Unemployment Insurance: Overview

Purpose
This document provides a brief description of unemployment insurance reporting requirements and compliance policy.

Background
The Research Foundation of SUNY (RF) is a participating employer in the New York State Unemployment Insurance Program. The process is decentralized to all operating locations.

Reporting Requirements
Operating locations will receive claims information through a "Notice of Entitlement and Potential Charges," form LO-400, from the New York State (NYS) Department of Labor (DOL). If an operating location does not agree with the contents of the form, the form must be returned to DOL within 30 days of the DOL's mailing date (postmark). It is not necessary to return the form if the operating location is in agreement with information provided by the DOL.

Notice of Compliance
The DOL's Unemployment Insurance Division issues a "Notice to Employees" Form IA 133 which advises employees about their rights under the Unemployment Insurance Law. The notice is sent to the Research Foundation for display. It should be posted in places where it can be seen by Research Foundation employees. Examples of appropriate places for display include the Sponsored Programs Office, the Sponsored Programs Personnel Office, or any place where Research Foundation job opportunities are posted. Refer to "[Providing Information to Employees at Termination](#)" for information on how to obtain Form IA 133.

New York State Posting Requirements are available at Web site "https://www.labor.ny.gov/workerprotection/laborstandards/employer/posters.shtm."

Additional Information
Additional information may be obtained from the NYSDOL.

- Unemployment Insurance for Employers Web site at https://www.labor.ny.gov/ui/employer.shtm
- Unemployment Insurance Benefits—[An Employer's Guide, publication IA 318.2](#) (10/03)

Change History
- **April 10, 2006**- Reformatted, renamed from BE-A-230, and updated "Additional Information" section.

Feedback

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