

Refusal of work - Employer eServices walkthrough

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Log into eServices and navigate to your employer account.


The screenshot displays the Employer eServices dashboard. At the top, a dark blue header contains a hamburger menu icon, the word "EMPLOYER", and the text "Welcome, EMPLOYER" with a "Settings" gear icon. Below this is a light blue navigation bar with a home icon, "Home", and "EMPLOYER". A prominent yellow banner with an information icon contains a message about processing unemployment claims. The main content area is divided into three columns: "EMPLOYER" with a dropdown arrow, "Alerts" with a flag icon and two items ("You have 7 unread messages" and "Switch to electronic correspondence"), and "I want to" with a list icon and five items ("Send us a message", "Submit a tip", "Apply for SharedWork", "Manage a SharedWork plan", and "Request standby for a claimant"). A dark blue navigation bar below features "Online activity", "Notices/letters", "Issues", and "Decisions status". At the bottom, three activity sections are shown: "Needs your attention" (with an exclamation mark icon and "Nothing at this time"), "Submitted" (with a clock icon and "Nothing new at this time"), and "Processed" (with a checkmark icon and "Nothing new at this time"). A "All online activity" button is located to the right of the "Processed" section.

Select the "Issues" tab in the lower part of the page. The "Report Refusal of Work" link will be available under "Self-report an issue."

The screenshot displays the EMPLOYER portal interface. At the top, there is a dark blue header with the text "EMPLOYER" and a navigation menu. Below the header, a light blue bar shows "Home" and "EMPLOYER". A yellow banner contains a message about processing unemployment claims. Below this, there are three main sections: "EMPLOYER" (with a building icon), "Alerts" (with a flag icon), and "I want to" (with a clipboard icon). The "Alerts" section lists "You have 7 unread messages" and "Switch to electronic correspondence". The "I want to" section lists "Send us a message", "Submit a tip", "Apply for SharedWork", "Manage a SharedWork plan", and "Request standby for a claimant". Below these sections is a dark blue navigation bar with four tabs: "Online activity", "Notices/letters", "Issues" (which is highlighted in light blue), and "Decisions status". Under the "Issues" tab, there is a section titled "Self-report an issue" with a list of options: "Relief of charges", "Report Refusal of Work" (which is highlighted with a red arrow), and "Separation".

Fill out the requested information.

Report Refusal of Work

Welcome, EMPLOYER  Settings

Home > EMPLOYER > Report Refusal of Work

1. Employer **2. Complete**

Employer

Employer: Complete this form if you have offered work to an individual who is receiving unemployment benefits, and that person turned down the offer

Your business name

Your Employment Security Department Number (Employment Security Reference Account Number)

Complete this section to tell us about the individual who turned down the offer of work.

1. Name of the individual

First name

Last Name

2. The individual's social security number

4. On what date did the employee refuse the offer of work?

5. Was the individual employed with you prior to the COVID-19 health emergency?

Yes	No
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If you answered "yes" to question 5, complete the remaining questions in this section. If you answered "no" to question 5, move on to the next section.


5a. What was the individual's physical last day of work prior to your offer to return to work?

5b. Was the individual on a customer or personal break or leave prior to any COVID-19 related work reduction? (e.g., during winter construction slow-down, or many construction laborers may

The employer can attach any correspondence that they deem necessary.

Once complete, click the Submit button.

Report Refusal of Work


Welcome, EMPLOYER  Settings

Home > EMPLOYER > Report Refusal of Work

1. Employer > 2. Complete

Complete

9. If any of the correspondence was provided in writing, please attach a copy.

 **Attachments** Add

Type	Name	Description	Size	
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Cancel Previous Submit

Once submitted, the employer will be provided a confirmation number.

The screenshot shows a web application interface with a dark blue header and a light blue breadcrumb trail. The header contains a hamburger menu icon, the word "Confirmation", and the text "Welcome, EMPLOYER" next to a gear icon labeled "Settings". The breadcrumb trail includes a home icon, "Home", "EMPLOYER", "Report Refusal of Work", and "Confirmation". Below the breadcrumb is a section titled "Confirmation" with a clipboard icon. The main content area contains the text "Your submission has been submitted and your confirmation number is 0-000-216-500." and a dark blue button labeled "Home".

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