

Department of Unemployment Assistance
Employer Medical Assistance Contribution Supplement Q4 2019 Hardship Waiver
Employer Worksheet for Determining Turnover Rate

Date:	
EAN:	
Employer Name:	
Filing Year/Quarter:	2019 Q4

Required Documents

- Weekly payroll record for the first week of 2019 Q1
- Weekly payroll record for the first week of 2019 Q2
- Weekly payroll record for the first week of 2019 Q3
- Weekly payroll record for the first week of 2019 Q4
- Weekly payroll record for the last week of 2019 Q4

Turnover rate is calculated by dividing the **number of separations that occurred between 1/1/2019-12/31/2019** by the **average employee count for the first week of each quarter** listed below. Multiply by 100 to express the figure as a percentage.

%

You must complete all of the fields below.

Employee count for first week of 2019 Q1 (A)	
Employee count for first week of 2019 Q2 (B)	
Employee count for first week of 2019 Q3 (C)	
Employee count for first week of 2019 Q4 (D)	
Total count of first of the weeks (A+B+C+D)	
Average employee count for the first week of each quarter. (Total count/4)	
Number of separations between 1/1/2019-12/31/2019	

Separation information

Separations should only be counted if the employee did not subsequently return to work in the four quarters that are being reviewed. You must enter the *number of separations between 1/1/2019-12/31/2019* on this worksheet even if you include the detail on a payroll report with start and end dates. **Do not count, as a separation, any individual employed by the employer during the last payroll period of 2019 Q4. For purposes of counting separations, an employee who has more than one period of employment with the employer during the four-quarters shall be counted as having separated once.**

[illegible]
