

RETURN TO WORK

Online Program User Guide

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Introduction

The Return to Work online program allows employers to easily report a future return to work date for laid-off employees. To process return to work information, employers must sign up for an Employer Benefits Services (EBS) account.

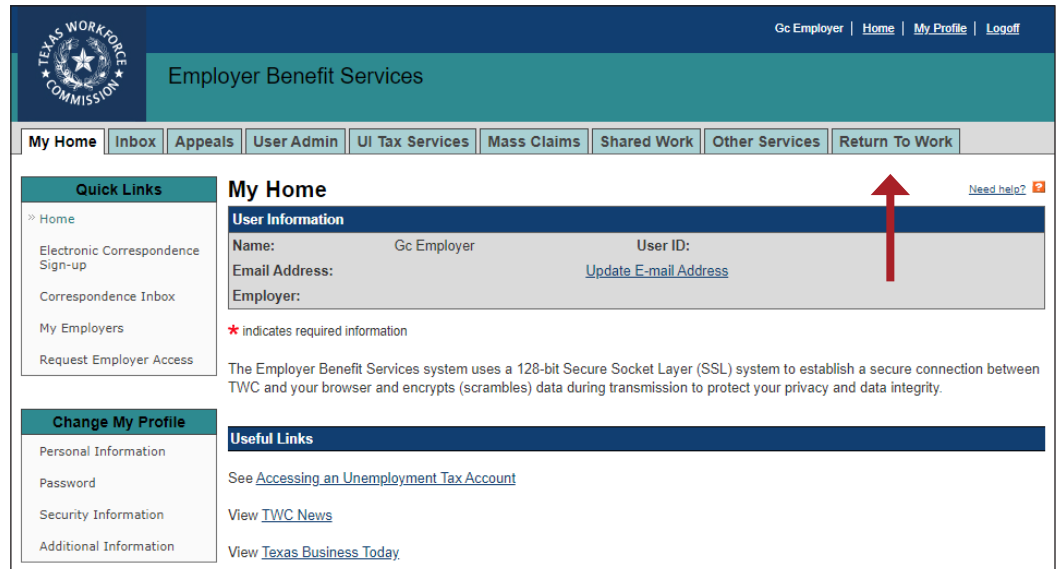
To learn more about Employer Benefits Services and to learn how to sign up for an Employer Benefits Services account, see the [EBS Administrator Duties user guide](#).

EBS My Home

After logging in to EBS, select the **Return to Work** tab on the top right corner of the screen.

Tip: Before getting started, it's a good idea to have the following information available:

- Employees' Social Security numbers (SSNs)
- Return to work dates



Return to Work Information

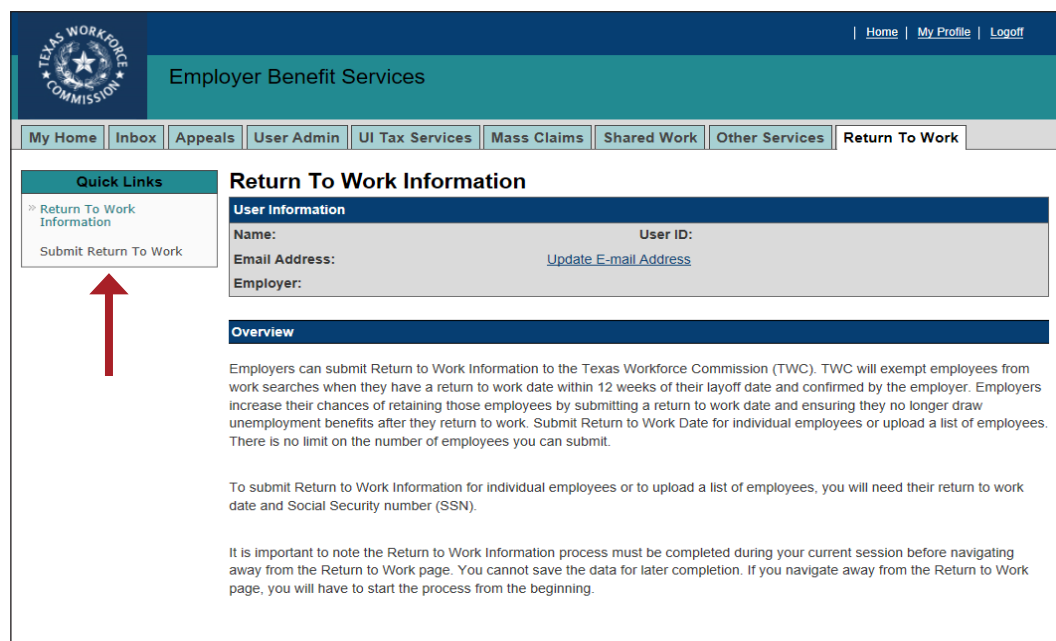
The **Return to Work Information** page provides user information, an overview of Return to Work, and instructions for how to submit return to work information.

Employers can submit a return to work date for laid-off employees either by:

- Entering individual employee SSNs
- Uploading a list of employee SSNs

There is no limit on the number of employees that employers can submit. Once employers submit the return to work date, TWC will exempt employees from work searches when they have a return to work date within 12 weeks of their layoff date.

To get started, select **Submit Return To Work** from **Quick Links**.



Return to Work: Getting Started

On the **Return to Work - Getting Started** page, select the return to work date using the **Month** and **Day** drop down menu and **Year** text box. The return to work date cannot be on or before the date the return to work information is submitted. A red asterisk appears next to all required fields.

Select an option for providing employee information with the radio buttons for **Add SSN** or **Upload SSNs**.

Select **Next**.

Tip: Navigate through the completed pages of the Return to Work form and check progress in the Progress bar.

To add employees, select one of the following options:

- Add SSN
- Upload SSNs

The screenshot shows the 'Return To Work - Getting Started' form. At the top left is the Texas Workforce Commission logo. The top right shows the user 'Bea Silva-office Mgr' and a 'Logout' link. The page title is 'Employer Benefit Services'. A 'Return To Work' breadcrumb is visible. On the left is a 'Progress' sidebar with 'Getting Started' selected. The main content area is titled 'Return To Work - Getting Started' and contains a 'User Information' section with fields for Name, Email Address (with an 'Update E-mail Address' link), and Employer. Below this is a note: '* indicates required information'. The instructions state: 'To submit the return to work information, enter the return to work date and select one of the following options; Add SSNs or Upload SSNs.' The 'Return to Work Date' section has a red asterisk, followed by 'Month' and 'Day' dropdown menus and a 'Year' text box. The 'Select any one:' section has a red asterisk and two radio buttons: 'Add SSN' (selected) and 'Upload SSNs'. A red arrow points to the 'Add SSN' radio button. At the bottom are 'Next' and 'Cancel' buttons.

Add SSN

Selecting the **Add SSN** option on the **Return to Work - Getting Started** page continues to the **Return to Work - Add one or more SSN** page.

Use the text boxes to enter SSNs for one or more employees.

There is no limit to the number of employees an employer can submit; however, only 10 employees can be added at a time.

Select **Save & Add More** to save the SSNs and populate the employee information in the **Return to Work List** with their name, SSN, and return to work date.

Select **Clear** to delete the entries, if needed.

Select **Save & Add More** to add more employees.

Once all employees are saved in the **Return to Work List**, select **Next**.

The screenshot shows the 'Return to Work - Add one or more SSN' page. The page header includes the Texas Workforce Commission logo and 'Employer Benefit Services'. The main content area is titled 'Return To Work - Add one or more SSN'. It features a 'User Information' section with fields for Name, Email Address, and Employer. Below this is an 'Add SSN' section with ten input boxes for Social Security Numbers. At the bottom, there is a 'Return To Work List' table with columns for Name, Social Security Number, and Return To Work Date. The table currently shows 'No results'. Navigation buttons for 'Next' and 'Previous' are at the bottom.

Upload SSNs

Selecting the **Upload SSN** option on the **Return to Work - Getting Started** page continues to the **Return to Work - Upload SSNs** page.

Download the Return to Work template or create a template to upload all employees' SSNs at one time.

Upload steps:

1. Download and carefully read the instructions provided on the **Return to Work - Upload SSNs** page.

2. Download the Return to Work template.

3. Enter each employee's SSN in the SSN cell. Do not include dashes or number signs.

If the SSN begins with a zero,

enclose the entire SSN in single quotes. Do not enter more than one SSN within a cell.

4. Save the spreadsheet to your computer.
5. To upload the template, select **Browse** in EBS, select the saved spreadsheet file, and select **Open**.
6. Verify the correct file is selected. The file cannot be removed once it is uploaded.
7. Once verified, select **Upload**.
8. If the file was successfully uploaded, the following confirmation message displays: *Social Security Numbers successfully added.*

Contact the Mass Claims Coordinator at ui.massclaims@twc.texas.gov for assistance with uploading the Return to Work spreadsheet.

The uploaded employees will populate in the **Return to Work List** with their name, SSN, and return to work date.

Once all employees are saved in the **Return to Work List**, select **Next**.

The screenshot shows the 'Return to Work - Upload SSNs' page. At the top, there is a header for 'Employer Benefit Services' and a navigation bar with 'Return To Work' selected. A progress sidebar on the left indicates the current step is 'Upload SSNs'. The main content area displays a confirmation message: 'Social Security Numbers successfully added.' Below this, there is a section for 'Upload SSNs' with instructions and a file upload area. A red arrow points to the 'Upload SSNs' section. At the bottom, there is a 'Return To Work List' table with three columns: Name, Social Security Number, and Return To Work Date. The table contains three rows of data.

Name	Social Security Number	Return To Work Date
Smith, John	000-00-7528	Dec 31, 2020
Doe, Jane	000-00-6981	Dec 31, 2020
Perez, Jose	000-00-2218	Dec 31, 2020

Review and Submit

The **Return to Work - Review and Submit** page displays the return to work date provided on the **Getting Started** page, the certification message, certification checkbox, and the **Submit** and **Previous** buttons. The employees' names and SSNs will also display only if the **Add SSNs** or **Upload SSNs** options were used.

Review the information on the **Return to Work - Review and Submit** page. Once the information is submitted, changes cannot be made. Use the **Previous** button to make any changes, if needed.

Select the **certification checkbox** and the **Submit** button to submit the Return to Work information.

Return To Work - Review and Submit

User Information

Name: Gc Employer User ID:
Email Address: [Update E-mail Address](#)
Employer:

* indicates required information

Review and Submit

The employees listed below will be processed with a Return to Work Date of 12/01/2020. To complete your submission, certify and select the Submit button.

1-1 of 1

Name	Social Security Number	Return To Work Date
Smith, John	000-00-4320	Dec 01, 2020

Certify

* By checking this box, I certify that I am authorized to submit this information on behalf of this employer and the information I give is true, accurate and complete.

Caution: Your Return To Work is NOT COMPLETE until you select the "Submit" button.

Confirmation

Once successfully submitted, the system continues to the **Return to Work - Confirmation** page displaying a confirmation message and the Return to Work date. The employees' name and SSNs will only display if the **Add SSNs** or **upload template** options were used. Select **Save as PDF** to save the **Return to Work - Confirmation Page** as a PDF or select **Printer Friendly** to print the page.

After submitting the return to work information, TWC processes the SSNs and return to work date through a verification check before updating the work search requirement for each employee to zero in the unemployment benefits system.

Return To Work - Confirmation

User Information

Name: Gc Employer User ID:
Email Address: [Update E-mail Address](#)
Employer:

All Employees were submitted successfully for return to work date.

Return to Work Information

The Statewide Return to Work date submission for 01/02/2021 was submitted successfully on 11/03/2020. Select Print for your records.