

MICHIGAN UNEMPLOYMENT
INSURANCE AGENCY



MiWAM TOOLKIT

For Employers - Part 3

Other MiWAM Functions and Settings

MiWAM TOOLKIT

for Employers - Part 3

Other MiWAM Functions and Settings

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Address Changes

Physical Address

To change your physical address, click on the “Names and Addresses” tab.

The screenshot shows a navigation bar with tabs: Accounts, Recent Items, Multi-Account Services, and Names and Addresses. Below the navigation bar, there is a section titled 'Customer Names & Addresses'. It contains three fields: Legal Name, Physical Address (highlighted with a red box), and Legal Address. The Physical Address field is currently empty.

Click the “Change this address” link.

The screenshot shows a page titled 'Physical' with a navigation bar. Below the navigation bar, there is a section titled 'Address'. It contains a link 'Change this address' (highlighted with a red box) and a 'Current Physical' address field.

Enter your new physical address. You will need to verify the address before continuing. The system will process the address change overnight and you will see your updated physical address the following business day.

The screenshot shows a form titled 'Address Change' with a navigation bar. Below the navigation bar, there is a section titled 'Physical Change'. It contains a form with the following fields: Country (USA), Street (two lines), Unit Type (dropdown), Unit # (text), City (text), State (MICHIGAN), Zip (text), and County (dropdown). There is also an 'Attention' field. A red box highlights the '2. Review and Submit' step. Below the form, there is a checkbox labeled 'Address has been verified' which is checked.



To change the Mailing address that appears at the top of your “Welcome” page, click on the “UI Tax” link beneath the “Accounts” tab.

The screenshot shows the 'Accounts' tab selected in a navigation bar. Below the navigation bar, there are links for 'Request Access' and 'Add Access to Another Account'. A 'View Accounts' button is on the right. Under the 'Accounts' section, there is a 'Filter' input field and a list of accounts. The 'UI Tax' link is highlighted with a red box, and the balance '\$(1,177.00)' is visible on the right.



To change or add your mailing address, click on “Add” next to “Mailing Address.”

The screenshot shows the 'Names and Addresses' tab selected. On the left, there are sections for 'Customer Names & Addresses' and 'Account Names & Addresses'. In the 'Account Names & Addresses' section, the 'Mailing Address' link is highlighted with a red box, and an 'Add' button is next to it. Other links like 'Tax Mail Address', 'Claims Control Address', and 'Contested Claims Address' are also visible.



Enter your new mailing address and click “Verify Address.”

The screenshot shows the 'New Address' form. At the top, there are two steps: '1. New Address' and '2. Review and Submit'. The form is titled 'New Address' and has a 'Tax Mail Change' icon. It contains fields for 'Country' (USA), 'Street' (two lines), 'Unit Type', 'Unit #', 'City', 'State' (MICHIGAN), 'Zip', and 'County'. An 'Attention' field is also present. A red warning icon and text 'Address needs to be verified' are shown. The 'Verify Address' button is highlighted with a red box.



Click "Select this address" and click "Save."

Address Search

Verified [Select this address](#)

Verified [Select this address](#)

Verified [Select this address](#)

[Save](#) [Cancel](#)

City

County

Attention

Address needs to be verified

[Verify Address](#)



Once the address has been verified, click on "Next Step," then "Submit." The new address will appear the next business day.

1. New Address 2. Review and Submit

New Address

Tax Mail Change

Country

Street

Street

Unit Type

Unit #

City

State

Zip

County

Attention

☒ Address has been verified

I Want To

Chat With an Agent



The Chat feature allows you to communicate with an agent in real time. Click on the “Chat with an Agent” link for assistance with your tax or benefits questions.



When you click on the link, you will be asked for your first name and last name. These are optional fields. However, you must enter your FEIN or unemployment account number, along with the gross wages of your most recent quarterly report.

First Name

Last Name

FEIN or EAN Number *

Gross Wages on Recent Report *

Send Unemployment a Message



You may also send unemployment a message through your MiWAM account. Click on the “Send Unemployment a Message.”





Once you click the link, you will have the opportunity to choose “Message Type” that include a rating, benefits, and protests dropdown menu. Choosing a message type helps the agency assign your questions to the department that will be able to assist you best.

Home > Send

Send Message

Customer
[Dropdown]

Account
[Dropdown] - UI Tax

Quarter
31-Dec-2020

Message Type
Account Question - Rating

Subject
Rate

Message
I have questions about my rate.

View Employer Handbook



If you need detailed information regarding unemployment insurance, click on the “View Employer Handbook” link to access the most recent handbook. You may download the handbook for your convenience. If you have Adobe Acrobat Reader, you may also search the document to pinpoint the sections of the handbook that you need for your particular issues.

I Want To

- Chat with an Agent
- Send Unemployment a Message
- View Employer Handbook**
- Setup Email Reminders
- Add or Update Power of Attorney
- Apply for WOTC
- Request Benefit Charges File
- Sign Up for SIDES e-Response

Set Up Email Reminders



Click the “Set Up Email Reminders” to select your quarterly report reminders.

I Want To

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- Sign Up for SIDES e-Response



The “Set Up Email Reminders” feature allows you to select a 10- or 25-day email, reminding you when your quarterly report is due. You can also opt out of any emails by clicking the box next to, “To stop the automated email reminder, please check this box and resubmit your request.”

1. Set Up Email Reminders

2. Review and Submit

Set Up Email Reminders

The UIA will send you an email reminder before the due date of the UIA 1028, Employer's Quarterly Wage/Tax Report. You may choose either a 10 or 25 day reminder below for the number of days before the quarterly report due date to receive the email reminder. If no selection is made, we will send the email reminder 10 days before the quarterly report due date.

The quarterly due dates are:

January 25th
April 25th
July 25th
October 25th

☒ Reminder 10 days before Due Date

☐ Reminder 25 days before Due Date

☐ To stop the automated email reminder, please check this box and resubmit your request.

Add or Update Power of Attorney



You have the ability to add a service provider, modify or delete a current service provider's access to your account. Click on the “Add or Update Power of Attorney” to begin the process.



I Want To

[Chat with an Agent](#)

[Send Unemployment a Message](#)

[View Employer Handbook](#)

[Setup Email Reminders](#)

[Add or Update Power of Attorney](#)

[Apply for WOTC](#)

[Request Benefit Charges File](#)

[Sign Up for SIDES e-Response](#)



Click on the “Add Power of Attorney” link to add a service provider to your account. Click on the link under the “POA Name” to modify or remove a current service providers access.

[Home](#) > [Power of Attorney](#)

Power of Attorney

Click the [Add Power of Attorney](#) button to add a new Power of Attorney.

[Add Power of Attorney](#)

Power of Attorney List

[Show History](#) [Filter](#)

POA Name	Commence	Cease	Authorization Type
[Redacted]	09-Nov-2020		Limited Authorization



In the example below, the POA has “Limited Authorization” to assist you with your unemployment taxes. You can change any authorization by selecting “Yes” or “No.” Any changes will take effect the following business day.

Change POA

Power of Attorney Maintenance
 Your authorized representative may be an organization, firm or individual.

Power of Attorney Authorization Form

Representative FEIN:	Representative SSN:	Representative Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADDRESS This address has been validated.

Address line 1:

Address line 2:

Country: USA	Unit Type: 	Unit:
City: 	State: 	ZIP:

Contact Name: 	Contact Phone #: 	Contact Fax #: 	Contact Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AUTHORIZATION INFORMATION - MICHIGAN UIA

NOTE: If no Ending Authorization Date is provided, the above named representative will be authorized to represent you until you notify the Michigan Unemployment Insurance Agency (UIA) in writing that this Power of Attorney is revoked.

Beginning Authorization Date: Ending Authorization Date:

Check Type of Authorization (please select one):

☐ General Authorization

Authorize my representative to: [1] Inspect or receive confidential information; [2] Represent me and make oral or written presentations of fact and/or argument; [3] Sign returns; [4] Enter into agreements; and [5] Receive mail (including forms, billings and payment notices).

☒ Limited Authorization

Please select the type of authorization by checking the appropriate boxes.

1. Inspect or receive confidential information	No
2. Represent me and make oral/written presentation of fact or argument	Yes
3. Sign Returns	Yes
4. Enter into agreements	No
5. Receive Mail	
Receive Tax Forms	Yes
Receive Claims Control Forms	No
Receive Contested Claims Forms	No



In this example, you can give the service provider “General Authorization” to your account by selecting the “General Authorization” box. The changes will take effect the following business day.

AUTHORIZATION INFORMATION - MICHIGAN UIA

NOTE: If no Ending Authorization Date is provided, the above named representative will be authorized to represent you until you notify the Michigan Unemployment Insurance Agency (UIA) in writing that this Power of Attorney is revoked.

Beginning Authorization Date: Ending Authorization Date:

Check Type of Authorization (please select one):

☒ General Authorization

Authorize my representative to: [1] Inspect or receive confidential information; [2] Represent me and make oral or written presentations of fact and/or argument; [3] Sign returns; [4] Enter into agreements; and [5] Receive mail (including forms, billings and payment notices).

☐ Limited Authorization

Please select the type of authorization by checking the appropriate boxes.



To remove a current POA, select an “Ending Authorization Date.” You may use a past date. The POA will be removed the following business day.

AUTHORIZATION INFORMATION - MICHIGAN UIA

NOTE: If no Ending Authorization Date is provided, the above named representative will be authorized to represent you until you notify the Michigan Unemployment Insurance Agency (UIA) in writing that this Power of Attorney is revoked.

Beginning Authorization Date: 04-Apr-2018

Ending Authorization Date: 09-Feb-2021

Check Type of Authorization (please select one):

☐ General Authorization

☒ Limited Authorization

Authorize my representative to:

[1] Inspect or receive confidential information; [2] Represent me and make oral or written presentations of fact and/or argument; [3] Sign returns; [4] Enter into agreements; and [5] Receive mail (including forms, billings and payment notices).

Please select the type of authorization by checking the appropriate boxes.

1. Inspect or receive confidential information: No

2. Represent me and make oral/written presentation of fact or argument: Yes

3. Sign Returns: Yes

4. Enter into agreements: No

5. Receive Mail: Yes

6. Receive Tax Forms: Yes

7. Receive Claims Control Forms: No

8. Receive Contested Claims Forms: No

Apply for WOTC



The Work Opportunity Tax Credit allows qualified employers to apply for tax credits for their businesses. Click “Apply for WOTC” to begin the process.

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 - [Request Benefit Charges File](#)
 - [Sign Up for SIDES e-Response](#)



Each step has specific questions regarding the individuals that you wish to hire. Complete all six steps, and click “Add” if you have any attachments.

1. WOTC Application **2. Review and Submit**

WOTC Application

Work Opportunity Tax Credit Application

8850 Pre-Screening Notice and Certification Request for the Work Opportunity Credit

✓ **Step 1: 8850 Job Applicant Information**

Job Applicant Name: [Redacted]

Address: [Redacted]

SSN: [Redacted]

✓ **Step 2: 8850 Pre-Screening Information**

✓ **Step 3: 8850 Employer's Information**

9061 Individual Characteristics Form - Work Opportunity Tax Credit

✓ **Step 4: 9061 Applicant Information**

✓ **Step 5: 9061 Applicant Characteristics**

✓ **Step 6: 9061 Target Group Questions**

Attachment Instructions:
To add the attachment, please click the 'Add' link.
To remove an unwanted attachment, please click the 'Remove' link.
Proceed once all attachments have been added.

Attachments

Type	Name	Description	Size

Add

Request Benefit Charges File



Click the “Request Benefit Charges File” link to apply for the electronic benefits file.



I Want To

- [Chat with an Agent](#)
- [Send Unemployment a Message](#)
- [View Employer Handbook](#)
- [Setup Email Reminders](#)
- [Add or Update Power of Attorney](#)
- [Apply for WOTC](#)
- [Request Benefit Charges File](#)
- [Sign Up for SIDES e-Response](#)



Click the box next to the “Check this box if you would like to receive UIA Benefit Charges and Credits via an electronic file.” Please understand that if there are not charges or credits, you will not receive a file. You can view your file in the “Notices” tab within your MiWAM account. Select the “Recent Items” tab, then click the “Notices” tab to the right.

1. Request Benefit Charges File

2. Review and Submit

Request Benefit Charges File

VIEW FILE FORMAT

The Electronic File Exchange is a service that allows an Employer Representative (ER) to request correct data about their clients' Unemployment Insurance Agency (UIA) accounts and have the client data returned electronically.

Electronic UIA 1136 Statement of Benefit Charges or Credits Exchange – This will assist the ER in tracking the benefit charges or credits applied to the clients' UIA account. The benefit charges or credits file will be available weekly and include the clients' UIA account number, claimant SSN, processed date, benefit week ending date, adjustment type code, earned income, benefit amount, claimant last name, and claimant first name.

How to Opt-In/Out:

To opt-in for the electronic file exchange, please check the box for the UIA 1136 Benefit Charges or Credits. Once the request has been processed through the nightly batch job, a notification message will be sent to confirm that you will receive an electronic file exchange based on your selection.

To opt-out of the electronic file exchange, please uncheck the box for UIA 1136 Benefit Charges or Credits. Once the request has been processed through the nightly batch job, a notification message will be sent to confirm that you will no longer receive an electronic file exchange based on your selection.

☒ Check this box if you would like to receive UIA Benefits Charges and Credits via an electronic file.

Sign Up for SIDES e-Response



To sign up for State Information Data Exchange System (SIDES), click on the “Sign Up for SIDES e-Response.”



I Want To

- [Chat with an Agent](#)
- [Send Unemployment a Message](#)
- [View Employer Handbook](#)
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- [Add or Update Power of Attorney](#)
- [Apply for WOTC](#)
- [Request Benefit Charges File](#)
- [Sign Up for SIDES e-Response](#)



Create a four-digit PIN for your SIDES account. Click “Next Step,” then “Submit” to apply for your SIDES account. Note that you will receive an email notifying you of any “Fact Finding” in your SIDES account.

1. Register for SIDES
2. Review and Submit

Register for SIDES

Sign Up for SIDES E-Response

You will need to create a 4 digit Pin for SIDES E-Response

Create a 4 digit PIN

Re-enter your 4 digit PIN

The State Information Data Exchange System (SIDES), is a web-based system that allows the Unemployment Insurance Agency and employers to communicate directly and efficiently when an individual filed a new unemployment claim.

**** You will receive a Notification confirming your SIDES E-Response Pin will be active within 24 hours.**

**** You will receive an email when Fact Finding has been sent to your SIDES E-Response account.**

Cancel

< Previous Step

Next Step >



When you log in to your MiWAM account, you will see an “Account Alert” notifying you of any Fact Finding forms in your SIDES account.

Go directly to the site [Ulsides.org/](https://ulsides.org/). You will need your FEIN, EAN and PIN. Click Separation Information.

User Information: You are signed in as

Account

Account Alerts

Balance: (\$1,080.17)

You have 1 pending Fact Finding on the SIDES E-Response Site

I Want To

View My Accounts

Manage Reports and Payments

Set Go Green Preference

Register Location Account

Settings



The “Settings” link in the upper right hand corner of your “Welcome” page has a number of features to assist you with your account needs.

MiWAM For Employers
Settings
Help
Log Off

Home

Ligon
Alerts

There are no alerts

I Want To

Chat with an Agent

Send Unemployment a Message

View Employer Handbook

Set Email Reminder

Edit Your Profile



After you click on “Settings,” you can change the information in your account profile. Click the “Profile” tab, then click the “Edit” button.

The screenshot shows the 'Settings' page with the 'Profile' tab selected. The 'Edit' button is highlighted with a red box. The 'Alerts' section shows 'There are no alerts'. The 'I Want To' section includes links for 'Additional logons', 'Third party access', and 'Change password'.



You may change the Username, Name and Email address in your “Edit User” tab. You can also add or update your “Secret Question” and “Answer.” It is important to have a secret question and answer, since this feature allows you to unlock your account if necessary. To the right of the screen, you can add or modify phone numbers.

The screenshot shows the 'Edit User' page. The 'Profile' section includes fields for Username, Name, Email, and Secret Question (with a dropdown menu). The 'Primary Phone Number' section includes fields for Country (USA), Type (Business), Phone Number, and Extension. The 'Secondary Phone Number' section includes fields for Country (USA) and Type. The 'Change Secret Question' button is highlighted with a red box.

Payment Sources

For instructions on how to create a payment profile, see page 29 of the [MiWAM Toolkit for Employers - Part 1](#).

Activity



When you click on the “Activity” tab, you will see any activity on your account. You can “Filter” your search using keywords, or you can use the date dropdown menu feature to view particular dates of activities within your account.

The screenshot shows the 'Activity' page. The 'Activity' tab is selected. The 'From' and 'To' date filters are set to '07-Apr-2020'. The 'Search' button is highlighted with a red box. The activity list shows several entries, including 'Wednesday, Jan 27, 2021' (04:53 PM Logged On), 'Tuesday, Jan 26, 2021' (01:23 PM Logged On), 'Friday, Jan 22, 2021' (02:33 PM Logged On, 10:28 AM Logged On), and 'Tuesday, Jan 19, 2021' (12:18 PM Payment Request, 12:16 PM Logged On). The 'Payment Request' entry is highlighted with a red box.

Additional Logons



As the Master account holder, you may add other users to your account. You determine the type of access and employer permissions the users may have in order to assist you and your clients. Click on the “My Profile” button to begin the process.



On the “Additional Logons” tab, click the “Add” button to the right of the screen to add another user.



Enter the first and last name of the user, including the user’s email address. Click on the “Yes” radio button if the user is an employee of your company. Click “Yes” if you would like the user to have the ability to add other users to your company’s account. If you are a service provider, users will only have the ability to delegate access to other users only if you have an unemployment number. The added users cannot delegate access to other accounts. That function is only available to Master account holders. Click on the “Add Permissions” button to select which functions your added user will need.



Click on the "UIA Account #" link of any unemployment account you wish the added user to have access to.



Choose the features you wish the added user to have. Click "OK."



Once you submit your request, the added user will receive an email giving them details on creating an "Employee" MiWAM account.

Logon Access



After you click “OK,” you will be taken back to your “Manage Logons” page. Once your added user creates a MiWAM account, you will see the user’s name on the “Additional Logons” tab and you will also see the user’s name under the “Access to My Accounts” tab along with the user’s designated employers and permissions.

Home > Settings > Profile

Additional Logons Logon Access

Logons Add

Filter

Username	Email	Access Type
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation



You may click the Username of your added user to view or modify the settings for the user.

Additional Logons Logon Access

Logons Add

Filter

Username	Email	Access Type
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation
...	...	Added By Master: No Delegation



On the “Activity” tab, you can “Change” the delegation tab from “No Delegation” to “Can Delegate.” You may also “Deactivate Access” within this tab for the user.

Home > Settings > Profile > [Username]

Logon Activity

Additional Logon Settings Change I Want To

Access Type : Added By Master: No D Deactivate access



The Activity tab allows you see the activities of the added user. You can “Filter” the activity according to the subject or date, or you can use the dropdown menu to search more specifically by dates.

Activity

Filter

Thursday, Jan 14, 2021

03:58 PM	Qtrly Wage/Tax Report	UI Tax	31-Dec-2020
03:57 PM	Logged On		

Monday, Jan 11, 2021

04:41 PM	Qtrly Wage/Tax Report	UI Tax	31-Dec-2020
04:39 PM	Logged On		

Third Party Access



Click on the “Third party access” link to view any service providers that have access to your account.

Profile | **Payment Sources** | **Activity**

Logon | **Edit** | **Alerts** | **I Want To**

✓ There are no alerts

- Additional logons
- Third party access**
- Change password



Click on the “Username” link of the third party that appears under the “Third Party Logons” tab.

Third Party Logons | **Third Party Access**

Logons

Filter



On the “Third Party Access” tab, you can view the “Access Level” that was given to any service provider. Click on the “Multiple Permissions” tab.

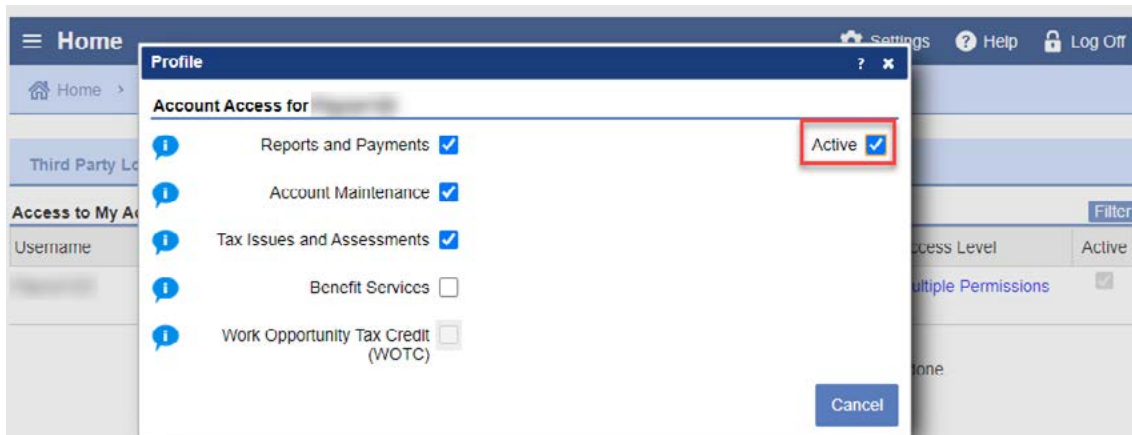
Third Party Logons | **Third Party Access**

Access to My Accounts | **Filter**

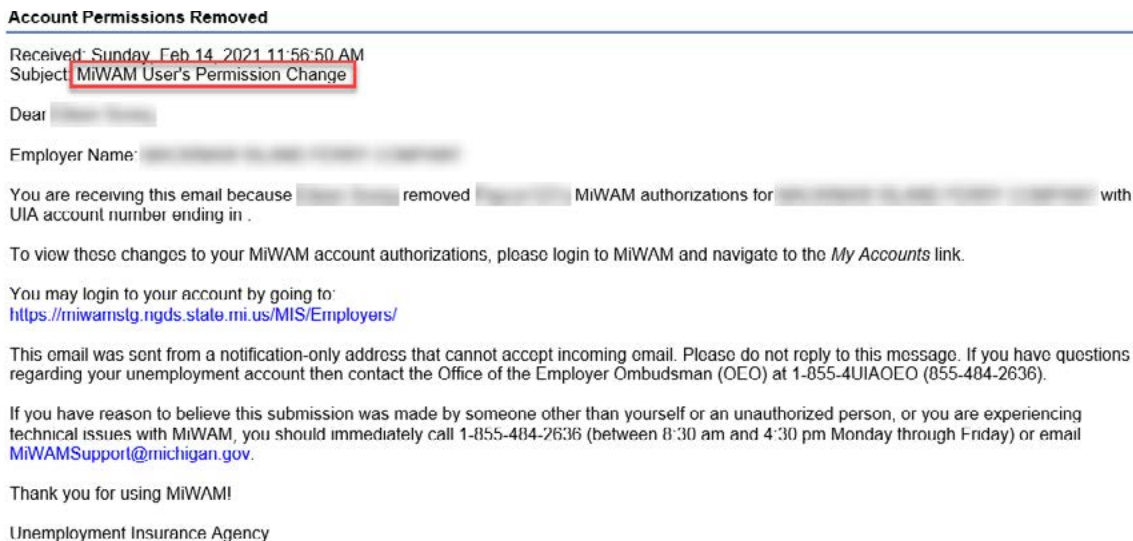
Username	Access Type	Name	Account Type	Id	Access Level	Active
	Third Party		Tax		Multiple Permissions	<input checked="" type="checkbox"/>



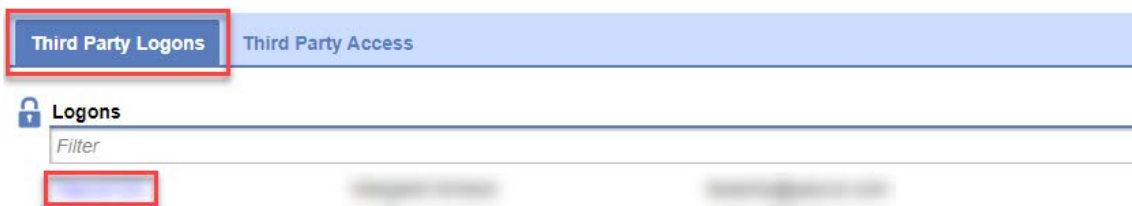
In this example, the service provider can file quarterly reports, submit payments and protest various tax issues and assessments. Notice in the right hand corner that you can remove the service provider's access to your account by deselecting the check in the "Active" box.



If you deselected the "Active" box, you will receive an email stating that the third party is no longer authorized to access your account.



You may view the activities of any service provider by click on the Username of the provider under the "Third Party Logons" tab.





You can verify any activity that the third party has completed for you.

Home > Settings > Profile > Activity				
Ligon Activity				
Filter				
Saturday, Feb 8, 2020				
03:51 PM	Amend Qtrly Wage/Tax Report	UI Tax		30-Sep-2019
03:38 PM	Amend Qtrly Wage/Tax Report	UI Tax		31-Dec-2019
Wednesday, Feb 5, 2020				
12:42 PM	Amend Qtrly Wage/Tax Report	UI Tax		30-Jun-2019
Tuesday, Dec 24, 2019				
08:54 AM	Request for Waiver of Penalty & Interest	UI Tax		

Change Password



You can change your password while in your account by clicking on the “Change password” link.

Home > Settings		
Profile Payment Sources Activity		
Ligon Edit Alerts I Want To		
There are no alerts		
Additional logons		
Third party access		
Change password		



The system will prompt you for your current password and your new password. Please follow the guidelines under “Password Help” to assist you with creating your new password.

Change Password	Password Help
Current Password	Passwords cannot be reused
.....	Minimum 8 characters
New Password	Passwords must contain both letters and numbers
.....	Passwords must contain both uppercase and lowercase letters
Confirm Password	Passwords must contain special characters
.....	

View My Accounts



For more features contained within the “I Want To” header, click on the “UI Tax” link under the “Accounts” tab.

Accounts Recent Items Multi-Account Services Names and Addresses		
Accounts View Accounts		
Filter		
UI Tax		
\$0.00		



To view all of your accounts, click on the “View My Accounts” link.

User Information: You are signed in as [redacted]

Account

[redacted]

Account Alerts

✓ There are no alerts

I Want To

View My Accounts

Manage Reports and Payments

Set Go Green Preference

Register Location Account

Use Voluntary Payment Worksheet

Payment Voucher

Register for Work Share



Click on “View Accounts” to see all of your accounts contained within your MiWAM account.

Accounts Recent Items Multi-Account Services Names and Addresses

Accounts **View Accounts**

Filter

UI Tax			\$0.00
--------	--	--	--------



If you are a service provider, you will see all of the employers within your account.

Accounts Hide Closed

Filter

1 of 37 1 100 of 3,655

Account Type	Account Id	Name	Address	Balance
UI Tax				\$0.00
UI Tax				\$1.40
UI Tax				\$0.00
UI Tax				\$0.00
UI Tax				(\$3.21)
UI Tax				\$0.00
UI Tax				(\$1.12)



No more tiles, appears as a list now:

Home > Accounts

Accounts Hide Closed

Multi-Unit Location \$0.00

[redacted]

Multi-Unit Location \$0.00

[redacted]

Multi-Unit Location \$0.00

[redacted]

UI Tax \$1.25

[redacted]



If you are an employer with chargeable or non-chargeable accounts, you can view them here.

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE

Accounts Settings Help Log Off

Home > Accounts

Accounts Hide Closed

Filter

Account Type	Account Id	Name	Address	Balance
Multi-Unit Location				\$0.00
Multi-Unit Location				\$0.00
Multi-Unit Location				\$0.00
Multi-Unit Location				\$0.00
Multi-Unit Location				\$0.00
Multi-Unit Location				\$0.00

Manage Reports and Payments



For Manage Reports and Payments instructions, see page 43 of the [MiWAM Toolkit for Employers - Part 2](#).

User Information: You are signed in as [redacted]

Account **Account Alerts** **I Want To**

Account Alerts ✓ There are no alerts

I Want To

- View My Accounts
- Manage Reports and Payments**
- Set Go Green Preference
- Register Location Account
- Use Voluntary Payment Worksheet
- Payment Voucher
- Register for Work-Share

Set Go Green Preference

For Go Green Preference instructions, see page 39 of the [MiWAM Toolkit for Employers - Part 1](#).

Register Location Account



If your company has other locations, you can add them to your MiWAM account. Click on the “Register Location Account” link.

User Information: You are signed in as [redacted]

Account **Account Alerts** **I Want To**

☒ There are no alerts

[View My Accounts](#)

[Manage Reports and Payments](#)

[Set Go Green Preference](#)

[Register Location Account](#)

[Use Voluntary Payment Worksheet](#)

[Payment Voucher](#)

[Register for Work Share](#)



Click on the “Add a Location” link under the “New Locations” tab.

1. Locations 2. Review

Locations

Register Location Account(s)

[New Locations](#) [Location 1](#) [Add a Location](#)

Locations

[Show Errors](#) 1 - 1 of 1

Name	Address	Start Date
	MICHIGAN USA	

[Add a Location](#) **Required**



Enter the name of your location and your address. Within the “Attributes” section, enter the start date and whether your location will be a “Chargeable” or “Non-Chargeable” location. Select the business category, type and activity from the dropdown menus.

Register Location Account(s)

[New Locations](#) [NORTH LOCATION](#) [Remove this Location](#) [Copy row](#) [Add a Location](#)

Location 1

Location Information

Name

NORTH LOCATION

Address

Street 2

Unit Type Unit

MICHIGAN WAYNE

Attention

Attributes

Start Date 06-Jan-2021 Multi-Unit Type [Chargeable](#)

Business Category Administration of Human Resource Programs

Business Type Administration of Human Resource Programs

Business Activity Administration of Public Health Programs

[Remove this Location](#) [Copy row](#) [Add a Location](#)

[Cancel](#) [Previous Step](#) [Next Step >](#)



Once you click “Next Step,” you will see the message below. You must have at least two locations to continue the process. If you do not have two locations, you will not be able to add any locations.

1. Locations 2. Review

Review

At least 2 chargeable location accounts are required in order to register new chargeable location accounts.

Locations			Filter
Name	Address	Start Date	
NORTH LOCATION		06-Jan-2021	



Add the second location by clicking on “Add a Location.”

Register Location Account(s)

New Locations NORTH LOCATION

Location 1 Remove this Location Copy row Add a Location

Location Information

Name
NORTH LOCATION

Address

Street 1
Street 2
Unit Type Unit
MICHIGAN WAYNE
Attention

Attributes

Start Date 06-Jan-2021 Multi-Unit Type Chargeable
Business Category Administration of Human Resource Programs
Business Type Administration of Human Resource Programs
Business Activity Administration of Public Health Programs

Remove this Location Copy row Add a Location

Cancel < Previous Step Next Step >



Complete all the necessary information for your second location and click “Next Step.”

1. Locations 2. Review

Locations

Register Location Account(s)

New Locations NORTH LOCATION SOUTH LOCATION

Location 2 Remove this Location Copy row Add a Location

Location Information

Name
SOUTH LOCATION

Address

3032 W GRAND BLVD
Street 2
Unit Type Unit DETROIT
MICHIGAN 48202-0000 WAYNE
Attention

Attributes

Start Date 06-Jan-2021 Multi-Unit Type Chargeable
Business Category Administration of Human Resource Programs
Business Type Administration of Human Resource Programs
Business Activity Administration of Public Health Programs

Remove this Location Copy row Add a Location

Cancel < Previous Step Next Step >



After you have added the locations, make sure that all of the information is correct. Click “Submit” button.

1. Locations

2. Review

Review

2 location(s) will be added to UIA No. [REDACTED].

If this is correct, press the Submit button to complete request. Otherwise, you may use the Previous button to navigate back to the last screen.

Locations

Filter

Name	Address	Start Date
NORTH LOCATION	[REDACTED]	06-Jan-2021
SOUTH LOCATION	[REDACTED]	06-Jan-2021

2 Rows



Once your locations have been added to your account, you will see the locations displayed under the “Accounts” tab.

Accounts

Recent Items

Multi-Account Services

Names and Addresses

Accounts

View Accounts

Filter

Multi-Unit Location

001

\$0.00

UI Tax

(\$300.00)

UI Tax

000

\$0.00

Use Voluntary Payment Worksheet



For instructions on Voluntary Payments, see page 46 of the [MiWAM Toolkit for Employers - Part 2](#).



I Want To

[View My Accounts](#)

[Manage Reports and Payments](#)

[Set Go Green Preference](#)

[Register Location Account](#)

[Use Voluntary Payment Worksheet](#)

[Payment Voucher](#)

[Manage Work-Share Plans](#)

Payment Voucher



If you would like to pay your taxes by check, you can click on the “Payment Voucher” link and complete the form. Be sure to include the quarter you are paying for along with your unemployment number. The address for mailing the voucher is on the form.



I Want To

[View My Accounts](#)

[Manage Reports and Payments](#)

[Set Go Green Preference](#)

[Register Location Account](#)

[Use Voluntary Payment Worksheet](#)

[Payment Voucher](#)

[Manage Work-Share Plans](#)

Register for Work Share



If you have not registered for Work Share, you will see this link. Click on “Register for Work Share” to begin.



I Want To

[View My Accounts](#)

[Manage Reports and Payments](#)

[Set Go Green Preference](#)

[Register Location Account](#)

[Use Voluntary Payment Worksheet](#)

[Payment Voucher](#)

[Register for Work-Share](#)



Select “Yes” or “No” for each question, then click “Next Step,” then “Submit.”

1. Work-Share Registration
2. Review and Submit

Work-Share Registration

Work-Share Enrollment

Work Share is a program that allows employers to maintain operations during decline in business activity in lieu of layoff. Under an approved employer's Work Share plan employees can work a reduced number of hours in the work week and receive Work Share Benefits from the Unemployment Insurance Agency (UIA).

Please refer to www.michigan.gov/workshare for more information and to review all eligibility requirements.

You must complete this registration section. After completion, you will receive a web notice in your MiVAM account within 24 hours notifying you that you can apply for the Work Share Plan. Click on the “UI Tax” link, “Manage Work Share Plan” under the “I Want To” heading and then click “Apply for Work Share Application”.

After completing a Work Share application, you must set up your plan(s) by submitting your employee information using one of the 3 format options:

1. Manually input each employee's information into MiVAM.
2. [Work-Share Plan covered Employees Excel Template](#) (click here to view the template).
3. [Work-Share Plan covered Employees File Format](#) (click here to see format of the file).

Once your Work Share plans are complete and approved, you must certify the weekly work hours of each employee at the end of each calendar week, (ending on a Saturday). You must certify your plan(s) by using one of the 3 format options:

1. Manually input each employee's information into MiVAM.
2. [Bi-Weekly Work-Share Certification Excel Template](#) (click here to view the template).
3. [Bi-Weekly Work-Share Certification File Format](#) (click here to see format of the file).

If you have questions about Work Share or need assistance filing your Work Share plan, please contact our Office of Employer Ombudsman at 855-484-2636. Or send an email to UIA-Workshare@michigan.gov.

Do you wish to apply for a Work-Share plan?

Yes

Would you like assistance submitting your plan?

No

Cancel
Previous Step
Next Step >



You will receive this email if you are found eligible for the Work Share program.

Notice
Customer
Reply

Received: Tuesday, Jun 30, 2020 3:52:23 PM
Subject: Notice of Approval to participate in Work-Share

Dear [REDACTED]

Employer Name: [REDACTED]
Confirmation ID: [REDACTED]

You have been found eligible to participate in the Work-Share program. To access the Work-Share features, log onto your Tax Account and you will see the Manage Work-Share Plans link on the right. You need to log-on and complete your application plan. You will begin participating in the Work-Share program with the submission of the completed plan. If you requested assistance completing your Work-Share application plan you will receive a phone call within 24-48 hours.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. If you have questions regarding your unemployment account then contact the Unemployment Insurance Agency's Work Share Hotline at 1-844-WORKSHR (1-844-967-5747).

If you have reason to believe this submission was made by someone other than yourself or an unauthorized person, if you are experiencing technical issues with MiVAM, you should immediately call 1-855-484-2636 (between 8:30 am and 4:30 pm Monday through Friday) or email MiVAMSupport@michigan.gov.

Thank you for using MiVAM!

Unemployment Insurance Agency

Manage Work Share Plans



If your company was found eligible for Work Share, you will see the “Manage Work Share Plans” within the “I Want To” header. Since you have applied for Work Share, you can submit your plans by clicking on the “Manage Work Share Plans” link.

- I Want To
- View My Accounts
 - Manage Reports and Payments
 - Set Go Green Preference
 - Register Location Account
 - Use Voluntary Payment Worksheet
 - Payment Voucher
 - Manage Work-Share Plans





To begin, click on the “Work Share Plan Application” button in the upper right hand corner. You may also use an Excel or text file to apply for Work Share. View the links “Download Excel Template” and “View File Format” for more information regarding uploading your application.

Home > Account > Work-Share

To view details or modify an existing approved Work-Share plan, please select from the list below. To begin a new Work-Share plan application please click the button to the right. Work-Share Plan applications can be filed by uploading an excel template, uploading a flat file, OR manually keying. The excel template and flat file format can be seen below.

Work Share Plan Application

[DOWNLOAD EXCEL TEMPLATE](#)

[VIEW FILE FORMAT](#)

Filter

Plan Number	Unit Name	Reduction %	Begin	End	Status



Answer each question from the dropdown menus. (For specific information regarding Work Share, you may visit the Work Share website at Michigan.gov/WorkShare)

1. Work-Share Plan Application 2. Employer Questionnaire 3. Employees

Work-Share Plan Application

Welcome to the Michigan UIA Work-Share Application. You will be asked a series of questions to determine if your proposed Work-Share Plan can be approved by UIA. Confirmation of your approved plan, or an explanation of the reason(s) why your plan cannot be approved, will be sent to you today via a web notice after the application has been submitted. Please provide responses to the following questions and statements carefully.

Was your business closed or hours limited pursuant to an Executive Order? ☐ Yes ☐ No

What is the name of the work unit to be covered by your Plan?

How many employees work in the affected work unit?

Are all employees in the unit covered by the proposed Work-Share Plan? ☐ Yes ☐ No

What is your proposed start date of the Work-Share Plan?

What is your proposed end date of the Work-Share Plan?

Does your plan cover the entire proposed plan period, or just certain weeks? ☒ Entire Plan Period ☐ Certain Weeks

Is this Work-Share Plan application an amendment for a prior Work-Share Plan? ☐ Yes ☒ No

What is the percentage of work reduction proposed for this unit?



Please answer all the questions, then click “Next Step.”

1. Work-Share Plan Application 2. Employer Questionnaire 3. Employees

Employer Questionnaire

Please read the following carefully:

I will provide full and complete reports to the unemployment agency relating to the operation of this Work-Share plan as required by the unemployment agency. ☒ I agree ☐ I disagree

I will not hire new employees in, or transfer employees to, the work unit covered by this plan during the effective period of the Work-Share plan. ☒ I agree ☐ I disagree

I will not lay off participating employees during the effective period of the Work-Share plan. ☒ I agree ☐ I disagree

I will not reduce participating employees' hours of work by more than the Work-Share Plan reduction percentage during the effective period of the Work-Share plan (except in cases of holidays, designated vacation periods, equipment maintenance, or similar circumstances). ☒ I agree ☐ I disagree

I have obtained the approval of any applicable collective bargaining unit representative and have notified all affected employees who are not in a collective bargaining unit of the proposed Work-Share Plan. ☒ I agree ☐ I disagree

The implementation of this Work-Share plan is in lieu of temporary layoffs that would affect at least 15% of the employees in the affected unit and would result in an equivalent reduction in work hours. ☒ I agree ☐ I disagree

What is your estimate of the number of employees who would have been laid off if the plan were not implemented?

How will you give advance notice to an employee whose hours of work per week under the plan will be reduced (e.g. Email, Meetings, Notice Posting)?

The Work-Share plan does not affect the fringe benefits of any participating employee. ☒ I agree ☐ I disagree



Enter all of the information for the employees.

Employees

To use the **import feature** instead of manually keying, you can **download the excel template** using the button below **OR** you can submit a **flat file** following the format specified below. The file should include all of the employees for the Work-Share Plan Application. You can **upload your file** using the **Import** button at the bottom. Each record added will be listed below and can be modified prior to submission.

[DOWNLOAD EXCEL TEMPLATE](#)

[VIEW FILE FORMAT](#)

In order to Submit you must add all Employees affected in this Plan: 1 out of 2

Work-Share Employees *** **					
Employee Delete this Record Copy row Add Employee					
SSN	<input type="text"/>				
First Name	<input type="text"/>	Last Name	<input type="text"/>		
Street line 1 <input type="text"/>					
Street line 2 <input type="text"/>					
Unit Type	<input type="text"/>	Unit	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	ZIP / Postal Code	<input type="text"/>		
Telephone	<input type="text"/>	Date of Birth	<input type="text"/>	Gender	<input type="text"/>
U.S. Citizen	<input type="text"/>	Race	<input type="text"/>	Hispanic or Latino?	<input type="text"/>
Alien Number	<input type="text"/>	Alien Expiration Date	<input type="text"/>	Alien Document Type	<input type="text"/>
Occupation Code	<input type="text"/>	First Day of Work	<input type="text"/>	Work ZIP	<input type="text"/>
UIA Number	<input type="text"/>				
Delete this Record Copy row Add Employee					



Once the employees are added, submit the information.

Work-Share Employees *** **					
Employee Delete this Record Copy row Add Employee					
SSN	<input type="text"/>				
First Name	<input type="text"/>	Last Name	<input type="text"/>		
Street line 1 <input type="text"/>					
Street line 2 <input type="text"/>					
Unit Type	<input type="text"/>	Unit	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	ZIP / Postal Code	<input type="text"/>		
Telephone	<input type="text"/>	Date of Birth	<input type="text"/>	Gender	<input type="text"/>
U.S. Citizen	<input type="text"/>	Race	<input type="text"/>	Hispanic or Latino?	<input type="text"/>
Alien Number	<input type="text"/>	Alien Expiration Date	<input type="text"/>	Alien Document Type	<input type="text"/>
Occupation Code	<input type="text"/>	First Day of Work	<input type="text"/>	Work ZIP	<input type="text"/>
UIA Number	<input type="text"/>				
Delete this Record Copy row Add Employee					



Once you have submitted your plan, you can then certify for your employees, either weekly or bi-weekly. You can manually add the employees or use the “Import” feature. Click the “Download Excel Template” and/or the text file information, “View File Format.”

1. Work-Share Certification

2. Certification Summary

Work-Share Certification

Work-Share Certification for Plan:

To use the **import feature** instead of manually keying, you can **download the excel template** using the button below OR you can submit a **flat file** following the format specified below. The file should include all of the employees for the Work-Share Plan. You can **upload your file** using the **Import** button at the bottom. Each record added will be listed below and can be modified prior to submission.

[DOWNLOAD EXCEL TEMPLATE](#)

[VIEW FILE FORMAT](#)

Employees

Add an Employee

Filter

	SSN	Plan Number	Last Name	FirstName	Certification Date 1	Certification Date 2
Add an Employee						

Cancel

Previous Step

Next Step

Import



Once you have submitted your plans and certifications, you can view them within your “Manage Work Share Plans” link. You can also modify or terminate the plans here.

To view details or modify an existing approved Work-Share plan, please select from the list below. To begin a new Work-Share plan application please click the button to the right. Work-Share Plan applications can be filed by uploading an excel template, uploading a flat file, OR manually keying. The excel template and flat file format can be seen below.

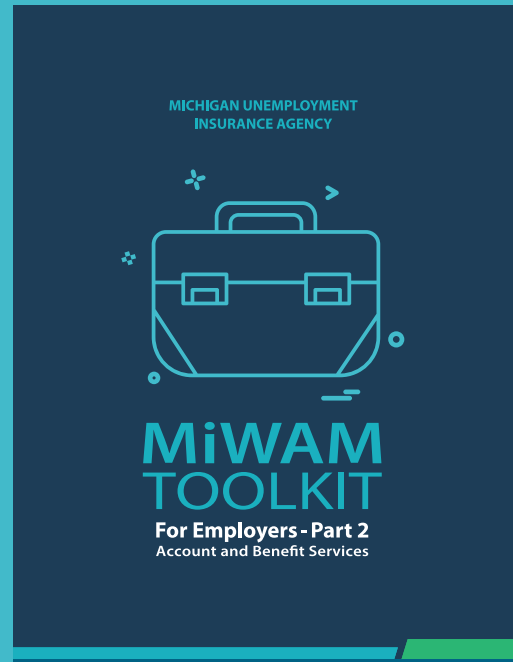
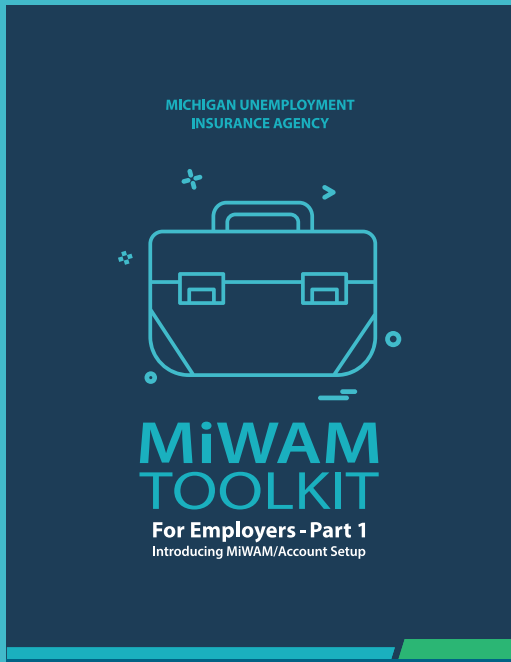
[Work-Share Plan Application](#)

[DOWNLOAD EXCEL TEMPLATE](#)

[VIEW FILE FORMAT](#)

Filter									
1 of 9 1 - 50 of 440									
Plan Number	Unit Name	Reduction %	Begin	End	Status				
		20%	03-May-2020	24-Apr-2021	Approved	View Plan	File Certification	Modify Plan	Terminate Plan
		20%	19-Apr-2020	10-Apr-2021	Approved	View Plan	File Certification	Modify Plan	Terminate Plan
		20%	19-Apr-2020	10-Apr-2021	Terminated	View Plan	File Certification	Modify Plan	
		20%	28-Jun-2020	24-Apr-2021	Approved	View Plan	File Certification	Modify Plan	Terminate Plan
		20%	04-Oct-2020	24-Apr-2021	Approved	View Plan	File Certification	Modify Plan	Terminate Plan
		20%	08-Nov-2020	24-Apr-2021	Approved	View Plan	File Certification	Modify Plan	Terminate Plan

***For additional information, refer to
the following MiWAM Toolkits:***



STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

Michigan.gov/UIA

UIA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. TTY services are available at 1-866-366-0004.

REVISED 9/2021