DELAWARE LABOR FIRST

Employer
LaborFirst
User Guide

LaborFirst Employer User Guide

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Overview

We will now start working with some of the most essential components in LaborFirst.

At any time, please select the LaborFirst Logo in the right corner to be directed to the Table of Contents.

- **Getting Started:**
  - System requirements (visit the LaborFirst website FAQs)
  - Signing into LaborFirst for the first time
  - Overview of the user interface and main dashboard

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  - How to complete personal information and employment details

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  - Viewing and managing submitted applications
  - How to check the status of your PFML application

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For Your Safety and Security
Before You Access LaborFirst the First Time

The State of Delaware takes seriously our role in protecting and securing the public's information. To that end, the State has established policies and procedures for creating and validating your sign-in credentials. Before you can sign in to LaborFirst, you must complete two activities.

Step One: Are You a New Business Operating in Delaware?
If your business is registered in Delaware One Stop, proceed to Step 2.
If you haven't registered your business in Delaware One Stop, please visit One Stop.
If you need **help**, visit the One Stop Contact page.

Step Two: Everyone must establish their State of Delaware sign-in credentials
Employers? **Go Here**.
Third Party Administrator or Professional Employer Organization? **Go Here**.

For **Help**, written instructions are available **here**, or you can watch this **video**.
If you are unable to complete the credentialing process, please call 302-761-8375.

Welcome to LaborFirst!
Have you completed the steps above? Congratulations! You can access **LaborFirst** from the tile on your MyDelaware dashboard.

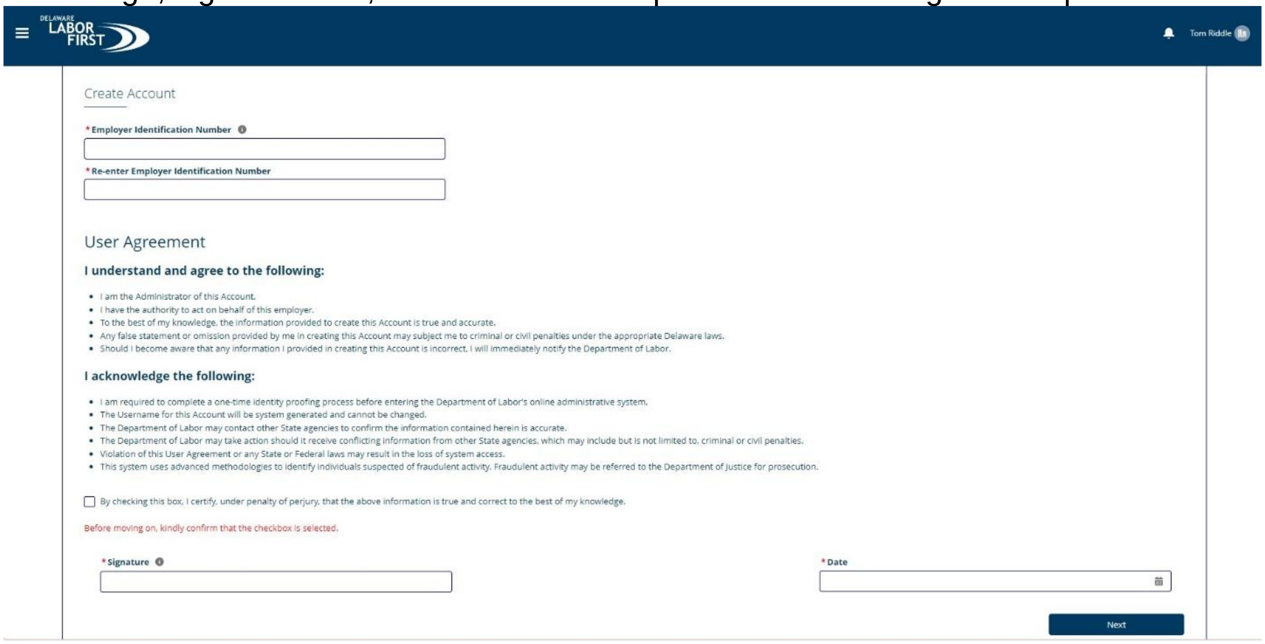
My Delaware LaborFirst Tile

Need more **information or training materials?** Documentation specifically for Employers, TPAs, and PEOs is available from the LaborFirst home page. Then, select the appropriate tile.

Employer Registration

Employer Business Registration

The first time an employer signs in to LaborFirst, they will be automatically navigated into the Employer Business Registration process. The ‘Create Account’ screen is the first step in the Business Registration process. This screen asks the employer to enter their ‘Employer Identification Number’ (EIN). It must match a FEIN registered in Delaware One Stop. Additionally, this screen contains a User Agreement outlining critical acknowledgements the employer must accept to proceed. The employer will utilize the checkbox to certify that the information is true and correct to the best of their knowledge, sign and date, and select **Next** to proceed with the registration process.

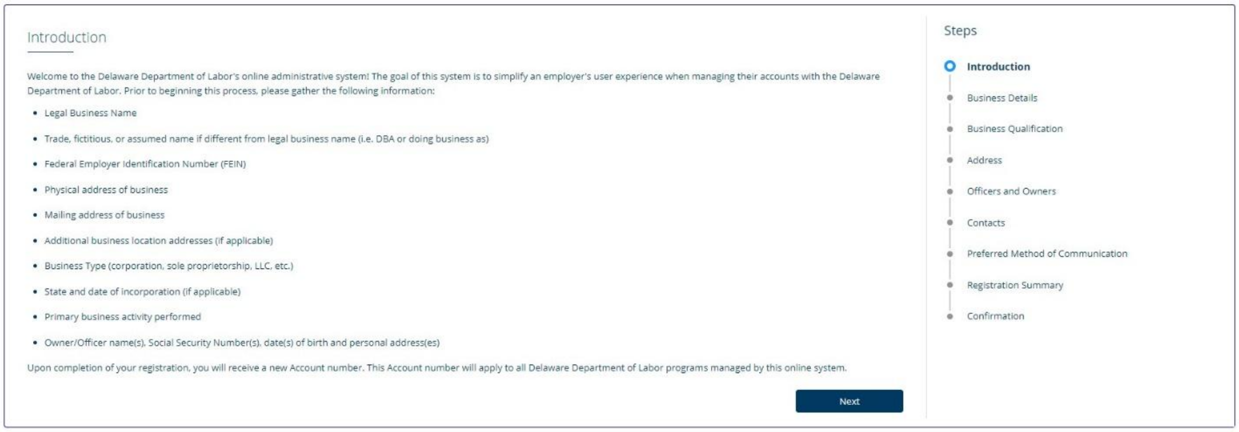


Create Account Screen

The ‘Introduction’ screen is the next step in Business Registration. This screen provides the employer with information on what is required to register an employer account in LaborFirst successfully.

Review the information and select **Next** to go to the registration process.

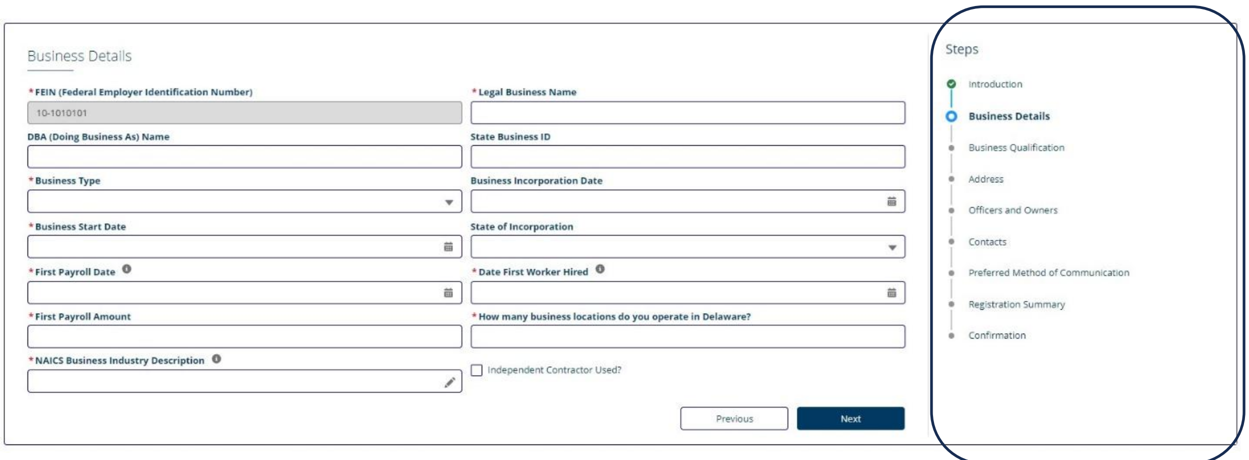
Note: Third-party administrators (TPAs) that employ workers in Delaware must also register as employers.



Introduction Screen

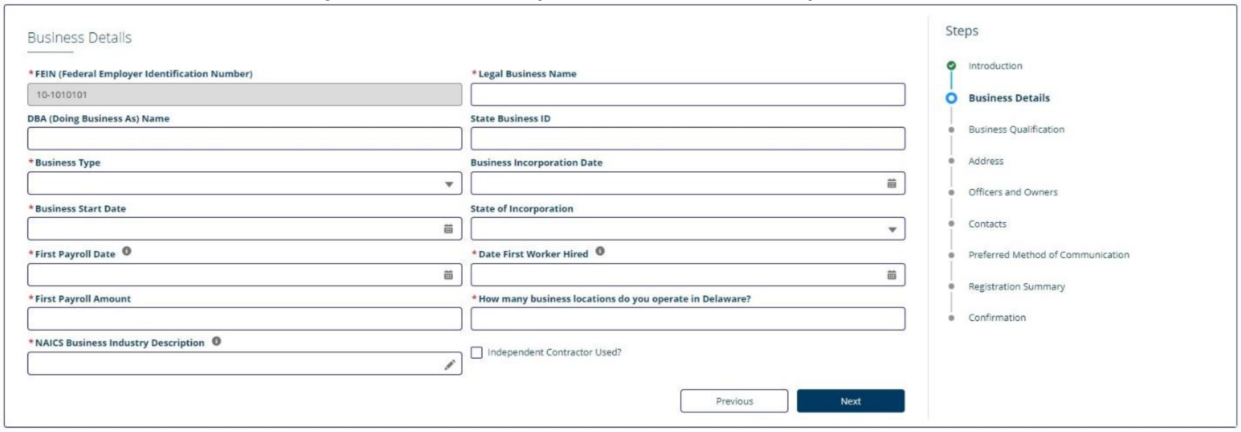
Each screen in the employer registration process includes a 'Steps' status bar in the right pane. During the business registration process, some steps change based on selections made by the employer. After the 'Introduction' screen, **Previous** and **Next** are available at the bottom of each screen to move back and forth between screens. If the person registering exits the system before completing the process, all previously entered information is saved and the registration status will be incomplete. Subsequently, when the employer signs in to LaborFirst, they are navigated back to the 'Introduction' screen and their previously entered information is saved.

Note: If the registration is not complete, the person registering will receive an email after 10 days reminding them to complete their registration. If registration is not completed by the 15th calendar day, the incomplete registration data will be purged from the system.



Registration Steps Progress

The ‘Business Details’ screen is the next step in the registration process. Throughout the registration process, labels marked with a red asterisk are required to proceed to the next screen. Throughout the registration process, some details will be pre-populated from the information provided previously in My.Delaware.gov. Please review the information for accuracy. For each step, enter data as required and select **Next**.



Business Details Screen

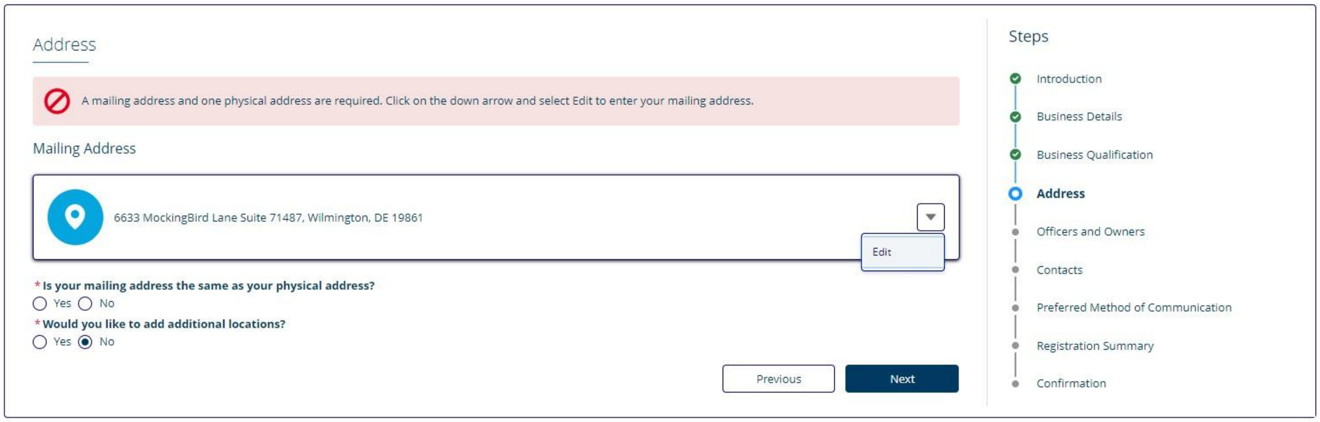
The ‘Business Qualification’ screen is the next step in the registration process. This step gathers information to begin determining the employer type. The first question on the screen asks the employer if the business is a Professional Employer Organization (PEO). A PEO is an outsourcing firm that provides services to small and medium-sized businesses, such as HR services, technology, and expertise. A PEO will register on the Employer Portal if they employ workers in the state of Delaware. However, they will also need to register in the TPA Portal for the services they provide on behalf of their clients.

Next, the person registering will select their employer type, whether they close for 30 consecutive days or more, and their employee count. The employer will select **Next** to proceed to the next step.

Business Qualification Screen

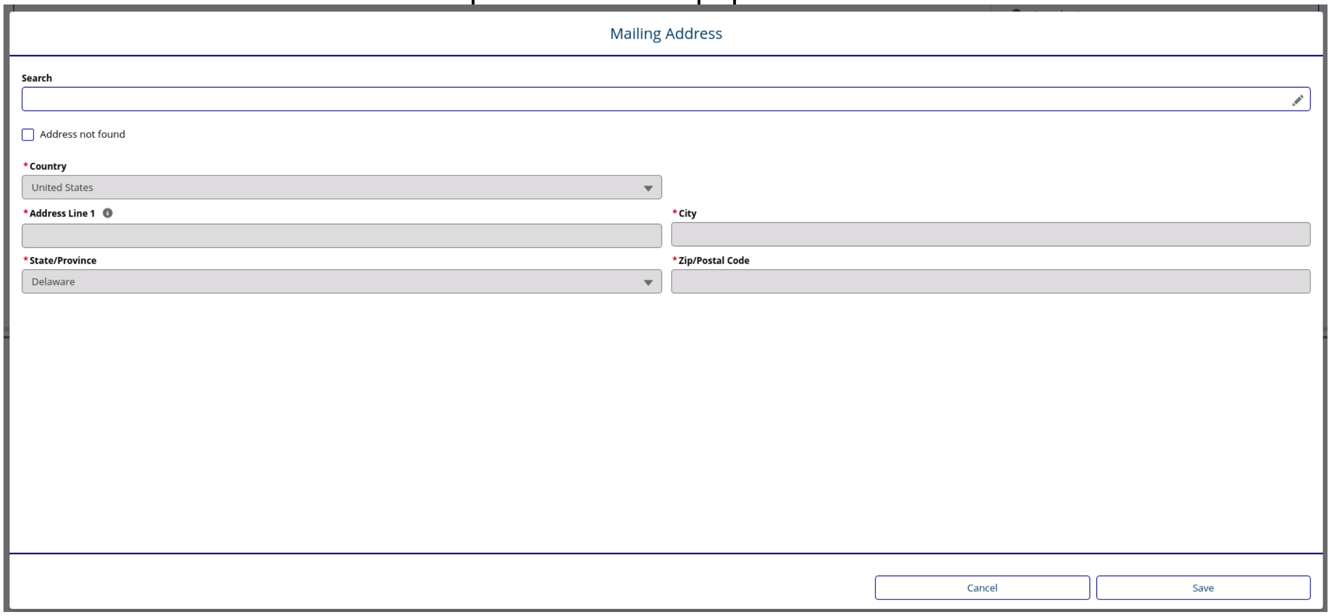
The ‘Address’ screen is the next step in the process. To proceed, at least one physical address and one mailing address are required. For each applicable address field, select the down arrow and select **Edit** to launch the ‘Mailing Address’ window**,** where the employer will enter their information.

Note: In the example below, the ‘Mailing Address’ field is pre-populated due to the information previously entered in One Stop. The employer can select **Edit** to update the information accordingly.



Address Screen

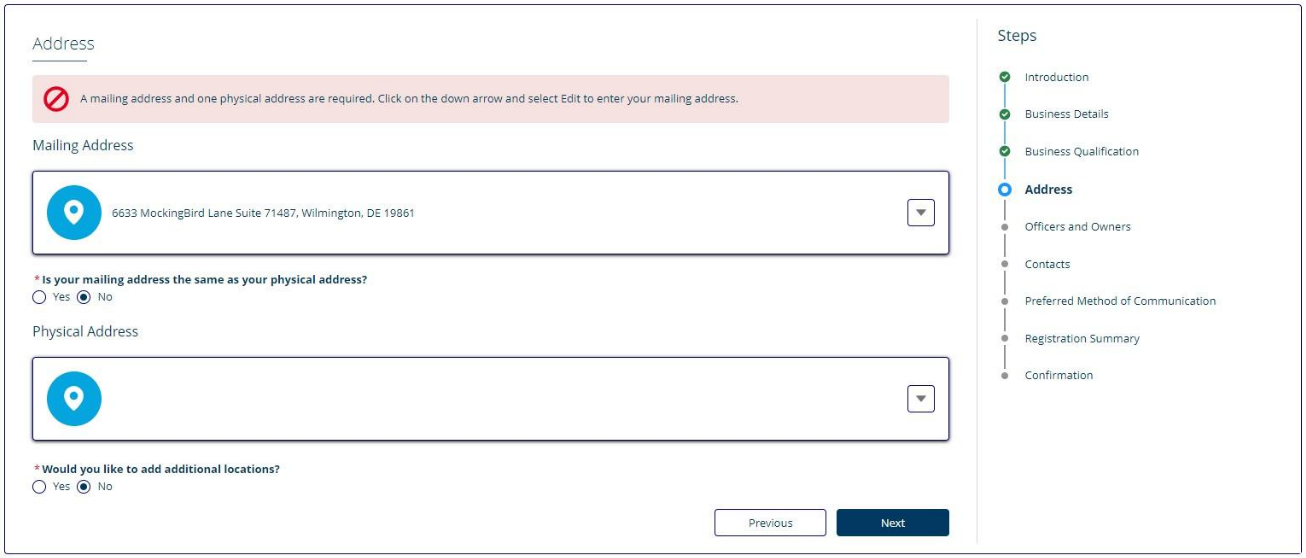
From the ‘Mailing Address’ window, the ‘Search’ field allows the employer to begin entering their address. If the address is found (using an address service), the employer may select the address and the field below will be populated in a read-only format. If the address is not found, select **Address Not Found**, and the address can be manually entered. Select **Save** once all required fields are populated.



Mailing Address Window

If the employer indicates that their physical address is different from the mailing address, the ‘Physical Address’ field is presented. To add a physical address, follow the same steps mentioned above.

Note: If “1” was entered for the question “How many locations do you operate in Delaware?” on the ‘Business Details’ screen, the last question (“Would you like to add additional locations?”) will be defaulted to “No”. However, the employer can change the answer to “Yes” to add additional locations.

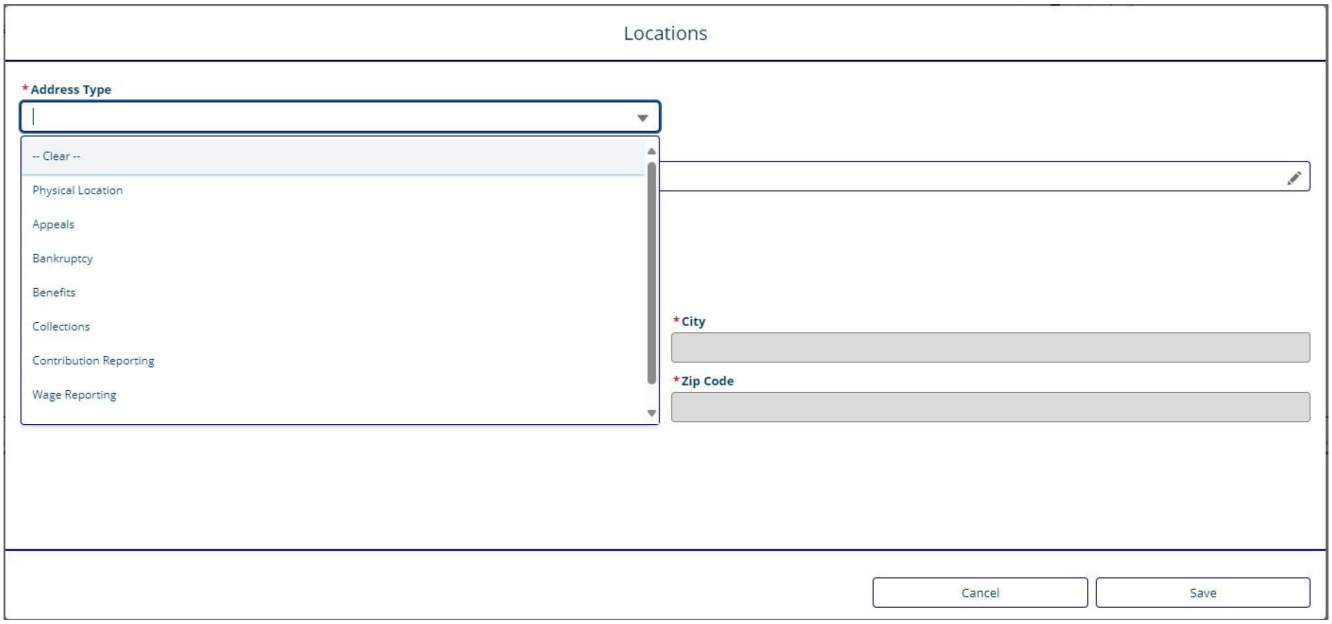


Address Screen with Physical Address

If the person registering indicates that their business has additional locations, the ‘Additional Locations’ screen will dynamically appear in the ‘Steps’ status bar on the right and will be the next step in the process. The ‘Additional Locations’ screen allows the person registering to enter addresses for additional business locations.

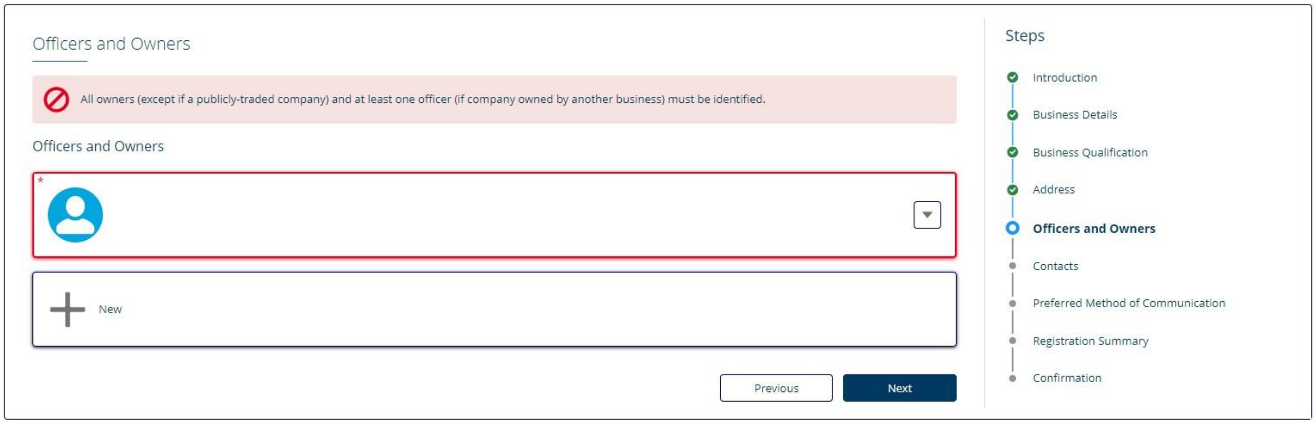
Additional Locations Screen

Select **New** to launch the ‘Additional Locations’ window. The only difference with this address window versus the previous is the ‘Address Type’ field. This allows the employer to indicate the type of address they are adding to their account (physical location, appeals office, etc.). Once the employer has indicated the address type, they will follow the same steps previously mentioned to enter a new address. Select **Save** once completed.



Additional Locations Window

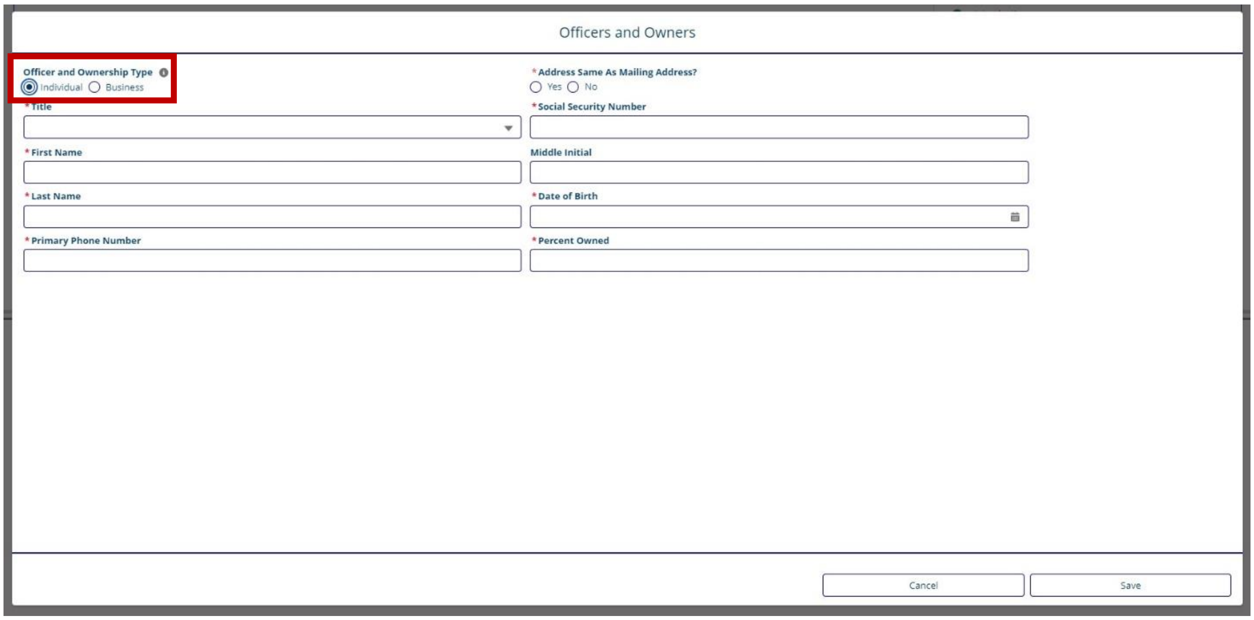
The ‘Officers and Owners’ screen is the next step in the process. Select the down arrow, then **Edit** to enter the first owner or officer. If more owners and/or officers are being added, select **New** and repeat these steps until all owners and/or officers are added.

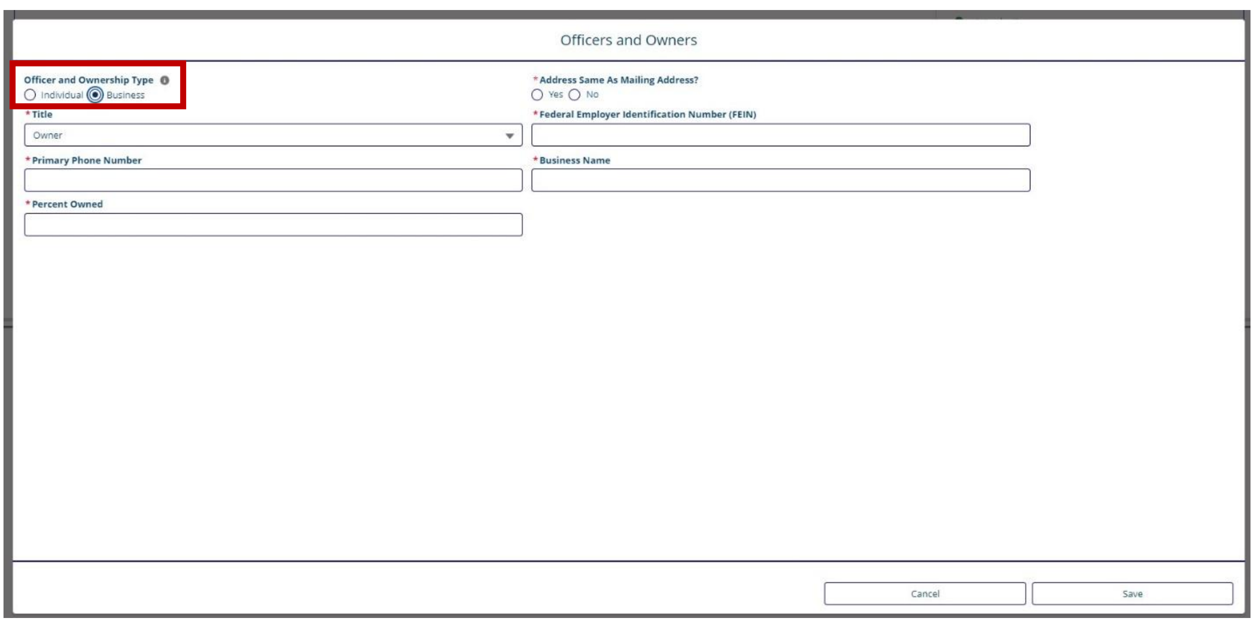


Officers and Owners Screen

Upon launching the ‘Officers and Owners’ window, the employer needs to indicate if the ownership type is Individual or Business. Publicly traded companies should select the Business.

Enter the FEIN and Business name for the business ownership. Fields will display dynamically based on the selection. At least one owner or officer is required to proceed. Once owner(s) and/or officer(s) are added, enter the required information and select **Save** once completed. Then select **Next** to proceed.





Officers and Owners Window

'Contacts' is the next screen in the process. While businesses may add multiple contacts, at least one Registration Contact is required. The Registration Contact will serve as the main point of contact for all registration-related inquiries from Department of Labor Staff. The Registration Contact must be selected from the drop-down menu for at least one contact added to the account. Select +**New** to enter contacts.

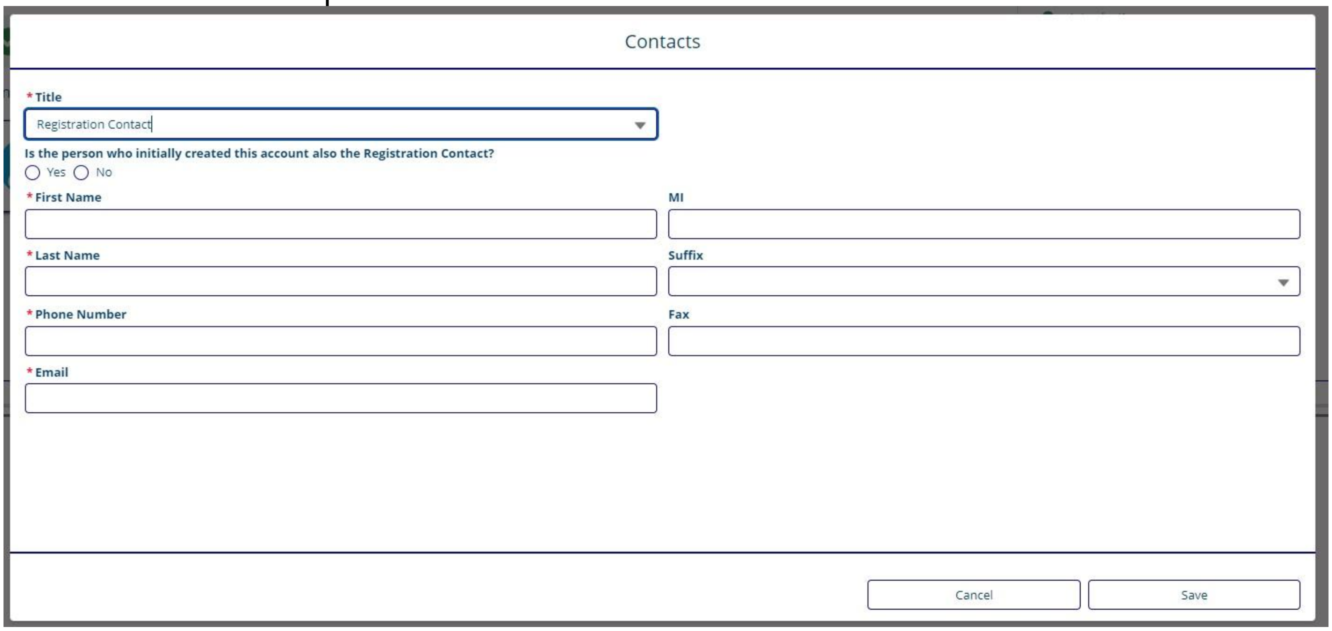
Please note that this screen may already have a potential contact prepopulated per information previously entered in One Stop.

The employer may select the down arrow and **delete** if the information is incorrect. Additionally, the employer may select **Edit** to update the information provided as needed. If no contact information was prepopulated, select **New** to launch the 'Contact' window.

Contacts Screen

The ‘Contacts’ window first asks the ‘Title’ of the contact being entered. This field is a drop-down menu. If ‘Registration Contact’ is selected, a question dynamically displays asking if the person who initially created this account is also the Registration Contact. If ‘yes’ is selected, the subsequent fields populate with information that was previously entered. The employer has the ability to edit these fields as needed.

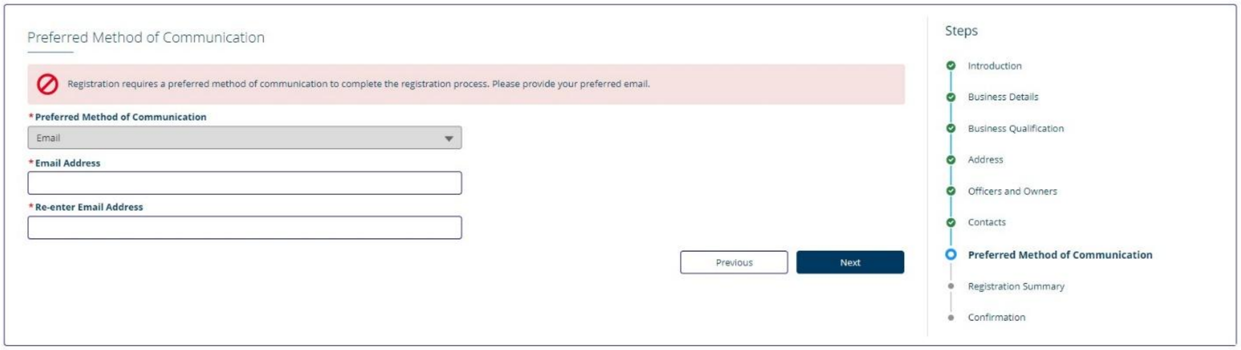
Select **Save** once completed.



New Contacts Window

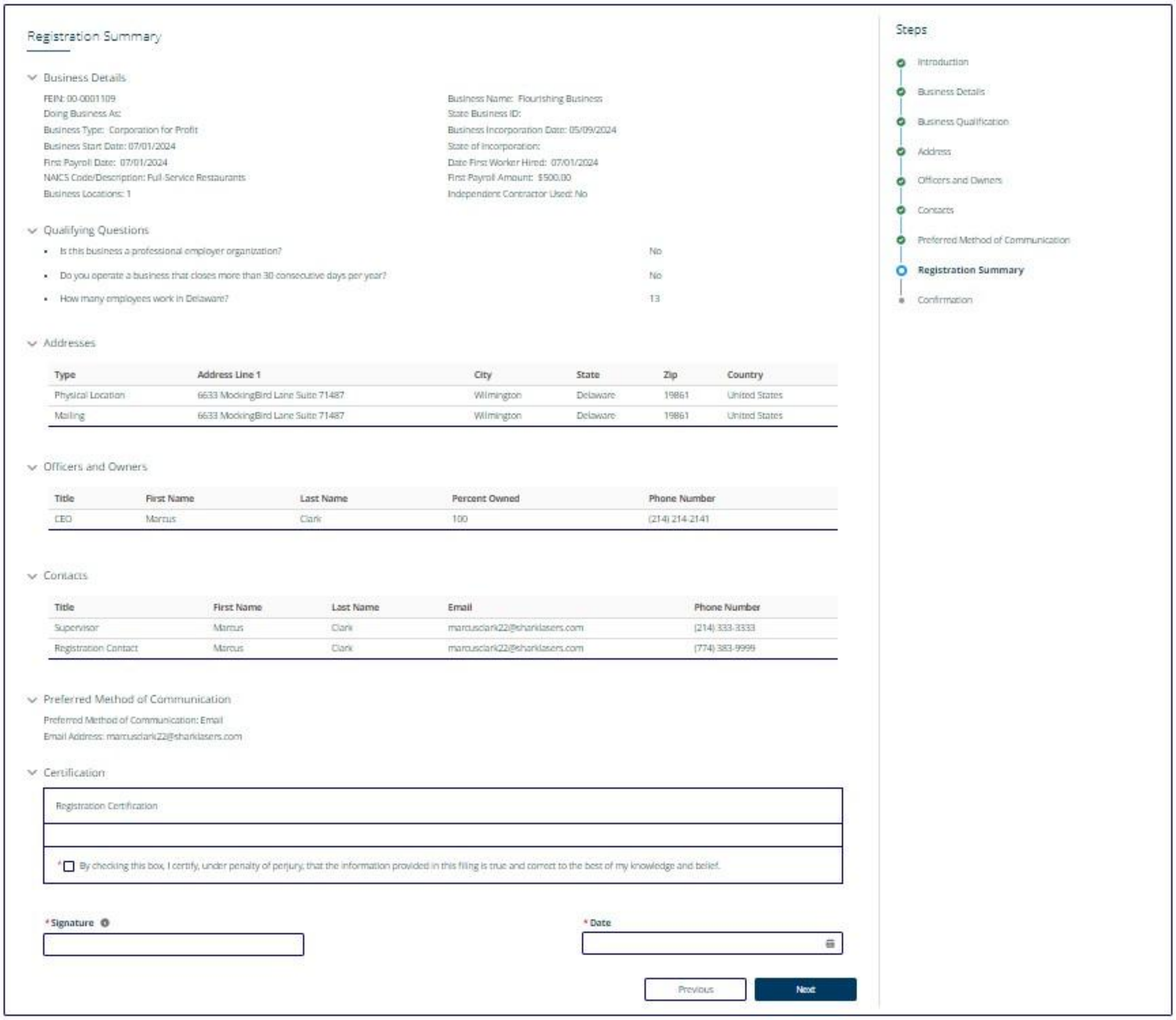
'Preferred Method of Communication' is the next step in the business registration process. Currently, email is the only method of communication available. The field is defaulted to email and read-only. The email address previously entered will automatically populate in the fields below. The person registering may confirm or change as necessary.

Enter the requisite information and then select **Next** to continue.



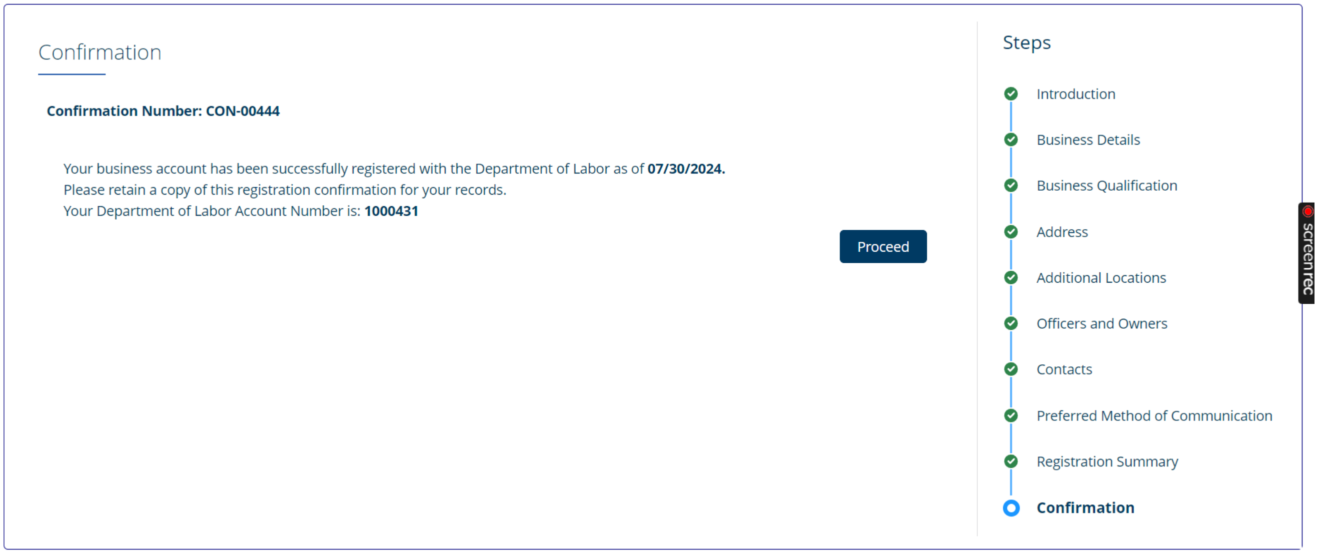
Preferred Method of Communication Screen

The final step in the business registration process is the ‘Registration Summary’ screen. The summary allows the employer to review the information entered during the registration process. Though the information on this screen is read-only, the person registering may use the **Previous** button to toggle back through the screens and make any necessary corrections. Review the information and, if accurate, read and agree to the certification statement, sign and date, and select **Next** to complete the registration.



Registration Summary Screen

Upon successful completion of the registration process, the 'Confirmation' screen is presented, and an email is sent to the registration contact. Select **Proceed** to be navigated to the 'Employer Portal Landing Screen'.

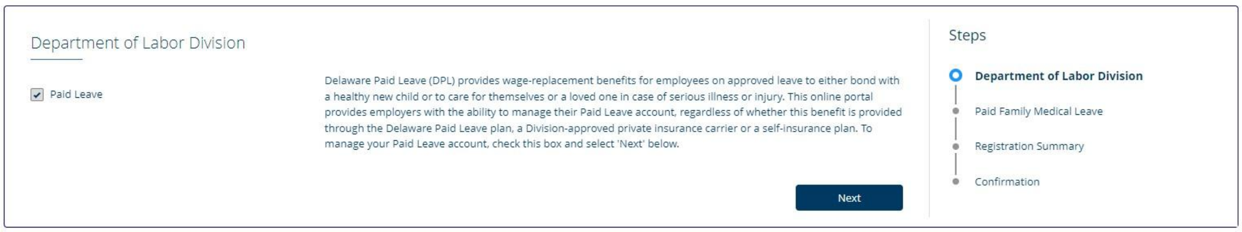


Confirmation Screen

Paid Leave Registration

Once a business has been registered, an employer or TPA can begin the Paid Family Medical Leave (PFML) enrollment process. Please note: an employer will automatically be navigated into the Paid Leave enrollment process immediately following the completion of business registration. However, if the employer logs out of LaborFirst before enrolling in Paid Leave, they can select **Register for Paid Leave** on the 'Employer Portal Landing Screen' upon logging back in.

The first screen in the paid leave registration process is the 'Department of Labor Division' screen. This screen provides a brief description of the Delaware Paid Leave (DPL) Program. Read the description and select **Next**.



Department of Labor Division (Paid Leave) Screen

The next screen is the ‘Paid Family Medical Leave’ screen. Components on this screen are displayed dynamically based on the employee count provided in business registration.

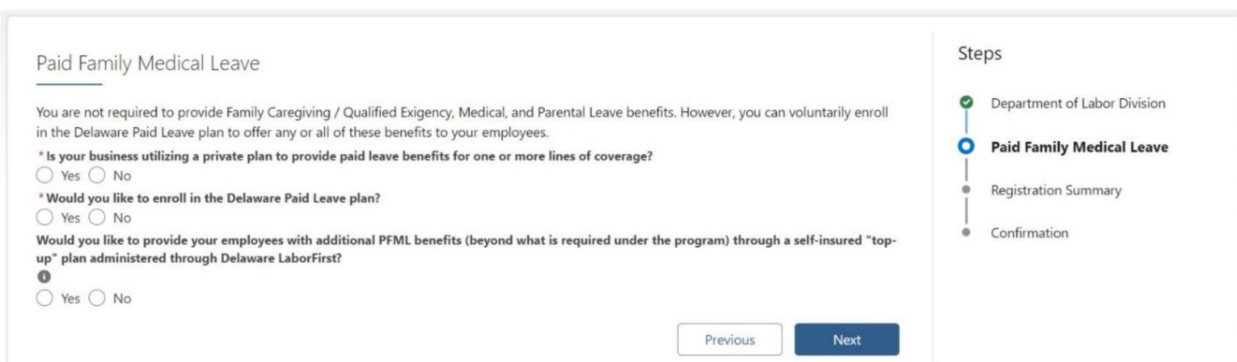
Please note that businesses are automatically enrolled in the Delaware Paid Leave Plan for their required lines of coverage based on employee count. However, the first question on this screen asks if this business is applying utilizing a private plan to provide paid leave benefits for one or more lines of coverage. This question is only displayed if Delaware Paid Leave has certified insurance plans on file.

The second question asks if the business would like to enroll in the Delaware Paid Leave plan. The lines of coverage which are required under the PFML law are pre-selected. The employer may elect to enroll in additional lines of coverage. If an employer is not required to provide coverage under the PFML law, then no lines will be pre-selected, and the employer may voluntarily elect to provide coverage to any or all lines of coverage.

The final question on the screen asks the employer if they would like to provide their employees with additional PFML benefits through a self-insured “top-up” plan, which provide additional wages beyond what is required under the PFML law.

Note: The screen below may appear differently based on the employer size. For more information about program requirements, please visit the Delaware Department of Labor Paid Leave site.

Employers will answer the following questions accordingly and select **Next** to proceed.



Paid Family Medical Leave Screen

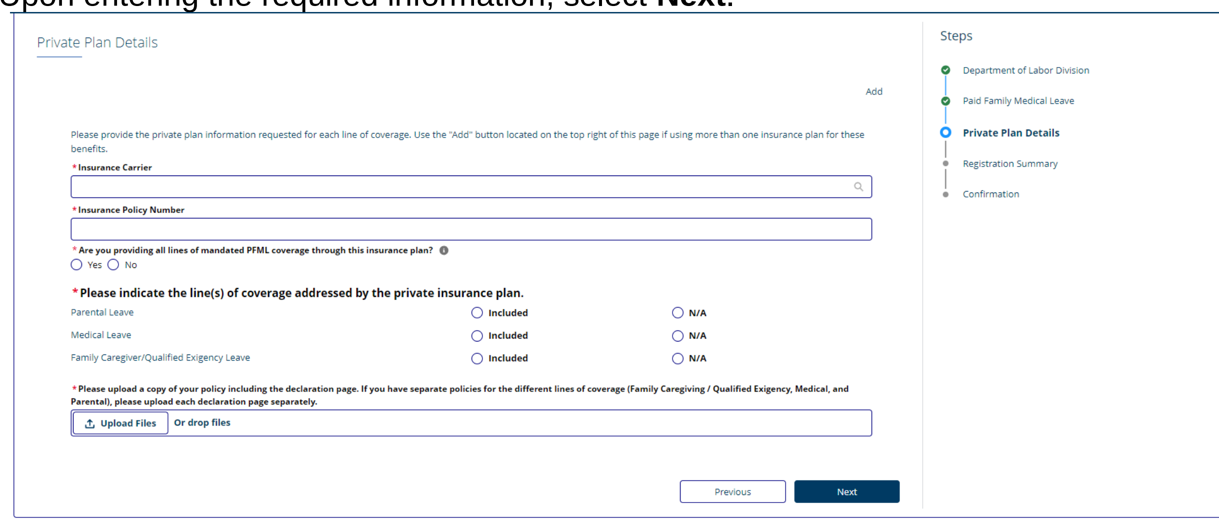
If an employer selects **Yes** when asked if they wish to use a private plan to provide paid leave coverage, an additional screen will populate in the 'Steps' bar. The 'Private Plan Details' screen is used to provide more details if the person registering is enrolled in a private certified plan with one or more lines of paid coverage. The 'Private Plan Details' screen asks the employer and/or TPA to provide the Insurance Carrier's Name and Policy Number. The Insurance Carrier search field lists Active Insurance Plans.

The person registering may enter up to three different insurance carriers by selecting **Add** at the top of the page. When multiple insurance providers are entered, an error message is generated when lines of coverage are duplicated. Each carrier must have at least one line of coverage.

Proof of a private plan is required for Paid Leave Staff review and approval. Provide a copy of the plan using the required file upload field. Agency staff will review the approval request by December 31, 2024.

Note: When selecting line(s) of coverage addressed by a private insurance or self-insured plan, you will receive an error message until **Included** or **N/A** is selected next to each line of coverage.

Upon entering the required information, select **Next.**



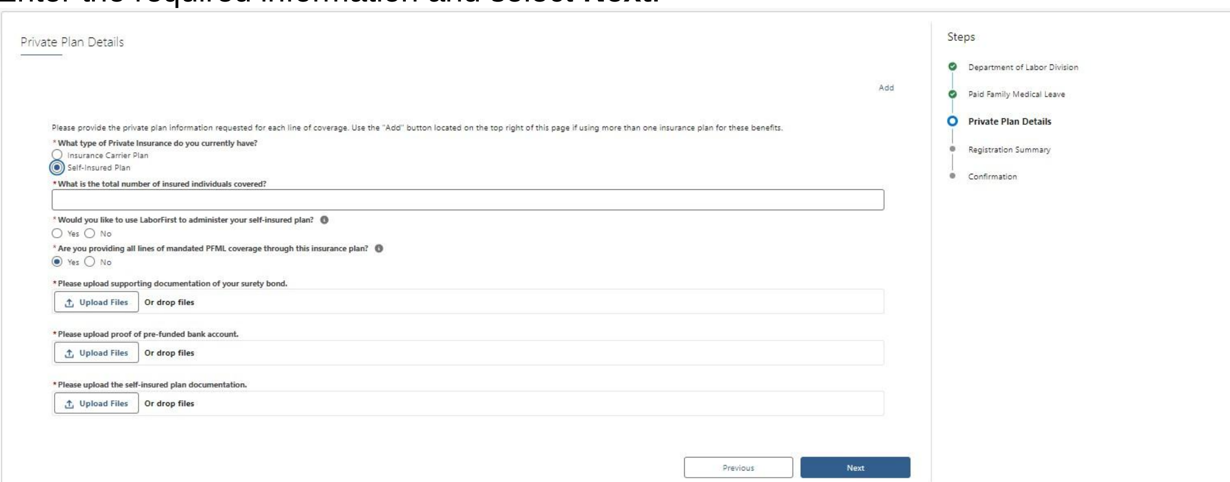
Private Plan Details Screen

Employers who meet the criteria to apply for a self-insured plan will see the first question on the ‘Private Plans Details’ screen asking the employer to indicate what type of Private Insurance they currently have: Insurance Carrier Plan or Self-Insured Plan. If “Insurance Carrier Plan” is selected, they will follow the directions from the previous section. However, the Self-Insured Plan option has a slightly different process.

Employers utilizing a self-insured plan are required to list the total number of individuals covered. Additionally, they are asked if they would like to use LaborFirst to administer their plan. Employers have the option to apply to utilize a self-insured for one or more lines of coverage as indicated by question 3.

Another key difference with the self-insured plan are the documents required to upload. Employers must upload documentation of a surety bond, proof of a pre-funded bank account, and self-insured plan documentation. A file must be submitted for each of the 3 file uploads to continue to the next screen.

Enter the required information and select **Next**.

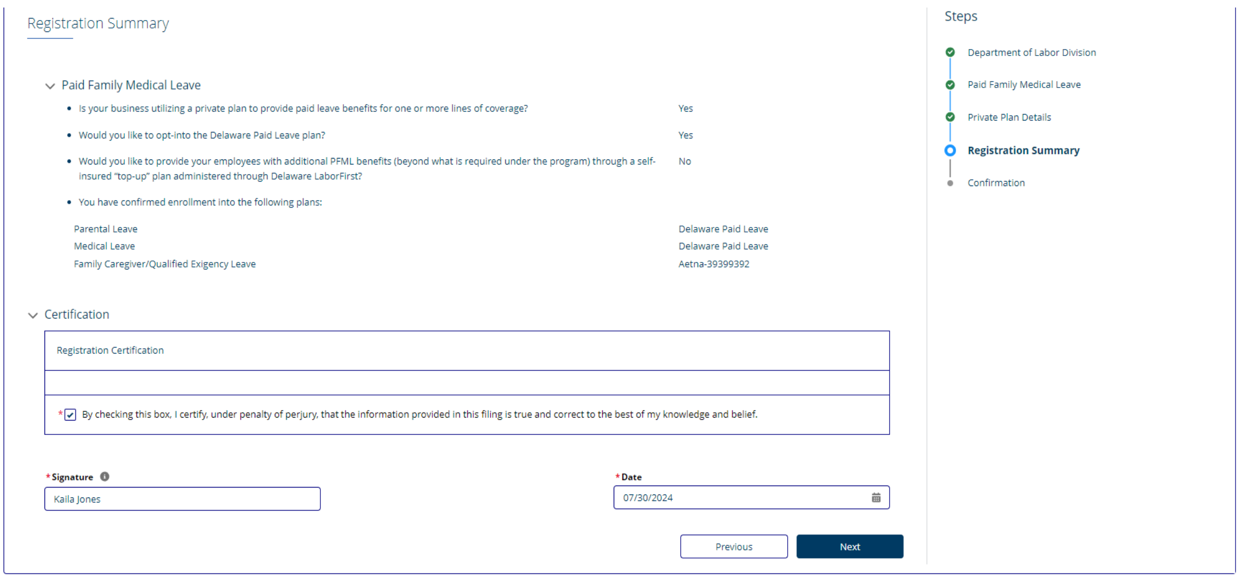


Self-Insured Details Screen

After selecting **Next,** the person registering is navigated to the 'Registration Summary' screen. This screen provides the read-only registration summary and the person registering can correct information as needed and/or affirm all the information is complete and correct.

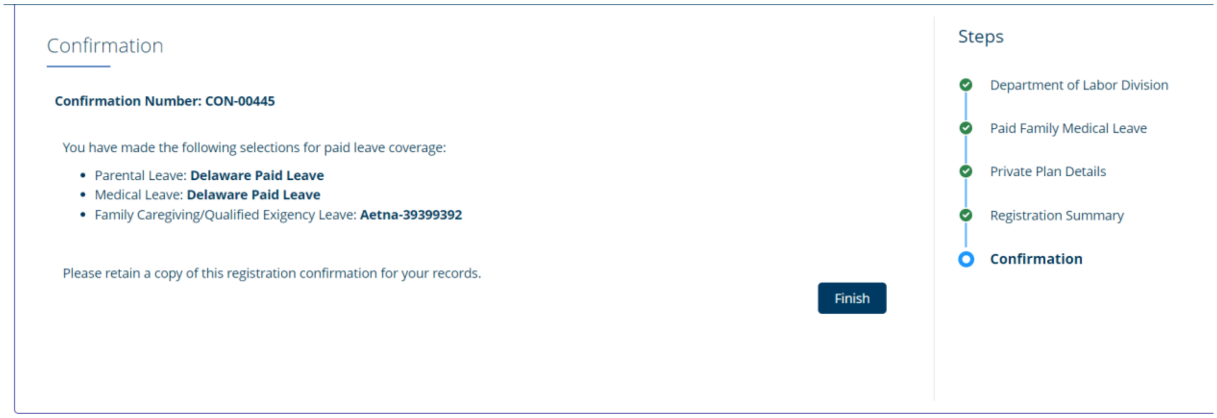
The person registering can review and/or go back in the steps to edit the information entered. Upon submission, the lines of coverage are saved to the employer's account under paid leave division. A confirmation letter will be posted in the Employer's Portal and the employer will receive an email notifying them that a document is ready for review.

The person registering will select the checkbox to confirm that all information provided on the 'Summary' screen is correct. Select **Next** to proceed to the 'Confirmation' screen.



Registration Summary Screen

The final screen in the Paid Leave Enrollment process is the ‘Confirmation Screen’. Select **Finish** to be navigated to the ‘Employer Portal Landing Screen’.



Confirmation Screen

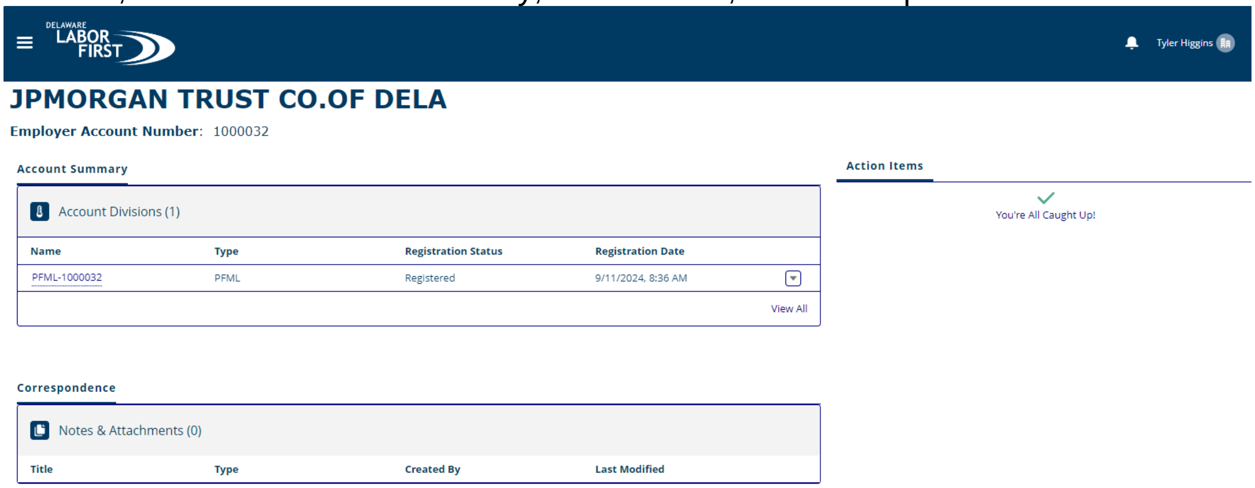
General Portal Navigation

Employer Self-Service (ESS) Portal

The ‘Employer Portal’ screen is the first screen presented to an employer after logging in. Links to actions are presented based on actions available to the business at the time.

Employer Portal Landing Screen

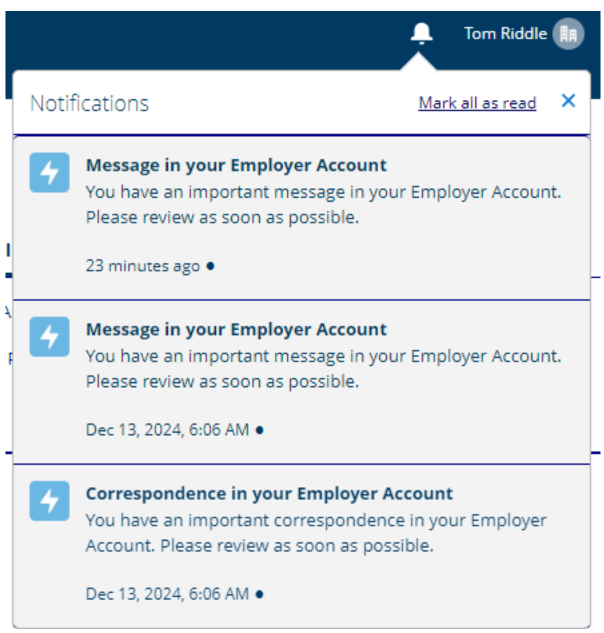
The ‘Employer Portal Home Screen’ displays the business name, Employer Account Number, Account Divisions Summary, Action Items, and Correspondence.



Employer Portal Home Screen

Notifications

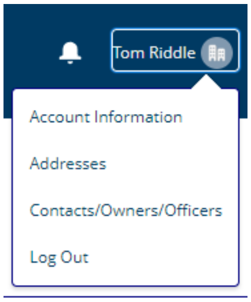
Two icons are always displayed at the top of the Employer Portal, pictured below: Notifications and the Profile Icon. The Notifications Icon will contain important alerts to review.



Notifications Icon

Profile Icon

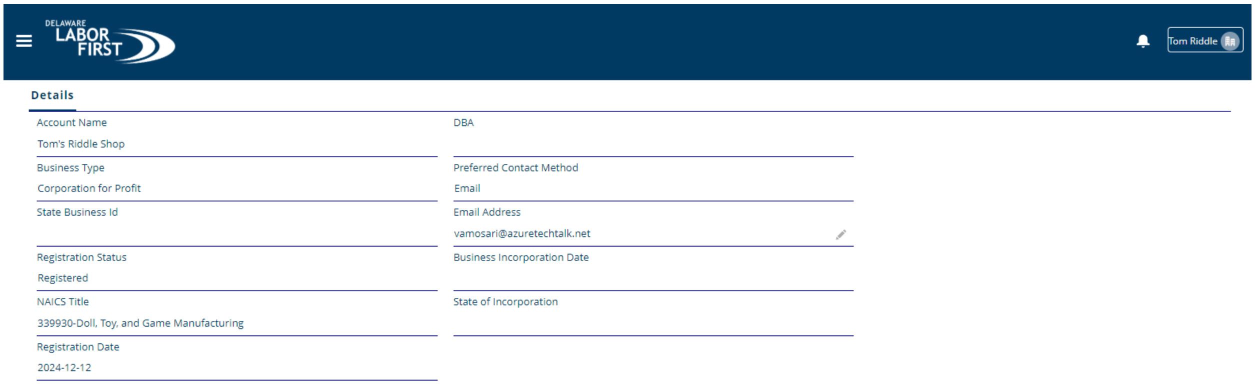
Select the profile icon, and then select other areas of the portal: Account Information, Addresses, Contacts/Officers/Owners, and Log Out.



Profile Icon Dropdown Menu

Account Information Screen

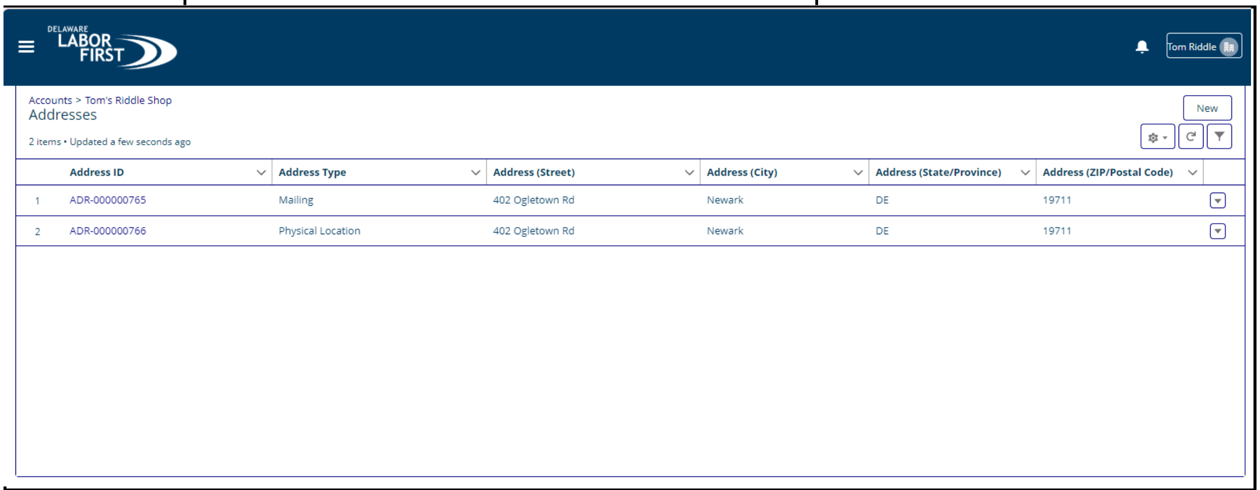
The 'Account Information' screen shows the Account Details. These fields are read-only and shows the current data on file – received either through registration or updated by Delaware Department of Labor (DeDOL) staff.



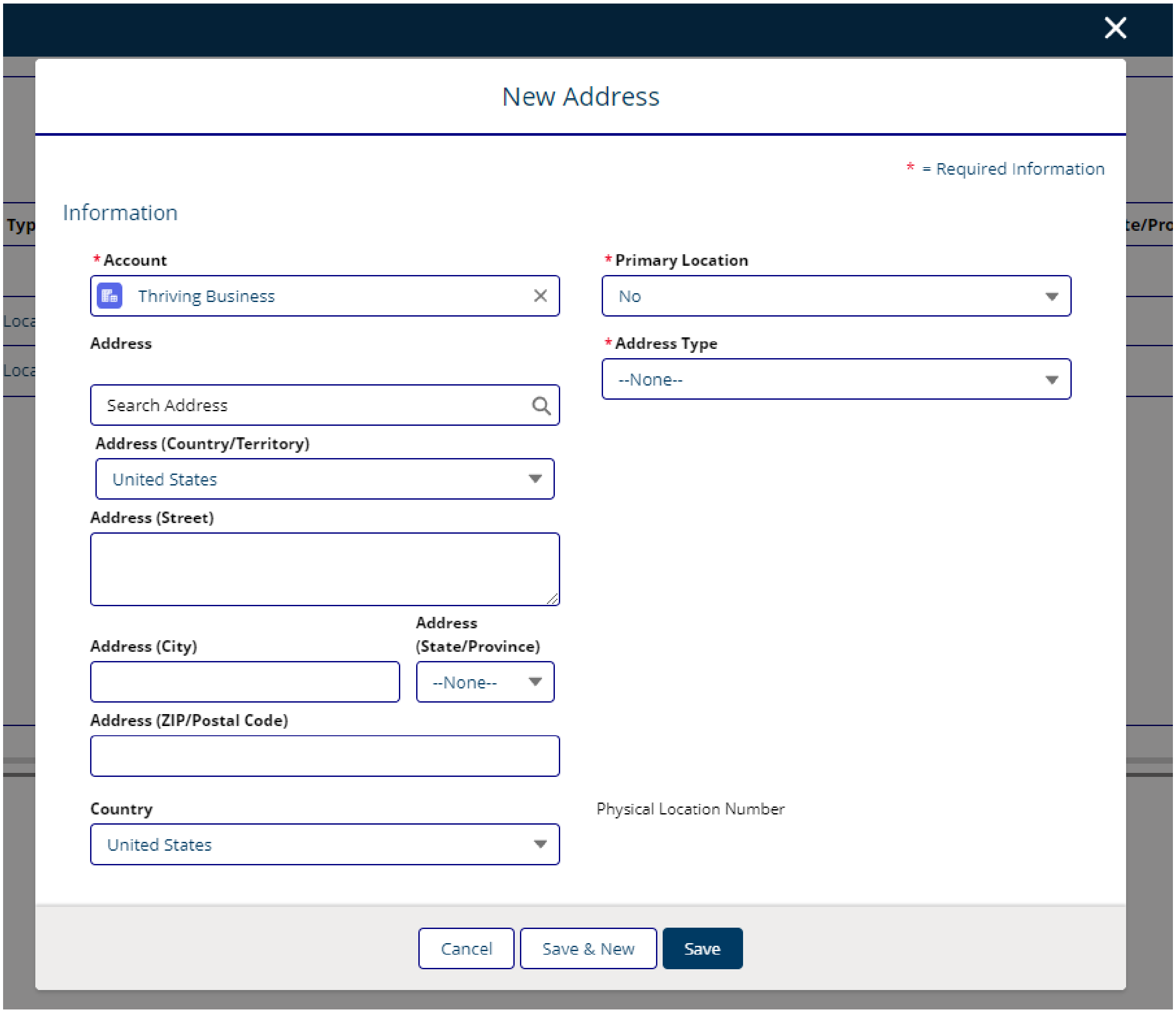
Account Information Screen

Addresses

The Account Administrator(s) can access and edit the 'Addresses' screen from the Profile Icon. The 'Addresses' screen lists the address of each business location registered to the Employer Account. To update an address, select **Edit** from the down arrow at the right of the address. Additionally, more business locations can be added to the account. To add a new address to the account, select **New** from the top right corner. Enter the required information and select **Save** once completed.



Addresses Screen

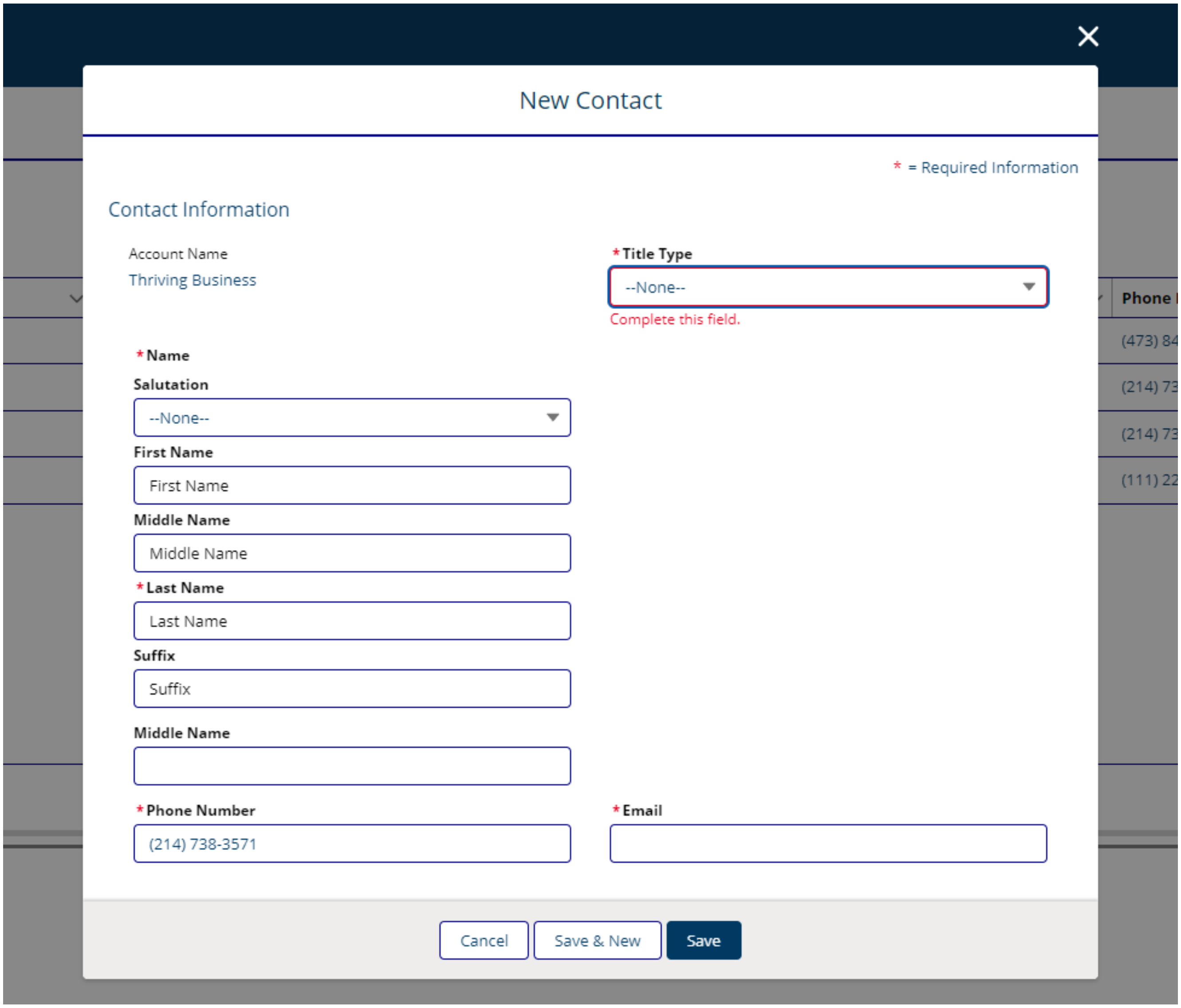


New Address Window

Contacts/Officers/Owners

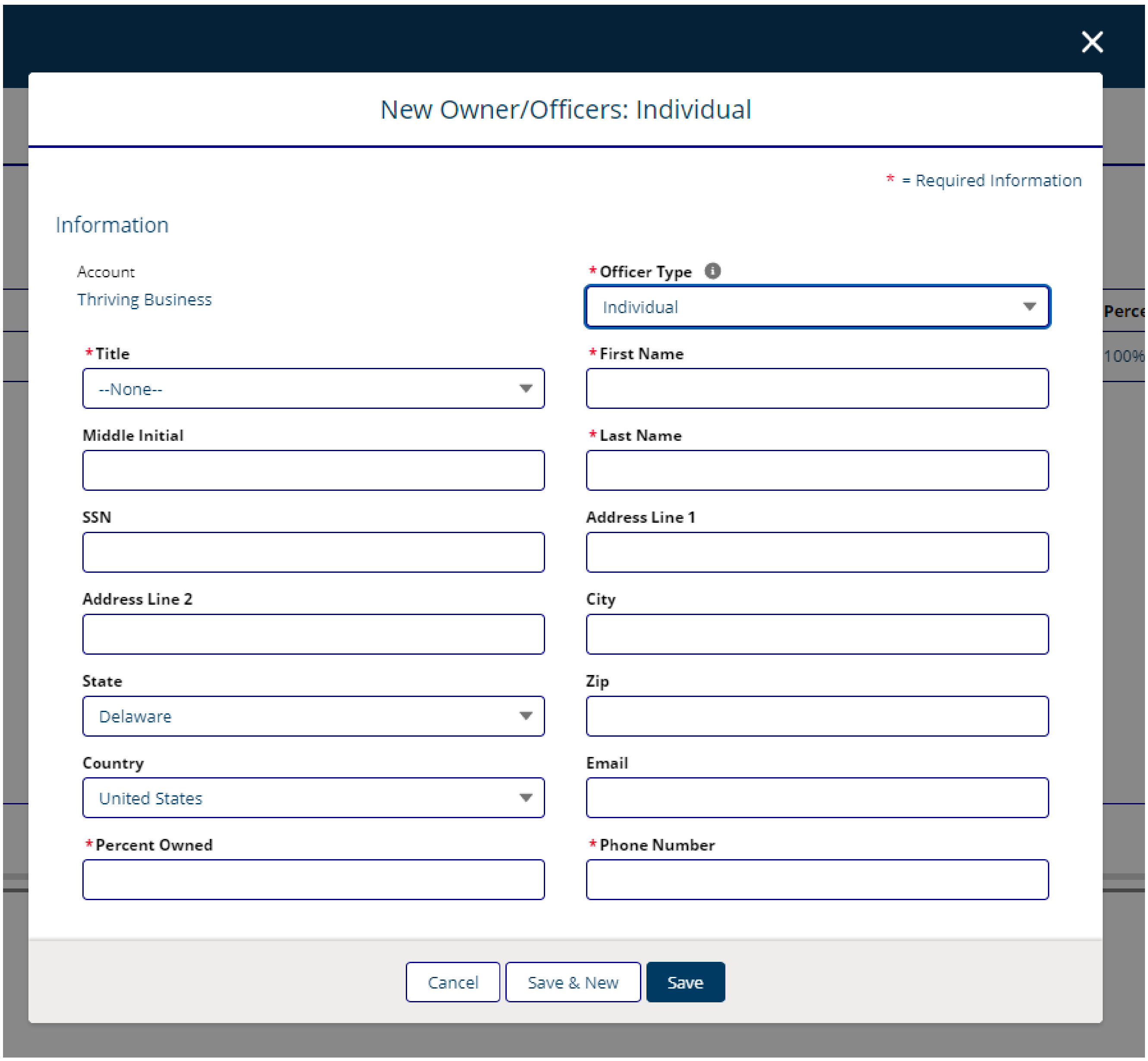
The Profile Icon allows the employer to access the ‘Contacts/Officers/Owners’ Screen. This screen lists the account contacts with their Contact Name, Title Type, Email, Phone Number and Officers/Owners. Select **New** to enter new contacts and/or Officers/Owners.

Contacts Screen



New Contact Window

Owner/Officers Screen



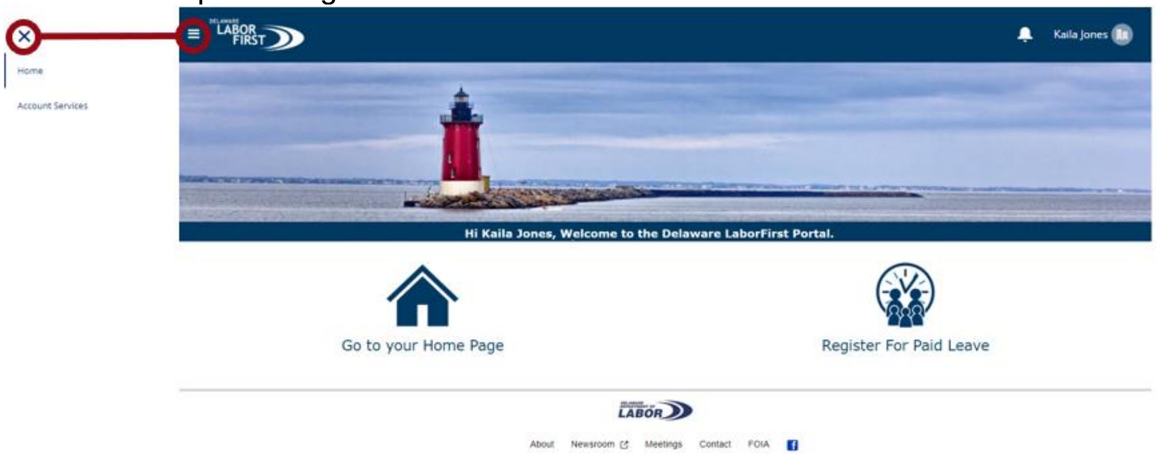
New Owner/Officers: Individual Screen

Log Out

At the bottom of the Profile Icon dropdown list, select **Log Out** to end the session and leave LaborFirst.

Menu

The Menu, located on the top left corner of the screen, allows the employer to move to various screens pertaining to Account Services.

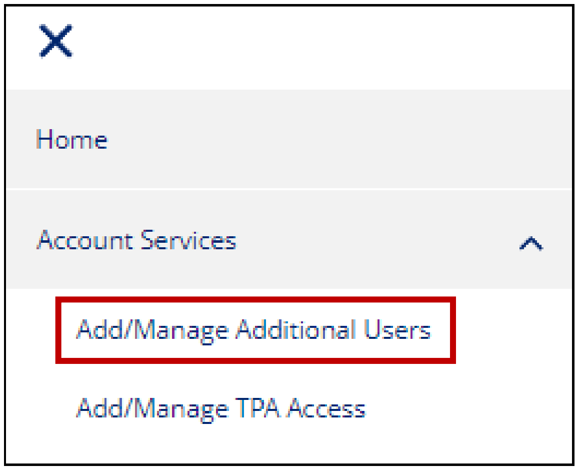


Employer Portal Menu

Add and Manage Users

Add Additional Users

Both TPAs and Employers can add additional individuals to their LaborFirst accounts. LaborFirst allows the account owner, known as the “Account Administrator” to add and manage additional users (internal to their company). When additional users are set up, they are given access to the account and can engage in LaborFirst functionality based on permissions granted by the account administrator. Additional users who are granted administrator access have the same abilities as the initial account owner.



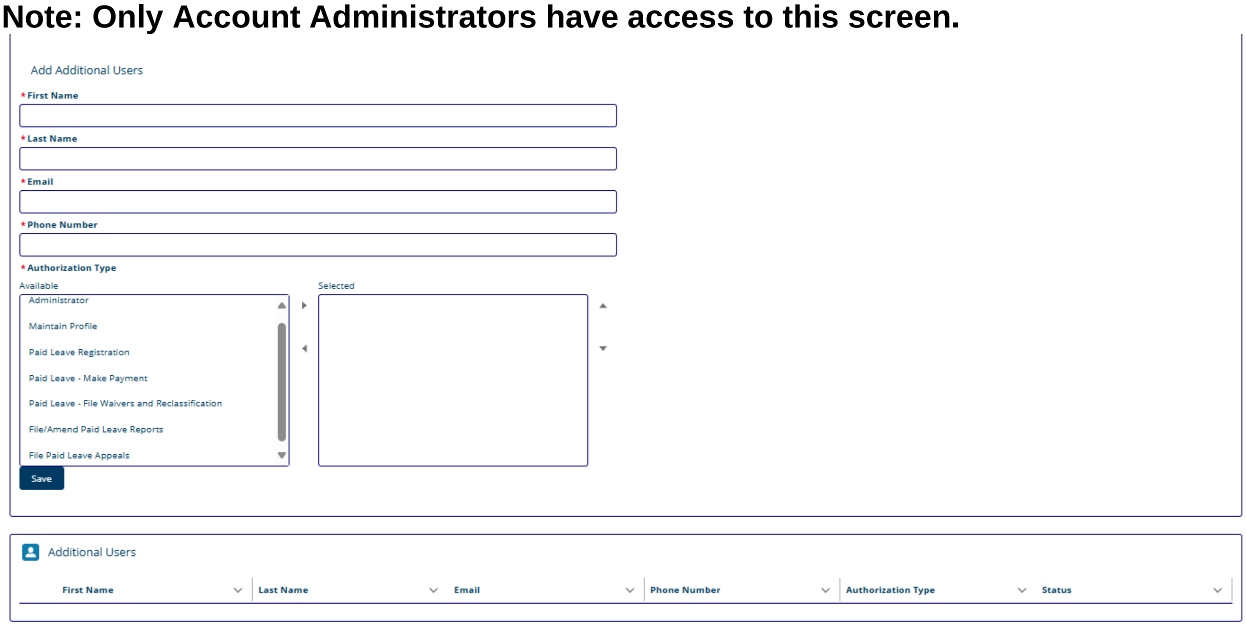
Account Services Dropdown Menu

After selecting **Add/Manage Additional Users**, the account administrator can both add new Additional Users, as well as manage relationships with existing Additional Users. To add a new Additional User to the LaborFirst account, enter their First Name, Last Name, Email, and Phone Number. Please note: the email entered must be unique and cannot exist in LaborFirst. Next, then select the Authorization Type in order to indicate the Additional User's access level to the LaborFirst account. The Authorization levels are as follows:

- Administrator: read/update/create access is provided for all functions.
- Maintain Profile: read/update/create access to account information.
- Paid Leave Registration: may complete the paid leave account division registration.
- Paid Leave - File Waivers and Reclassifications: allows access to the 'File Waiver' and 'File Reclassification' links within the Paid Leave division.
- File/Amend Paid Leave Reports: allows access to file a quarterly wage and hour report.
- File Paid Leave Appeals: allows access to 'File Appeal' link.

After the information is entered and saved, the individual being added as an internal user will then create a State of Delaware account on My.Delaware.gov. From there, they will be navigated to the 'Introduction' screen. From there, they will select **Next** to move forward to the 'Identify User' screen. On this screen, they will enter the company FEIN, agree to the certification statement, sign, and date to complete their access registration. For details on obtaining Delaware state sign in credentials, please visit the LaborFirst website or see page 2 in this document.

Note: Only Account Administrators have access to this screen.

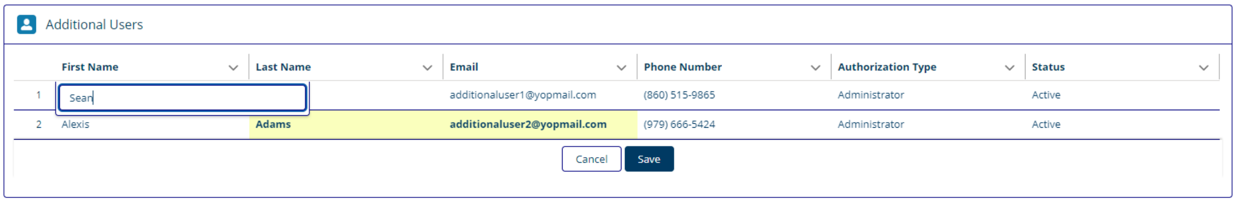


Add Additional Users Screen

Manage Additional Users

The Account Administrator(s) can manage additional users that were previously added by selecting the record they wish to edit.

Note: Administrators cannot deactivate other users with Administrator permissions.

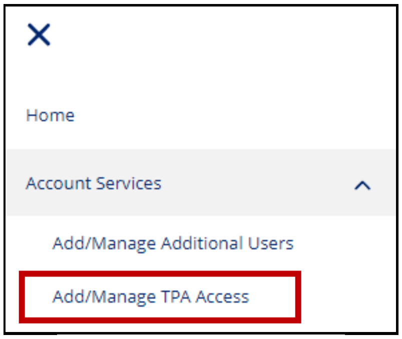


ESS Manage Users Screen

Add and Manage TPA Access

Add Third Party Administrator (TPA)

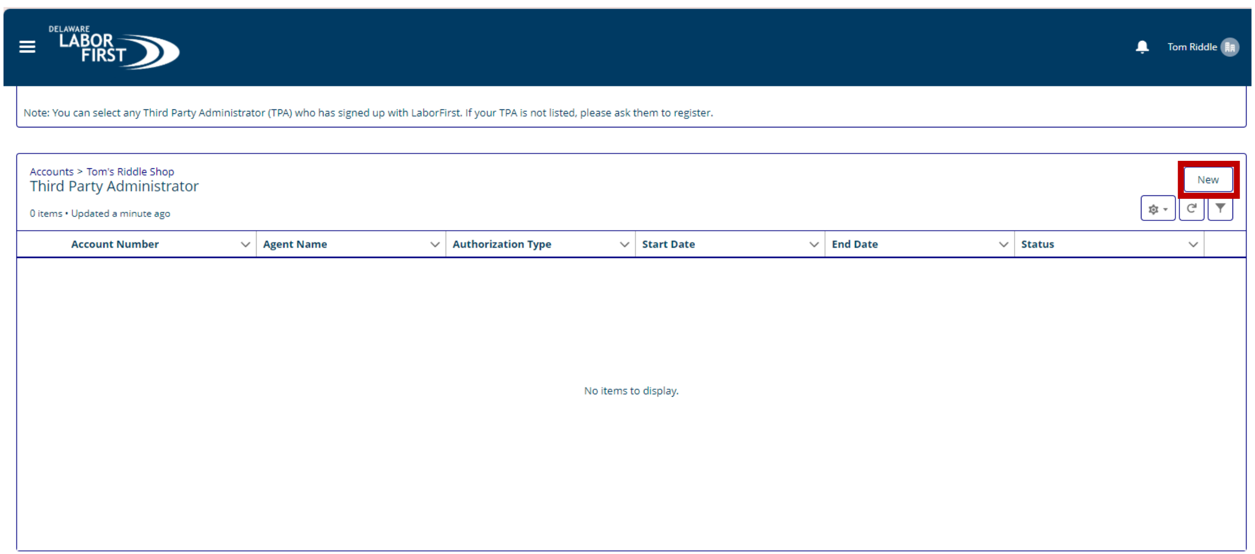
In addition to adding and managing internal users, Account Administrators can also grant access to TPAs utilizing the account services dropdown from the menu. From here the user can view and manage their TPA relationships.



Manage TPA Access

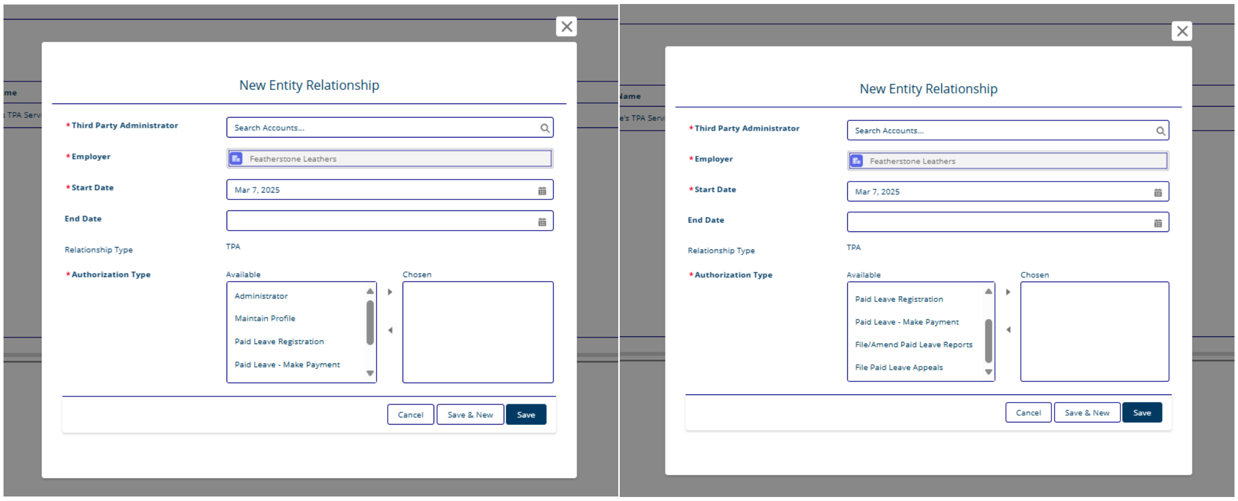
The employer can establish a relationship with a TPA. The TPA will not have access to an account until the start date is reached. Similarly, the TPA will not have access to the account if an end date is reached. TPAs will have access to the employer account based on the authorization type granted by the employer.
The TPA Authorization levels are as follows:

- Administrator: read/update/create access is provided for all functions.
- Maintain Profile: read/update/create access to account information.
- Paid Leave Registration: may complete the paid leave account division registration.
- Paid Leave - File Waivers and Reclassifications: allows access to the 'File Waiver' and 'File Reclassification' links within the Paid Leave division.
- File/Amend Paid Leave Reports: allows access to file a quarterly wage and hour report.
- File Paid Leave Appeals: allows access to 'File Appeal' link.
- Paid Leave - Make a Payment: allows the TPA to make payments to the Division of Paid Leave on behalf of an Employer



Manage TPA Access Screen

Select **New** to open the ‘New Entity Relationship’ window. Enter the requisite information and select **Save**.



New Entity Relationship Screen

Upon submission, the designated TPA will receive an email notification prompting them to approve or deny authorization.

Note: This is the email sent to the TPA after an employer requests TPA access to their account. The TPA must have an existing LaborFirst account to confirm authorization. This TPA notification email is sent to the preferred method of communication associated with the TPA account.

TPA Authorization Request

8/5/2024

Dear Terrific TPA,

Thriving Business has requested authorization for you to perform the following services for their Delaware Department of Labor account:

- Administrator

Please click on the link below to confirm or deny that you will performing the service(s) on Thriving Business 's behalf.

Confirm Authorization

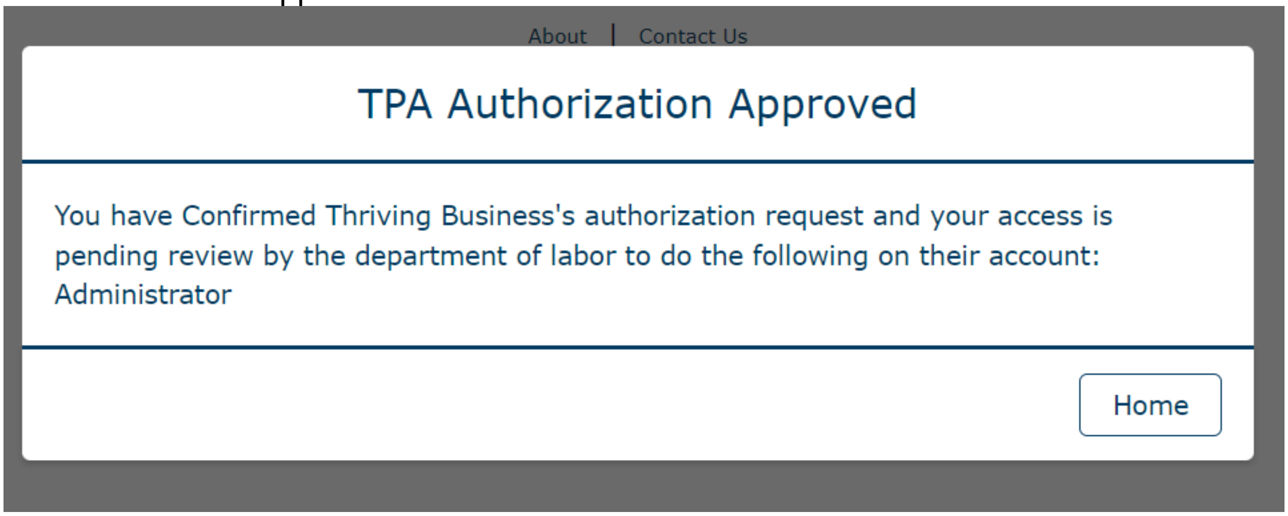
Authorization Denied

Sincerely,

Delaware Department of Labor

TPA Authorization Email Request

Selecting **Confirm Authorization** or **Authorization Denied** will both result in the TPA being directed to the LaborFirst TPA portal log-in. After the TPA signs in to LaborFirst, they will be presented with one of the following messages depending upon whether the authorization was approved or denied. Select the **Home** button to close the window.



TPA Authorization Approved Notification

Once an employer has requested a TPA Authorization, and the TPA has approved, then the approval is sent to Delaware Department of Labor staff for final approval or denial.

Manage TPA Access

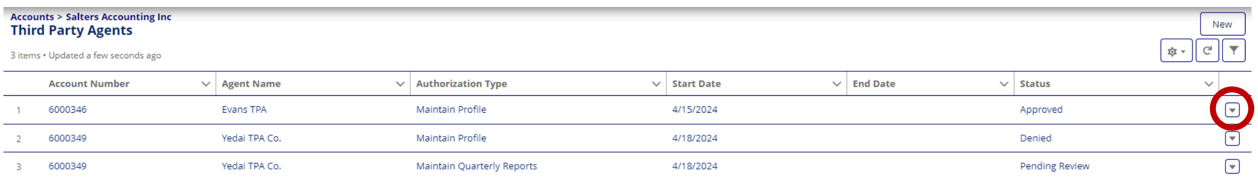
The Account Administrator(s) can add more authorizations, remove authorizations, and end the TPA relationship.

To add more authorizations, a new relationship will need to be initiated with the additional authorizations selected. Follow the process detailed above to add a new TPA relationship. **Note**: this will not overwrite the existing relationship, just add the new authorizations.

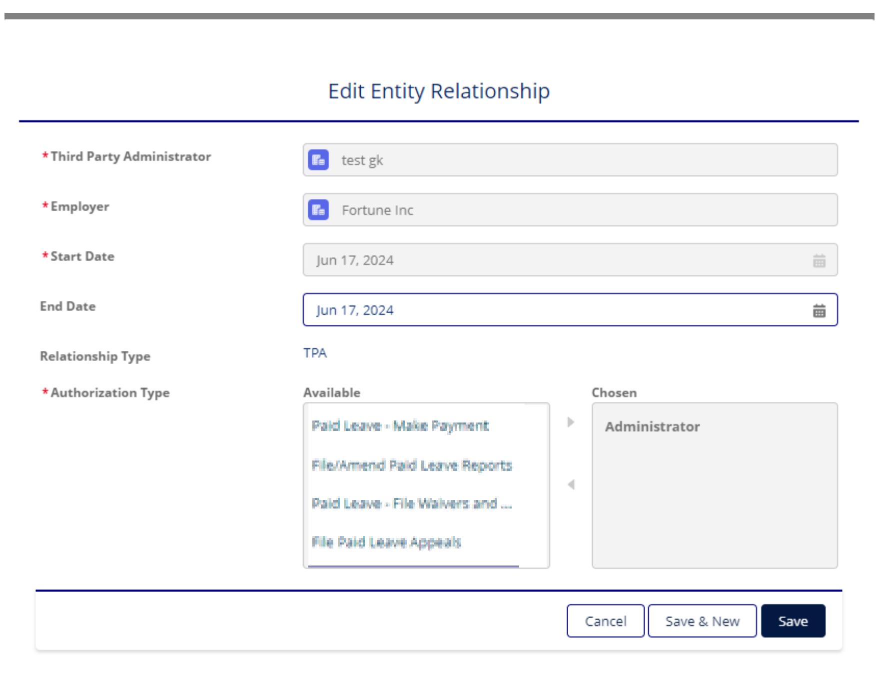
In order to remove authorizations, the Account Administrator needs to terminate the existing relationship, and a new TPA access request will need to be initiated to select the correct authorization type.

To terminate the relationship, the Account Administrator(s) can select the 'drop down arrow' associated with the record they wish to edit. This will open the 'Edit Entity Relationship Window'. From there, the Account Administrator(s) can terminate the relationship by entering an 'End Date'.

Additionally, if you are moving to a new TPA, you will need to terminate your existing TPA relationship and initiate a request for your new one.



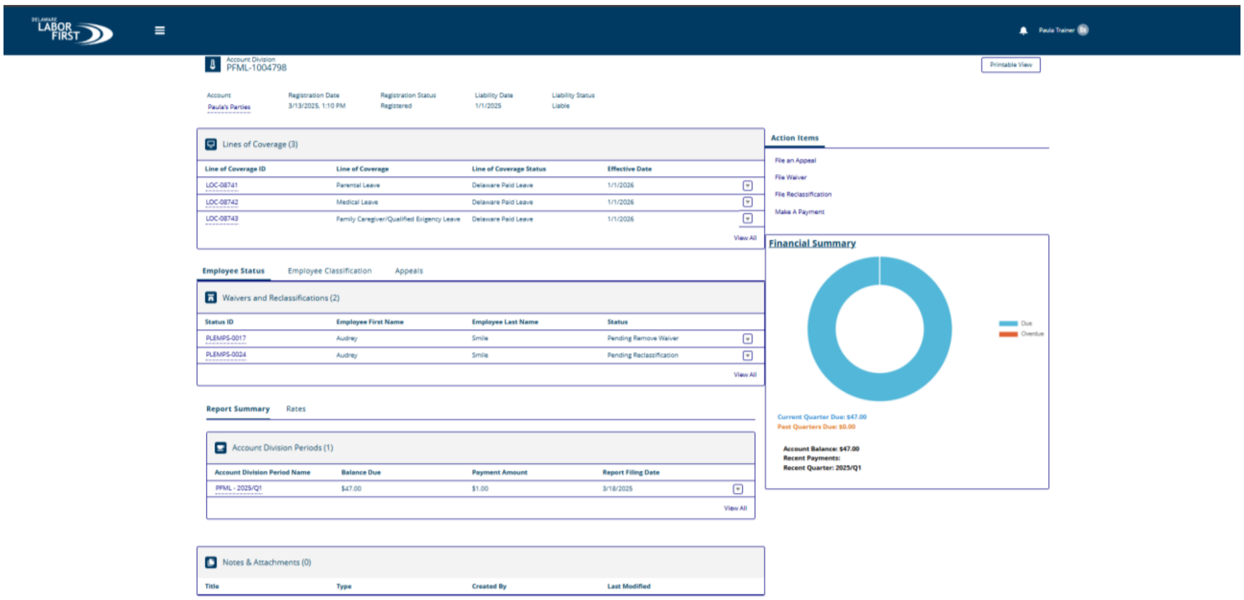
Manage TPA Access Screen



Edit Entity Relationship Window

Account Division Screen

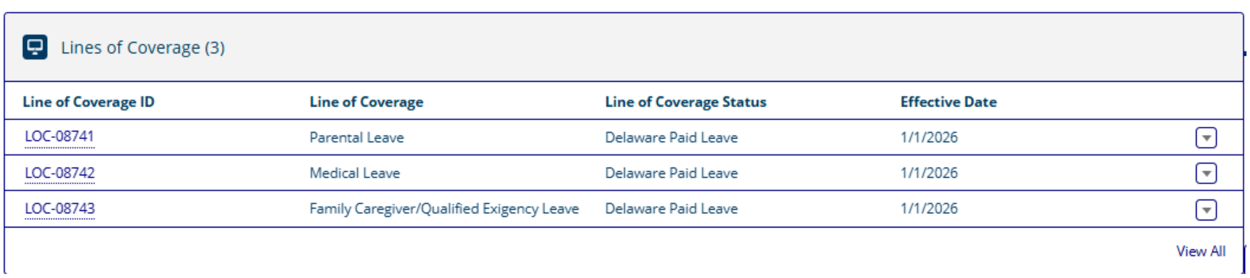
Once an employer has completed the PFML Enrollment process, they can view the Line(s) of Coverage on the 'Account Division' screen in their LaborFirst account. This screen provides an overview of the Paid Leave Account Division information, including Line(s) of Coverage, Employee Status, Employee Classifications, Quarterly Report, Appeals, Action Items, and Notes and Attachments.



Paid Leave - Account Division Screen

Lines of Coverage

This section displays the Lines of Coverage for the account.



Paid Leave – Lines of Coverage

Employee Status

This section shows the statuses of employee Waivers and Reclassifications.

Employee Status | Employee Classification | Appeals

Waivers and Reclassifications (2)

Status ID	Employee First Name	Employee Last Name	Status
PLEMPS-0017	Audrey	Smile	Pending Remove Waiver
PLEMPS-0024	Audrey	Smile	Pending Reclassification

View All

Paid Leave – Employee Status

Employee Classifications

This section shows any classifications of employees established by the employer.

Employee Status | Employee Classification | Appeals

Employee Classifications (1) New

Classification Name	Classification Description	Classification Identifier
PLEC-0014	Customer Services	1

View All

Paid Leave – Employee Classifications

Report Summary

The **Reports Summary** section on the **Account Division** page shows a history and summary of all quarterly reports. To view a specific quarter's details, select the 'Account Division Period Name' for the quarter you wish to view.

Report Summary | Rates

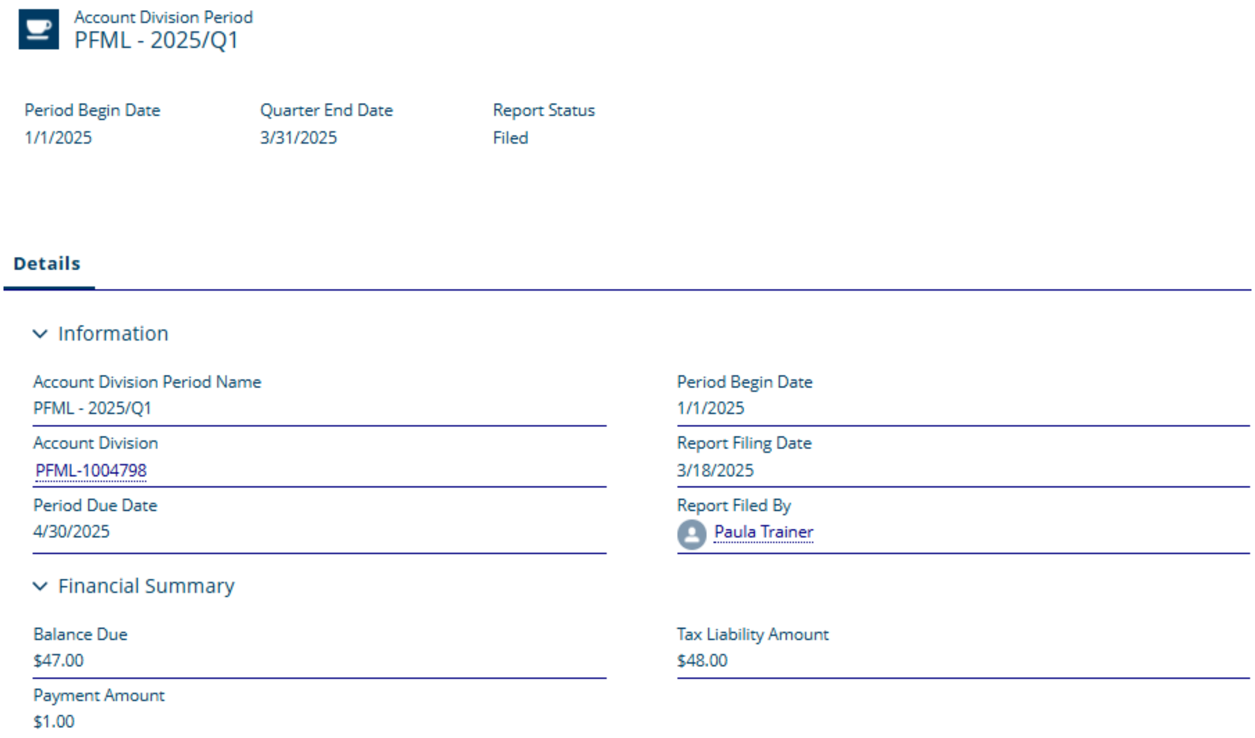
Account Division Periods (1)

Account Division Period Name	Balance Due	Payment Amount	Report Filing Date
PFML - 2025/Q1	$47.00	$1.00	3/18/2025

View All

Paid Leave – Report Summary

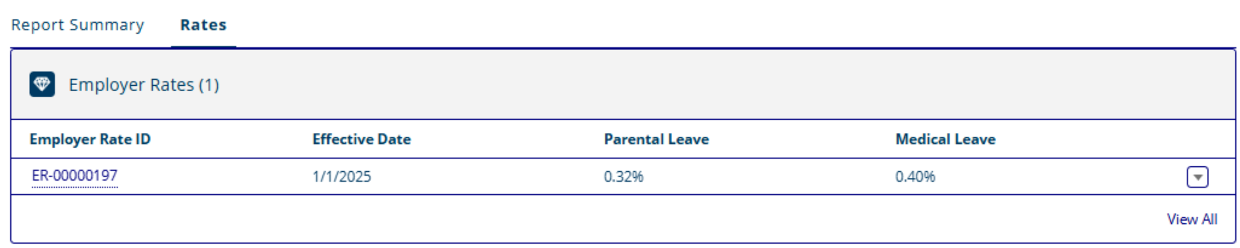
The **Account Division Period Details** displays a summary of the quarterly report including Balance Due, Tax Liability Amount, and Payment Amount.



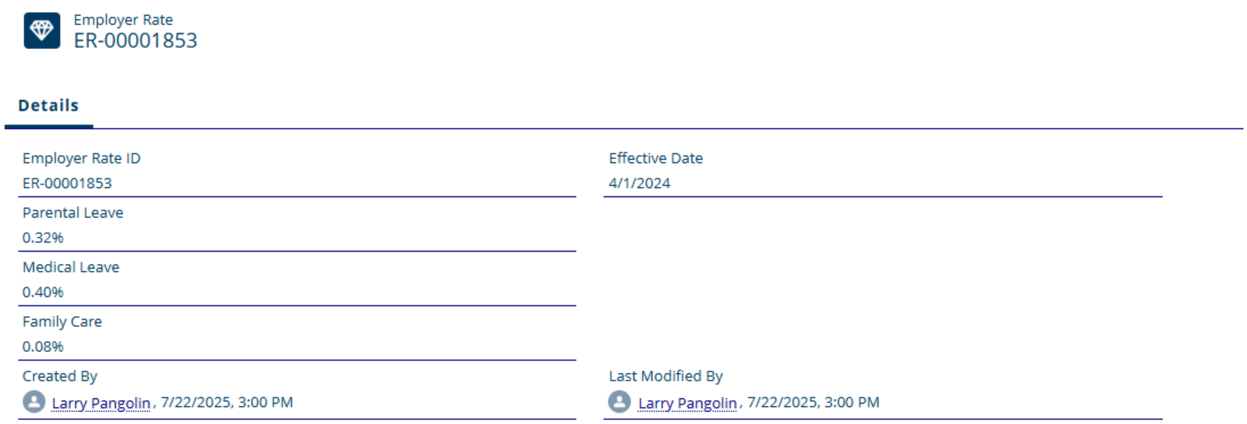
Paid Leave – Account Division Period Details

Rates

The **Rates** section on the **Account Division** page shows a history and summary of contribution rates. To view a specific rating's details, select the 'Employer Rate ID' for the rate you wish to view.



Paid Leave – Rates



Employer Rate
ER-00001853

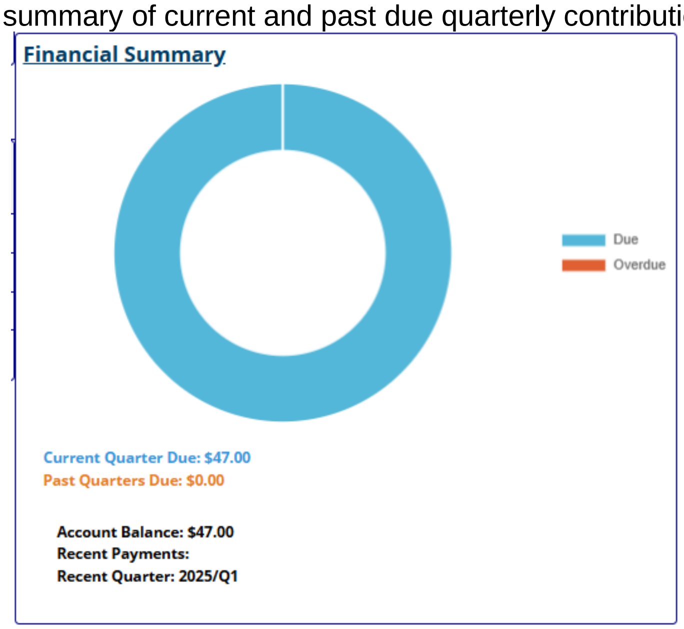
Details

Employer Rate ID ER-00001853	Effective Date 4/1/2024
Parental Leave 0.32%	
Medical Leave 0.40%	
Family Care 0.08%	
Created By Larry Pangolin, 7/22/2025, 3:00 PM	Last Modified By Larry Pangolin, 7/22/2025, 3:00 PM

Paid Leave – Rate Details

Financial Summary

This section shows a summary of current and past due quarterly contributions.



Financial Summary

Action Items

Actions Items dynamically display on the Account Division screen to notify the employer of available actions specifically related to Paid Leave. Appeals

File an Appeal

The first Action Item available to the employer is to ‘File an Appeal’. If an employer disagrees with the Delaware Department of Labor’s (DeDOL) decision, they can file an appeal. Appealable items include: Use of Private Plan, Contribution Calculation, Required Paid Leave Coverage, Interest and Penalties, and Violation of Act.

To begin the process, select ‘File an Appeal’ under ‘Action Items’.

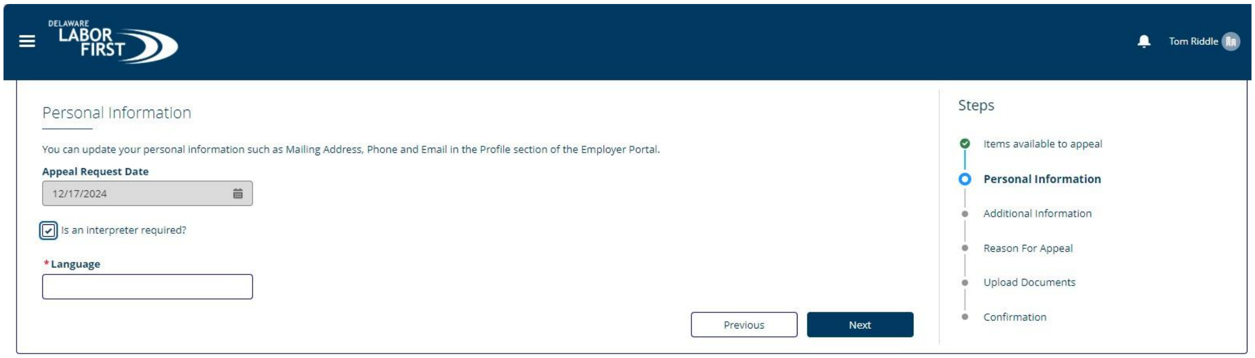
The ‘Items Available to Appeal’ screen is the first screen presented in this process. Both fields contain a drop down menu. The first question asks employers to select the ‘Appealable Item’. As previously mentioned, the appealable items include: Use of Private Plan, Contribution Calculation, Required Paid Leave Coverage, Interest and Penalties, and Violation of Act. This is a required field and must be completed in order to continue with the appeal filing process.

Next, the employer is asked to select the 'Document Under Appeal'. Documents display dynamically based on available documents to appeal. This list will not display any notices where an active appeal exists, or any documents with creation dates greater than a year old.

Enter the requisite information and select **Next**.

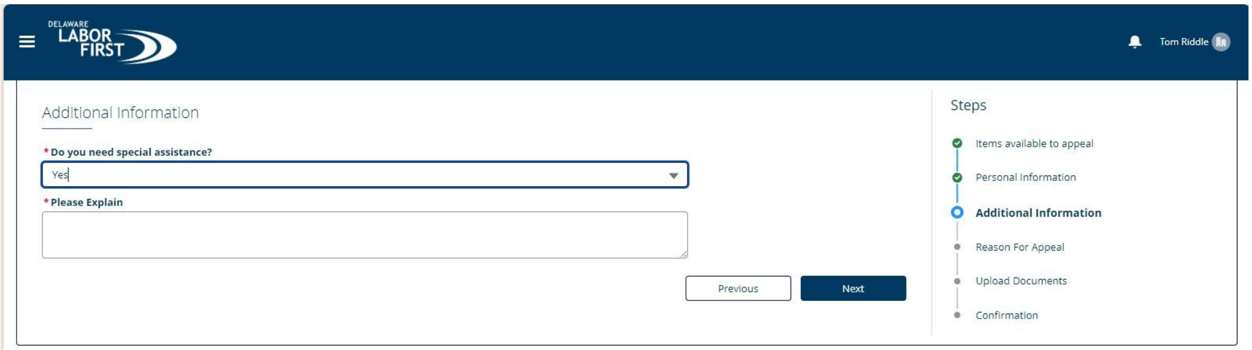
Items Available to Appeal Screen

The 'Personal Information' screen allows the employer to indicate if an interpreter is required. Upon selecting the check box to indicate that an interpreter is required for the appeals process, a 'Language' field dynamically displays, allowing the employer to enter the desired language. Upon making selections, select **Next**.



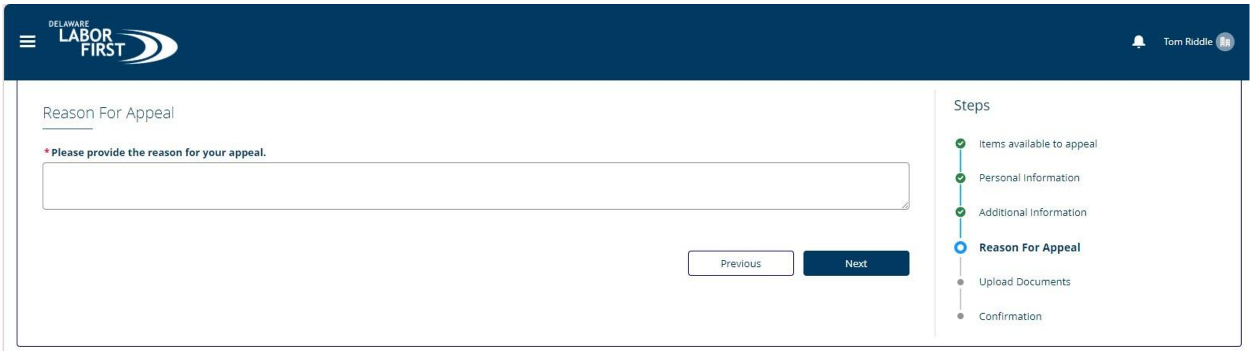
Personal Information Screen

The ‘Additional Information’ screen asks the employer if they need special assistance. If they select ‘Yes’, an additional text box populates asking the employer to provide more information regarding the assistance required. Enter the requisite information and select **Next**.



Additional Information Screen

The ‘Reason for Appeal’ screen provides a text field that allows the employer to provide context regarding the circumstances for the appeal. Enter as much information needed to paint a full picture of the situation, then select **Next**.

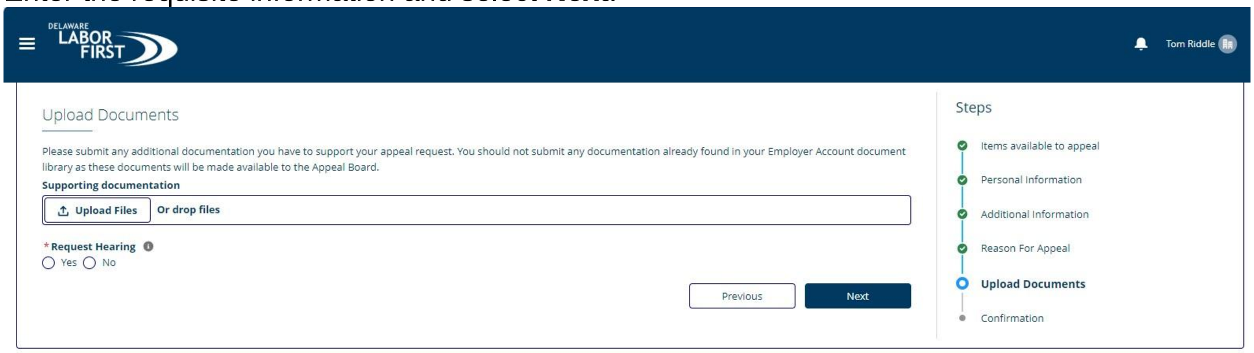


Reason for Appeal Screen

The ‘Upload Documents’ screen is used to submit documentation to support the appeal. Utilize the ‘Supporting Documentation’ field and select either ‘Upload Files’ or ‘Drop Files’ to provide additional documentation. Though this step is not required, it is recommended that the employer upload any relevant documentation that will support the appeal. These documents will vary depending on the nature of the appeal, but may include private plan documents, wage and hour reports, calculation invoices, etc.

Additionally, this screen contains the 'Request Hearing' field. If the employer selects **Yes**, the Appeals Staff will move forward with scheduling a hearing. However, if the employer selects **No**, the appeal will be decided based solely on the information provided in this process, as indicated by the help text.

Enter the requisite information and select **Next**.



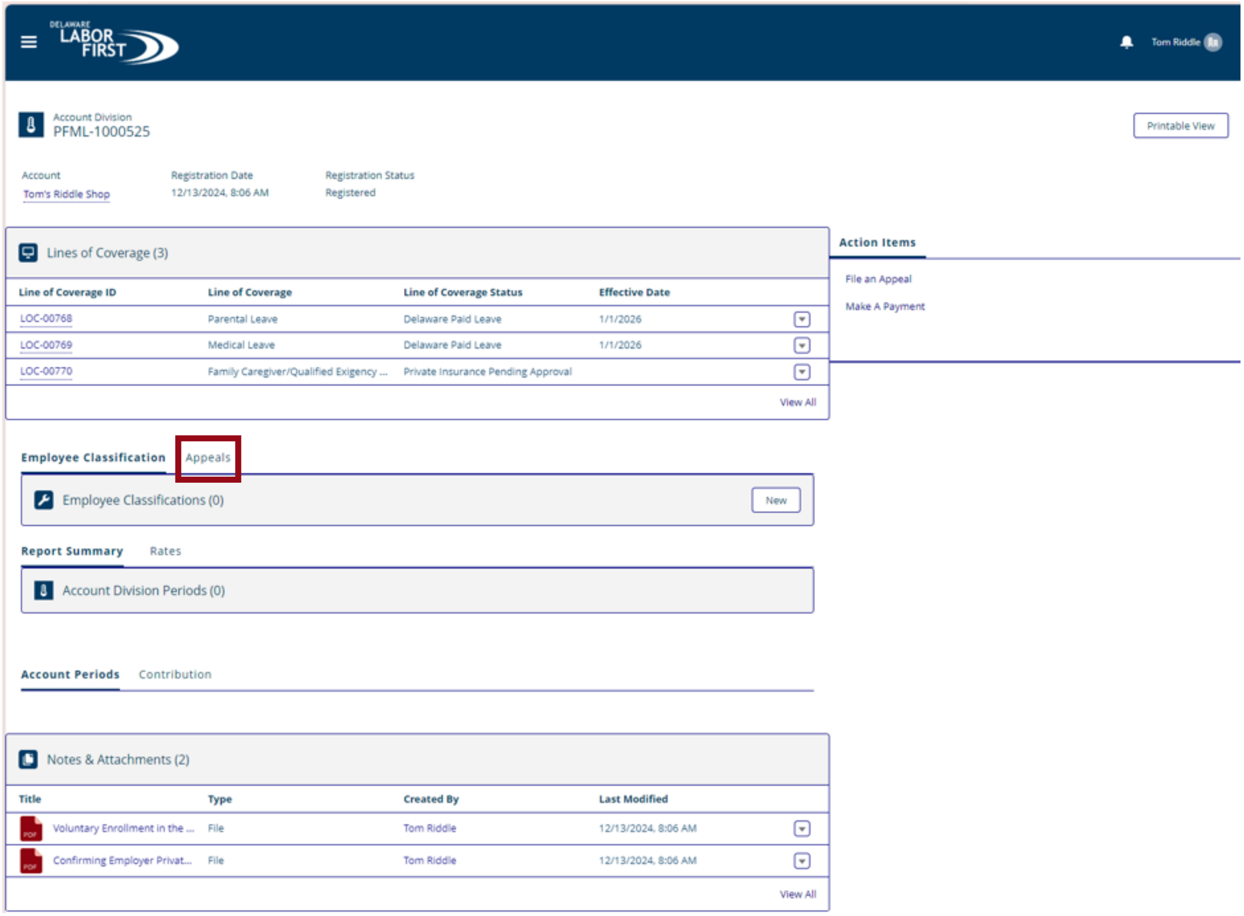
Upload Documents Screen

The 'Confirmation' screen is displayed upon the successful submission of an appeal request. It contains the confirmation number, date and time the request was submitted. Review the information and select **Finish**.

Confirmation Screen

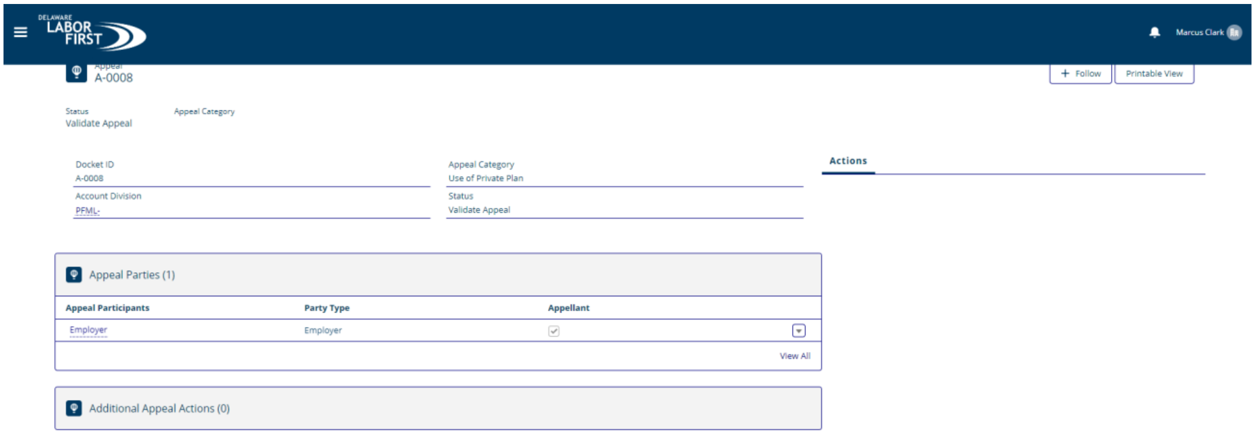
Appeal Screen

Employers can view Appeal Details by navigating to the ‘Appeal’ screen from the ‘Account Division Screen’. First, select the ‘Docket ID’ under the Appeals Section.



Account Division Screen: Appeals Section

The ‘Appeal’ Screen contains additional details from the Appeal Request. All fields on this screen are read-only. When a hearing has been scheduled, the hearing record populates.



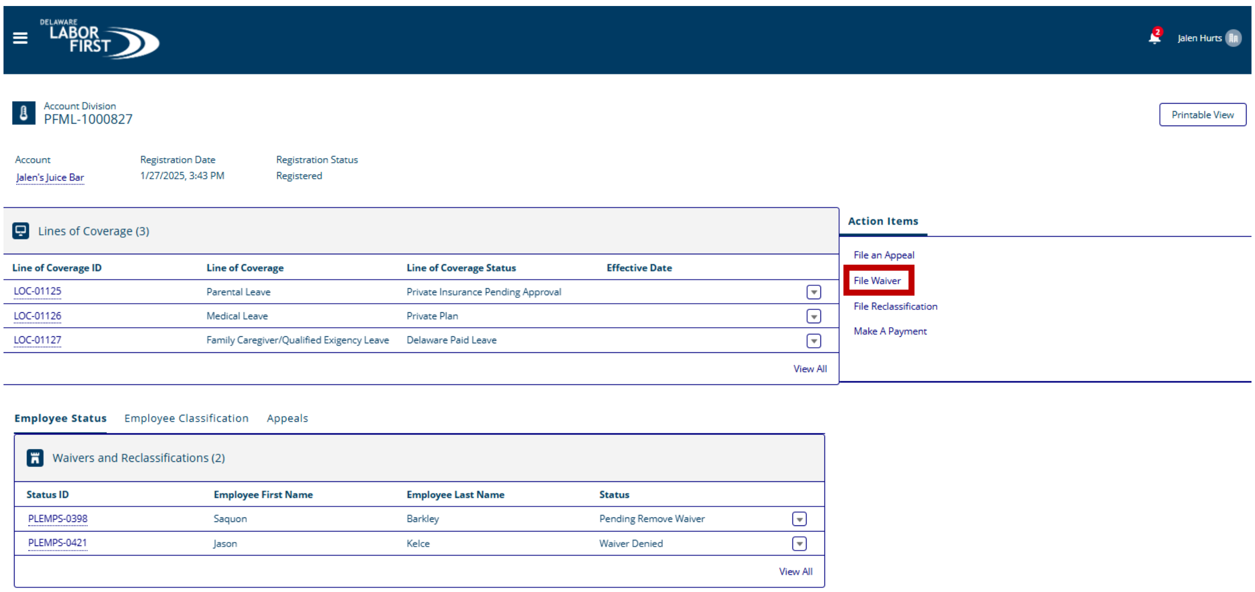
Appeal Screen

Waiver Form

File a Waiver

The next action item available from the ‘Account Division’ screen is ‘File Waiver’. The Waiver Form is used to remove an employee’s contributions towards the Delaware Paid Leave Plan when the employee is not expected to meet the eligibility requirements for the program. If the conditions of their employment change, employees can have their waiver removed and join the Delaware Paid Leave program.

The process begins in LaborFirst on the ‘Account Division’ screen. Select ‘File Waiver’ from the list of Action Items.



Account Division Screen

The Waiver Form consists of three sections: ‘Employee Information’, ‘Employment Information’, and ‘Employer Information’.

The ‘Employee Information’ section asks the Employer to enter the following:

- Employee First Name
- Last Name
- SSN / ITIN
- Indicate if the Employee is under 16 years of age
  - If it is indicated that the Employee is under 16 years of age, the Employer is asked to provide the Employee’s Date of Birth as well as the Parent/Guardian’s Email Address so they can electronically sign on the Employee’s behalf
  - However, if the Employee is over 16 years of age, an additional field will populate to provide the Employee’s Email Address

The ‘Employment Information Section’ asks the Employer to enter the following:

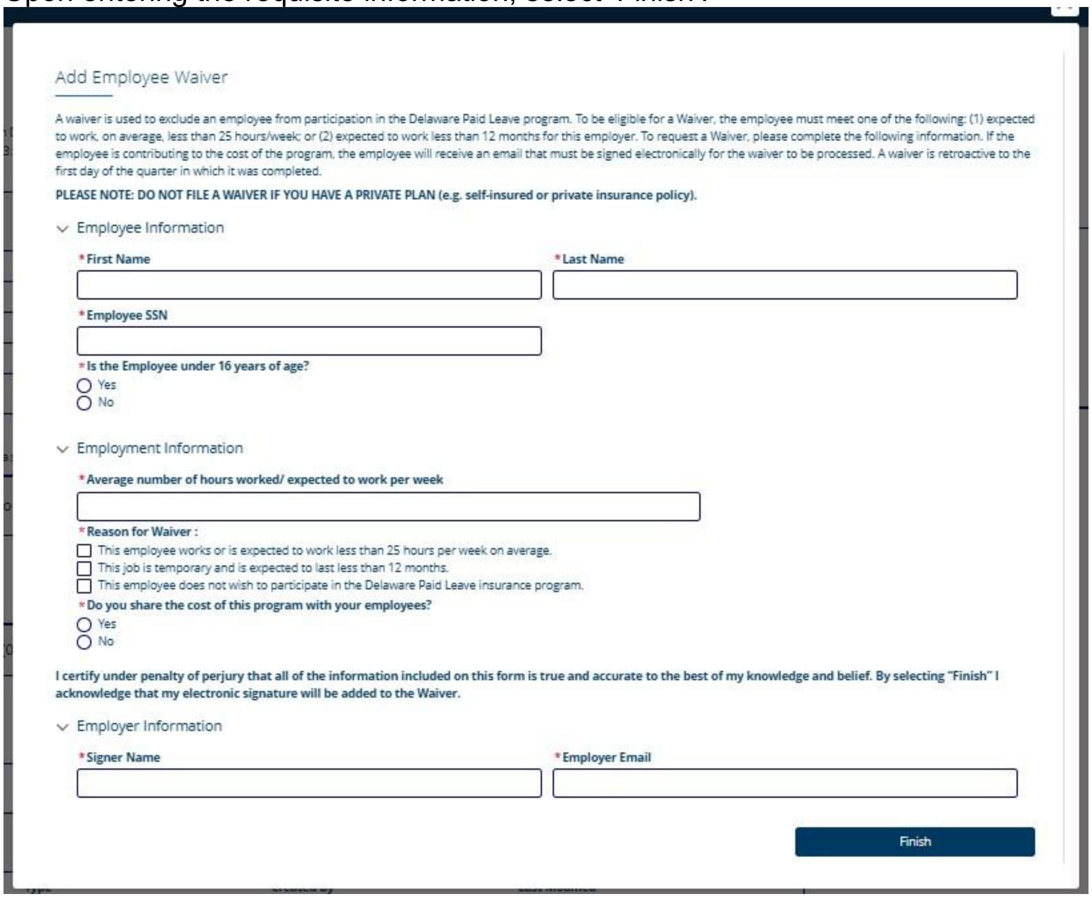
- The average number of hours expected to work
- Reason for Waiver
- If the cost of the program is shared with the employees
  - If the Employer indicates that the cost of the program is shared with employees, than the Employee’s electronic signature is required to complete the process.

The Employee will receive an email containing a link to complete the electronic signature process once the Employer has submitted the Waiver Form in LaborFirst.

Lastly, the 'Employer Information' section asks the Employer to enter the following:

- Signer Name
- Employer Email

Upon entering the requisite information, select 'Finish'.

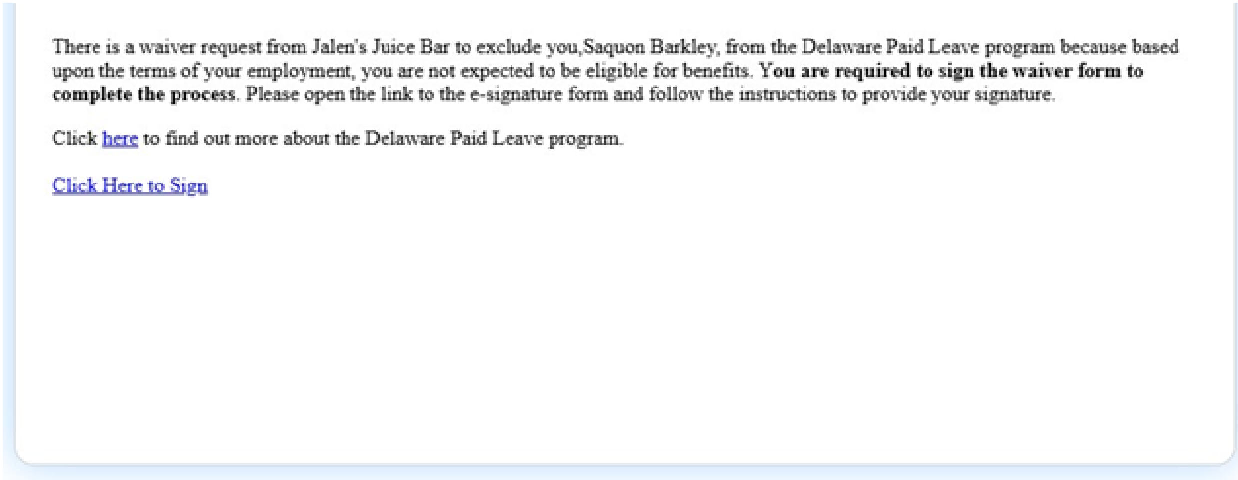


Add Employee Waiver Window

After the Waiver Form has been submitted in LaborFirst, the Employee is sent an email containing a link to complete the electronic signature process. Recall that an electronic signature is only required by the Employee if the Employer indicated that the cost of the program is shared.

Additionally, please note that an Employee can refuse to sign the Waiver if they believe they should still be enrolled in their Employer's Delaware Paid Leave plan. If the Employee refuses to sign the Waiver, the Waiver status will be updated to 'Waiver Refused' in the Employer Portal.

Select 'Click here to Sign' begin the electronic signature process.



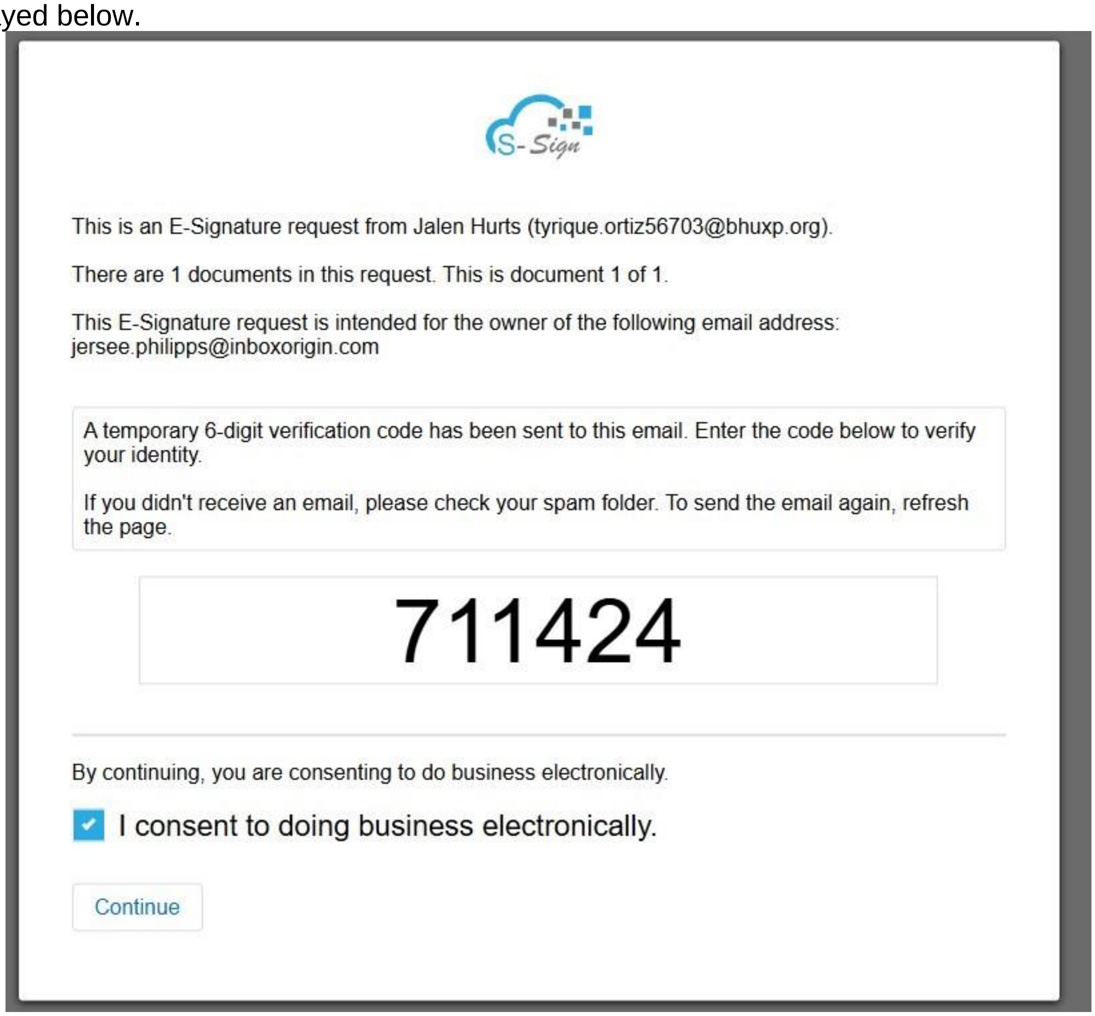
There is a waiver request from Jalen's Juice Bar to exclude you,Saquon Barkley, from the Delaware Paid Leave program because based upon the terms of your employment, you are not expected to be eligible for benefits. **You are required to sign the waiver form to complete the process**. Please open the link to the e-signature form and follow the instructions to provide your signature.

Click here to find out more about the Delaware Paid Leave program.

Click Here to Sign

Electronic Signature Invitation Email

First, Employees are asked to verify their email by entering a Verification Code. The Verification Code will be sent to the Employee via email and should be entered on the initial screen displayed below.



This is an E-Signature request from Jalen Hurts (tyrique.ortiz56703@bhuxp.org).

There are 1 documents in this request. This is document 1 of 1.

This E-Signature request is intended for the owner of the following email address:
jersee.philipps@inboxorigin.com

A temporary 6-digit verification code has been sent to this email. Enter the code below to verify your identity.

If you didn't receive an email, please check your spam folder. To send the email again, refresh the page.

711424

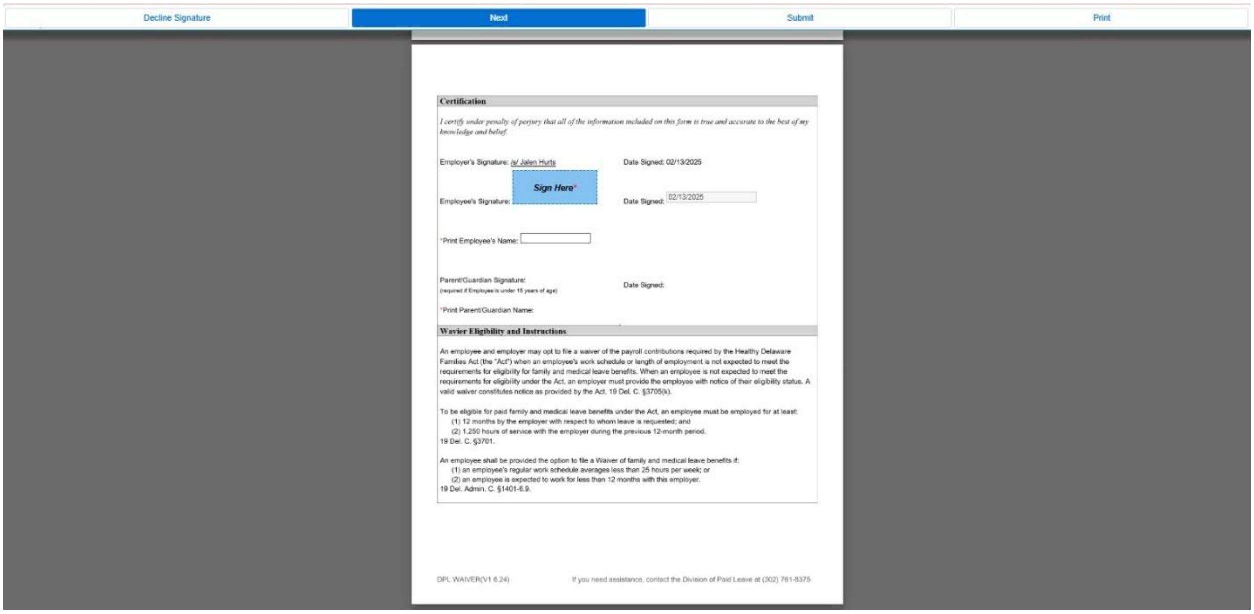
By continuing, you are consenting to do business electronically.

I consent to doing business electronically.

Continue

Electronic Signature Verification Code

Next, the Waiver Form is displayed for Employees to review. Upon reviewing the information, select ‘Sign Here’.

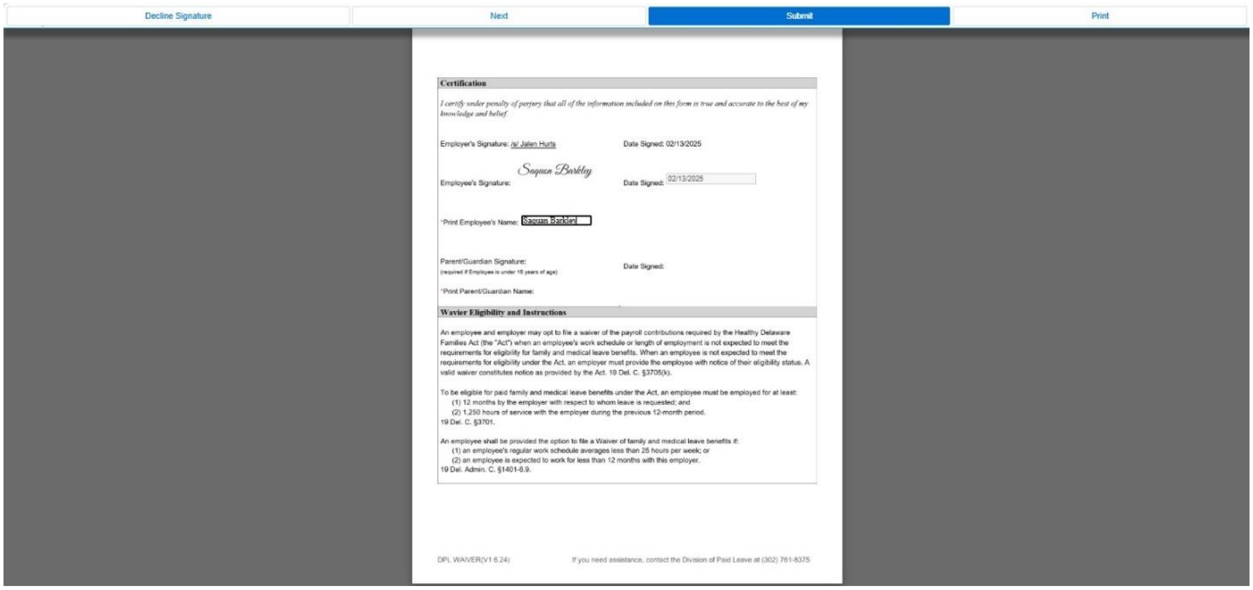


Employee Electronic Signature Waiver Form

Employees have the option to draw their signature, or, select ‘Text-To-Signature’. Select ‘Adopt Signature and Go To Next Input’ to proceed.

Employee Electronic Signature

Next, the Employee will enter their Name, and select ‘Submit’.



Decline Signature | Next | Submit | Print

Certification

I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.

Employer's Signature: /s/ Jalen Hurts   Date Signed: 02/13/2025

Employee's Signature: Saquon Barkley   Date Signed: 02/13/2025

*Print Employee's Name: Saquan Barkley

Parent/Guardian Signature: Date Signed:
(required if Employee is under 18 years of age)

*Print Parent/Guardian Name:

Wavier Eligibility and Instructions

An employee and employer may opt to file a waiver of the payroll contributions required by the Healthy Delaware Families Act (the "Act") when an employee's work schedule or length of employment is not expected to meet the requirements for eligibility for family and medical leave benefits. When an employee is not expected to meet the requirements for eligibility under the Act, an employer must provide the employee with notice of their eligibility status. A valid waiver constitutes notice as provided by the Act. 19 Del. C. §3705(k).

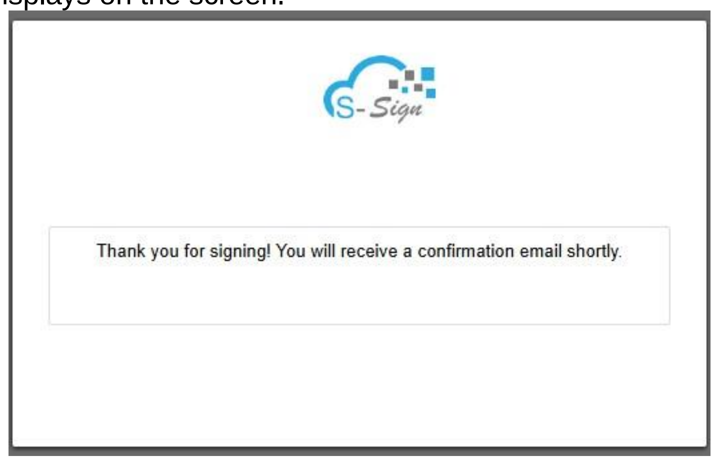
To be eligible for paid family and medical leave benefits under the Act, an employee must be employed for at least:
(1) 12 months by the employer with respect to whom leave is requested; and
(2) 1,250 hours of service with the employer during the previous 12-month period.
19 Del. C. §3701.

An employee shall be provided the option to file a Waiver of family and medical leave benefits if:
(1) an employee's regular work schedule averages less than 25 hours per week; or
(2) an employee is expected to work for less than 12 months with this employer.
19 Del. Admin. C. §1401-6.9.

DPL WAIVER(V1 6.24)   If you need assistance, contact the Division of Paid Leave at (302) 761-8375

Employee Electronic Signature Waiver Form

Once the Waiver Form has been electronically signed and completed by the Employee, the following message displays on the screen.



Employee Electronic Signature Success Message

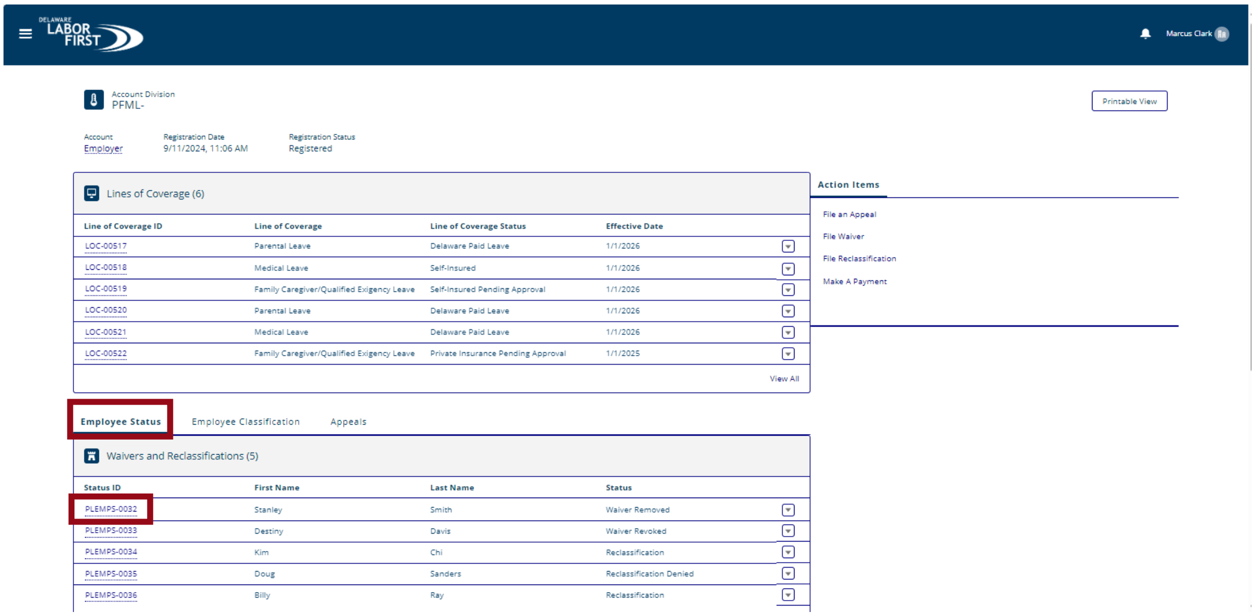
Waiver Screen

Employers can view Waiver Details by navigating to the 'Employee Status' section from the 'Account Division Screen'. The 'Status' field displays the current state of the Waiver Form.

The Waiver Statuses are as follows:

- **Pending Waiver:**
  - Waiver Form completed in LaborFirst
  - However, the Waiver Form is pending because the electronic signature has not been completed by the employee
- **Waiver:**
  - Waiver Form has been approved
  - The employee has completed the electronic signature process if required

- **Waiver Denied:**
  - Waiver form has been denied because the employee does not meet the requirements for a waiver
- **Waiver Refused:**
  - The Employee refused to sign the Waiver Form



Account Division Screen: Employee Status Section

Select the ‘Status ID’ associated with the desired waiver record to navigate to the ‘Waiver Record’ Screen.

The following screen displays the Waiver Record when the status is set to ‘Waiver Denied’. Please note that there are no ‘Action Items’ available, and the ‘Waiver Denial Letter’ has been uploaded to the ‘Notes and Attachments’ section. When the Waiver is denied, the Employee remains enrolled in the Employer’s Delaware Paid Leave Plan.

Waiver Record: Waiver Denied

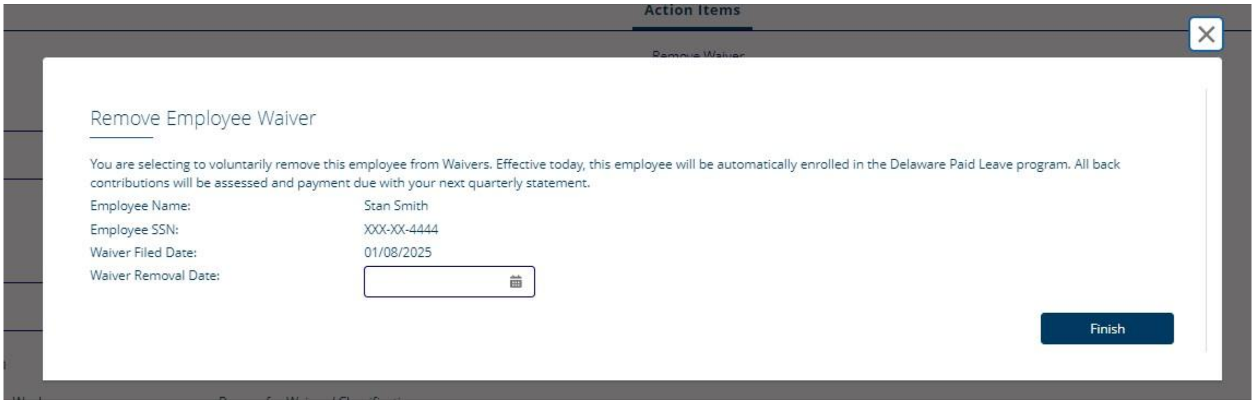
Alternatively, the screen below displays the Waiver Record when the Waiver is approved. The status is set to ‘Waiver’ to indicate that the employee was removed from the Delaware Paid Leave Plan. Additionally, a ‘Waiver Approved Letter’ and a copy of the Signed Waiver Form are uploaded to the record.

Waiver Approved Screen

Remove Employee Waiver

If the conditions of their employment change, employees can be taken off waivers to rejoin the Delaware Paid Leave program. The Remove Waiver process is three-fold: Complete ‘Remove Employee Waiver’ in LaborFirst, Employer provides electronic signature, and the Employee provides electronic signature.

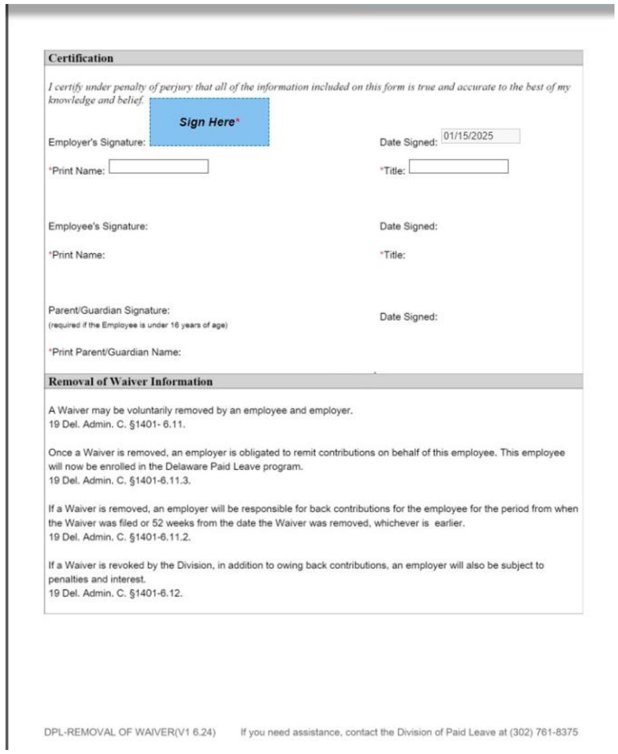
Select ‘Remove Waiver’ under the ‘Action Items’ to begin the process. The Employer is asked to enter the ‘Waiver Removal Date’ and select ‘Finish’.



Remove Employee Waiver Window

After the Remove Waiver Form has been submitted in LaborFirst, both the employer and the employee must electronically sign to complete the process. The Employer receives an email containing a link to complete the electronic signature first.

The Employer will select the link in the email to begin the electronic signature process. Review the information provided in the document, and select 'Sign Here'.



Certification

I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.

Employer's Signature: Sign Here* Date Signed: 01/15/2025

*Print Name: *Title:

Employee's Signature: Date Signed:

*Print Name: *Title:

Parent/Guardian Signature: Date Signed:
(required if the Employee is under 16 years of age)

*Print Parent/Guardian Name:

Removal of Waiver Information

A Waiver may be voluntarily removed by an employee and employer.
19 Del. Admin. C. §1401- 6.11.

Once a Waiver is removed, an employer is obligated to remit contributions on behalf of this employee. This employee will now be enrolled in the Delaware Paid Leave program.
19 Del. Admin. C. §1401-6.11.3.

If a Waiver is removed, an employer will be responsible for back contributions for the employee for the period from when the Waiver was filed or 52 weeks from the date the Waiver was removed, whichever is earlier.
19 Del. Admin. C. §1401-6.11.2.

If a Waiver is revoked by the Division, in addition to owing back contributions, an employer will also be subject to penalties and interest.
19 Del. Admin. C. §1401-6.12.

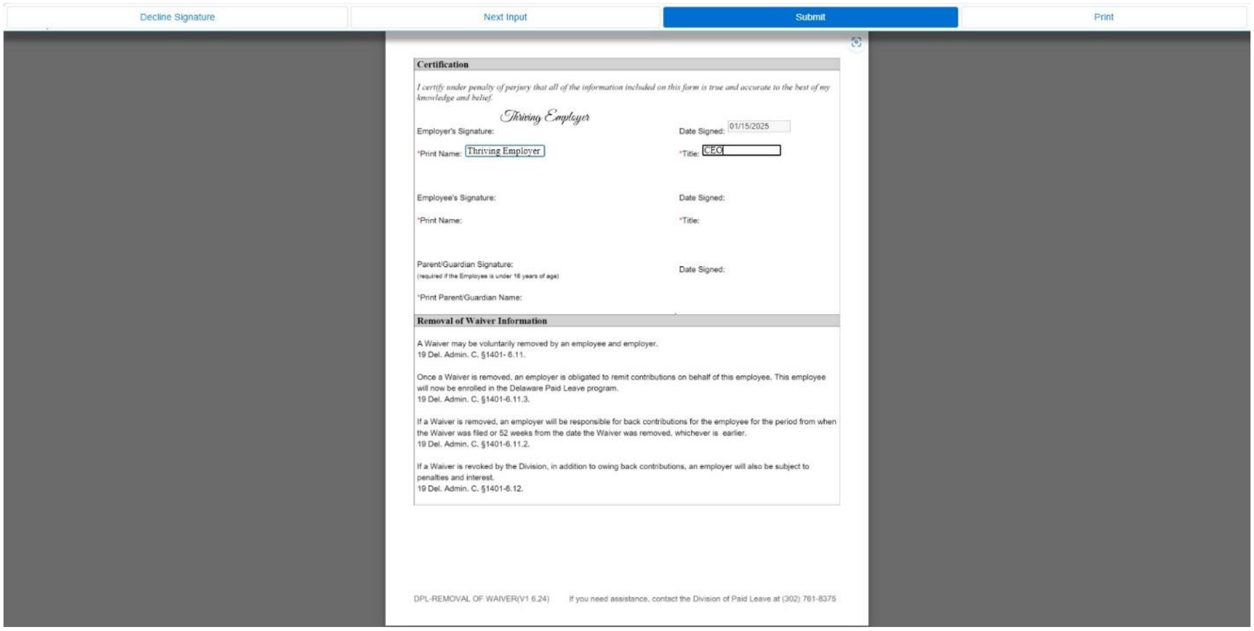
DPL-REMOVAL OF WAIVER(V1 6.24) If you need assistance, contact the Division of Paid Leave at (302) 761-8375

Remove Waiver Employer Certification

The Employee has the option to draw their signature, or, select 'Text-To-Signature'. Select 'Adopt Signature and Go To Next Input' to proceed.

Employer Electronic Signature

From there, the Employer will enter their name and select ‘Submit’ in the top right corner of the screen.



Remove Waiver Employer Certification

Once the Waiver Form has been electronically signed and completed by the Employee, the following message displays on the screen.

Employer Electronic Signature Success Message

After the Remove Waiver Form has been electronically signed by the employer, the employee is sent an email containing a link to electronically sign the Remove Waiver Form to complete the process. Similar to the Employer, the Employee will select the link in the email to begin the electronic signature process. Review the information provided in the document, and select ‘Sign Here’.

Certification

I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.

Employer's Signature: Thriving Employer   Date Signed: 01/15/2025

*Print Name: Thriving Employer   *Title: CEO

Employee's Signature: Sign Here*   Date Signed: 01/15/2025

*Print Name: *Title:

Parent/Guardian Signature: Date Signed:
(required if the Employee is under 16 years of age)

*Print Parent/Guardian Name:

Removal of Waiver Information

A Waiver may be voluntarily removed by an employee and employer.
19 Del. Admin. C. §1401- 6.11.

Once a Waiver is removed, an employer is obligated to remit contributions on behalf of this employee. This employee will now be enrolled in the Delaware Paid Leave program.
19 Del. Admin. C. §1401-6.11.3.

If a Waiver is removed, an employer will be responsible for back contributions for the employee for the period from when the Waiver was filed or 52 weeks from the date the Waiver was removed, whichever is earlier.
19 Del. Admin. C. §1401-6.11.2.

If a Waiver is revoked by the Division, in addition to owing back contributions, an employer will also be subject to penalties and interest.
19 Del. Admin. C. §1401-6.12.

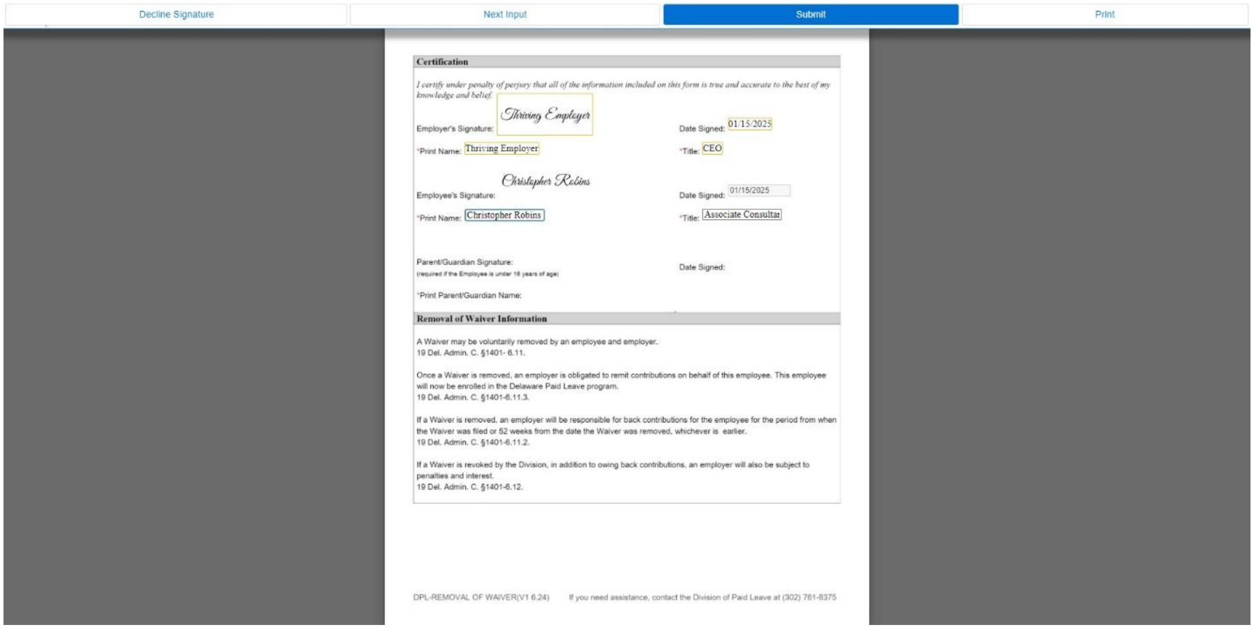
DPL-REMOVAL OF WAIVER(V1 6.24)   If you need assistance, contact the Division of Paid Leave at (302) 761-8375

Remove Waiver Employee Certification

The Employee has the option to draw their signature, or, select ‘Text-To-Signature’. Select ‘Adopt Signature and Go To Next Input’ to proceed.

Employee Electronic Signature

From there, the Employee will enter their name and select ‘Submit’ in the top right corner of the screen.



Remove Waiver Employee Certification

Once the Waiver Form has been electronically signed and completed by the Employee, the following message displays on the screen.

Employee Electronic Signature Success Message

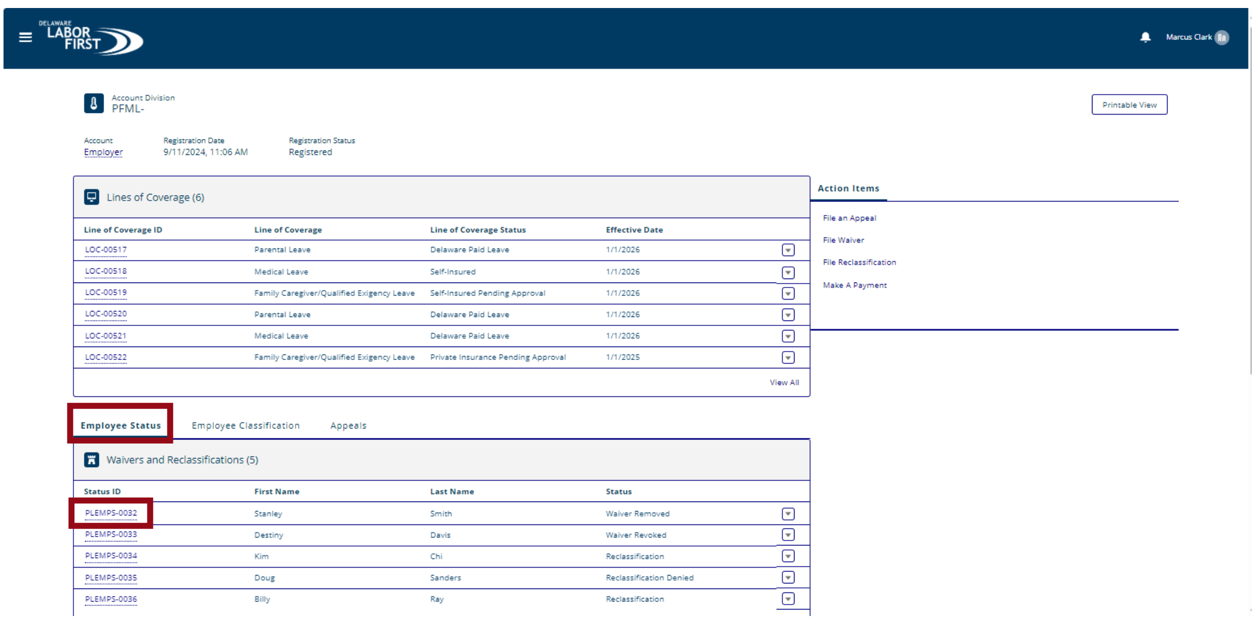
Upon successful completion of the Remove Waiver process, the Waiver Status will display as ‘Waiver Removed’ in LaborFirst and the appropriate correspondences will upload to the account.

Waiver Removed Screen

Employers can view Waiver Details by navigating to the ‘Employee Status’ section from the ‘Account Division Screen’. The ‘Status’ field displays the current state of the Waiver Form.

The Remove Waiver Statuses are as follows:

- **Pending Waiver Removed:**
  - ‘Remove Waiver Form’ completed in LaborFirst
  - However, the Remove Waiver Form is pending because the electronic signature has not been completed by the employer and/or employee
- **Waiver Removed:**
  - Waiver Form has been removed
  - Both the employer and the employee have completed the electronic signature process



Account Division Screen: Employee Status Section

Select the ‘Status ID’ associated with the desired waiver record to navigate to the ‘Waiver Record’ Screen.

After the Remove Waiver Form has been electronically signed by the employer and the employee, the Waiver status is updated to ‘Waiver Removed’. Additionally, the ‘Removal of Waiver Letter’ and the Signed Remove Waiver Form are uploaded to the record.


Employee Waiver / Classification
PLEMPS-0777

Details | Action Items

Overview

Status: Waiver Removed
Effective Date: 1/15/2025
End Date: 1/15/2025

Employee Information

Employee First Name: Christopher
Employee Last Name: Robins
SSN: XXX-XX-8240

Employment Information

Average No. of Hours Expected Per Week: 23
Reason for Waiver: This employee works or is expected to work less than 24 hours per week on average;
Temporary Job:
Temporary Job Expected End Date:
Shared Cost: Yes

Signer Information

Employer Name: test

Notes & Attachments (4)

Title	Type	Created By	Last Modified
Removal of Waiver L...	File	goyal ashish	1/15/2025, 12:21 PM
Signed Remove Waiv...	File	S-Sign Site Site Guest User	1/15/2025, 12:18 PM
Waiver Approval Lett...	File	goyal ashish	1/15/2025, 12:12 PM
Signed Waiver Form....	File	S-Sign Site Site Guest User	1/15/2025, 12:10 PM

View All

Waiver Removed Screen

File Reclassification

Reclassification Forms allow telecommuting employees or employees who are temporarily assigned out of state to join their employers' Delaware Paid Leave Plan. The Reclassification Form process is three-fold: Complete Reclassification Form in LaborFirst, Employer provides electronic signature, and Employee provides electronic signature.

Select 'File Reclassification' from the 'Action Items' on the 'Account Division' screen to begin this process.
The 'Reclassify Employee' form in LaborFirst asks Employers to enter Employee Information, Employment Information, Employer Information, and select 'Finish'.

The 'Employee Information' section asks the Employer to enter the following information:

- Employee First Name
- Employee Last Name
- Employee SSN / ITIN
- If Employee is under 16 years of age
    - Please note: if it is indicated that the Employee is under 16 years of age, the Employer is asked to provide the Employee's Date of Birth as well as the Parent/Guardian's Email Address so they can electronically sign on the Employee's behalf

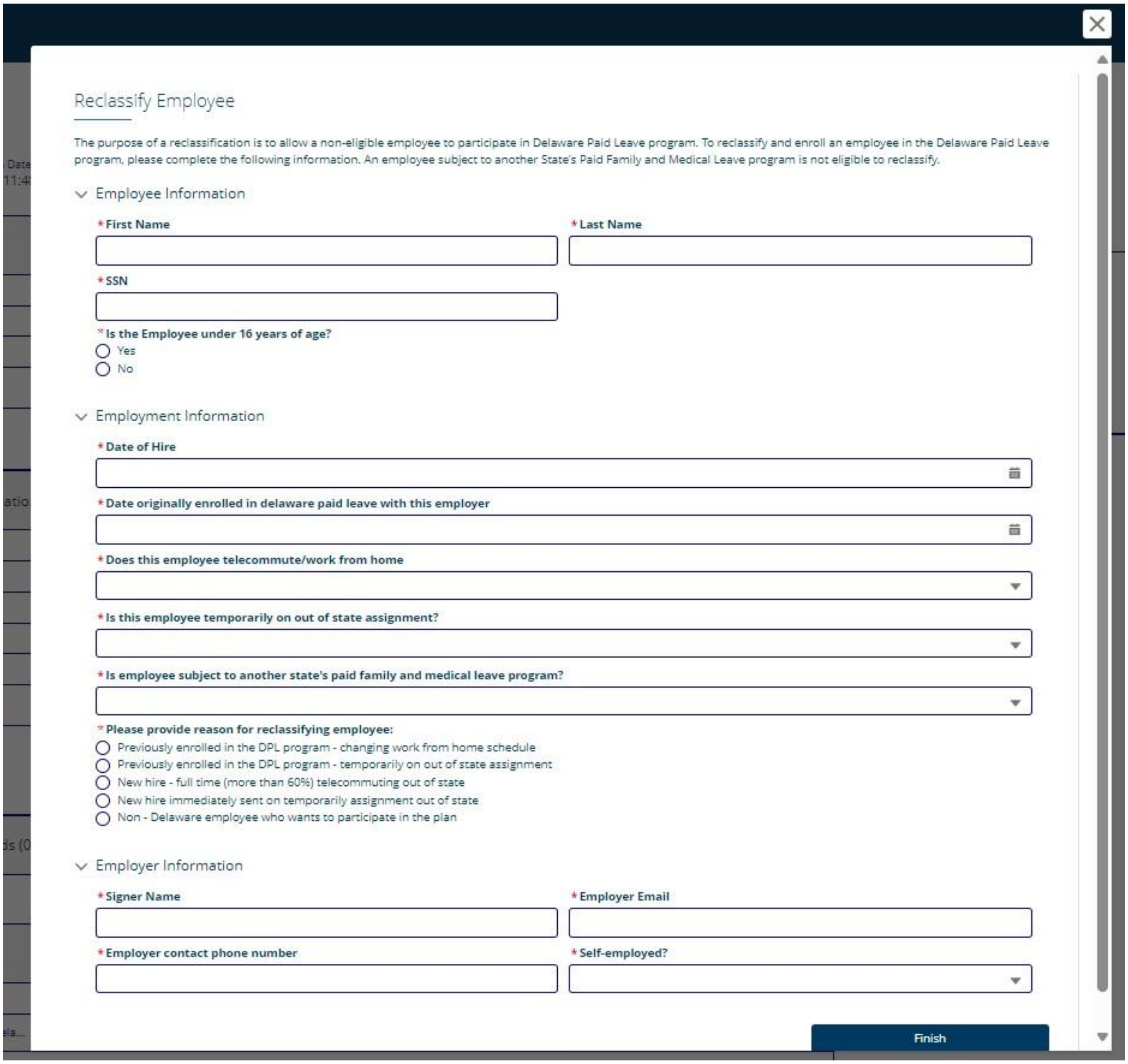
The 'Employment Information' section asks the Employer to provide:

- Date of Hire
- Date the employee was originally enrolled in the Delaware Paid Leave Plan
- If the employee telecommutes / works from home
    - If 'yes' is selected, an additional question populates asking the Employer to report the average number of days the Employee works from home
- If the employee is temporarily assigned out of state
    - If 'yes' is selected, the Employer is asked to provide the expected end date for the assignment
- If the employee is subject to another state's paid family and medical leave program
    - If 'Yes' is selected, the Reclassification Form is automatically denied and the status is set to 'Reclassification Denied' in LaborFirst
- Reason for reclassifying the employee

The final section on the screen is 'Employer Information'. Here, the Employer provides the following:

- Signer name
- Employer email
- Employer phone number
- Indicates if they are self-employed

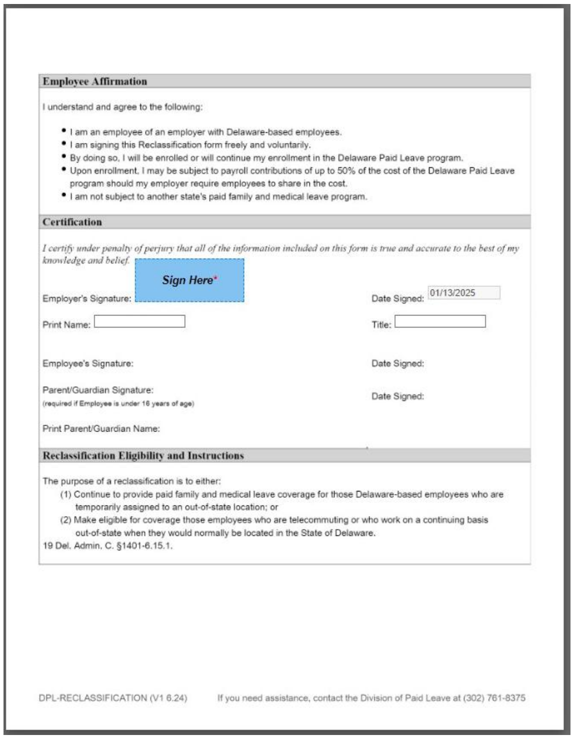
Enter the requisite information and select 'Finish'.



Reclassification Window

After the Reclassification Form has been submitted in LaborFirst, both the Employer and the Employee must electronically sign the form to complete the process. The Employer receives an email containing a link to complete the electronic signature first.

Select the link in the email to begin the electronic signature process. Review the information provided in the document, and select 'Sign Here'.


Employee Affirmation

I understand and agree to the following:

- I am an employee of an employer with Delaware-based employees.
- I am signing this Reclassification form freely and voluntarily.
- By doing so, I will be enrolled or will continue my enrollment in the Delaware Paid Leave program.
- Upon enrollment, I may be subject to payroll contributions of up to 50% of the cost of the Delaware Paid Leave program should my employer require employees to share in the cost.
- I am not subject to another state's paid family and medical leave program.

Certification

I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.

Employer's Signature: Sign Here* Date Signed: 01/13/2025

Print Name: Title:

Employee's Signature: Date Signed:

Parent/Guardian Signature: Date Signed:
(required if Employee is under 18 years of age)

Print Parent/Guardian Name:

Reclassification Eligibility and Instructions

The purpose of a reclassification is to either:
(1) Continue to provide paid family and medical leave coverage for those Delaware-based employees who are temporarily assigned to an out-of-state location; or
(2) Make eligible for coverage those employees who are telecommuting or who work on a continuing basis out-of-state when they would normally be located in the State of Delaware.
19 Del. Admin. C. §1401-6.15.1.

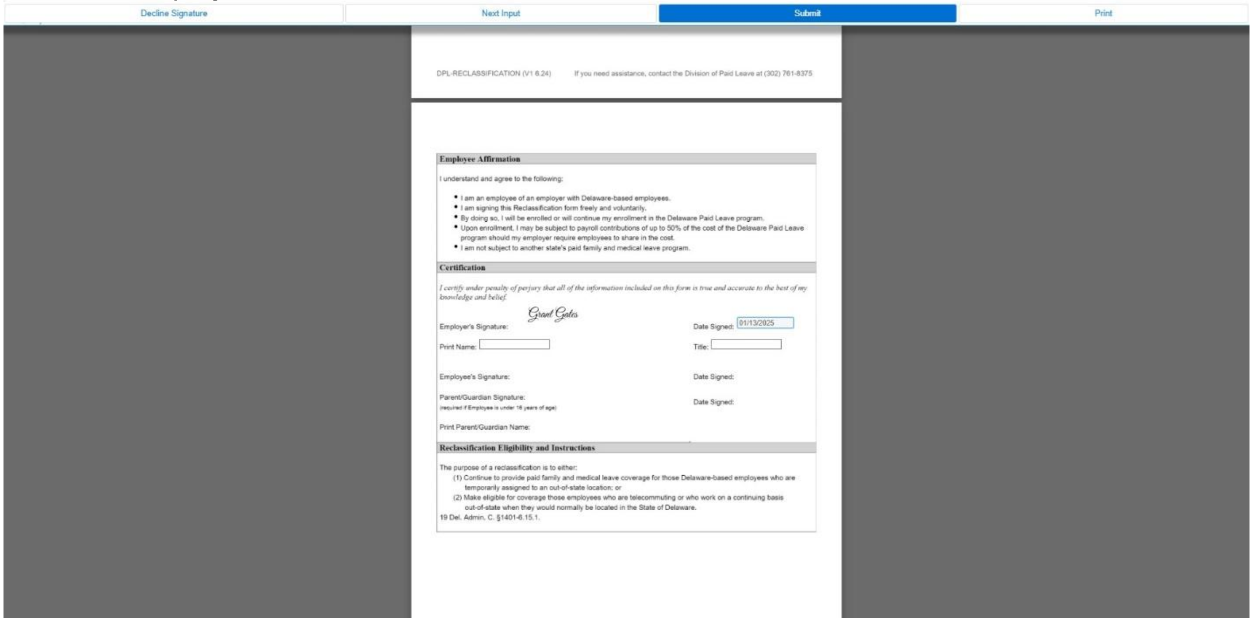
DPL-RECLASSIFICATION (V1 6.24) If you need assistance, contact the Division of Paid Leave at (302) 761-8375

Employer Electronic Signature Reclassification Form

The Employer has the option to draw their signature, or, select 'Text-To-Signature'. Select 'Adopt Signature and Go To Next Input' to proceed.

Employer Electronic Signature

Next, the Employer will enter their Name and select ‘Submit’.



Decline Signature | Next Input | Submit | Print

DPL-RECLASSIFICATION (V1 6.24) If you need assistance, contact the Division of Paid Leave at (302) 761-8375

Employee Affirmation

I understand and agree to the following:

- I am an employee of an employer with Delaware-based employees.
- I am signing this Reclassification form freely and voluntarily.
- By doing so, I will be enrolled or will continue my enrollment in the Delaware Paid Leave program.
- Upon enrollment, I may be subject to payroll contributions of up to 50% of the cost of the Delaware Paid Leave program should my employer require employees to share in the cost.
- I am not subject to another state's paid family and medical leave program.

Certification

I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.

Employer's Signature: Grant Gates Date Signed: 01/13/2025

Print Name: Title:

Employee's Signature: Date Signed:

Parent/Guardian Signature: Date Signed:
(required if Employee is under 16 years of age)

Print Parent/Guardian Name:

Reclassification Eligibility and Instructions

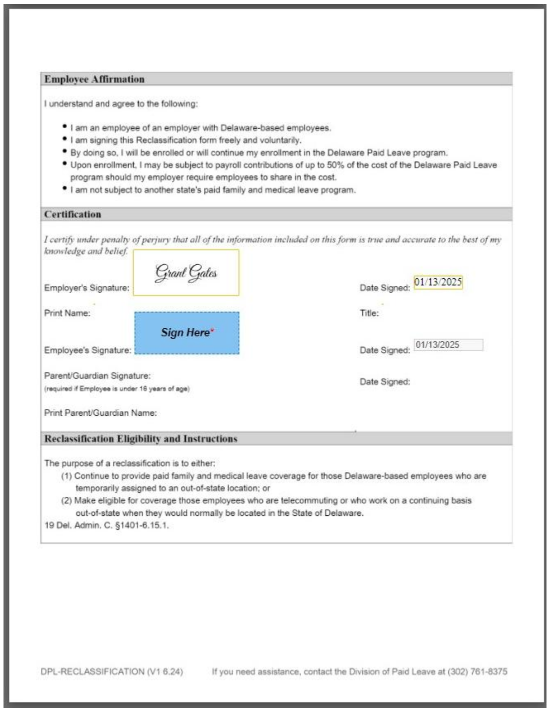
The purpose of a reclassification is to either:
(1) Continue to provide paid family and medical leave coverage for those Delaware-based employees who are temporarily assigned to an out-of-state location; or
(2) Make eligible for coverage those employees who are telecommuting or who work on a continuing basis out-of-state when they would normally be located in the State of Delaware.
19 Del. Admin. C. §1401-6.15.1.

Employer Electronic Signature Reclassification Form

Once the Reclassification Form has been electronically signed and completed by the Employer, the following message displays on the screen.

Employer Electronic Signature Success Message

After the Reclassification Form has been electronically signed by the employer, the employee is sent an email containing a link to electronically sign the Reclassification Form to complete the process. Similar to the Employer, the Employee will select the link in the email to begin the electronic signature process. Review the information provided in the document and select 'Sign Here'.



Employee Affirmation

I understand and agree to the following:

- I am an employee of an employer with Delaware-based employees.
- I am signing this Reclassification form freely and voluntarily.
- By doing so, I will be enrolled or will continue my enrollment in the Delaware Paid Leave program.
- Upon enrollment, I may be subject to payroll contributions of up to 50% of the cost of the Delaware Paid Leave program should my employer require employees to share in the cost.
- I am not subject to another state's paid family and medical leave program.

Certification

I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.

Employer's Signature: Grant Gates Date Signed: 01/13/2025

Print Name: Title:

Employee's Signature: Sign Here* Date Signed: 01/13/2025

Parent/Guardian Signature:
(required if Employee is under 16 years of age) Date Signed:

Print Parent/Guardian Name:

Reclassification Eligibility and Instructions

The purpose of a reclassification is to either:
(1) Continue to provide paid family and medical leave coverage for those Delaware-based employees who are temporarily assigned to an out-of-state location; or
(2) Make eligible for coverage those employees who are telecommuting or who work on a continuing basis out-of-state when they would normally be located in the State of Delaware.
19 Del. Admin. C. §1401-6.15.1.

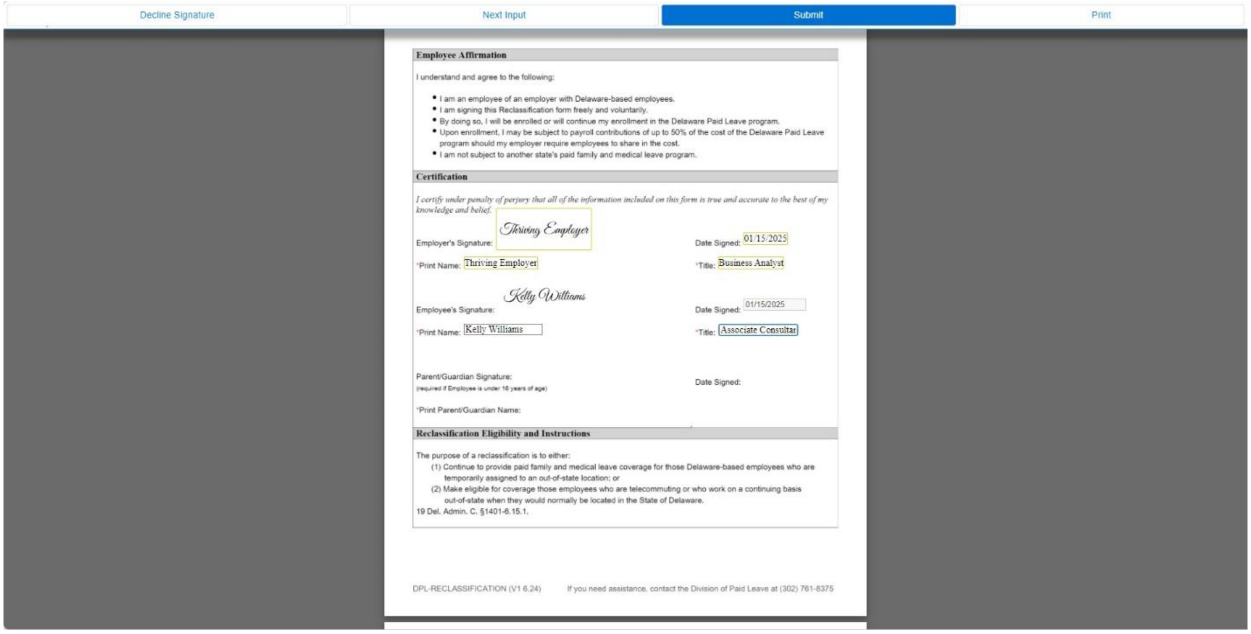
DPL-RECLASSIFICATION (V1 6.24) If you need assistance, contact the Division of Paid Leave at (302) 761-8375

Employee Electronic Signature Reclassification Form

The Employee has the option to draw their signature, or, select 'Text-To-Signature'. Select 'Adopt Signature and Go To Next Input' to proceed.

Employee Electronic Signature

From there, the Employee will enter their name and select 'Submit' in the top right corner of the screen.



Employee Affirmation

I understand and agree to the following:

- I am an employee of an employer with Delaware-based employees.
- I am signing this Reclassification form freely and voluntarily.
- By doing so, I will be enrolled or will continue my enrollment in the Delaware Paid Leave program.
- Upon enrollment, I may be subject to payroll contributions of up to 50% of the cost of the Delaware Paid Leave program should my employer require employees to share in the cost.
- I am not subject to another state's paid family and medical leave program.

Certification

I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.

Employer's Signature: Thriving Employer Date Signed: 01/15/2025

*Print Name: Thriving Employer *Title: Business Analyst

Employee's Signature: Kelly Williams Date Signed: 01/15/2025

*Print Name: Kelly Williams *Title: Associate Consultar

Parent/Guardian Signature: Date Signed:
(required if Employee is under 16 years of age)

*Print Parent/Guardian Name:

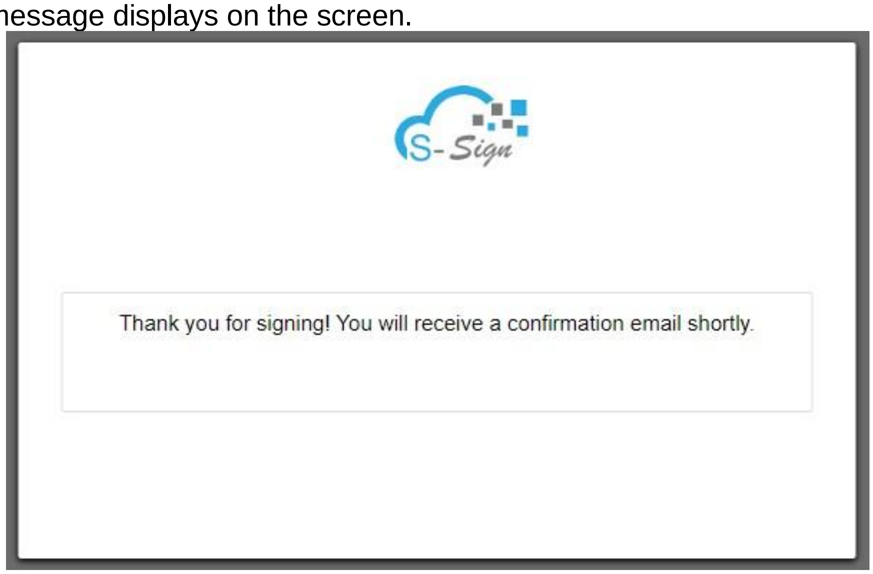
Reclassification Eligibility and Instructions

The purpose of a reclassification is to either:
(1) Continue to provide paid family and medical leave coverage for those Delaware-based employees who are temporarily assigned to an out-of-state location; or
(2) Make eligible for coverage those employees who are telecommuting or who work on a continuing basis out-of-state when they would normally be located in the State of Delaware.
19 Del. Admin. C. §1401-6.15.1.

DPL-RECLASSIFICATION (V1 6.24) If you need assistance, contact the Division of Paid Leave at (302) 761-8375

Employee Electronic Signature Reclassification Form

Once the Reclassification Form has been electronically signed and completed by the Employee, the following message displays on the screen.



Employee Electronic Signature Success Message

Reclassification Screen

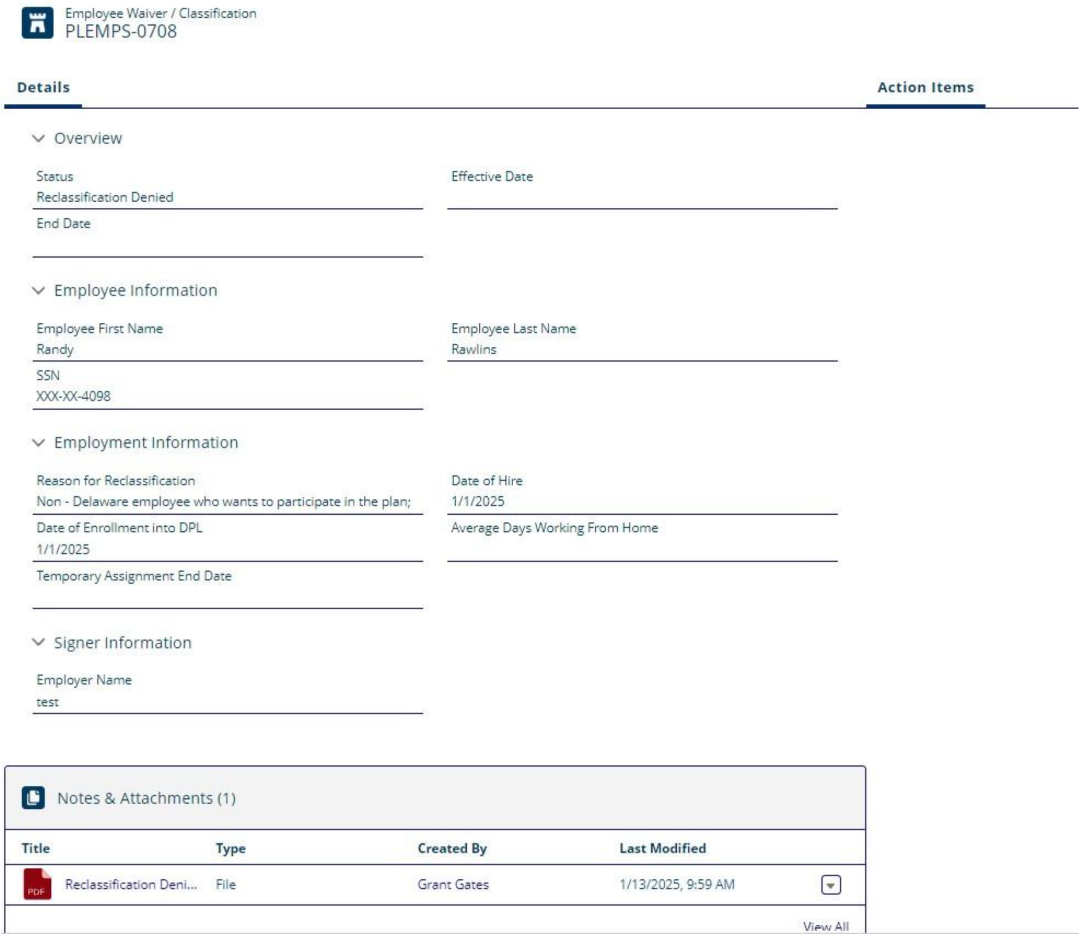
Employers can view Reclassification Details by navigating to the ‘Employee Status’ section from the ‘Account Division Screen’. The ‘Status’ field displays the current state of the Reclassification Form.

The Reclassification Statuses are as follows:

- **Pending Reclassification:**
  - Reclassification Form completed in LaborFirst
  - However, the Reclassification Form is pending because the electronic signature has not been completed by the employer and/or employee
- **Reclassification:**
  - Reclassification Form has been approved
  - Both the employer and the employee have completed the electronic signature process
- **Reclassification Denied:**
  - Reclassification form has been denied because the employee does not meet the requirements to be reclassified

Select the ‘Status’ ID to view details for a specific Reclassification Record.

Note: there are no ‘Action Items’ available on the Reclassification Record if the status is ‘Denied’. Additionally, the ‘Reclassification Denial Letter’ is uploaded to the Record.



Reclassification Denied Screen

Alternatively, the status is set to ‘Reclassification’ to indicate that the Reclassification Form was approved, and thus, the employee was added to the Delaware Paid Leave Plan. The ‘Reclassification Approved Letter’ and a copy of the signed Reclassification Form are uploaded to the ‘Notes and Attachments’ section of the record.

Employee Waiver / Classification
PLEMPS-0706

Details

Action Items

Declassify Employee

Overview

Status: Reclassification
Effective Date: 1/13/2025
End Date:

Employee Information

Employee First Name: Michelle
Employee Last Name: Myers
SSN: XXX-XX-9999

Employment Information

Reason for Reclassification: Previously enrolled in the DPL program - temporarily on out of state assignment;
Date of Hire: 1/1/2025
Date of Enrollment into DPL: 1/1/2025
Average Days Working From Home:
Temporary Assignment End Date: 2/28/2025

Signer Information

Employer Name: Grant

Notes & Attachments (2)

Title	Type	Created By	Last Modified
Reclassification Appr...	File	goyal ashish	1/13/2025, 9:54 AM
Signed Reclassificati...	File	S-Sign Site Site Guest User	1/13/2025, 9:52 AM

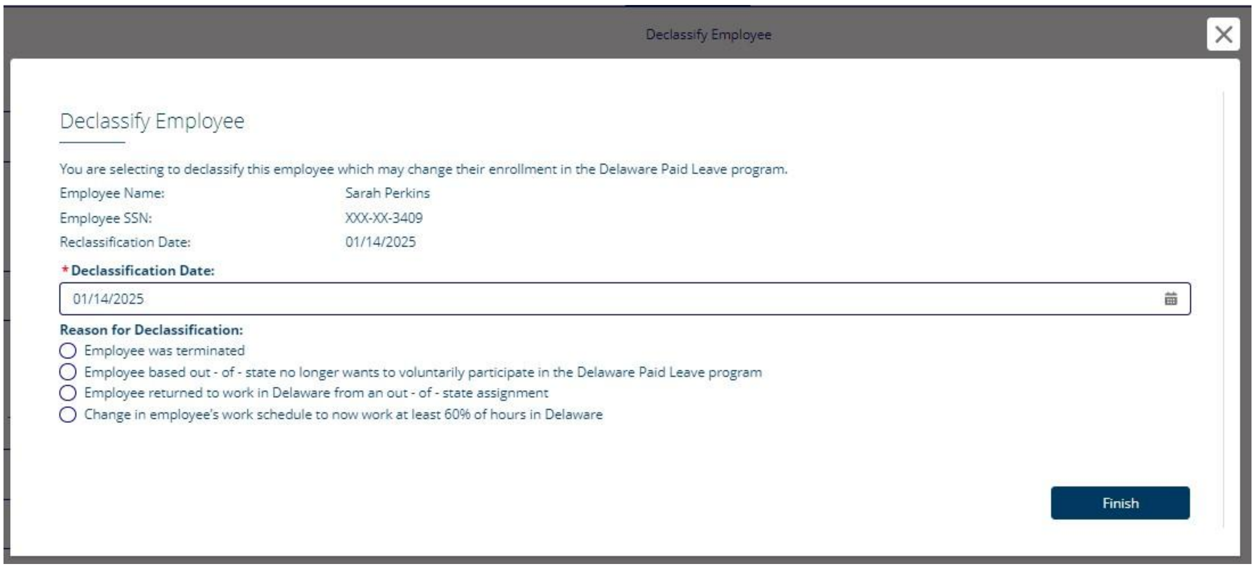
View All

Reclassification Approved Screen

Declassify Employee

Additionally, the ‘Reclassification Approved’ screen contains an Action Item to ‘Declassify Employee’. This allows the employer to remove the previously reclassified individual from the Delaware Paid Leave Plan. The Declassify Employee process is two-fold: Complete Declassification Form in LaborFirst and Employer provides electronic signature.

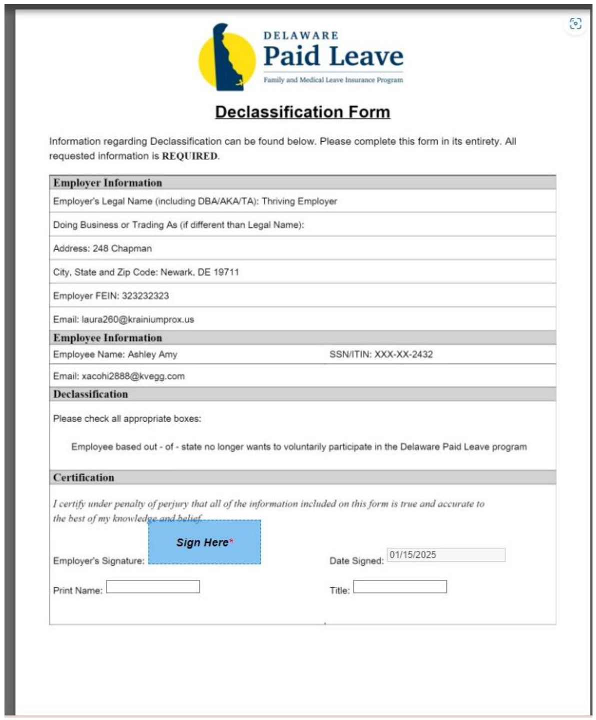
The employer will select ‘Declassify Employee’ enter the ‘Declassification Date’. Additionally, the Employer will provide the ‘Reason for Declassification’ and select ‘Finish’.



Declassify Employee Window

Once the Declassification Form has been submitted in LaborFirst, the Employer ONLY is required to submit an electronic signature, and they receive an email containing a link to complete the process.

Select the link in the email to begin the electronic signature process. Review the information provided in the document and select 'Sign Here'.



DELAWARE Paid Leave
Family and Medical Leave Insurance Program

Declassification Form

Information regarding Declassification can be found below. Please complete this form in its entirety. All requested information is **REQUIRED**.

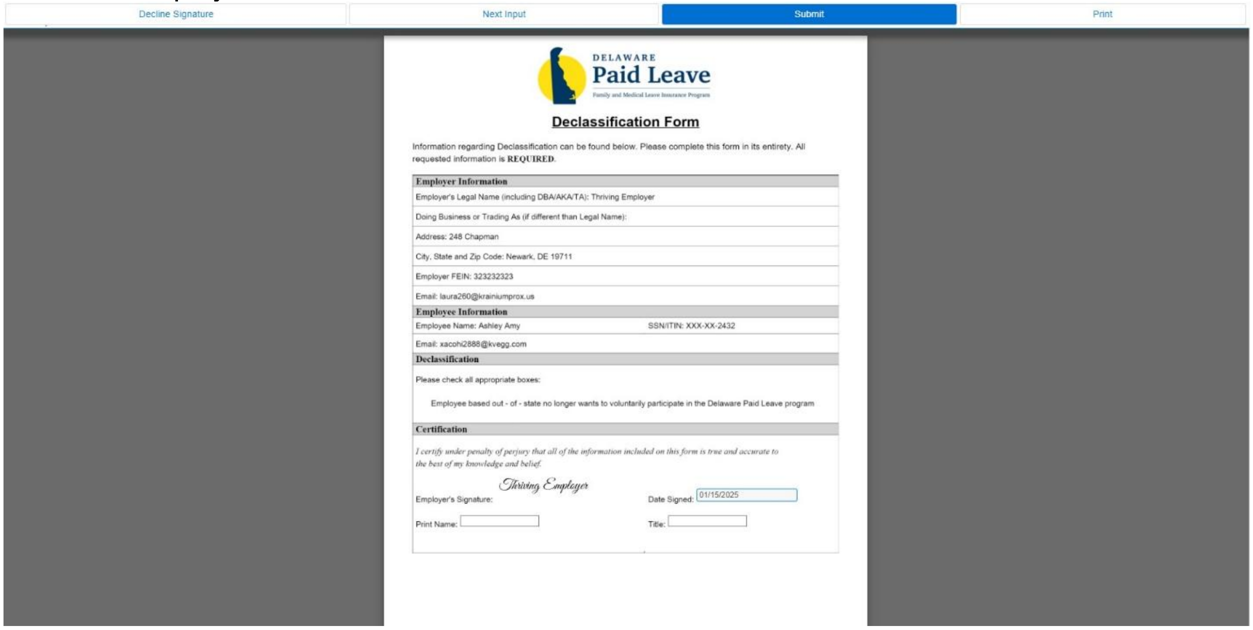
Employer Information	
Employer's Legal Name (including DBA/AKA/TA): Thriving Employer	
Doing Business or Trading As (if different than Legal Name):	
Address: 248 Chapman	
City, State and Zip Code: Newark, DE 19711	
Employer FEIN: 323232323	
Email: laura260@krainiumprox.us	
Employee Information	
Employee Name: Ashley Amy	SSN/ITIN: XXX-XX-2432
Email: xacohi2888@kvegg.com	
Declassification	
Please check all appropriate boxes: Employee based out - of - state no longer wants to voluntarily participate in the Delaware Paid Leave program	
Certification	
I certify under penalty of perjury that all of the information included on this form is true and accurate to the best of my knowledge and belief.	
Employer's Signature: Sign Here*	Date Signed: 01/15/2025
Print Name:	Title:

Employer Electronic Signature Declassification Form

The Employer has the option to draw their signature, or select 'Text-To-Signature'. Select 'Adopt Signature and Go To Next Input' to proceed.

Employer Electronic Signature

Next, the Employer will enter their Name and select ‘Submit’.



Employer Electronic Signature Declassification Form

Once the Declassification Form has been electronically signed and completed by the Employer, the following message displays on the screen.

Employer Electronic Signature Success Message

Once the Employer has been successfully declassified, the status in LaborFirst displays as “Declassified” and the appropriate correspondences upload to the record.

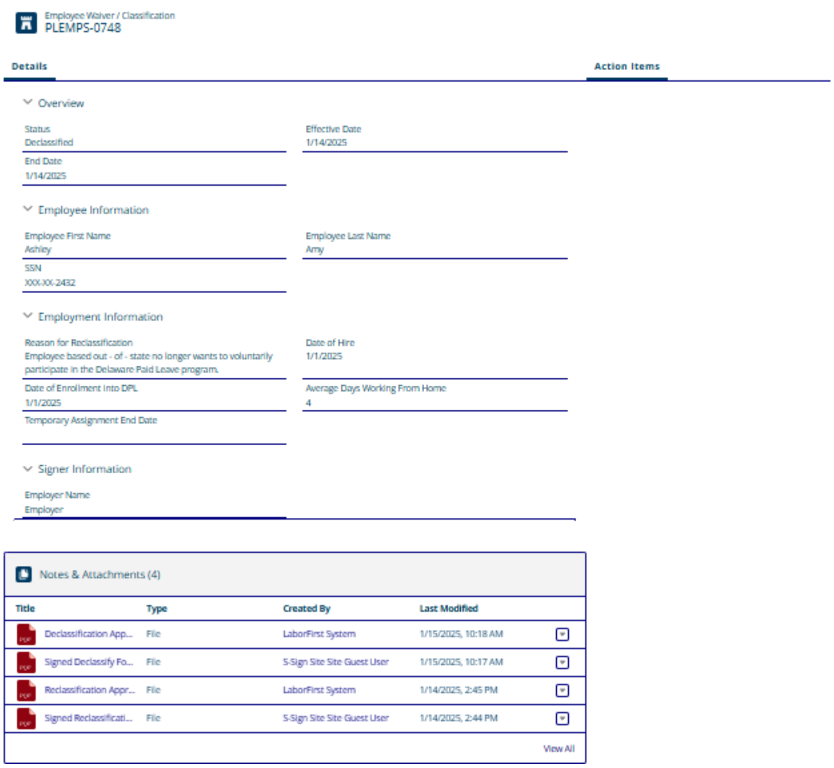
Declassification Screen

Employers can view Declassification Details by navigating to the ‘Employee Status’ section from the ‘Account Division Screen’. The ‘Status’ field displays the current state of the Reclassification Form.

The Declassification Statuses are as follows:

- **Pending Declassification:**
  - Declassification Form completed in LaborFirst
  - However, the Declassification Form is pending because the electronic signature has not been completed by the employer and/or employee
- **Declassification:**
  - Employee has been declassified
  - Both the employer and the employee have completed the electronic signature process

Select the ‘Status’ ID to view details for a specific Declassification Record.

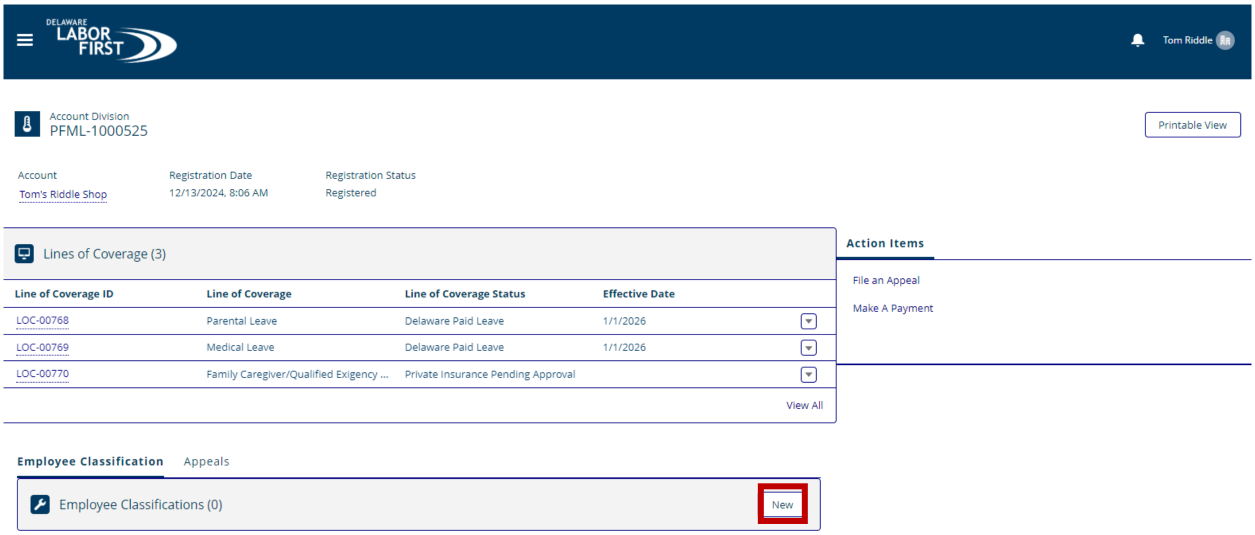


Declassification Screen

Employee Classification

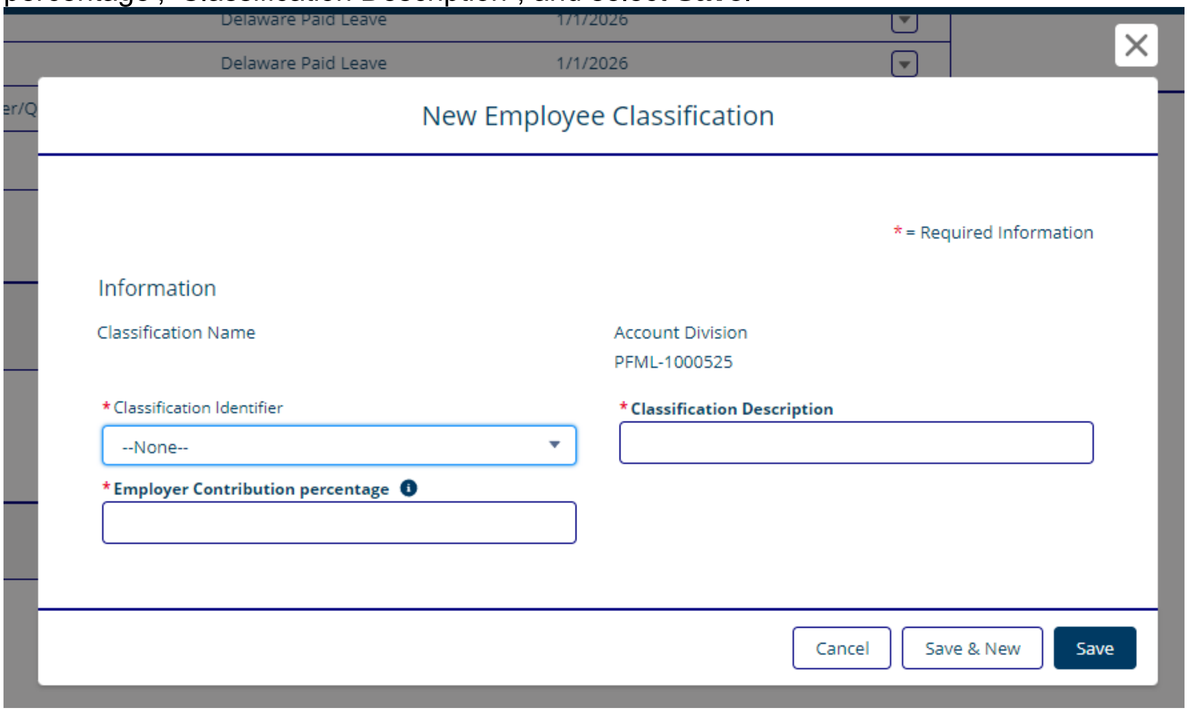
Create Employee Classification

Employee Classification allows employers to create different groups of employees when they have separate contributions for different staff members. To create a new Employee Classification group, select 'New' under the Employee Classification section of the 'Account Division' screen.



Employee Classification Section

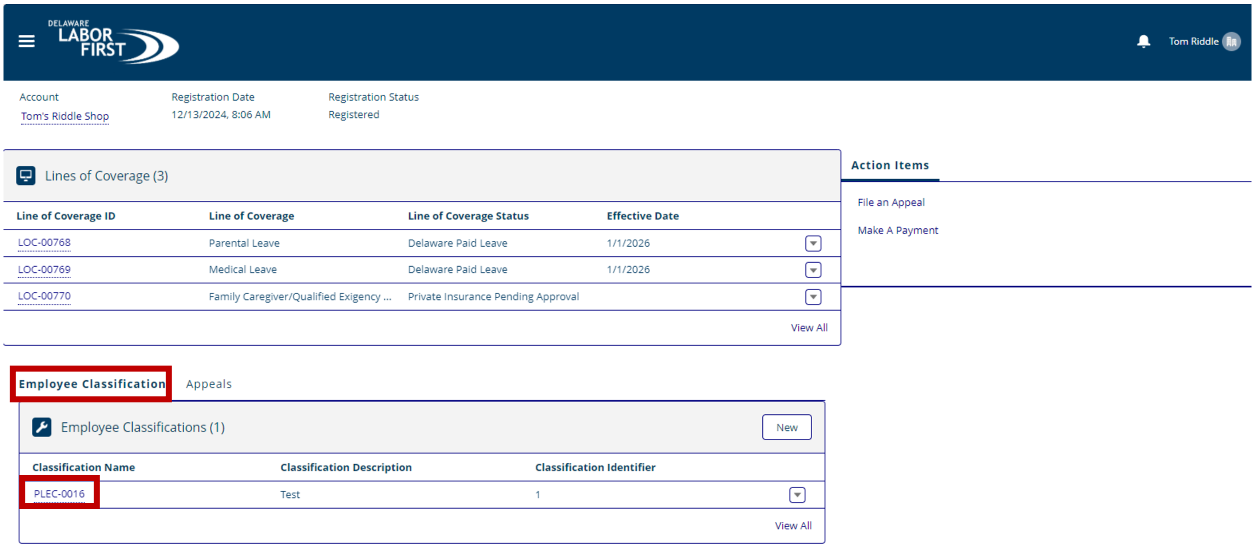
From here, the employer will enter the 'Classification Identifier', 'Employer Contribution percentage', 'Classification Description", and select **Save**.



New Employee Classification Window

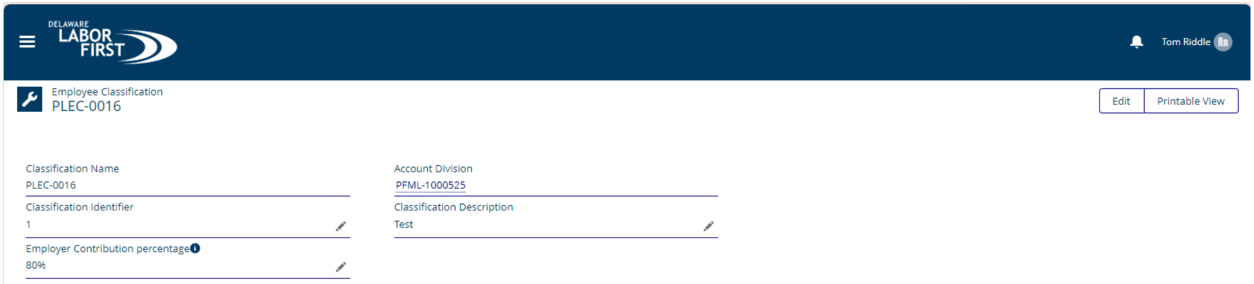
Employee Classification Screen

To view and edit existing Employee Classification records, navigate to the 'Employee Classification' section of the 'Account Division' screen. Select the 'Classification Name' associated with the desired record.



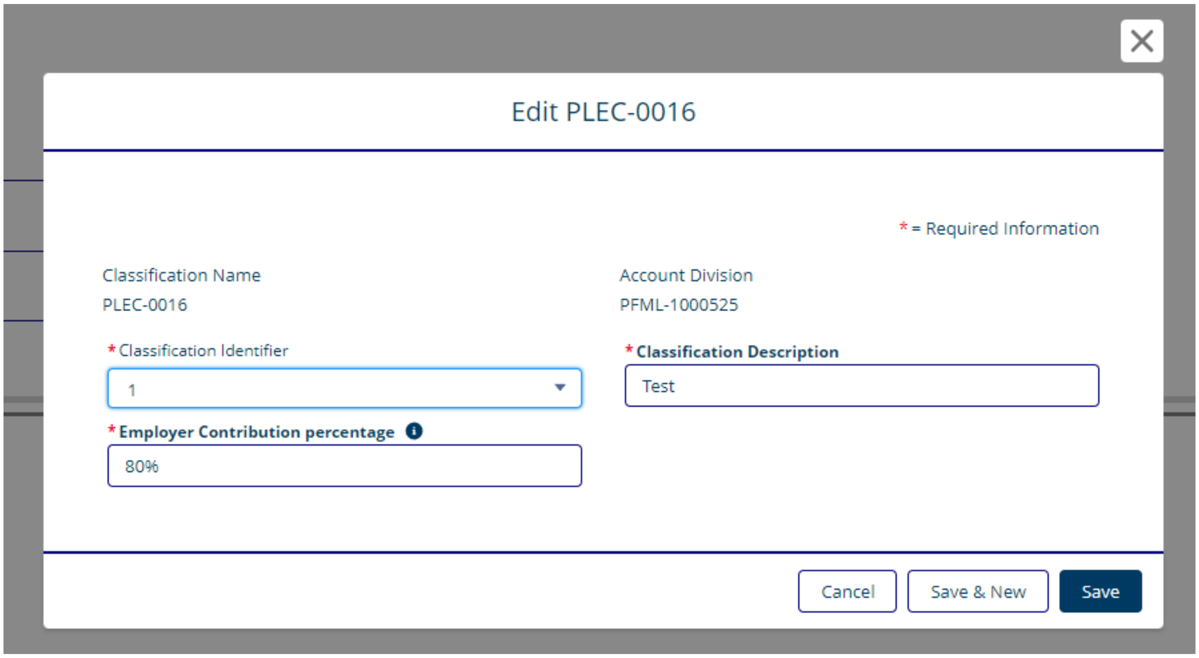
Account Division Screen: Employee Classification Section

The 'Employee Classification' screen contains additional details, including: Classification Name, Identifier, Employer Contribution percentage, Account Division, and Classification Description. To make edits, select the 'Edit' button in the top right corner.



Employee Classification Screen

The 'Edit Employee Classification' Window allows the employer to make edits as needed. Once finished, select **Save**.



Edit Employee Classification Window

Wage and Hour Reporting

What is a Wage and Hour Report?

The Wage and Hour Report is a report filed by the employer each quarter that details all wages earned and hours worked by each employee that quarter. The wages entered are used to calculate the total contributions due for the quarter. These reports also keep track of the hours worked by each employee in Delaware (and in another state for reclassified employees).

Wages and hours should be reported even for waived employees. If a waived employee approaches the 1250 hours worked threshold to meet Delaware Paid Leave eligibility, the employer will receive a notification. If a waived employee is now expected to work at least one (1) year and work at least 1250 hours, the employer should remove the waiver.

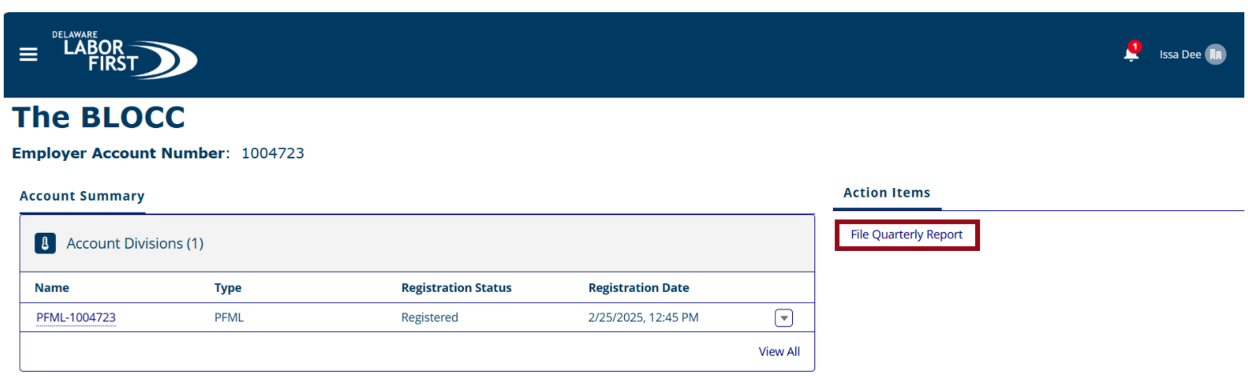
Accurate wage and hour reporting is important as the wages and hours reported are used to determine a worker's eligibility and weekly benefit amount.

Wage and Hour Reports are filed quarterly and due no later than thirty (30) days after the reporting period ends.

Quarter Being Reported	Report Due Date
Quarter 1 (January 1 – March 31)	April 30
Quarter 2 (April 1 – June 30)	July 30
Quarter 3 (July 1 – September 30)	October 30
Quarter 4 (October 1 – December 31)	January 30

Filing a Wage and Hour Report

To file a Wage and Hour Report, go to the Employer Portal Home Page and select 'File Quarterly Report' from the Action Items section.

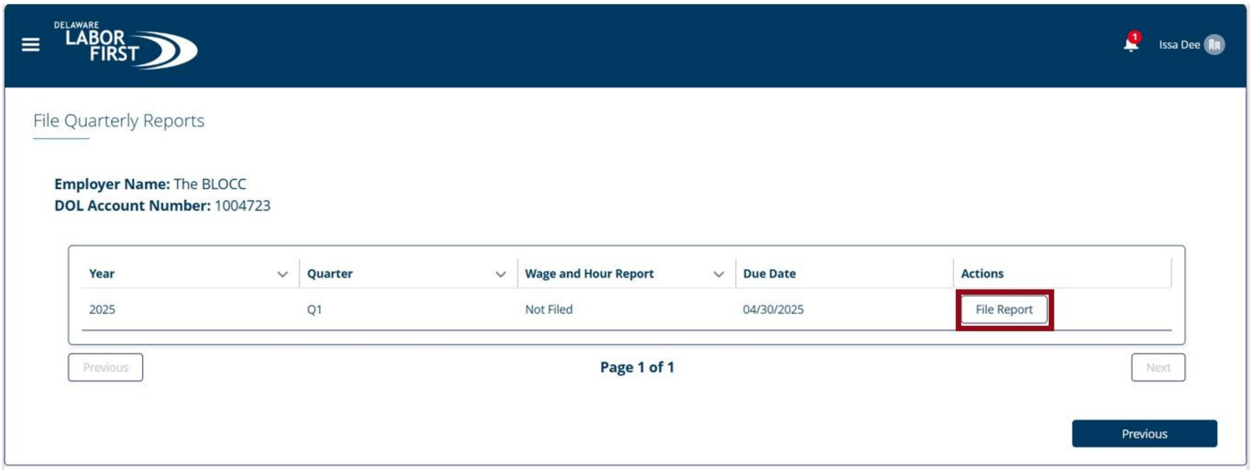


Account Summary – File Quarterly Report Action Item

The ‘File Quarterly Report’ Action Item will navigate to the File Quarterly Reports screen. On this screen, an employer can see the Year and Quarter, Report Status, and Due Date.

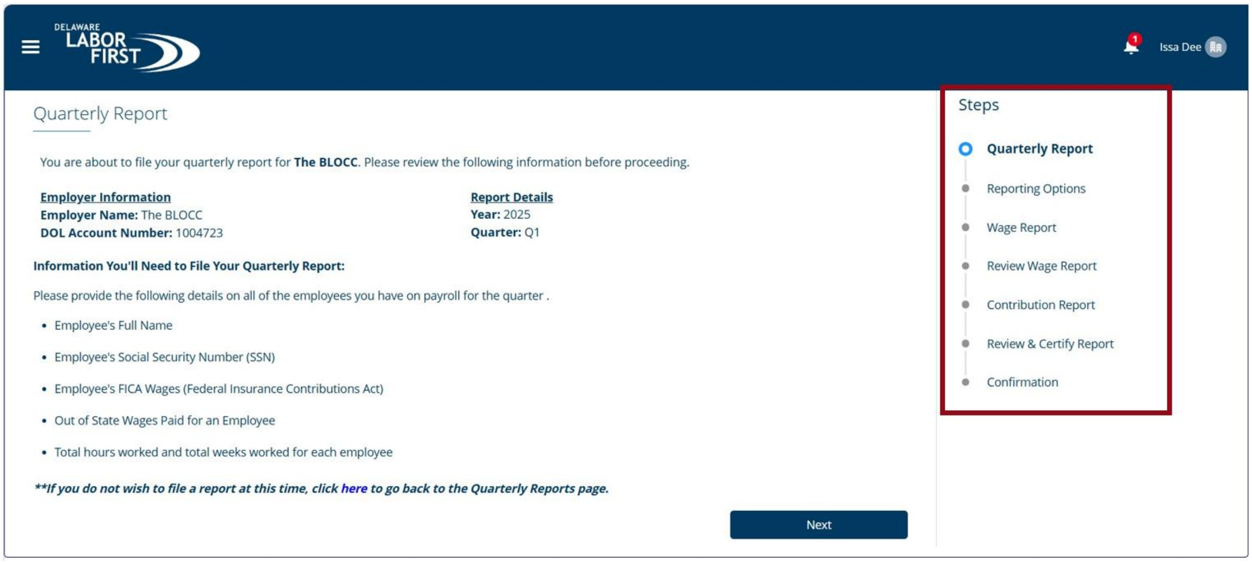
Statuses for the Wage and Hour report are Not Filed, Filed, and Not Liable. For any period the employer was ‘Not Liable’ (as determined by the Delaware Department of Labor), no report can be filed.

From this screen, select ‘File Report’ next to the quarter being reported.



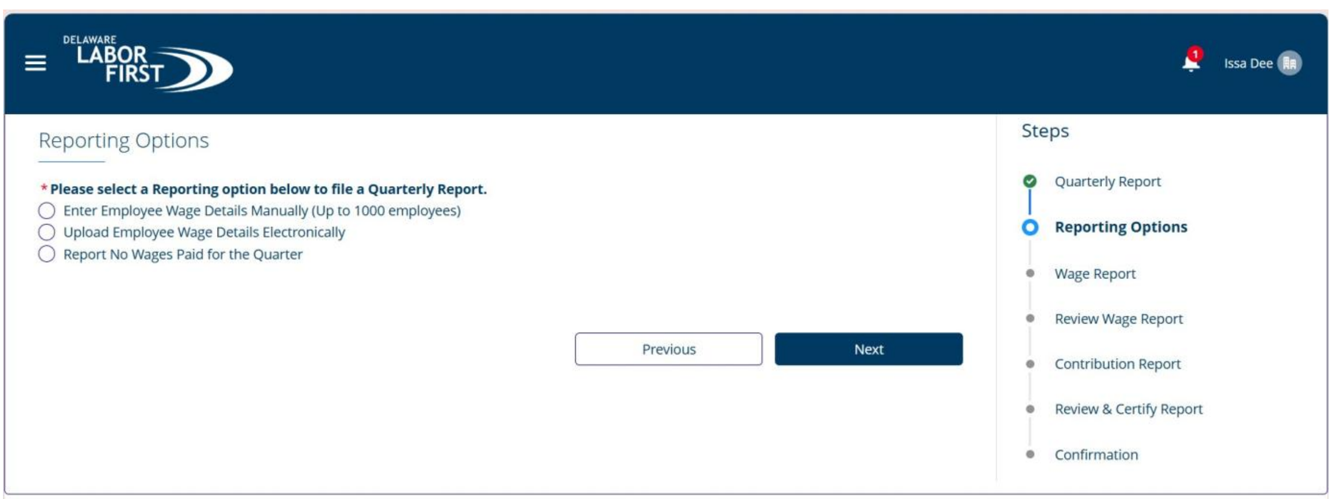
File Quarterly Reports

The first step in the File Quarterly Report process is the **Quarterly Report** screen. This screen displays the information needed to successfully complete the report.
Note: there is a 'Steps' status bar on the right side of the screen, which shows the user where they are in the process as well as the remaining steps.



Quarterly Report

The next step in the File Quarterly Report process is the **Reporting Options** screen. On this screen, the user can select the option that best suits their needs for the quarterly report.

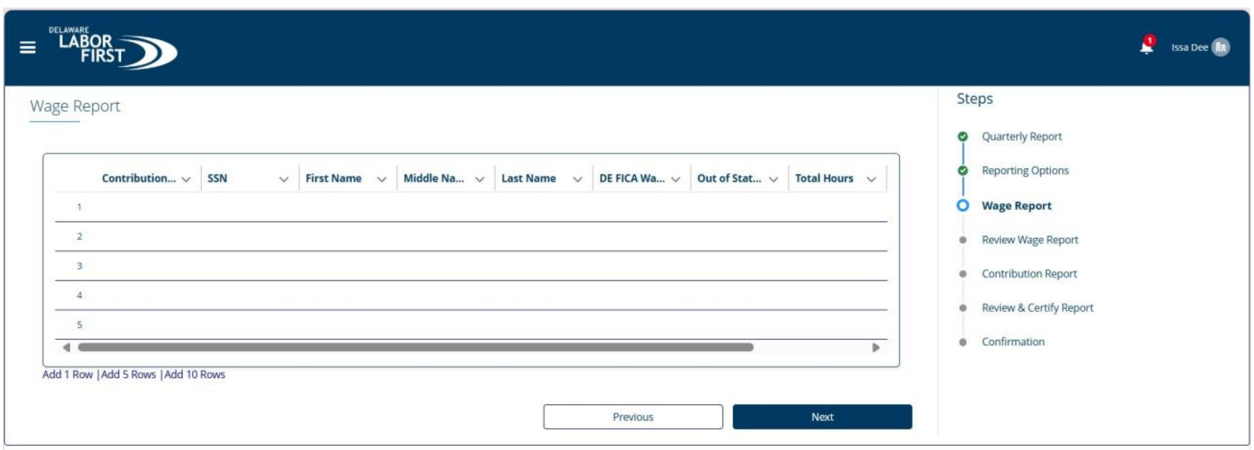


Reporting Options

Enter Employee Wage Details Manually

An employer may choose to enter employee wage details manually only if they are reporting 1000 or fewer employees for the quarter. By choosing this option, the employer will manually key in the data required for the report.
Required Information:
Contribution Percentage – Employers are required to pay at least 50% of the calculated contributions (the remining amount comes from payroll deductions) but may pay up to 100%. Enter the percentage the employer is paying here.
SSN – The employee's Social Security Number.
First Name – The employee's legal first name.
Last Name – The employee's legal last name.
DE FICA Wages – The total FICA wages earned by work performed in Delaware. Even if an employee has been reclassified as a Delaware employee, the wages earned in another state should be reported as 'Out of State Wages'.
Out of State Wages – Wages earned in a state other than Delaware.
Total Hours – The total number of hours worked in Delaware (and/or another state if the employee has been reclassified) for the quarter.
Weeks – The weeks worked in Delaware (and/or another state if the employee has been reclassified) for the quarter.
Optional Information:
Middle Name – The employee's middle initial.

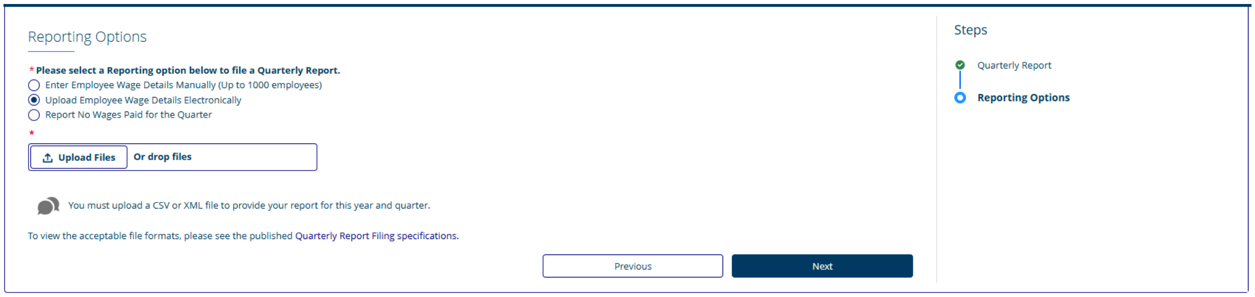
Once all employees have been reported, select the 'Next' button.



Wage Report – Enter Employee Wage Details Manually

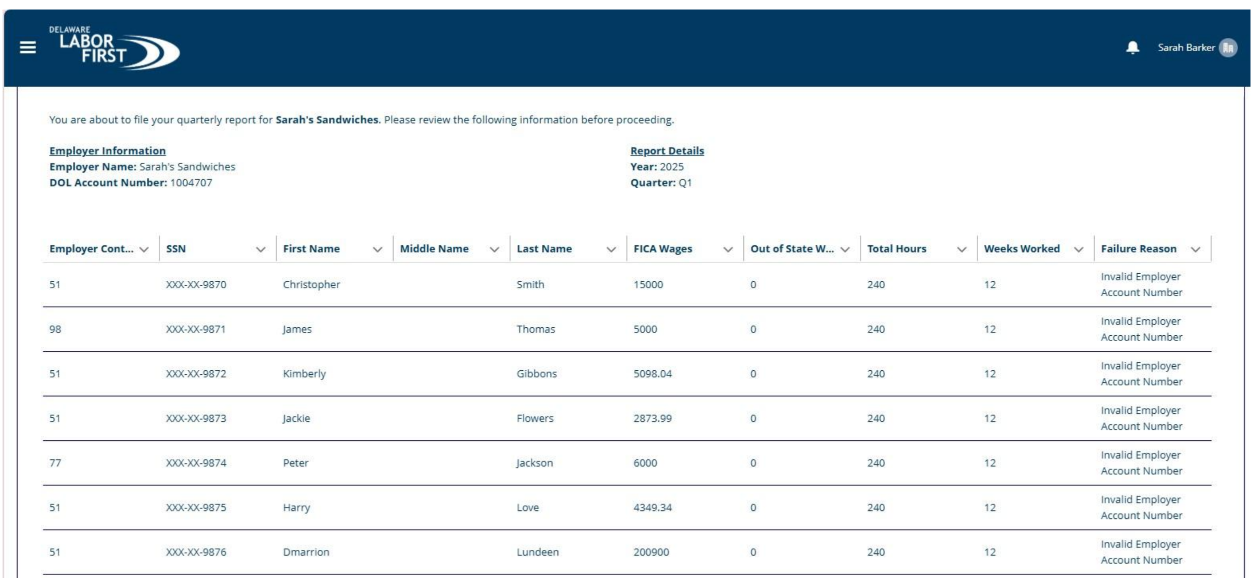
Upload Employee Wage Details

Any employer may upload an electronic copy of the wage and hour report; however, employers reporting more than 1000 are required to use this option. The file type must be CSV (comma-separated values) file or a XML (Extensible Markup Language) file. These file types are common export options in most accounting and payroll software.
Select ‘Upload Files’ then select the file from your computer’s stored files. Once the file has been attached, select the ‘Next’ button.



Wage Report – Upload Employee Wage Details

If errors are found in an uploaded report (invalid SSN, duplicate SSN, etc.) with 1000 or fewer employees, the user will see an **Error Report Summary**. If errors are found in an uploaded report that has more than 1000 employees, the employer will receive an email the next business day with the error report. Once the errors have been identified and corrected, the report may be reuploaded by selecting ‘Reupload Report’ or return to the ‘File Quarterly Reports’ screen by selecting ‘Previous.’

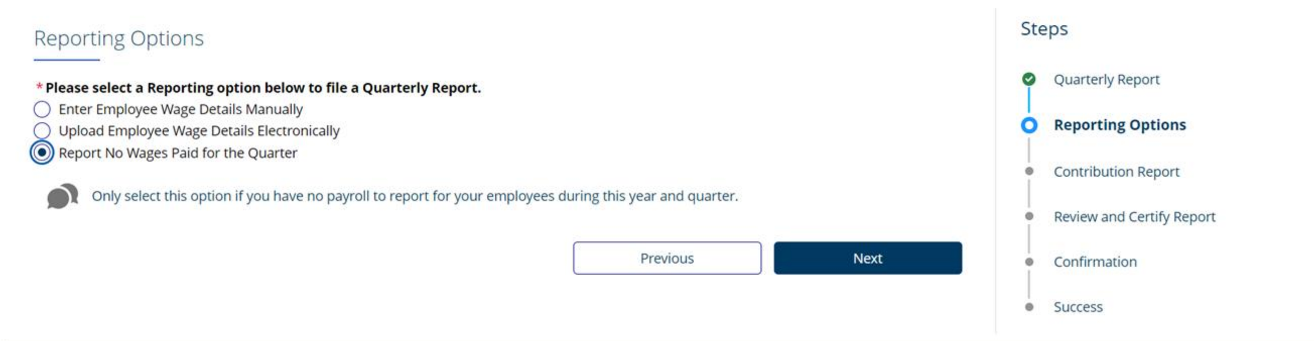


Employer Cont...	SSN	First Name	Middle Name	Last Name	FICA Wages	Out of State W...	Total Hours	Weeks Worked	Failure Reason
51	XXX-XX-9870	Christopher		Smith	15000	0	240	12	Invalid Employer Account Number
98	XXX-XX-9871	James		Thomas	5000	0	240	12	Invalid Employer Account Number
51	XXX-XX-9872	Kimberly		Gibbons	5098.04	0	240	12	Invalid Employer Account Number
51	XXX-XX-9873	Jackie		Flowers	2873.99	0	240	12	Invalid Employer Account Number
77	XXX-XX-9874	Peter		Jackson	6000	0	240	12	Invalid Employer Account Number
51	XXX-XX-9875	Harry		Love	4349.34	0	240	12	Invalid Employer Account Number
51	XXX-XX-9876	Dmarrion		Lundeen	200900	0	240	12	Invalid Employer Account Number

Upload Report Error Summary

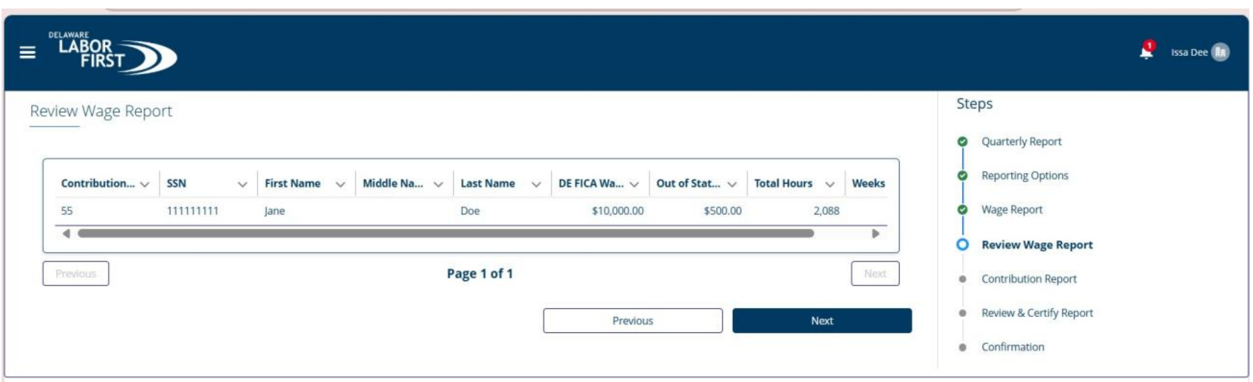
Report No Wages Paid for the Quarter

Wage reports must be filed for every quarter the employer was liable (as determined by the Delaware Department of Labor) even if no wages were paid during the quarter. Only select this option if you paid **no wages** to employees during the quarter then select the 'Next' button.



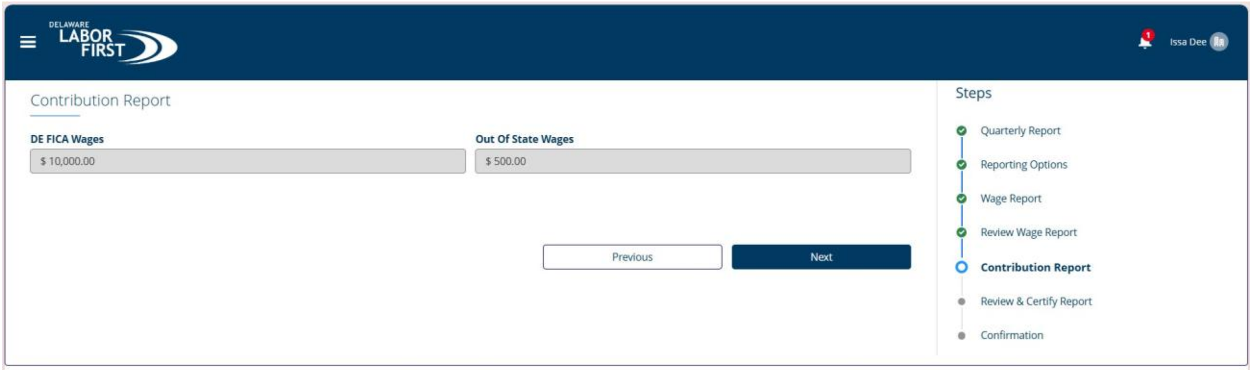
Report No Wages Paid for the Quarter

The next step in the File Quarterly Report process is the **Review Wage Report** screen. On this screen, the employer will see the records as entered and review for accuracy. If any errors are found, use the 'Previous' button to return to the prior step to correct the error(s).



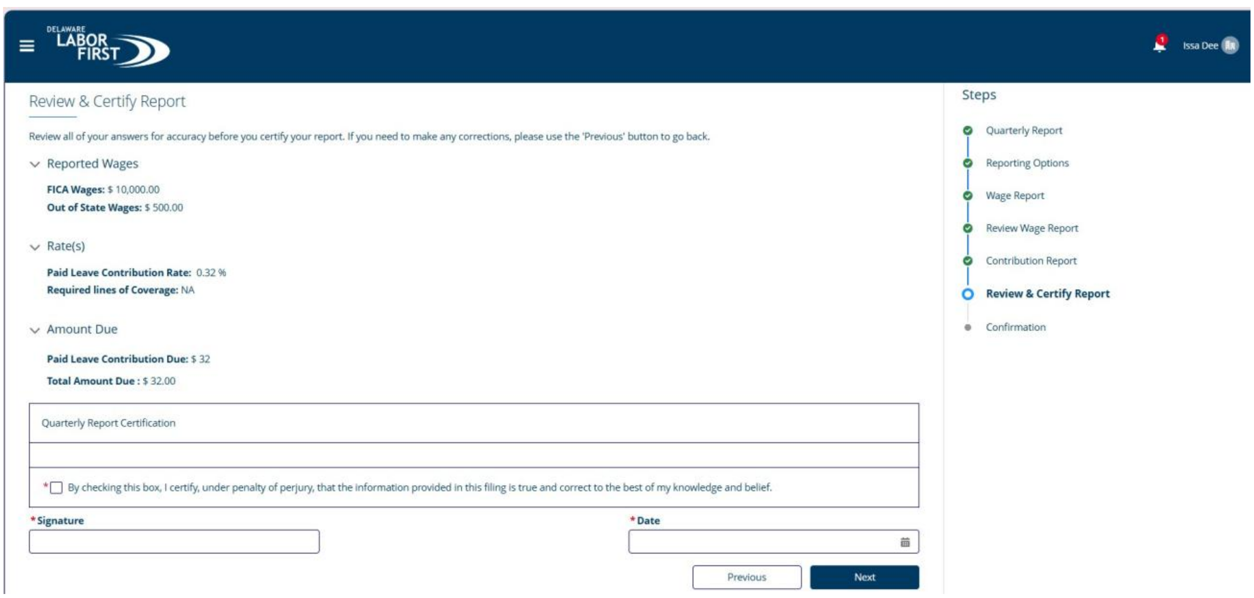
Review Wage Report

The next step in the File Quarterly Report process is the **Contribution Report** screen. Delaware Labor First will calculate the sum of DE FICA Wages and Out of State Wages and display those amounts in a read-only format on this screen. If the amounts appear incorrect, use the ‘Previous’ button to return to the **Review Wage Report** screen.



Contribution Report

The next step in the File Quarterly Report process is the **Review & Certify Report** screen. Delaware LaborFirst uses the data entered by employers to calculate contributions due. This screen displays the summary of reported wages and contributions due. Once these have been reviewed, check the box to agree to the certification statement, sign, and date, then select the ‘Next’ button to submit the report.



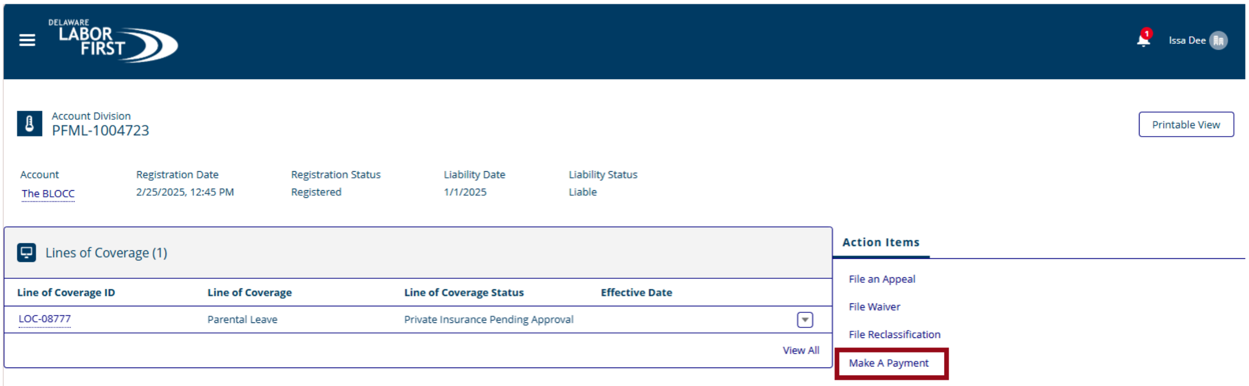
Review and Certify Report

Finally, the employer receives a **Confirmation** that the report has been submitted.

Make a Payment

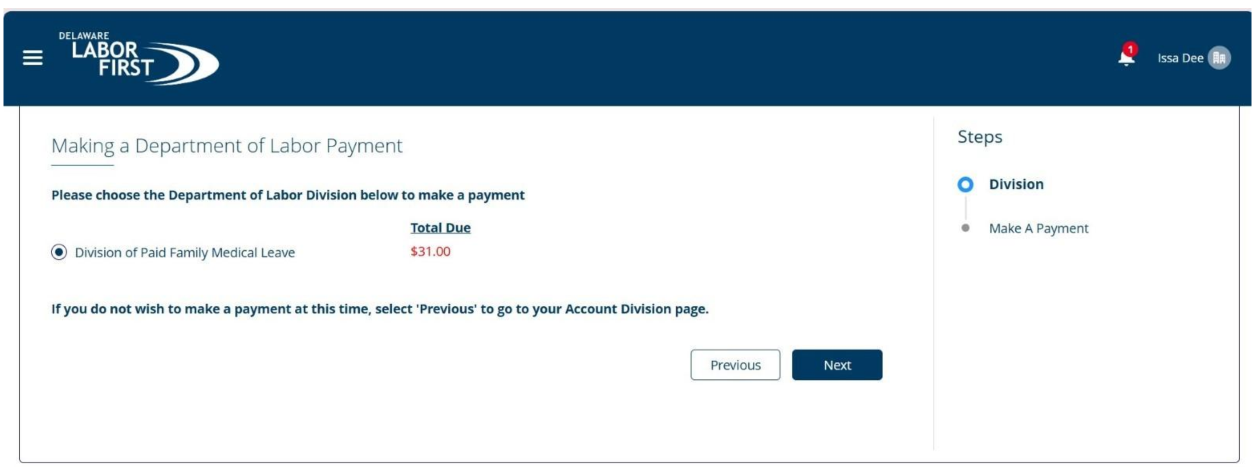
Delaware Paid Leave is funded by employer and employee contributions. Each quarter, when Hours and Wage Reports are filed, LaborFirst calculates contribution amounts based on wages paid and lines of coverage. Once a contribution amount is calculated, an invoice is generated in the LaborFirst portal and the employer will make a payment to pay their contributions.

To make a payment, log into the employer portal and navigate to the **Account Division** screen. Then, select ‘Make a Payment’ from the Action Items.



Account Division – Make a Payment Action Item

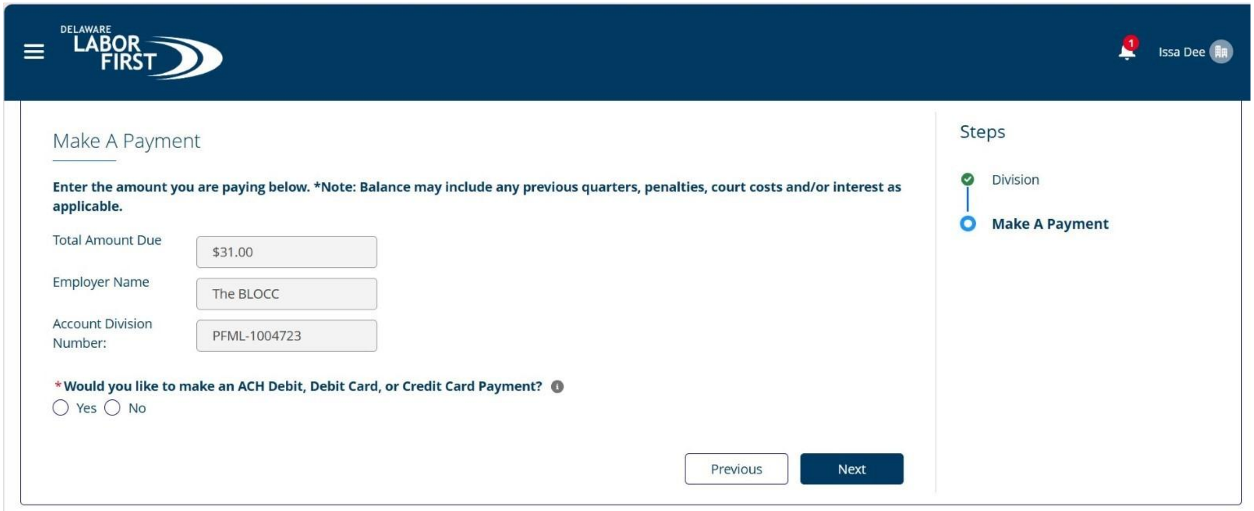
The first step in the Make a Payment process is the **Making a Department of Labor Payment** screen. Here, select the division for which you wish to make a payment, then select ‘Next’.



Making a Department of Labor Payment

The next step in the Make a Payment process is the **Make a Payment** screen. This screen allows the Employer to select a payment amount and payment method. ‘Total Amount Due’, ‘Employer Name’ and ‘Account Division Number’ are prepopulated and read-only.

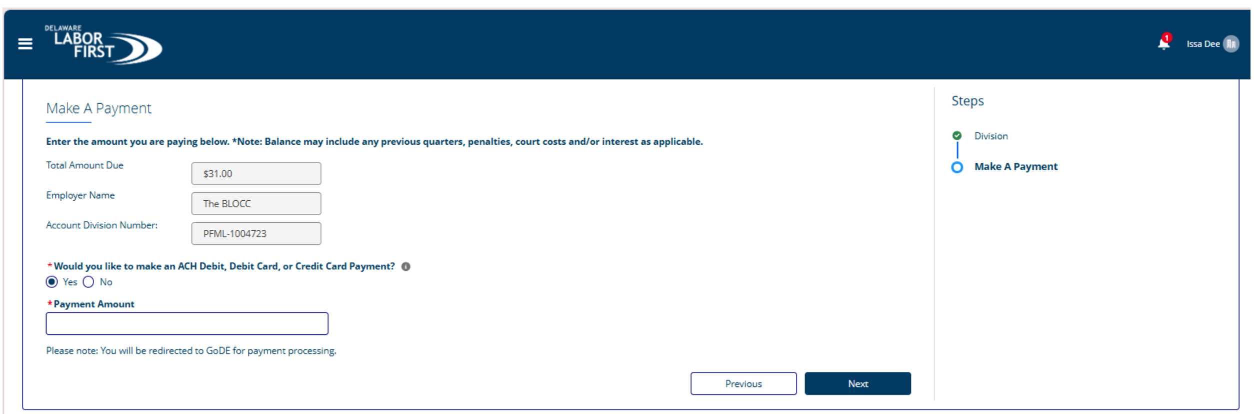
The Payment Methods include: GoDE Portal or ACH Payment. The GoDE Portal allows the Employer/TPA to pay via Credit/Debit Card or directly through their bank account.



Make a Payment

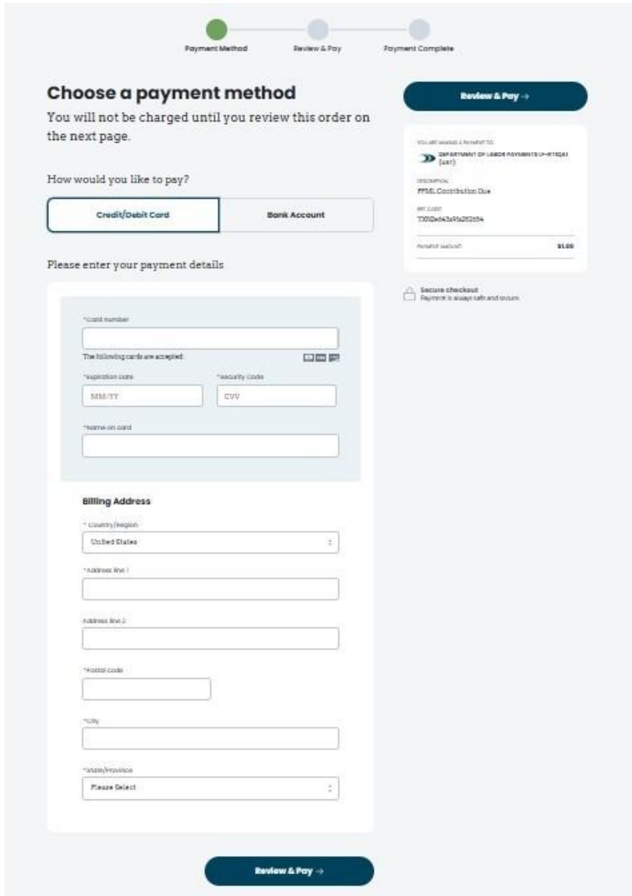
The Employer is asked if they would like to make an ACH Debit, Debit Card, or Credit Card Payment. If they select 'Yes' they are asked to enter the Payment Amount. The Payment Amount cannot be greater than the total contribution due. Additionally, text is presented to alert the Employer/TPA that they will be redirected to GoDE for payment processing.

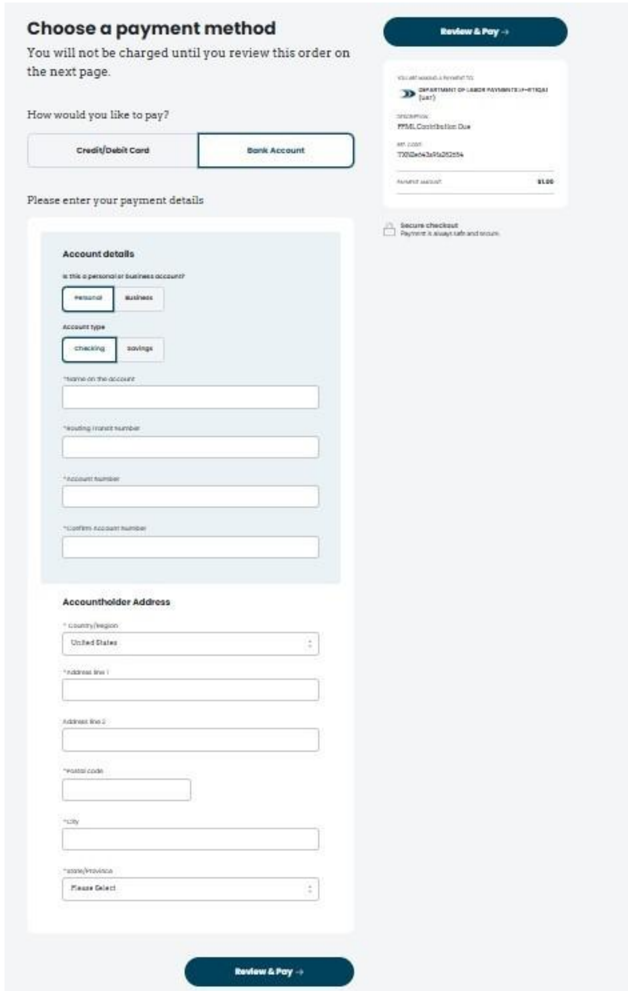
Select 'Next' to be navigated to the GoDE Payment Portal.



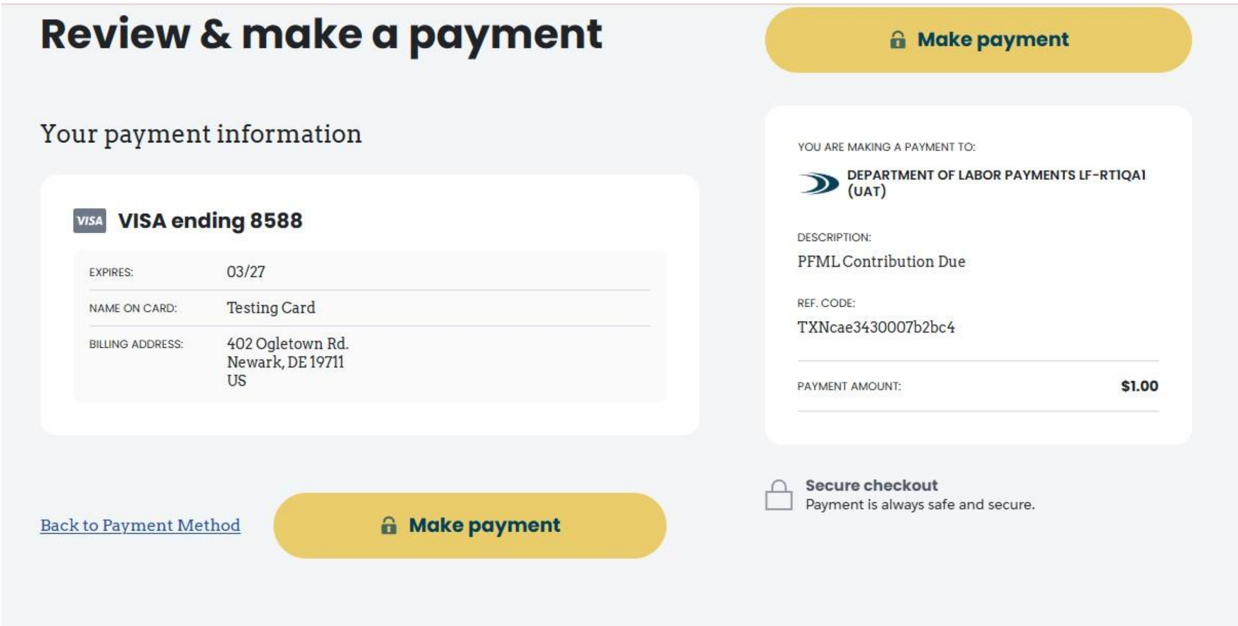
Make a Payment – ACH Debit, Debit Card, or Credit Card

The GoDE Payment Portal allows the Employer to select their payment method: Credit/Debit Card or Bank Account. Enter the requisite information and select 'Review and Pay'.


Payment Method
Review & Pay
Payment Complete
Choose a payment method
You will not be charged until you review this order on the next page.
How would you like to pay?
Credit/Debit Card
Bank Account
Please enter your payment details
Billing Address
Review & Pay →
Secure checkout
Review & Pay →

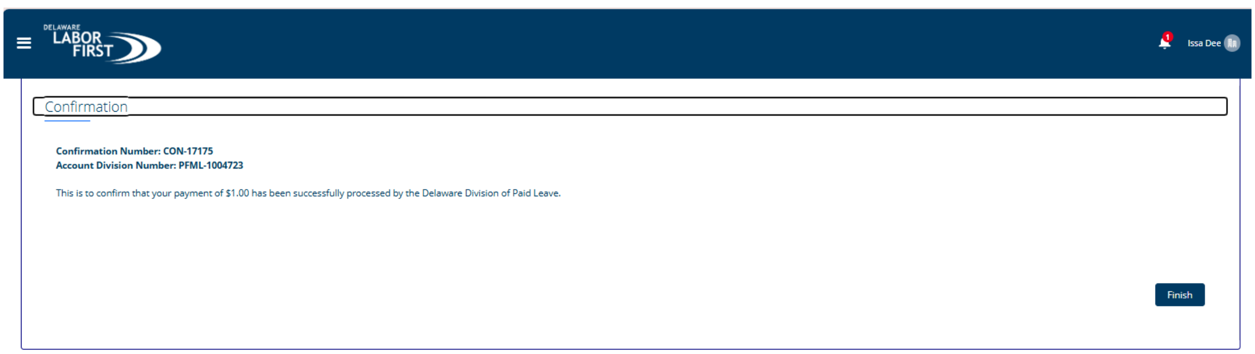


The next screen in the GoDE Payment Portal is the **Review and Make a Payment Screen**. Here, the Employer will review their payment information, and select ‘Make Payment’ to finalize the payment process.



Review and Make a Payment

The **Confirmation Screen** is displayed when a successful payment has been received in the GoDE Payment Portal. Select ‘Finish’ to be navigated back to the **Account Division Screen**.



Confirmation