As part of Act 1040 of 2013, two new employer forms are now available online:

**Report a Refusal of an Offer of Work**

**Report a Failure to Submit to or Pass a Pre-Employment Drug Screen**

These two online forms will enable DWS to investigate eligibility for UI benefits when a claimant has either refused an offer of work or has failed to submit to or pass a pre-employment drug screening. Employers are encouraged to report all cases of these situations, regardless of whether the employer knows the individual is drawing benefits. Just provide us the information – we will do the rest!

Go to the DWS website, click on the Employers tab, then on the Online UI Employer Services link. At the Welcome page, choose the second login portal.

Your selection will take you to this page. Click on the form you wish to complete either “Individuals Who Refuse Work” or “Individuals Who Fail to Submit To or Pass a Pre-Employment Drug Screen”

Just fill in the blanks of the selected form and “Submit.” It’s that easy!