

INSTRUCTIONS FOR NEW EMPLOYEE REGISTRY (NER) BENEFIT AUDIT

PURPOSE

The NER Benefit Audit process is a joint effort by employers and the Employment Development Department (EDD) to protect the integrity of the Unemployment Insurance (UI) Fund and to detect potential fraud. You previously provided the Department with data regarding the employee on the Report of New Employee(s) (DE 34). Of particular importance for the audit process was the individual's start-of-work-date (SWD) you provided. However, at this time the Department needs more detailed information for the weeks indicated on the NER Benefit Audit. The NER Benefit Audit does not mean the employee acted improperly. With the cooperation of the employer community, the NER Benefit Audit program leads to the successful detection of benefit overpayments and may lead to the reversal of charges to the employer's reserve or reimbursable account.

INFORMATION

Requirements: Please complete and return all NER Benefit Audits within 10 days of receipt or obtain approval for an extension as required by Section 1085-4, Title 22 of the California Code of Regulations. It is a violation of Section 2106 of the California Unemployment Insurance Code to willfully neglect to provide this information.

Employer Liability: This NER Benefit Audit does not mean that the claim filed would affect your account. Your response does not entitle you to a determination or ruling.

Assistance: If you have questions or need assistance completing the NER Benefit Audit, call the Centralized Overpayment Establishment Group at (916) 464-2350, or visit the EDD Web site at www.edd.ca.gov.

Address: Return all audits to: **EDD, P.O. Box 2410, Rancho Cordova, CA 95741-2410.**

Please refer to the reverse side of this sheet for **Specific Instructions** on completing the NER Benefit Audit form.

COMMONLY ASKED QUESTIONS AND ANSWERS

Q: The person listed on the NER Benefit Audit never worked for me. What should I do?

A: Verify the Social Security Number with your payroll records and report your findings in Item 3 on the audit.

Q: What if the employee's Social Security Number is the same, but the name is different?

A: Enter your employee's name in the space provided in Item 3 and complete the audit.

Q: What if my workweek is different from the NER Benefit Audit's week?

A: To perform a valid audit, it is necessary to match earnings for work performed to the benefit weeks listed. Use records showing dates worked (such as time cards) to adjust or calculate earnings.

Q: What if the employee works on a seasonal or as needed basis?

A: Accurately report earnings (or no earnings) for the weeks listed on the audit. In Item 2, provide any additional information (i.e., last day worked, returned-to-work date or separation reason, etc.) related to the audit period.

Q: What is the difference if I enter the date of hire rather than the start-of-work date?

A: To perform a valid audit it is necessary to match UI benefits paid with the start-of-work date (the date the individual actually worked) rather than the hire date. The hire date does not provide the necessary information to determine UI benefit entitlement.