



Employer Bulk Claim: EMPLOYEE RESPONSIBILITIES

An Employer Bulk Claim is a way in which workers who have been laid off or whose hours have been reduced, but are still "job attached" to the employer, can potentially receive Reemployment Assistance (Unemployment Insurance) benefits to provide monetary support.

JOB ATTACHED: An employee and a business both intend that the individual will return to work or increase hours in the future. The worker has not been permanently separated from employment.

FILL OUT BULK CLAIMS APPLICATION

Your employer should give you a one-page **Bulk Claims Application**; fill out and return to your employer.

WHAT HAPPENS AFTER YOUR EMPLOYER FILES A BULK CLAIM?

Any information you receive from DLR may be time sensitive and affect your eligibility for benefits. Review it carefully. After the employer files the bulk claim you will receive via mail:

- Monetary Determination of Benefits - your weekly benefit amount if you are monetarily eligible
- Claimant Checklist
- The Facts About Reemployment Assistance Benefits handbook

If your claim requires adjudication, DLR will collect all the necessary information about your claim, including you and your former employer's statements. A final eligibility determination will be sent within 21 days of receiving your Monetary Determination.

IF THE EMPLOYER FILES A BULK CLAIM, DO EMPLOYEES NEED TO DO ANYTHING ELSE TO RECEIVE A BENEFIT PAYMENT?

YES. After the employer submits the initial claim, the **employee is responsible for filing a weekly request for payment each week.** It's how we know the employee wants to be paid.

After the employer submits the initial claim, an employee has one week to request weekly payment; the payment will not be initiated by the system until a request is filed for the week.

The Reemployment Assistance claim week begins on Sunday and ends on Saturday at 11:59 p.m. (CDT/CST). Your weekly request for payment will be filed for the previous week. **You cannot file for the week until it is over.** For the first weekly request, the ability to request a payment within the first two to three days may be affected depending on when your employer filed the bulk claim and the time it takes the RA Division to process. If you meet all of the eligibility requirements and file your request for payment each week, you should receive your first payment within three weeks after you apply for benefits.

EMPLOYEES CAN FILE A WEEKLY REQUEST FOR PAYMENT TWO WAYS:

1. Go to RAClaims.sd.gov anytime to file online

- a. Click on Reemployment Assistance for Individuals, LOG IN TO FILE Weekly Request for Payment.
 - i. If employee has previously used reemployment assistance (unemployment insurance), they should use those login credentials under the Returning User section.
 - If they do not remember their user name or password, **DO NOT create a new account.** Instead, click "'Forgot User ID?'" / "'Forgot Password?'" and follow prompts.
 - ii. If employee has not previously used these DLR services, a User ID and password was generated in the system using the email address provided on the application submitted to the employer.
 - Use this email to recover the User ID.
 - Then use the User ID to recover/reset password.
- b. Once logged in with User ID and Password
 - i. Verify the profile information on the self-service page and save profile.
 - ii. Verify the USPS address, click YES to continue.
 - iii. The system will take you to the main Claimant Self-Service page; select Weekly Request for Payment.
- c. If you do not see a claim, it means RA is still processing. Please try again later.

2. File by phone at 605.626.3212. Follow prompts.

More info on Employer Bulk Claims:
dlr.sd.gov/ra/businesses/bulk_claims.aspx

Tips for filing a Weekly Request for Payment:
<https://bit.ly/Ulpayment>.