

**State UI Agency Request for Earnings Verification** [Version 2.7 - Requirements Baseline - 05-12-2016]

| Seq. No. | Data Element Name                          | Data Element Description  | Type and/or Format | Maximum Field Size | Field Required | Business Rules | Validation*                         | Comments/Notes  | Values: |
|----------|--|---|--------------------|--------------------|----------------|----------------|-------------------------------------|---|---------|
| E-1      | StateEarningsVerificationRequestRecordGUID | This is a unique ID given to this record by the State for this earnings verification. | Character          | 32*                | Required       |                | Contains only 32 hexadecimal digits | <p>Each request record shall contain a unique StateEarningsVerificationRequestRecordGUID that cannot be reused for a period of 10 years.</p> <p>A StateEarningsVerificationRequestRecordGUID may be reused when the state does not receive a Broker acknowledgement to the Post, or when Broker the message code for the Post = 2 (total file failure), or when the Broker acknowledgement returns a message code = 3 and the record with the StateEarningsVerificationRequestRecordGUID is identified as a record in error.</p> <p>Field contains a unique GUID within a state. Field cannot be guaranteed unique across states. Employers/TPAs must ensure their Connector software handles the possibility where requests from different states use the same StateEarningsVerificationRequestRecordGUIDs.</p> <p>In error processing situations or if a re-send is requested or required, the StateEarningsVerificationRequestRecordGUID may not be regenerated. Endpoints must be</p> |         |

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|          |                             |  |                    |                    |                |                |   | capable of handling a file that contains duplicate records, including control information (for example, the StateEarningsVerificationRequestRecordGUID field).   |         |
| E-3      | RequestingStateAbbreviation | US Postal (2 letter) state code  | Character          | 2*                 | Required       |                | Must be two alpha characters and no blanks allowed.   | Information on valid 2-character state and territory abbreviations available from the FIPS website: < <a href="http://www.itl.nist.gov/fipspubs/fip5-2.htm">http://www.itl.nist.gov/fipspubs/fip5-2.htm</a> >. |         |
| E-4      | UIOfficeName                | The name or description of the appropriate UI office location to contact regarding this request. | Character          | 25                 | Required       |                | Contains the printable ASCII characters 32 – 126 decimal.<br><br>Field cannot contain all spaces (there must be at least 1 non-space character) |  |         |
| E-5      | UIOfficePhone               | Phone number for Employer to contact a person in the State regarding this request.               | Character          | 15                 | Optional       |                | Contains only numbers.  | Contain area code, 7-digit telephone number, and extension up to 5 digits (if needed).   |         |
| E-6      | UIOfficeFax                 | Fax number for Employer to send Fax information pertaining to this request.                      | Character          | 10*                | Optional       |                | Contains only numbers. Must contain 10 digits.  |  |         |
| E-32     | UIOfficeEmailAddress        | Email Address for Employer to contact a person in the State regarding this request.              | Character          | 60                 | Optional       |                | Contains letters, dashes, @, periods, numbers, underscores.   |  |         |

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| E-7      | StateEmployerAccountNbr | If the employer's is a liable or reimbursable employer for the state enter the state employer identification number. | Character          | 20                 | Conditional    | Required if E-30 (EarningsVerificationSourceCode) = 2 (State Directory of New Hire) or 3 (Quarterly Cross Match). | Contains the printable ASCII characters 32 – 126 decimal.<br><br>Field cannot contain all spaces (there must be at least 1 non-space character) | <p><b>Note to UI Agency:</b> Should be filled in if E-30 (EarningsVerificationSourceCode) = 1 or 4 or 5 or 6 if the earnings were earned in the requesting state and the employer is liable or reimbursing</p> <p><b>Note:</b> Supports Single Sign On (SSO) for SIDES Earnings Verification exchange via the UI agency's employer portal. If a liable or reimbursable employer, State, FEIN, SEIN, and PIN are used for authentication. For out of state employers, no SEIN is provided, but the UI agency must provide an out of state identification number in place of the SEIN for out of state employers.</p> |         |
| E-8      | FEIN                    | The claimant's employer Federal Employer Identification Number (FEIN)  | Character          | 9*                 | Required       |   | Contains only numbers and there are no letters or special characters. Must be 9 digits.   |   |         |
| E-9      | EmployerName            | The legal business name of the employer.   | Character          | 100                | Required       |   | Contains the printable ASCII characters 32 – 126 decimal.<br><br>Field cannot contain all spaces (there must be at least 1 non-space character) |   |         |
| E-10     | SSN                     | The claimant's Social Security Number.   | Character          | 9*                 | Required       |   |   |   |         |

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| E-11     | ClaimantLastName      | The claimant's last name.                   | Character          | 30                 | Required       |                | <p>Contains the printable ASCII characters 32 – 126 decimal.</p> <p>Field cannot contain all spaces (there must be at least 1 non-space character)</p> | May contain a space (decimal 32) if there is no last name provided. |         |
| E-12     | ClaimantFirstName     | The claimant's first name.                  | Character          | 25                 | Required       |                | <p>Contains the printable ASCII characters 32 – 126 decimal.</p> <p>Field cannot contain all spaces (there must be at least 1 non-space character)</p> | May contain a space (decimal 32) if there is no last name provided. |         |
| E-13     | ClaimantMiddleInitial | The claimant's middle initial.              | Character          | 1*                 | Optional       |                | <p>Contains only letters [a..z, A..Z]</p> <p>Field cannot contain all spaces (there must be at least 1 non-space character)</p>                        | Blank characters and null characters are not permitted.             |         |
| E-14     | ClaimantSuffix        | The claimant's suffix, for example: Sr. Jr. | Character          | 8                  | Optional       |                | <p>Contains letters, numbers, periods, and blanks.</p> <p>Field cannot contain all spaces (there must be at least</p>                                  |   |         |

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|          |                                   |   |                    |                    |                |   | 1 non-space character)  |  |         |
| E-16     | EarningsVerificationWeekBeginDate | The start date for this particular earnings verification period.                        | Date – yyyy-mm-dd  | 10*                | Required       | Must be at least 7 days prior to request date and more recent than request date minus six years. Must be on a Sunday unless the state is NY where must be on a Monday.  | Contains only numbers and dashes. Must be a valid date.   | If request date is February 6, 2013 the EarningsVerificationWeekBeginDate must be between February 6, 2007 and January 30, 2013.                                   |         |
| E-17     | EarningsVerificationWeekEndDate   | The end date for this particular earnings verification period.                          | Date – yyyy-mm-dd  | 10*                | Required       | Must be less than or equal to the request date plus 7 days and greater than or equal to EarningsVerificationWeekBeginDate.<br><br>Number of weeks must be less than or equal to 15 weeks (timeframe between E-16 and E-17)<br><br>Number of Weeks must = the number of days included in E-16 thru E-17 divided by 7 days. | Contains only numbers and dashes. Must be a valid date.   | If request date is February 6, 2013, the EarningsVerificationWeekEndDate must be between 6 days after the EarningsVerificationWeekBeginDate and February 12, 2013. |         |
| E-18     | EarningsVerificationComments      | Provide any additional information about the earnings Verification for this individual. | Character          | 1000               | Optional       |   | Contains the printable ASCII characters 32 – 126 decimal.<br><br>Field cannot contain all spaces (there must be at least 1 non-space character) |  |         |

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| E-19     | RequestDate          | The date this earnings Verification is transmitted to the Employer/TPA.                          | Date – yyyy-mm-dd  | 10*                | Required       | Date must be greater than or equal to the current date minus one day and less than current date + 6 months. State and Broker rule only. | Contains only numbers and dashes. Must be a valid date. | If today's date is February 6, 2013, the RequestDate must be February 5, 2013 or later. |  |
| E-20     | EarningsStatusCode   | Status Code that tells the Employer/TPA what is needed for earnings in this particular request   | Numeric            | 1*                 | Required       |   | Must be 2, 3, or 4                                      |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-21     | TipsStatusCode       | Status Code that tells the Employer/TPA what is needed for tips in this particular request       | Numeric            | 1*                 | Required       |   | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-22     | CommissionStatusCode | Status Code that tells the Employer/TPA what is needed for commission in this particular request | Numeric            | 1*                 | Required       |   | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-23     | BonusStatusCode      | Status Code that tells the Employer/TPA what is needed for bonus in this particular request      | Numeric            | 1*                 | Required       |   | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-24     | VacationStatusCode   | Status Code that tells the Employer/TPA what is needed for vacation in this particular request   | Numeric            | 1*                 | Required       |   | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |

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| E-25     | SickLeaveStatusCode   | Status Code that tells the Employer/TPA what is needed for sick leave in this particular request    | Numeric              | 1*                 | Required       |  | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-26     | HolidayStatusCode     | Status Code that tells the Employer/TPA what is needed for holiday in this particular request       | Numeric              | 1*                 | Required       |  | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-27     | SeveranceStatusCode   | Status Code that tells the Employer/TPA what is needed for severance in this particular request     | Numeric              | 1*                 | Required       |  | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-28     | WagesInLieuStatusCode | Status Code that tells the Employer/TPA what is needed for wages in lieu in this particular request | Numeric              | 1*                 | Required       |  | Must be 2, 3 or 4                                       |   | 2 – No Date<br>3 – Date Paid<br>4 – Date Allocated |
| E-29     | ResponseDueDate       | The date the response is due back to the state agency.  | Date –<br>yyyy-mm-dd | 10*                | Required       | Must be later than Date of the Request Date E-19 and must be at least XX days and cannot be more than 2 times XX days (see look-up table) after Request Date (E-19). | Contains only numbers and dashes. Must be a valid date. | If the State sending the request has a 10 day limit in the Broker for this exchange, and the RequestDate is February 6, 2015, then the ResponseDueDate must be February 16, 2015 and no later than February 26, 2015. |  |

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| E-30     | EarningsVerificationSourceCode               | The internal state UI agency code used to identify the source (NDNH, SDNH, Crossmatch) that identified the need for this earnings verification | Numeric            | 1*                 | Required       |  | Must be 1, 2, 3, 4, 5, or 6     | <ol style="list-style-type: none"> <li>1. National Directory of New Hire Match/Hit</li> <li>2. State Directory of New Hire Match/Hit</li> <li>3. Quarterly Cross Match of Benefits and Wages Records</li> <li>4. Interstate Cross Match of Benefits and Wages Records</li> <li>5. Tip or Lead</li> <li>6. Other</li> </ol> <p>These values are internal State UI agencies numbers that correspond to the source (NDNH, SDNH, Crossmatch, etc) of the earnings verification.</p> <p>Source is NOT displayed on the E-Response web site</p> | 1 – 6             |
| E-33     | EarningsVerificationResponseCommentIndicator | Response Comment indicator that tells the employer/TPA whether or not they can fill in the EarningsVerificationResponseComment                 | Numeric            | 1*                 | Required       |  | Must be 1 or 2.                 |   | 1 = Yes<br>2 = No |
| E-34     | PIN  | This is the PIN that the employer uses to log into the E-Response website. This shall only be used for bundling E-Response records.            | Character          | 20                 | Optional       | Can only be used if the file that the records in is addressed to E-Response in the SOAP header, otherwise must be null |                                 |   |                   |
| E-35     | OriginatingStateHitFIPSCode                  | Enter the FIPS code for the state where the earnings hit originated.   | Character          | 2                  | Conditional    | Should be filled in if the hit originated from state other than the requesting state                                   | Must be numeric characters only | Inputs for case examination may come from the National Directory of New Hire (NDNH), the  |                   |

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|          |                               |   |                    |                    |  | and the source, E-30 = 1 (NDNH), E-30 = 4 (Interstate Crossmatch), E-30 = 5 (Tip or Lead) or E-30 = 6 (Other), Must be null if E-30 = 2 or 3. |  | Interstate Crossmatch, or other sources.  |         |
| E-2      | BrokerRecordTransactionNumber | This is a unique ID given to this record by the broker.                       | Character          | 32                 | System Added to the Employer Request; Not put in the Request from the State; Added at the end of the XML record (according to XSD) |   | Contains only digits   | Field must not be present in the request file from the State – will cause an XSD error if there.  |         |
| E-31     | BrokerRecordEffectiveDate     | The date that the record was accepted from the State into the Central Broker. | DateTimeStamp      | 30                 | Broker generated field. Not put into the request by the State.   |   | Contains a Date and Time stamp<br><br>Format will be:<br>2010-04-27T16:03:08.000-04:00 | Date and time the request was accepted by the Broker.<br><br>Field must not be present in the request file from the State – will cause an XSD error if there. |         |