

Step-by-step instructions to review charges associate with a particular applicant

1. Log in to your employer account.

Welcome to the Minnesota Unemployment Insurance System

For account security, your password is the same as signing your name.

Existing employer account

Log in to your account

* User ID:

* Password:

[Forgot your Password?](#)

2. Select Benefits Paid Charge Activities.

Employer Home

[Account Maintenance](#) - Maintain account information, including changing legal name, mailing addresses, owners/officers, reporting units, or reporting status. View the most recent Tax Rate Determination, or authorize Agents.

[Correspondence](#) - Search for Correspondence.

[Determinations and Issue Summary](#) - View and respond to items that can affect the benefits charged to your account. Complete questionnaires and Wage Requests. Raise an issue. File an Appeal, update information on a pending appeal. View Eligibility Determinations, Account Notices, Appeal Decisions. Report suspicious account activity.

[Payment Information](#) - Make payments; view account summary, pending payments, processed or cancelled payments, taxable wages, and FUTA credit information.

[User Maintenance](#) - Assign or update user access to Employer account information.

[Benefits Paid Charge Activities](#) - View Benefits Paid charges by calendar year and quarterly summaries; applicant detail summaries; and, individual applicant transaction details. Additional information includes fiscal year summaries with tax rate buydown and/or merger-acquisition details related to benefits paid charges.

[Correspondence Preferences](#) - Change Correspondence Delivery Method from paper to online or online to paper.

[Event Log](#) - Search for events and associated notes triggered by user or system actions.

[Tax and Wage Detail Reporting](#) - Submit original and delinquent wage detail reports; adjust previous wage detail submissions; view historical wage detail report information and calculations, and track wage detail submissions.

[Workflow History](#) - The workflow provides access to all active workflow items related to an employer, corresponding documents, and workflow re-assignment history.

3. Select Calendar year summary and detail.

Benefits Paid Charge Activities Home

[Benefits paid charges by applicant](#) - View UI benefit charge information for a specific applicant.

[Fiscal Year Summary](#) - View UI benefit charge information for the current and previous four fiscal years (July 1st through June 30th). View benefit charge additions and subtractions related to business mergers, sales, acquisitions, and tax rate buydowns. Fiscal year amounts are used to calculate annual tax rates.

[Calendar year summary and detail](#) - View UI benefit charge information for the current and previous four calendar years or by calendar quarter.

[Quarterly benefits paid file download](#) - Download as a CSV (comma-delimited) file.

4. Select 2021 from the column, Calendar Year.

Benefits Paid Charges Calendar Year Summary

- Amounts listed below reflect the total Unemployment Benefits Paid Charges and Adjustments made during each reporting period.
- Benefits Paid Charges either added or removed due to Tax-Rate buy-downs and/or mergers, sales or acquisitions are not included below; they can be found via Fiscal Year Summary View.

Calendar Year	Time Period	Benefits Paid Charges
2021	01-01-2021 / 04-19-2021	-\$227,395.37
2020	01-01-2020 / 12-31-2020	\$794,885.91
2019	01-01-2019 / 12-31-2019	\$164,585.26
2018	01-01-2018 / 12-31-2018	\$153,280.33
2017	01-01-2017 / 12-31-2017	\$150,791.03
		Total : \$1,036,147.16

Benefits Paid Charges Applicant Detail Search

5. Select 2/2021 from the column, Quarter/Year.

Benefits Paid Charges Quarterly Summary

- Quarterly breakdown of Benefits Paid Charges.

Quarter/Year	Time Period End	Benefits Paid Charges
	03/31/2021	\$150,893.17
2/2021	04/19/2021	-\$378,288.54
		Total: -\$227,395.37

6. The next page will show benefit charge adjustments for all your employees. The easiest way to see that federal financial relief was applied is to view benefit charges for a particular employee (select the link under SSN next to the employee's name).

SSN	Name	Benefit Account ID	Begin Benefit Account	Base Period		Wages Paid	% Benefits Paid	Benefits Paid Charges
				Begin	End			
XXX-XX-	JOHN DOE	202001	11/08/2020	10/01/2019	09/30/2020	\$9,973.91	66.7595	-\$778.13
XXX-XX-	JANE DOE	202001	04/12/2020	01/01/2019	12/31/2019	\$14,180.60	34.1392	-\$955.20
XXX-XX-	BOB DOE	202001	05/10/2020	04/01/2019	03/31/2020	\$79,244.89	62.0914	-\$689.22
XXX-XX-	SUSAN DOE	202001	03/29/2020	10/01/2018	09/30/2019	\$12,677.64	48.0134	-\$908.39

7. Our accounting system charges you for unemployment benefits paid on a week-by-week basis. Your employer account allows you to view the details related to each week and any adjustment to that week.

On this screen, you can view adjustments we've made to a particular applicant's benefit charges during Q2-2021. Here are some key terms that will help you navigate this screen:

- **Requested Week:** the week for which the applicant received unemployment benefits.
- **Unit:** the employer business unit this applicant was reported under on your quarterly wage detail report (unit numbers are mainly used by employers with multiple locations).
- **Benefits Paid Charged:** The benefits that were charged to your account.

Transaction Date	Requested Week	Charge Date	Activity	Unit	Program	Benefits Paid Charged
04/09/2021	08/09/2020	08/24/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/09/2021	08/09/2020	08/24/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$0.00
04/15/2021	08/16/2020	08/25/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	08/16/2020	08/25/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	08/23/2020	09/01/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	08/23/2020	09/01/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	08/30/2020	09/09/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	08/30/2020	09/09/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	09/06/2020	09/15/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	09/06/2020	09/15/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	09/13/2020	09/22/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	09/13/2020	09/22/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	09/20/2020	09/29/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	09/20/2020	09/29/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	09/27/2020	10/06/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	09/27/2020	10/06/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	10/04/2020	10/13/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	10/04/2020	10/13/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00
04/15/2021	10/11/2020	10/21/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	10/11/2020	10/21/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00

You can use this page to review the adjustments we made to apply federal financial relief to your account. Here are the adjustments you should expect to see:

- We removed 100% of benefit charges associated with the Shared Work Program, if those benefits were paid for a week that fell between 3/29/20 and 12/31/2020
- We removed 100% benefit charges for a week that would have ordinarily been an applicant's "nonpayable" week, if that week fell between 3/29/20 and 12/31/2020
- We removed 50% of any other benefit charges, if those benefits were paid for a week that fell between 3/15/2020 and 12/31/2020

If a week of benefits would have normally been a “nonpayable week”, or was paid under the Shared Work Program, you will see that we removed 100% of the benefit charges for that week. There will be two rows for that week:

- The first row will have a negative number in the “Benefits Charged” column, showing we removed the original benefit charge.
- The second row will show “\$0.00” in benefit charges for the same week.

Transaction Date	Requested Week	Charge Date	Activity	Unit	Program	Benefits Paid Charged
04/09/2021	08/09/2020	08/24/2020	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/09/2021	08/09/2020	08/24/2020	Modify Adjustment	1	Unemployment Insurance Benefits	\$0.00

If the week of benefits was NOT a “nonpayable week” or a Shared Work payment, you will see that we removed 50% of the benefit charges for the week. There will be two rows for that week:

- The first row will have a negative number in the “Benefits Charged” column, showing we removed the original benefit charge.
- The second row will show a number equal to half of the original benefit charge.

Transaction Date	Requested Week	Charge Date	Activity	Unit	Program	Benefits Paid Charged
04/15/2021	12/27/2020	01/05/2021	Modify Adjustment	1	Unemployment Insurance Benefits	-\$740.00
04/15/2021	12/27/2020	01/05/2021	Modify Adjustment	1	Unemployment Insurance Benefits	\$370.00

You may also see other adjustments made during the quarter (for example, if an applicant was held ineligible for benefits after an appeal hearing). These may look a little different, depending on the circumstances. You can call our customer service line if you have specific questions about a particular benefit charge.