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ROBERT ASARO-ANGELO

COMMISSIONER



## IMPORTANT NOTICE TO EMPLOYERS

P.L. 2022, c. 120 (S2357) mandates that ALL employers electronically submit complete separation information to NJDOL within seven days of a worker's separation or within seven days of notification that a claim was filed for every worker separation (discharge, voluntary quit or layoff), regardless of whether an unemployment claim has been filed.

Effective 12/8/2025:

- 1) Employers must use the **Employer Access Portal** to report all worker separations at the time of separation. If you have not yet registered for Employer Access, go to [www.nj.gov/labor/employers](http://www.nj.gov/labor/employers) now for instructions on how to create your account. Click on 'Create a new Employer Access account' to start.
- 2) Once registered with Employer Access, you can log into the **Employer Response Portal** to complete the separation form. Employers must submit a new form for each separated employee within seven days of a worker's separation.

Key requirements required when a worker is separated:

- \* Providing benefit instructions (form BC-10) to workers upon separation, accessible at [https://www.nj.gov/labor/ea/help/employer\\_handbook/forms.shtml](https://www.nj.gov/labor/ea/help/employer_handbook/forms.shtml). The requirement to provide notification of distribution of this form can be satisfied by providing all separated workers with the BC-10 handout, then selecting this option on the employer response questionnaire. Individual BC-10 forms do not have to be submitted to NJDOL.
- \* Electronically submitting complete separation details through the Employer Access portal within seven days of worker separation or responding within seven days of notification that a claim was filed.

Important notes to be aware of:

- \* Failure to report any separation timely will result in a determination based on available information
- \* Any appeal by the employer must be filed within seven days from receipt of that determination
- \* If no separation information was provided and no timely appeal filed, the decision becomes **FINAL** and not subject to any further appeal

For more information on changes resulting from P.L. 2022, c. 120 (S2357), please visit

<https://www.nj.gov/labor/ea/employer-services/register-update/employeraccess.shtml>