

Employers can minimize their Unemployment Insurance taxes by doing any or all of the following:

- 1) Keep accurate and complete personnel and payroll files
- 2) Provide safe and efficient work environments
- 3) Respond to claims for benefits in a timely and accurate manner
- 4) Avoid dramatic payroll changes when possible
- 5) Track any work-related causes for employee discharges
- 6) Appeal all decisions you feel are wrong



South Carolina Department of Employment and Workforce

1550 Gadsden St.
PO Box 995
Columbia, SC 29202

For information on employment and training, contact (803) 737-2588.

For information on Unemployment Insurance, contact (803) 737-3071.

For labor market information, contact (803) 737-2660 or (800) 205-9290.

Please visit us online at
www.dew.sc.gov

The SCDEW is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

All voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay services at 711.



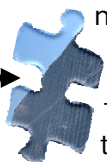
*Serving the Business
Needs of Employers*

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE



EMPLOYMENT SERVICES

A primary function of the SC Department of Employment and Workforce (SCDEW) is to match job seekers with prospective employers.



The local SCDEW Workforce Centers assist all employers, large and small, in filling their job openings quickly with qualified workers.

Employers may search the *SC JobLink* website for potential job applicants. The site is accessible at: www.scjoblink.org

SCDEW offers a number of related services, which include the following:

- Electronic Job Listings
- Testing & Career Guidance
- Worker Recruiting, Screening, & Referral
- Mass Hiring & Recruitment for New & Expanding Businesses
- Job Fairs
- Customized Business Services
- *SC JobLink* Web-based System

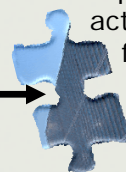


The mission of the SCDEW is to provide quality customer-driven workforce services that promote financial stability and economic growth.

UNEMPLOYMENT SERVICES

The Unemployment Insurance (UI) program is an important tool in stabilizing the state economy and helping alleviate hardship for unemployed individuals. The majority of the state's employers must participate in the UI system, which pays benefits to individuals who meet state and federal eligibility requirements.

SCDEW provides a number of UI support activities for businesses, including the following:



- A comprehensive system for payment of UI benefits
- Maintenance of a trust fund financed through equitable employer taxes for funding benefit payments
- Assistance with employer-filed claims
- Resolution of disputed UI claims & responses to customer inquiries
- Assistance with submitting required employer reports, including the following:

UCE-154 Election to Become an Employer

UCE-151 Employer Status Report

UCE-120 Employer Quarterly Contribution & Wage Reports

UCB-103B Determination of Eligibility for Benefits

APP-100 Request for Appeal

LABOR MARKET INFORMATION

The labor market and economic information you need to make crucial business decisions is available from the SCDEW Labor Market Information department.



Included are information resources, such as the following:

- Industry Employment Statistics
- Occupational Employment & Wages
- Labor Force & Unemployment
- Mass Layoff Statistics
- Job Outlook
- Equal Employment Opportunity Data Tool
- Worker Commuting Patterns

Other LMI services include the following:

- Presentations for Educational & Business Settings
- Employment Tracking
- Area Profiles (economic & demographic snapshots)
- A Wide Variety of Published Materials