

FOCUS on **UNEMPLOYMENT INSURANCE INTEGRITY**

Respond timely to all requests from your
Third Party Administrator.

Provide detailed information

Reduce improper unemployment
insurance payments



Your Third Party Administrator will need:

- Dates of employment. Don't forget the last date of work!
- Details of the separation - required whether or not you plan to protest.
- Relevant prior incidents and warnings.
- Supporting documents including copies of company policies and training materials.
- Details of monies paid after the date of separation.

Important: If a third-party administrator is handling your unemployment insurance claims, they will be responsible for setting up your participation in SIDES. There is no need to register with the state.