



4401 Sion Farm-Christiansted
St. Croix, VI 00820-4245
P: (340) 773-1994 F:(340) 713-3415

**GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS**



2353 Kronprindsens Gade
St. Thomas, VI 00802-6221
P:(340) 776-3700 | F:(340) 715-5743

Compliance Division

Memorandum #2023-04-20
Date: April 20, 2023
To: EDC's / RT Park / Businesses Registered with VIDOL
From: VIDOL Compliance Unit
Re: Online Separations Reporting

In January, we announced the transition of the PDF version of the Separations Reporting form to the Online portal. In accordance with Title 29, Chapter 12 subsection 710 (c-f), the Virgin Islands Department of Labor (VIDOL) shall monitor resident and non-resident staff that have separated employment by resignation or termination from the beneficiary. This form must be submitted quarterly to provide an accurate account of employees, residents or non-residents that have separated from the employer whether voluntarily or involuntarily.

Important Items to Note:

- *No Logins
- *No Passwords
- *Safeguards data in a protected online environment
- *Accessible 24/7

Steps to Access the Employee Separations Portal:

1. Click on the Link: [VIDOL Separations Form](#)
2. Gather your data on the separated employee(s).
3. On the portal, place a check in the "I agree to the terms and conditions and would like to proceed with filling out the form" statement.
4. Complete the form.
5. Do not skip any fields/sections. The form will not allow submission with incomplete information.
6. Use the "Add Employee" button to enter each separated employee.
7. Continue adding until complete. All will be visible on the page.
8. Use the Submit button once you have accounted for all employees who have departed.
9. A copy of your entries will be emailed to you upon submission, use the copy to attach to your quarterly report.

- *If you forget one or more employees, please return to the portal, and add only the employee(s) you missed.
- *Include the copy emailed to you with your quarterly reporting package.
- *Email your entire quarterly report package to compliance@dol.vi.gov.

NOTE: The Quarterly Reporting forms translate into data entry at VIDOL. Submit clean, typed, and clear entries that support consistency in your reporting. Employment data received from employers is important for the current and historical reference of each employer and employee. Our dual responsibility to the workforce community requires diligence.

Contact the Compliance Team at VIDOL staff to assist you:

- **Compliance Team** - compliance@dol.vi.gov

CC: Commissioner, VIDOL
VIDOL UI Tax Unit
USVI EDA

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