



State of Nevada Unemployment Insurance

**Guide to View
Appeal Information
Employer Online Self Service**



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Getting Started

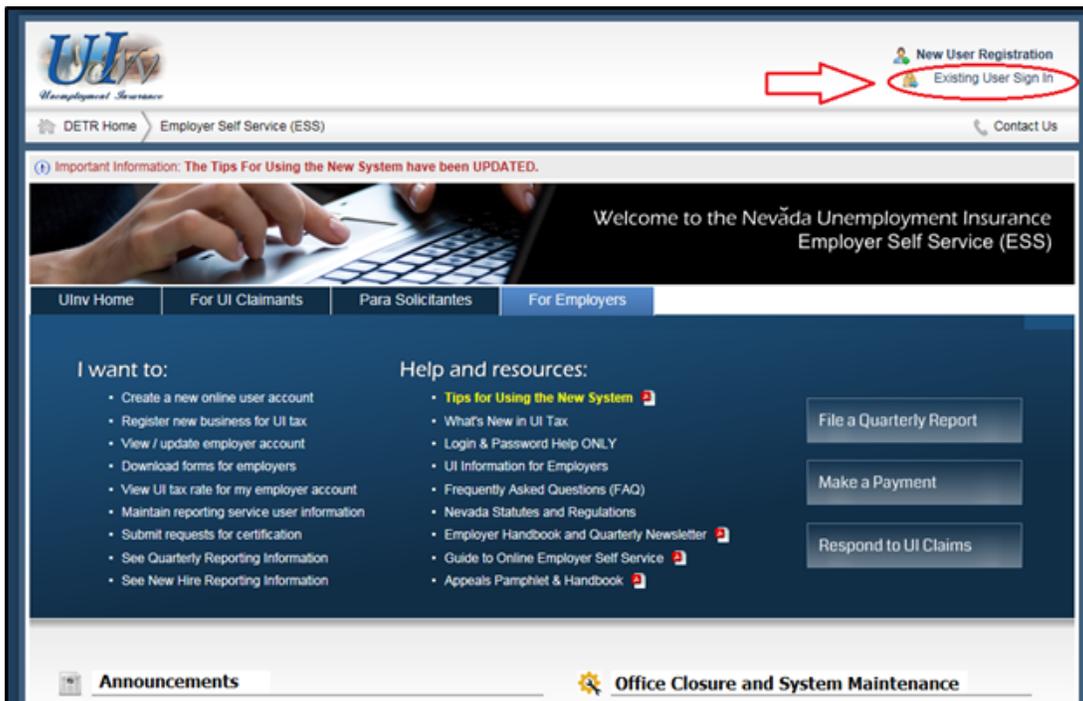
Introduction

Welcome to the State of Nevada Unemployment Insurance Employer Self Service (ESS) system. Employers (or their designated Reporting Service) can use this online system to view and maintain key account information, file their quarterly contribution and wage reports, submit electronic payments, view correspondence, and much more. This reference guide provides instructions to navigate to the Appeal Information Screen to view the appeal file (Marked Appeal Packet) prior to the scheduled appeal hearing.

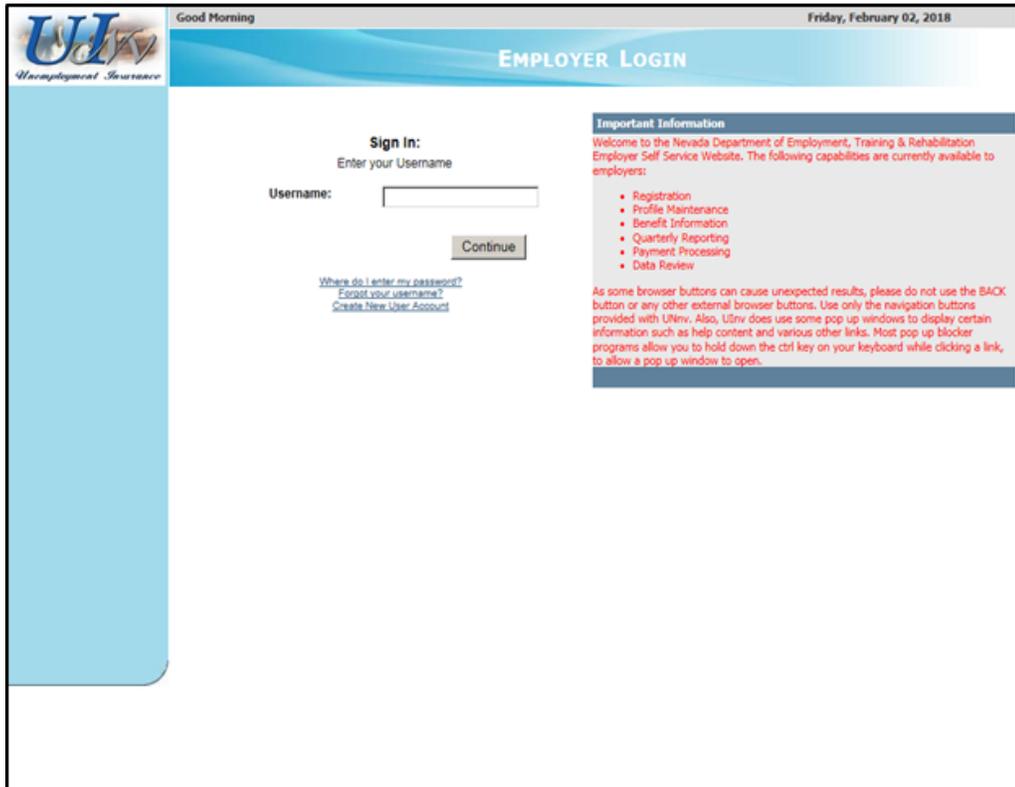
NOTE: If you have not yet created an online account, please refer to the "**Guide to Online Employer Self Service**" located under the "Help and resources" section for instructions to create your account.

Instructions

1. Connect your computer to the following internet address: www.ui.nv.gov
2. Click on the **Existing User Sign In** link in the upper right of the screen.



3. Log into the ESS online system using your established **Username** and **Password**. You may be prompted to answer one of your security questions. If so, fill in the **Answer** field and click the **Logon** button.



Good Morning Friday, February 02, 2018

UINV
Unemployment Insurance

EMPLOYER LOGIN

Sign In:
Enter your Username

Username:

[Where do I enter my password?](#)
[Forgot your username?](#)
[Create New User Account](#)

Important Information

Welcome to the Nevada Department of Employment, Training & Rehabilitation Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Benefit Information
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided with UINv. Also, UINv does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

Employer Summary Screen

Each time you log into ESS, you arrive on the "Employer Summary" screen. The system will display a navigation menu on the left side of the screen. To view Employer Appeal information, click on the "Appeal Information" link.

The screenshot shows the 'EMPLOYER SUMMARY' page. The left navigation menu includes: Home, Summary Information, File Reports, Make Payments, Profile Maintenance, Submit a Request, Change Account Status, **Appeal Information** (highlighted), My Documents, Maintain Users, Benefits Information, Multi Claimant Group, and Payments. The main content area displays business information, smart links, recent payments, employer requests, and a quarterly report summary.

Doing Business As :		Business Type :	FEIN :
Profile Information		Smart Links	
Primary Address		Employer Fact Finding	
Ph:		Contribution Report Due: Q4Y2017	
Current Year : Rate 2018 : UI 0.0%; CEP 0.0%		Contribution Report Due: Q3Y2015	
Liabile Date 01/01/1978		Wage Report Due: Q4Y2017	
Status Active		Discontinue Plus	
Status Date 01/01/1978		Recent Payments	
Business Activity Executive and Legislative Offices, Combined		Payment Date	Payment Amount Payment Type
Total Due Amount	\$130,386.46	01/18/2018	\$ 152,735.20 Manual
UI Tax Due	\$130,386.46	01/18/2018	\$ 8.17 Manual
P & I Due	\$0.00	01/18/2018	\$ 127,402.47 Manual
CEP Tax Due	\$0.00	01/18/2018	\$ 7.97 Manual
Allocated Payments	\$0.00	01/18/2018	\$ 110,524.28 Manual
Employer Requests			
Req Type	Req Date	Status	Sts Date Req Amt
Int Waiver	01/14/2016		01/14/2016 \$ 1,461.68
Quarterly Report Summary			
Otr/Year	Total Waives	Taxable Waives	Contr Due Contr Pd Interest Due Interest Pd Penalty Due Penalty Pd CEP Due CEP Pd Balance
			125%

List Employer Appeals Screen

The "List Employer Appeals" screen will display all open pending Employer Appeals. The screen displays a separate section for Tax and Benefits appeals. If the Employer has a high volume of Benefits appeals, the screen allows the user to search for a Benefits appeal using the Claimant's (Employee) Name or SSN number.

To view an appeal, select the radio button of the appeal and click on the "Details" button displayed in the lower right corner of the Appeal Section.

The screenshot shows the 'LIST EMPLOYER APPEALS' interface. At the top, it displays the user's session information: 'Good Morning UAT210 UAT210' and the date 'Friday, January 26, 2018'. A navigation menu on the left includes options like 'Home', 'Summary Information', 'File Reports', 'Make Payments', 'Profile Maintenance', 'Submit a Request', 'Change Account Status', 'Appel Information', 'My Documents', 'Maintain Users', 'Benefits Information', 'Multi Claimant Group', and 'Payments'. The main content area is divided into two sections: 'Tax Appeal Requests' and 'Benefit Appeal Requests'. The 'Tax Appeal Requests' section shows a table with one entry: a 'Determination Letter' appeal filed on 01/26/2018. The 'Benefit Appeal Requests' section includes a search filter by 'First Name', 'Last Name', and 'SSN'. Below the filter is a table of benefit appeals. The first row is selected, and a red arrow points to the 'Details' button at the bottom right of the table. A second red arrow points to the 'Details' button at the bottom right of the entire screen.

Select	Tax Appeal Seq	Appeal Type	Status	File Date
<input checked="" type="radio"/>	44	Determination Letter	Scheduled	01/26/2018

Appeal ID	Appeal Date	Issue Id	Issue Type	Claimant	Appeal Type	Status	Level
<input checked="" type="radio"/> 58391	12/22/2017	3652544	Other	LANETTE R. FOX	Benefits	Scheduled	Appellate
<input type="radio"/> 58288	12/20/2017	3646441	Fighting, Altercation or Assault	MICHAEL D MYLES	Benefits	Scheduled	Appellate

Viewing the Employer Appeal Details Information

The "Employer Appeal Details" screen will display with the specific information regarding the appeal. The Appeal Type (*Tax or Benefits*), File Date (*the date the appeal was filed*), Status (*the current status of the appeal*) and Hearing Date (*the day the appeal hearing is scheduled*).

If the appeal is in "Scheduled" status, a *Marked Appeal Packet* link will display for the user to click to view the PDF document containing the appeal file exhibits.

To return to the *List of Employer Appeals* screen, click on the "Return" button located at the bottom of the Details section.

