



Co - Sponsored by:

- **Winona WorkForce Center** through Minnesota Department of Employment and Economic Development (DEED)
- **The Caledonia Area Chamber of Commerce**
- **Houston County Economic Development**
- **Caledonia Economic Development**
- **Minnesota Unemployment Insurance Program**

Unemployment Insurance (UI) 101

Tuesday, February 2, 2010

Four Seasons Community Center
900 N Kingston
Caledonia, MN 55921

1:00 to 4:30 PM

What Minnesota Employers Need to Know...

This dynamic 3½ hour seminar will give you answers to your toughest questions, quickly and clearly. **You'll learn the correct methods** to help you manage unemployment issues in your workplace and gain the knowledge you need to deal with unemployment issues quickly and decisively. **The presenters will explain how** your Unemployment Insurance tax rates are determined, what benefits are available, eligibility requirements, and much more.

You will learn:

- **The most important** new unemployment legislation and how it could affect your workplace.
- **Tips to help you** avoid common mistakes in submitting quarterly wage detail reports.
- **Step-by-step instructions** for using the Employer Online Self-Service System and why you need to know how it functions.
- **They've been bad; you must be good:** important follow-up you must do once you've dismissed a problem worker.
- **How detailed, accurate documentation** can save your company money in the long run.
- **The common mistakes** managers make when they file an unemployment appeal or raise an issue and how to avoid them.
- **Covered versus non-covered** unemployment: Who's in, who's out and why?
- **Are my Independent Contractors** really independent?
- **Do family members** working in my business need coverage?...and;
- **An overview of Minnesota's Shared Work Program** ("Partial Unemployment Benefits")

Who should attend...

Human resource professionals, business owners and managers, attorneys, accountants, consultants and others who are interested in learning about their rights and responsibilities regarding the Minnesota Unemployment Insurance program. This seminar is built to satisfy both the needs of the relatively inexperienced HR employee ...the veteran staffer who wants to brush up on some critical knowledge ...or the business owner who wants more information about UI regulations.

About The Presenters...

Gary Johnson, Employer / Agent Liaison

Gary has over 20 years of experience in the complex discipline of Unemployment Insurance; seven years of which working as a Tax Auditor and the past twelve-plus years in the areas of communication, education and electronic commerce as a Project Coordinator and Employer / Agent Liaison with the Unemployment Insurance (UI) Division of the Minnesota Department of Employment and Economic Development (DEED).

Wayne Johnson, Benefit Program Specialist

Wayne has adjudicated UI benefit decisions for more years than he will admit (nearly 30). He reviews the quality of the decisions made by staff, and gives feedback to supervisors for improvements to be made. He writes and edits resource and training materials for adjudicators, and is the "go to" person when law or policy questions arise regarding the payment of benefits within the UI Division of DEED.

Submit Unemployment Insurance questions that you would like addressed in the seminar by e-mail prior to the session. Please send them to Tom Kujawa at thomas.kujawa@state.mn.us

\$5 Registration Fee

Return by January 29th

Make checks payable to:

JSEC

How to Pre-Register:

E-mail to thomas.kujawa@state.mn.us

or

Phone: (507) 453-2937

or

Mail the information requested below.

Mail to:

Winona Workforce Center, ATTN: Tom Kujawa, 1250 Homer Road Ste #200, Winona, MN 55987

Caledonia Unemployment Insurance Seminar Registration for February 2, 2010

Name: _____ **Position** _____

Company: _____

Address: _____ **City, State Zip:** _____

E-mail address: _____ **Phone number:** _____