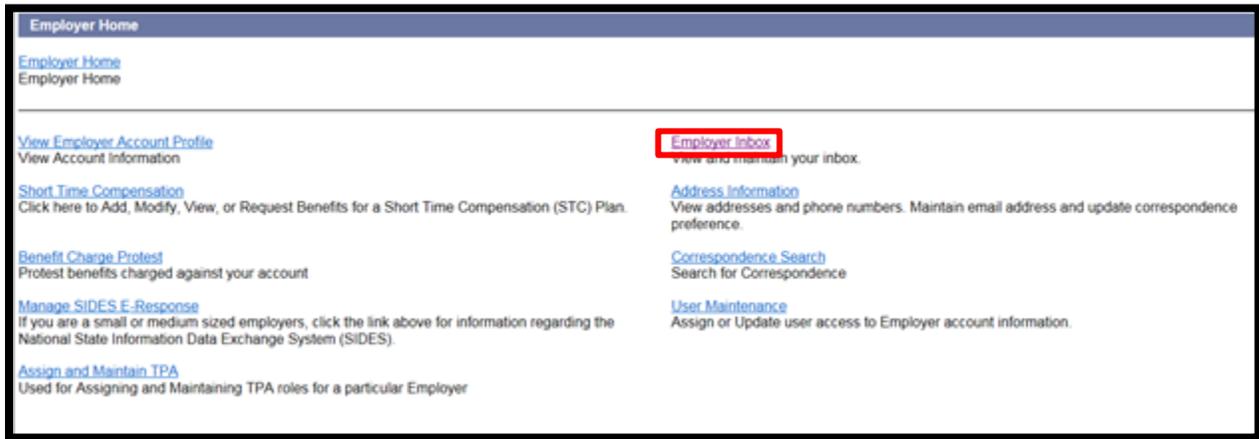# Weekly-Wage Verification (UCO-2) Process

Previously employers were able to search for the Weekly-Wage Verification UCO-2 in their inbox under Subject Type **'Fact Finding'**.

Employers must now enter at least one other Inbox Search criteria, for example: Claimant First/Last Name, Claimant/Document ID, or Social Security Number along with selecting the Subject Type **'Weekly-Wage Verification UCO-2'** when looking for a specific UCO2 or select Subject Type **'Weekly-Wage Verification (UCO-2)'** and ALL UCO-2s will populate for that employer.

If the Subject Type 'Weekly-Wage Verification (UCO-2)' is not selected the UCO-2 documents Will Not populate.

1. From Employer Home select 'Employer Inbox'

2. Filter Subject by 'Weekly-Earnings Wage Verification (UCO-2)'
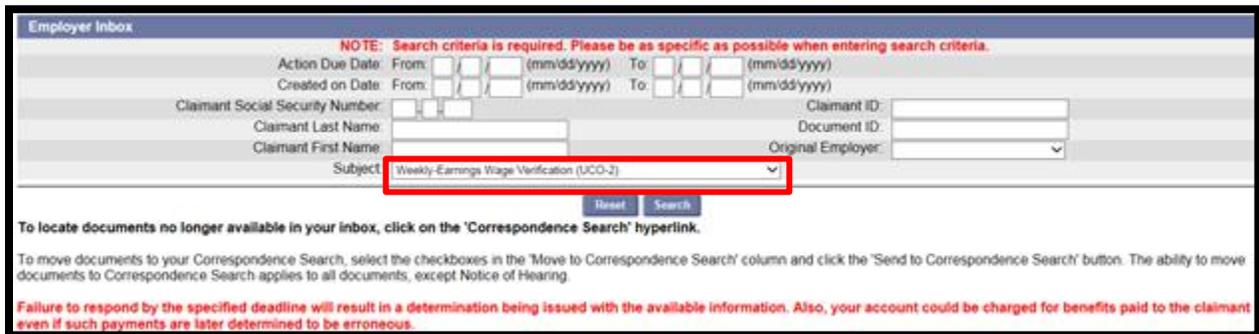
If searching for a specific (UCO-2) then search by Claimant/Document ID, Claimant First/Last Name, Claimant Social Security Number, and filer subject by "Weekly-Earnings Wage Verification"

3. Click the 'Item' Hyperlink next to 'Employer Name'

4. Complete 'UCO-2' then select 'Submit'

5. Confirmation Page. Select 'Print Preview' to print a copy for your records.

FAQ

1. Are employers still allowed to submit the UCO-2 after the due date has passed? **Yes.**

2. If the claimant did not work for me, do I still need to provide a response? **Yes. Select "No" beside "the Claimant did not work for them" on the UCO-2, complete the contact information in Section 2, check the "I certify that the above information is true and correct", and select "Submit".**

3. Why would employers receive an UCO-2 on a claimant that didn't work for them? **There are many factors or scenarios that play a part in you receiving an UCO-2. Below are a few that are more common.**

   a. **Fraud: an employee used someone else's social security number at time of hire. I.e. Bob Brown is your employee and used Cynthia Smith's social on his new hire paperwork.**

   b. **Human Error: Social Security number was entered or reported wrong to Department of Revenue.**

4. Employer's pay schedule is different from DEO's schedule of Sunday-Saturday. How do I calculate wages for that time frame? **Employers can list gross wages for the time frame listed and staff will calculate.**

5. Are employers required to respond to an UCO-2 online or by mail? **If Employers are able to respond electronically, then please do so. Even if you receive an UCO-2 via mail. Only UCO-2's that should be received via mail are from "Exempt Employers".**

6. Is there a scheduled time the UCO-2 forms go out to the employer? **They will show up on the "Action Item Notice" when available in your inbox.**