

The Commonwealth of Kentucky
**Kentucky Unemployment
Insurance Portal (KUIP)**

TPA: Modify Assigned Employer Roles

(Add/Delete or End Association)

Job Aid



UNEMPLOYMENT
INSURANCE PORTAL

Table of Contents

Introduction	3
TPA: Modify Assigned Roles for Employers	3
Overview	3
Add or Delete Assigned Roles for an Employer	4

Introduction

The objective of this job aid is to outline the process for Third-Party Administrators (TPA) to add or delete assigned roles for an associated employer as well as ending an employer association.

TPA: Modify Assigned Roles for Employers

Overview

TPAs can modify (add or delete) assigned roles by requesting authorization for the changes from their employer(s). TPAs can also request a TPA Services End Date to end an employer association with the TPA.

Change to authorized/assigned roles can be initiated by the Employer or by the TPA. This job aid explains the process from the **TPA perspective**.

To see the process to update roles or end an association from the employer perspective, see the ***Employer Modifying TPA Roles section of the Employer: Maintain TPA Authorization Job Aid***.

TPAs can be authorized to perform some or all of the following tasks for the employer:

- **Update/Edit/Submit Roles**
 - **Edit Account Maintenance**
 - Employer Address Maintenance
 - Inactivate/Reactivate Account
 - Owner/Officer Information Maintenance
 - Reporting Units Maintenance
 - View Employer Account History
 - Employer Name Maintenance
 - Request Subjectivity Date Change.
 - **Manage Benefit Charges**
 - Appeal charges assessed against the employer
 - View benefits charges online
 - **Edit Claims Notification and Response** includes submitting and updating the separation information.

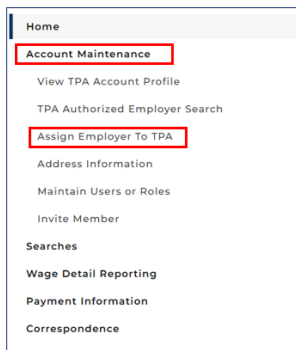
- **Update and Submit Employer's Quarterly Unemployment Wage and Tax Report**
 - Submit wage and tax reports
 - Submit wage and tax report adjustments
 - Update and Submit Payments
- **View Roles**
 - View Account Maintenance
 - View Employer's Quarterly Unemployment Wage and Tax Report
 - View Payments Update and Submit
 - View Claims Notification and Response

When sending the updated authorization request from the TPA account, the employer will have 14 days to make the requested changes. If the employer does not make the changes within that timeframe, the changes are automatically approved for the TPA.

Add or Delete Assigned Roles for an Employer

1. Select Assign Employer to TPA

Select **Assign Employer to TPA** from the **Account Maintenance** menu on the **TPA Home Page**.



2. Enter the Employer's Information

Enter the Employer's Kentucky Employer Identification Number (**KEIN**) and the Federal Employer Identification Number (**FEIN**) on the **Assign Employer to TPA** screen.

Select whether to enter additional Employer contact information. If **Yes** is selected, choose either **Email** or **Mailing Address**.

Note: make sure to **document the TPA Services Begin Date** for the employer. The TPA will need to enter that on the next screen if it is not pre-filled. The **TPA Services Begin Date** can be found from Account Maintenance > TPA Authorized Employer Search page from the TPA Home Page or from the Employer Home Page in the Associated TPA(s) section.

Once completed, select **Next**.

Assign Employer to TPA

To request authorization as a Third Party Administrator (TPA) for an employer account, you must have their Kentucky Employer Identification Number (KEIN) and Federal Employer Identification Number (FEIN). Contact your client to obtain this information. To begin the TPA authorization process, enter the KEIN and FEIN in the field below and select next.

KEIN:

FEIN:

Do you want to enter additional Employer contact information? (Correspondence will be sent to the provided contact information.)

☒ Yes ☐ No

Enter Employer's Email or Mailing Address

☐ Email ☐ Mailing Address

Cancel Next

3. TPA Services Begin Date and End Date

Enter the **TPA Services Begin Date** (if it is not pre-filled) using the calendar icon or by manually typing the date. This is the date the TPA was authorized to perform services on the Employer account.

If **ending the relationship** with the employer, enter the **TPA Services End Date**. This is the date the TPA will cease performing services for the Employer. If the changes do not involve ending the association, leave this date blank.

Third Party Administrator (TPA) Information

TPA Details

TPA ID 10759 TPA Name Your UI Solution Provider

Choose the date that this TPA will begin performing services for your organization. Enter the date that this TPA will cease performing services for your organization. If you choose not to enter an end date, the TPA will be authorized to perform services on your account indefinitely or until you enter an end date. You may not assign overlapping TPA service start and TPA service end dates for more than one TPA for the same role. Using the checkboxes in the 'Add' and 'Remove' columns, assign the TPA to the role(s) you would like them to perform.

TPA Services Begin Date*

TPA Services End Date

4. Update TPA Roles

To **remove** a role from the TPA, select the **checkbox** for the role to unassign in the **Remove** column of the **Assigned Roles** table.

Assigned Roles

To assign and unassign TPA roles to individual reporting units, select the 'Assigned Units' link in the Modify column. This will open the window where you can assign roles by business reporting unit.

The System will assign a TPA role to all reporting units by default unless you change the reporting units assigned to each role.

Select the checkbox in the 'Remove' column to unassign this role from the selected TPA.

Remove ▲	Role ▲	Modify ▲
☐	Edit Account Maintenance	N/A
☐	Manage Benefit Charges	Assigned Units
☐	Edit Claims Notification and Response	Assigned Units
☐	Update and Submit Employer's Quarterly Unemployment Wage and Tax Report	Assigned Units
☐	Update and Submit Payments	N/A

1

To **add** a role to the TPA, select the **checkbox** for the role to assign in the **Action** column of the **Unassigned Roles** table.

Unassigned Roles

Click the checkbox in the Action column to assign this role to the selected TPA, then press 'Save.' If you press 'Previous,' or do not press 'Save' after checking your selection, role assignment selections will be lost.

Note that all Roles **not** assigned to TPAs can only be performed by the employer.

Action ▲	Role ▲
☐	View Account Maintenance
☐	View Employer's Quarterly Unemployment Wage and Tax Report
☐	View Payments Update and Submit
☐	View Claims Notification and Response

☐ Assign all Edit/Update/Submit roles

Previous Save

Once all roles to assign have been selected, click **Save**.

Note: TPAs cannot have both view and edit/update roles for the same task. For example, the TPA can either View Account Maintenance or Edit Account Maintenance.

5. Association Request Sent

An **Association Request Sent** popup window will confirm the request for association has been sent to the employer. As noted, the Employer must approve this request before the TPA has access to manage the Employer's account.

Note: the employer will have 14 days to make the requested changes. If the employer does not make the requested changes within that timeframe, the changes are implemented.

Association Request Sent

The request for association for of has been sent to the employer. The Employer must approve this association request before the TPA has access to manage the Employer Account.

Home

Once the employer has made the changes to the roles/TPA Services End Date, or the 14-day window has passed, the TPA will be able to see the changes by navigating to Account Maintenance > **TPA Authorized Employer Search** page from the TPA Home Page.

Note: see the [*TPA Search for Associated Employers Job Aid*](#) for more information.