled by a mass layoff will not have to apply for unemployment benefits.
- **EFFICIENT** - By filing claims electronically, the Agency can begin processing employer-filed claims immediately, simplifying the delivery of benefits to eligible workers.

REQUIREMENTS

- Company must have at least 1000 layoffs a year for the past three years.

The UIA Administrative Rule 421.210, which was amended in April 2002, states, "that in the case of an employer whose workers have filed either 1,000 or more new claims or additional claims, or both, in each of the previous 3 calendar years, the employer shall file claims on behalf of the workers, in a manner prescribed by the agency."

Under EFC, employers submit claims on behalf of all laid off workers. The employee information will be relayed via a popular Internet technology known as FTP or File Transfer Protocol.

The program is a major convenience for employers. They are aware of the number of claims that are being processed, can estimate total benefit charges to their account, help to control unemployment cost and reduce the potential for fraud.

EFC gets temporary income to customers more efficiently and conveniently. This reduces the burden on staff to data enter large numbers of claims during peak claims loads such as temporary plant shutdowns, holidays and work slow downs. The claimant information listed below is automatically generated.

1. Monetary determination - Tells the claimant their Weekly Benefit Amount (WBA) and the amount of weeks they are eligible.
2. 1905 instructional booklet - Informs the claimants of their benefit rights, responsibilities, and provides forms and instructions on how to certify through MARVIN.
3. Additional-claim information.

We are actively enlisting employers who meet the above criteria of EFC. There are plans to expand the program to all Michigan employers who wish to reap the benefits of EFC. If you are an employer who meets these criteria, please click [here](#) to contact the EFC Unit.

Cancel

< Previous Step

Next Step >

Import

SELECT A FILE TO IMPORT

A browse box will pop-up, click 'choose file' to select the EFC file for submission.



Employer Filed Claims

Instructions File Records

Employer Filed Claims

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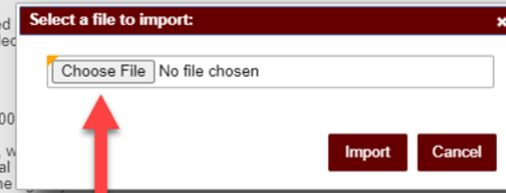
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Cancel

< Previous Step

Next Step >

Import



CORRECTING ERRORS

Before the file is uploaded, all of the errors must be corrected. If there are errors on the file, they will be listed in the file records section with a red dot next to the record number, and an exclamation mark on the edit icon.



Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Employer Filed Claims

Settings Help Log Off

Home > Account > Employer Filed Claims

1. Employer Filed Claims 2. Review and Submit

Employer Filed Claims


Instructions **File Records**

Employer Number 0231265000

EFC Editor Record 1 Record 2 Record 3

Add a Record

Show Errors 1 - 3 of 3

SSN	Last Name	Date of Birth
  	ALEXANDER	31-Aug-1993
  	BOOKER	24-Aug-1971
  	CHAMPAGNE	30-Nov-1991

Add a Record

3 Rows

Cancel

Previous Step

Next Step

Import

CORRECTING ERRORS

The errors will be identified in red. Once all of the errors have been corrected, click next step once again to upload the file. You will get your confirmation number at that point.



EFC Editor Record 1 Record 2 Record 3
Record 1 Delete this Record Copy row Add a Record

SSN	111-22-9268
Last Name	ALEXANDER
First Name	ANDRE
Street Line 1	2344 AVENUE STREET
Street Line 2	
Unit Type	
Unit	
City	WESTLAND
State	MICHIGAN
ZIP / Postal Code	48333
Telephone	(735) 555-4455
Date of Birth	31-Aug-1993
Gender	Male
Citizen	Yes
Alien Document Type	
Alien Number	
Alien Expiration Date	
Race	Black
Ethnicity	
First day of work	05-Dec-2019
Last day of work	23-Oct-1999
RTW Code	45 days or less
Occupational Code	51
Separation Reason	Laid Off
Wages	41.77

Cannot be later than last day worked

Delete this Record Copy row Add a Record

Cancel < Previous Step Next Step > Import

CONFIRMING FILE SUBMISSION

You will receive a confirmation number once the file has been accepted. To verify the file, click on the recent items tab, and then the more tab in the requests waiting to be processed column.



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Logon Alerts I Want To

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Accounts POA Clients WOTC Clients **Recent Items** Multi-Account Services Names and Addresses

Requests waiting to be processed **More...** All Letters **More...** Unread Notices **More...**

There are no pending requests 1 of 72 1 - 25 of 1,784 1 of 2 1 - 25 of 28

CONFIRMING FILE SUBMISSIONS

Current and past files will be listed in this section. The status of the files will either be pending, completed or withdrawn. Your EFC file will show pending until it has been uploaded during the over-night batch process. The following business day, the file will show completed.



Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Requests

Settings Help Log Off

Home > Requests

Being Edited² Search

Activities from 31-Aug-2020

Change Date Confirmation Number Defaults Filter

Submitted	Processed	Account	Id	Quarter Ending	Title	Status	Confirmation #
08-Oct-2020	09-Oct-2020	Tax			Employer Filed Claims	Completed	0-300-880-688

