pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

OFFICE OF UNEMPLOYMENT COMPENSATION TAX SERVICES

Billing Period Changes for Reimbursable Employers

The Pennsylvania Department of Labor & Industry's Unemployment Compensation (UC) Program is scheduled to implement a new UC tax system in the fall of 2010. In the new system, known as the UC Management System or UCMS, invoices for all reimbursable employers will be issued on the 10th of the month. This represents a change in the current billing date cycle for the majority of reimbursable employers.

In preparation for the new functionality in UCMS, the department will begin mailing the reimbursable notices on the 10th of each month, beginning with the September 2010 billings.

Specifically, notices to reimbursable employers billed on a monthly basis will be issued on the 10th of each month. Similarly, the notices to reimbursable employers billed on a quarterly basis will be issued on the 10th of April, July, October and January. Please refer to the table below for detailed information regarding the billing cycle changes.

	Old Billing Date	New Billing Date	Billing Cycle
Commonwealth Agencies	10th of the quarterly billing month	10th of the quarterly billing month	Quarterly
Nonprofit Employers	20th of each month	10th of each month	Monthly
Political Subdivisions	15th of the quarterly billing month	10th of the quarterly billing month	Quarterly

Note: The change to the invoice mailing date does not affect any other aspect of the billing process. All billings still must be paid within 30 days. Protests regarding the correctness of benefit payments charged to the employer's account must be filed in accordance with the instructions reflected on the invoice. (Payment in full within 30 days is required while a protest is under review. If it is determined that the charges are to be removed, the appropriate adjustments will be made to your account.)

For more information on the new UC tax system, please visit the UCMS Web page* or call the UC Employer Contact Center toll-free at (866) 403-6163 or, within the Harrisburg area, (717) 787-7679. Employers also may submit questions regarding the new UC tax system via e-mail to uc-news@state.pa.us.

* To access the UC Management System Web page:

1. In your Web browser, type www.uc.pa.gov
2. Click on **Employer Services**.
3. Click on **UC Management System**.

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program