

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

RULE 18

WAGE AND EMPLOYMENT REPORTS - T.D.I.

- A. Whenever an individual files a claim for waiting period credit and/or benefits, the Director shall forward a Claimant Employment Report containing the individual's name, social security number and last day of work to the individual's most recent employer.

The employer shall return such completed report to the Department. The completed report shall contain the following information:

- (1) The reason for the individual's separation from employment.
- (2) The last date the individual actually performed services prior to his/her disability.
- (3) Whether or not the individual has returned to work following the period of disability and, if so, the date of return.
- (4) If applicable, the name of the employer's Workers' Compensation insurance carrier.
- (5) Any discrepancy in the individual's name or social security number from those shown on the form.

- B. Whenever an individual files a claim for waiting period credit and/or benefits and such individual's base period earnings are not on file, the Director shall forward an employee Wage and Employment Report to the employers for whom the individual has worked during his/her base period. The report shall contain the individual's name and social security number and the time period for which wage information is needed.

The employer shall return such completed report to the Department. The completed report shall contain the following information:

- (1) The gross wages earned by the individual during the time period indicated on the report.
- (2) The last date the individual actually performed services prior to his/her disability.
- (3) The reason for the individual's separation from employment.

(4) If applicable, the name of the employer's Workers' Compensation insurance carrier.

(5) The employer's Rhode Island Employer Registration Number.

(6) Any discrepancy in the individual's name or social security number from those shown on the form.

C. Any employer who fails to complete and return either of the reports referred to in A or B of this Rule within five working days of the mailing dates indicated on the form shall be deemed to have violated the reporting requirements of the Act.

[Reference to Temporary Disability Insurance Act: Sections 28-39-14 and 28-41-15]