

# Completing Reports and Requests

Employers help preserve the integrity of the unemployment insurance (UI) program by completing required reports and information requests. UI provides temporary income assistance to qualified individuals who become unemployed through no fault of their own. To provide this economic safety net to their employees, employers pay federal and state UI taxes.



**OKLAHOMA**  
Employment Security Commission

## INTEGRITY IS EVERYONE'S RESPONSIBILITY

### State Workforce Agencies

States help to maintain UI integrity by:

- Accurately determining employers' tax liability.
- Implementing safeguards against benefit and tax fraud.
- Educating and supporting employers on their UI responsibilities to ensure compliance.



- Conducting audits of employers' wage and UI tax records.
- Recovering benefit and tax debt owed to the UI agency.

### Employers

You play an extremely important role in helping to maintain integrity by:

- Filing timely quarterly tax and wage reports.
- Paying UI federal and state taxes on time. Failure to do so may adversely affect your UI costs, as well as those of other employers.
- Promptly responding to agency information requests.
- Reporting new hires and rehires.
- Reporting suspected fraudulent activity.

### Tips for Employers

To maintain compliance with federal and state UI regulations, be sure to:

- Report newly hired employees within 20 days of the date of hire. For more information on reporting new hires or rehires visit <https://apps.ok.gov/oesc/newhire/app/index.php>.
- Provide complete, detailed information with all the pertinent facts and documentation when responding to agency information requests or reporting suspected fraudulent activity.