

**04 NCAC 24B .1102      NDNH EMPLOYER NOTICE**

(a) When DES receives NDNH information that a claimant has returned to work, DES shall send written notice to the potential employer requesting employment and wage information. The notice shall:

- (1) inform the employer that DES is conducting an audit of the claimant's claim for unemployment benefits;
- (2) specify the weeks for which the claimant may have been employed while claiming or receiving unemployment benefits;
- (3) request that the employer respond to DES with the requested employment and wage information within 14 days;
- (4) request that the employer certify that the claimant did not work for the employer during the specified time period, or provide and certify that the following information is true and correct:
  - (A) the month during which the claimant may have been hired;
  - (B) the first date of the claimant's employment;
  - (C) the last date that the claimant performed work for the employer;
  - (D) the claimant's starting and current rate of pay;
  - (E) the claimant's employment status with the employer;
  - (F) the claimant's original time and pay records;
  - (G) the manner in which the employer's pay periods are structured, including the pay period ending dates;
  - (H) the claimant's standard or customary work week;
  - (I) the total number of hours worked by the claimant for the specified weeks;
  - (J) the date that the claimant was paid for the specified weeks;
  - (K) the gross wages earned by the claimant for work performed in each specified week; and
  - (L) the amount and type of any other pay earned by the claimant for the specified weeks.

(b) Each notice shall provide information on how the employer may contact DES's Benefits Integrity Unit by mail or facsimile to provide the requested employment and wage information.

*History Note:*      *Authority G.S. 96-14.1; 94-14.9; 96-17; 96-18;*  
*Eff. October 1, 2017.*