

Large Scale Employer Separations (LSES)

Holiday Shutdown? Large Scale Layoff?

Use LSES to:

- Help your employees receive their unemployment benefits quicker and with less paperwork.
- Cut down your own paperwork and staff time spent responding to UI inquiries.

How does LSES work?

Employers can establish an online profile for each period of layoff or shutdown via the Uplink Employer Self Service (ESS) system as follows:

- Sign on to ESS at <https://uplink.in.gov/ESS/ESSLogon.htm> and download a list of those employees listed on the most recent wage report.
- Select each potentially laid off employee and enter the amount of any deductible income to be paid to that employee (vacation pay, holiday pay, etc.).
- DWD will not need to send you paperwork for each claimant laid off – all of your work is done.

When your employee files a claim:

- All data items associated with the layoff, such as last day worked, date wages payable to, the amount of any deductible income, and all employer data will pre-fill for him/her.
- Only the variable data associated with the claim will need to be entered.
- DWD will use this information to make a timely eligibility determination on the claim.

Advantages for Employers:

- You will not receive literally hundreds of individual requests for earnings verification. Using the on-line application will be simpler and easier for you, since you will only need to select employees from your wage report and add any income information.

Advantages for Employees

- A significant reduction in wait time prior to drawing unemployment benefits because much, if not all, of the information needed to issue a decision on their claims will be verified by you prior to the employee filing.

