Revision History

Date	Version	Description	Author
1/19/2021	1.0	Initial Revision	SIDES Team
1/28/2021	1.1	Corrected business rule on B-26.2. Business rules had a conflict between required and optional fields.	Jason Holzbach, Christina Corbett
2/2/2021	1.2	Corrected business rule on B-125 and B-176. Both state that the date must fall after a begin date. Modified that date must be equal to or after begin date.	Jason Holzbach, Christina Corbett, Maridale Vanek
4/6/2021	1.2	Added B-33 as an optional field if B-246 is Y.	Christina Corbett, Jamie Abbott
4/12/2021	1.3	On B-158 Witness Information, moved "Conditional" under Field Type and corrected business rule to say "Required if B-157 is Y". Updated B-158.1 and B-158.2 to indicate that both are required under B-158.	Jason Holzbach, Christina Corbett
4/28/2021	1.4	Corrected business rules to include B-166.	Jason Holzbach, Christina Corbett, Maridale Vanek
5/10/2021	1.5	Corrected business rule in B-33 to reflect that B-135 is ReturnToWorkDateInd.	Jason Holzbach, Christina Corbett
5/12/2021	1.6	Corrected business rule for B-218.31 to include FrequencyCodeRule.	Jason Holzbach, Christina Corbett, Maridale Vanek
5/14/2021	1.7	Amended business rule in B-21 to only be required if B-20 is 4 for Vacation/Holiday Shutdown.	Maridale Vanek, Christina Corbett
5/27/2021	1.8	Added clarification to B-219.	Christina Corbett
6/3/2021	1.9	Corrected business rule on B-94 to show required if B-20 is 6, B-34 is 5, and B-185 is Y.	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott
6/8/2021	1.10	Updated business rule on B-43 to show required if B-185 is N. Cleaned up leftover rule for Asked to Resign as this no longer pertains to B-43.	Jason Holzbach, Christina Corbett, Maridale Vanek
6/9/2021	1.11	Updated B-187. B-96 was incorrectly named as DateNoticeGiven instead of ClaimantNoticeInd.	Jason Holzbach, Christina Corbett
6/10/2021	1.12	Updated B-61 and B-62 to include required if B-20 is a null value.	Jason Holzbach, Christina Corbett, Jamie Abbott
6/11/2021	1.12	Updated B-22 to remove required if B-21 is Y.	Jason Holzbach, Christina Corbett
6/17/2021	1.13	Updated B-226 to not be required if B-166 =99.	Jason Holzbach, Christina Corbett
6/17/2021	1.13	Updated B-13 to not be required if B-166=99.	Jason Holzbach, Christina Corbett
6/21/2021	1.14	Modified B-226 and B-13 to not be required if B-20=8 and B-166=99.	Jason Holzbach, Christina Corbett
6/23/2021	1.15	Added business rule to B-112 to be required if B-44 is 3 in addition to B-110 being Y. Added date parameter to B-115.1. Modified business rule for B-22 to include scenarios where B-14 is null. Added business rule to B-226 of must be null if B-195 is N.	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott
6/24/2021	1.16	Modified B-115.1 business rule.	Jason Holzbach, Christina Corbett

6/29/21	1.17	Clarified A-36.	Jamie Abbott, Christina Corbett
7/2/2021	1.18	Added business rule to B-218.51 and B-218.53 so total amount cannot exceed 100.	Christina Corbett
7/6/2021	1.19	Modified business rule on B-20 to be required unless B-246 is Y or if B-195 is N.	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott
8/11/2021	1.20	Added date parameters to: B-26.4, B-26.6, B-26.7, B-95, B-97, B-98, B-115.1, B-117, B-124, B-125, B-174, B-176, B-183, B-184, B-194, B-218.4, and B-218.55	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott, Jerry Pectol
9/2/2021	1.21	Added business rule on B-26.3 to only allow for Lump Sum or Not Able to Provide if AllocationRequiredInd is set to N. Modified date parameter on B-26.7 to include that AllocationEndDate cannot be prior to AllocationBeginDate, if B-26.6 is not null. Modified date parameter on B-117. Changed ClaimEfffectiveDate to ClaimEffectiveDate (typo).	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott
9/7/2021	1.22	Added lower bound date parameter to B-13.	Jason Holzbach, Christina Corbett
9/8/2021	1.23	Corrected business rule on B-218.56 to show required if B-218.5 is E or B, not B-218.4.	Christina Corbett
9/15/2021	1.24	Added upper bound date parameter to A-2 and A-9. Added business rule to B-20 regarding B-230 and B-246. Added business rule to B-230 and B-246 regarding B-20 and each other. Modified B-202 and B-204 to include date parameters.	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott
9/17/21	1.25	Added date parameters to B-209, B-219.1, B-219.2, B-220, B-200, B-238, and B-199.	Jason Holzbach, Christina Corbett
9/21/21	1.26	Updated B-13 and B-226 to be required if B-20=8 or 99. Removed B-166=99 stipulation on both B-13 and B-226.	Maridale Vanek, Christina Corbett, Jamie Smith
9/23/21	1.27	Updated B-13 and B-226 to be optional if B-20=99 or if B-20=8 and B-166= 99. Modified business rule on B-230 and B-246 to state cannot select if B-20=20, 21, or 23. Modified B-226 to be null if B-20=9, 10, 11, or 12.	Maridale Vanek, Christina Corbett, Jamie Smith
10/4/21	1.28	Updated B-154 to be a numeric field. Pop-up wording updated based off B-166. Updated verbiage on B-116 to indicate after the last absence. Updated business rule on B-20 to be required unless B-195 is N. Updated format to show "date yyyy-mm-dd" for: B-199, B-219.1, B-219.2, B-220, B-200, B-238, B-202, B-204, B-209. Modified B-226 to be null if B-195 is N or if B-20=1, 4, 7, 9, 10, 11, 12, 13, 16, or 17. Added label change to B-14 to include wording for a suspension.	Maridale Vanek, Christina Corbett
10/6/21	1.29	Made label change to B-219.4 and B-233 to include (per hour) on rate of pay fields for temporary staffing.	Maridale Vanek, Christina Corbett, Jamie Smith, Jerry Pectol
10/12/21	1.30	Updated business rule for B-226.	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Smith
10/13/21	1.31	Updated business rule for B-13.	Christina Corbett, Jamie Smith
10/14/21	1.32	Updated business rule for B-218.41 and B-218.5.	Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Smith, Jerry Pectol
10/21/21	1.33	Updated Data Element field for B-47. Changed 'to' to 'To'	Jason Holzbach, Christina Corbett, Jamie Abbott
10/29/21	1.34	Set Type and/or Format codes to "Character" on B-218.1. Modified Field Size on B-223 to be 4.2.	Jason Holzbach, Christina Corbett, Jamie Abbott
11/16/2021	1.35	Updated B-3 to show conditionally required if A-3 is populated; otherwise must be null. Updated B-73 to show conditionally required if A-27 is populated; otherwise must be null.	Christina Corbett, Jamie Abbott
11/19/2021	1.36	Created new section Request Information - System Generated Properties for A-33 and A-35	Rajesh Seth
11/19/2021	1.36	Moved A-28.3 to be the first element in Attachment (A-28) to match the XSD	Rajesh Seth
11/19/2021	1.36	Created Response Information - System Generated Properties for new section Moved B-72	Rajesh Seth

11/19/2021	1.36	Moved B-51.3 to be the first element in Attachment (B-51) to match XSD	Rajesh Seth
12/14/2021	1.37	Updated B-62 business rule to remove WO as a condition.	Christina Corbett
12/20/21	1.38	Updated B-200 business rule to allow for request date plus one year on date parameter.	Christina Corbett
01/13/2022	1.39	Updated business rules on B-218.3, B-218.31, B-218.4, B-218.41, and B-218.5 to show Pension401KFrequencyCode (removed the word Period). Optional portion of those fields were updated to show Pension401KFrequencyCode rather than RemunerationPeriodFrequencyCode. Updated field size on B-26.8 to be 5.2. Updated wording for business rule on B-212 to WorkRestrictionsInd (B-110)	SIDES team
1/24/22	1.40	Updated fact-finding question on B-218.3 – this is a wording change for E-Response	Maridale Vanek, Christina Corbett, Jamie Abbott

Overarching Business Rules:

Fields cannot contain only spaces or any special characters.

If conditional does not meet the criteria for required or optional, the field must be null.

Request Information – Header

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-32	StateRequestRecordGUID	Character	32*	Required		Contains only 32 hexadecimal digits	StateRequestRecordGUID is not displayed on E-Response. A GUID is a special identifier used in software applications to provide a unique reference number. The value is represented as a 32 character hexadecimal character string, such as {21EC2020-3AEA-1069-A2DD-08002B30309D}. **Note:** hyphens are not permitted in GUIDs used in **SIDES**. The SIDES team suggests GUIDs be generated using utilities or function calls available within your development framework. Each separation request record shall contain a unique StateRequestRecordGUID that cannot be reused for a period of 10 years. A StateRequestRecordGUID 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 StateRequestRecordGUID is identified as a record in error. 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 StateRequestRecordGUID. In error processing situations or if a re-send is requested or required, the StateRequestRecordGUID may not be regenerated. Endpoints must be capable of handling a file that contains duplicate records, including control information (for example, the StateRequestRecordGUID field).	

Request Information – State Information

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-10	RequestingStateAbbreviation	Character	2*	Required		Must be two alpha characters and no blanks allowed.	US Postal (2 letter) state code. Information on valid 2-character state and territory abbreviations available from the FIPS website: <http://www.itl.nist.gov/fipspubs/fip5-2.htm>.	
A-11	UIOfficeName	Character	25	Optional		Contains the printable ASCII characters 32 – 126 decimal	The name or description of the appropriate UI office location to contact regarding this request.	
A-12	UIOfficePhone	Character	15	Optional		Contains only numbers or is null.	Phone number for Employer to contact a person in the State regarding this request. Contain area code, 7-digit telephone number, and extension up to 5 digits (if needed).	
A-13	UIOfficeFax	Character	10*	Optional		Contains only numbers. Must contain 10 digits.	Fax number for Employer to send Fax information pertaining to this request.	
A-37	UIOfficeEmailAddress	Character	60	Optional		Contains letters, dashes, @, periods, numbers, underscores.	Email address for Employer to contact a person in the State regarding this request.	
A-31	Form Number	Character	12	Optional		Contains the printable ASCII characters 32 – 126 decimal.	State form number this transaction applies to.	
A-36	AllocationRequiredInd	Character	1*	Required			This indicator controls all remuneration types. The SIDES team will auto-set all records sent prior to the cutover to Y=Yes.	Y = Yes N = No

Request Information – Employer Information

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-4	StateEmployerAccountNbr	Character	20	Required		Contains the printable ASCII characters 32 – 126 decimal		
A-5	EmployerName	Character	100	Required		Contains the printable ASCII characters 32 – 126 decimal.	The legal business name of the employer.	
A-6	FEIN	Character	9*	Required		Contains only numbers; no letters or special characters. Must be 9 digits.	The claimant's employer Federal Employer Identification Number (FEIN)	
A-7	TypeofEmployerCode	Character	1*	Optional		Value is either a digit or null. Can only be codes 1-7.		1 = Last, Base Period, and Lag Quarter Employer 2 = Last Employer 3 = Base Period Employer 4 = Lag Quarter Employer 5 = Last and Base Period Employer 6 = Last and Lag Quarter Employer 7 = Base Period and Lag Quarter Employer
A-34	PIN	Character	20	Optional	Can only be used if the file the record is in is addressed to E-Response in the SOAP header, otherwise must be null		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.	

Request Information – Claimant Information

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-1	SSN	Character	9*	Required		Contains only numbers; no letters or special characters	Information on valid SSN from <http://www.ssa.gov/foia/stateweb.html>.	
A-14	ClaimantLastName	Character	30	Required		Contains the printable ASCII characters 32 – 126 decimal.		
A-15	OtherLastName	Character	30	Optional		Contains the printable ASCII characters 32 – 126 decimal.	The additional last name for a claimant who performed work using more than one SSN name. This covers SSN name changes, e.g., due to marriage or divorce.	
A-16	ClaimantFirstName	Character	25	Required		Contains the printable ASCII characters 32 – 126 decimal.		
A-17	ClaimantMiddleInitial	Character	1*	Optional		Contains a letter.		
A-18	ClaimantSuffix	Character	8	Optional		Contains letters, numbers, periods, and blanks.		

Request Information – Claim Data

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-2	ClaimEffectiveDate	Date yyyy-mm-dd	10*	Required	Must be equal to or more recent than the request date minus six years and no more than request date plus two years. .	Contains only numbers and dashes. Must be a valid date.	If TypeOfClaimCode (A-8) = 2 for 'Regular UI, Additional Claim', 4 for 'Federal Extended Programs, Additional Claim', or 6 for 'State Extended Programs, Additional Claim', states must populate with the Additional Claim/Reopen effective date, not the effective date of the initial claim. The effective date of the claim is based on the date the claim is filed and other factors defined in each States' procedures. Can be an Initial or Additional claim.	
A-3	ClaimNumber	Character	18	Optional		Contains the printable ASCII characters 32 – 126 decimal.	A unique identifier that can be used by the state to track a claim occurrence.	
A-8	TypeofClaimCode	Character	1*	Required		Value is a digit. Can only be codes 1-6.	If claim type is unknown, default to 1 or 2. 1 = Regular UI, New Initial Claim 2 = Regular UI, Additional Claim 3 = Federal Extended Programs, New Initial Claim 4 = Federal Extended Programs, Additional Claim 5 = State Extended Programs, New Initial Claim 6 = State Extended Programs, Additional Claim	1 = Regular UI, New Initial Claim 2 = Regular UI, Additional Claim 3 = Federal Extended Programs, New Initial Claim 4 = Federal Extended Programs, Additional Claim 5 = State Extended Programs, New Initial Claim 6 = State Extended Programs, Additional Claim

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-9	BenefitYearBeginDate	Date yyyy-mm-dd	10*	Required	Must be equal to or more recent than the request date minus six years and no more than request date plus two years. .	Contains only numbers and dashes. Must be a valid date.	The benefit year begin date is based on the date the claim is filed and other factors defined in each States' procedures.	
A-29	RequestDate	Date – yyyy-mm-dd	10*	Required	Date must be greater than or equal to the current date minus one day and not more than the current date plus 6 months in the future. State and Broker rule only.	Contains only numbers and dashes. Must be a valid date	The date this Request for Separation Information is transmitted to the Employer/TPA. Business rule component 'and less than current date + 6 months' permits retention of production readiness review data for 6 months before data must be regenerated.	
A-30	ResponseDueDate	Date – yyyy-mm-dd	10*	Required	Must be at least XX days and cannot be more than 24 days after the RequestDate (A-29).	Contains only numbers and dashes. Must be a valid date.	The due date the response must be sent back to the state agency to be considered a timely response.	

Request Information – Claim Details

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-19	ClaimantJobTitle	Character	30	Optional		Contains the printable ASCII characters 32 – 126 decimal.	The claimant's statement of his/her position/job title, or role at the time separation/reduction of hours from employment.	
A-20	ClaimantReportedFirstDayofWork	Date – yyyy-mm-dd	10*	Optional	Must be in the past and more recent than the request date minus one hundred years.	Contains only numbers and dashes. Must be a valid date.		
A-21	ClaimantReportedLastDayofWork	Date – yyyy-mm-dd	10*	Optional	Must be equal to or after ClaimantReportedFirstDayofWork (A-20). Must be more recent than the request date minus 3 years and not more than the request date plus one year in the future.	Contains only numbers and dashes. Must be a valid date.		

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-25	ClaimantSepReasonCode	Character	2	Required		Value is 1-19 or 99	Claimant Provided Reason for Separation	1 = Temporary Layoff 2 = Laid Off/Lack of Work 3 = Fired/Discharged 4 = Vacation/ Holiday Shutdown 5 = Asked to Resign 6 = Voluntary Quit 7 = Educational Institution Employee Between Semesters or Terms, Likely to Return 8 = Educational Institution Employee Between Semesters or Terms, Not Likely to Return 9 = Still Employed, Full-Time 10 = Still Employed, Part Time 11 = Still Employed, Hours Reduced 12 = On Call or Temporary Status 13 = Leave of Absence 14 = Retirement 15 = Suspension 16 = Labor Dispute 17 = Professional Athlete Between Sports Seasons 18 = Disaster Related 19 = Not Listed Above 99 = Not provided
A-26	ClaimantSepReasonComments	Character	4000	Optional		Contains the printable ASCII characters 32 – 126 decimal.	The claimant's statement on why he/she is no longer working for the employer. For example, the claimant may say he or she quit because of disagreements with the employer.	
A-27	ReturntoWorkDate	Date – yyyy-mm-dd	10*	Optional	Must be after ClaimEffectiveDate (A-2) and not more than the request date plus one year in the future.	Contains only numbers and dashes. Must be a valid date. .	The date the claimant anticipates returning to work. Also known as the recall date.	

Request Information – Weeks and Wages

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-22	WagesWeeksNeededCode	Character	2*	Required		Value is 'WO', 'WW', or 'NA'	Indicates whether wages and/or weeks are needed.	WO = Wages Only WW = Weeks and Wages NA = Not Needed
A-23	WagesNeededBeginDate	Date – yyyy-mm-dd	10*	Conditional	Required if WagesWeeksNeededCode (A-22) is 'WW' or 'WO' Must be in the past and more recent than the request date minus 18 months. Must be null if WagesWeeksNeededCode (A-22) is 'NA'	Contains only numbers and dashes. Must be a valid date.		

| A-24 | WagesNeededEndDate | Date – yyyy-mm-dd | 10* | Conditional | Required if WagesNeededBeginDate (A-23) is completed

Must be in the past and more recent than the WagesNeededBeginDate (A-23).

If no value in WagesNeededBeginDate (A-23) then WagesNeededEndDate (A-24) must be null

Must be null if WagesWeeksNeededCode (A-22) is 'NA' | Contains only numbers and dashes.
Must be a valid date. | | |

Request Information – Attachment

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-28	**Attachment**			**Optional**		**Occurs 0-10 times**		
A-28.3	UniqueAttachmentID	Character	2	Required for each Attachment (A-28)	Must be unique within a record.		Unique ID within the record given to this attachment, and when combined with the StateRecordGUID is unique within the universe	
A-28.1	DescriptionofAttachmentCode	Character	1*	Required for each Attachment (A-28)		Value is a digit.Can only be codes 1-6	The description of the attachment format.	1 = RTF 2 = PDF 3 = TXT 4 = TIFF or TIF 5 = CSV 6 = JPEG
A-28.2	TypeofDocument	Character	40	Required for each Attachment (A-28)		Contains the printable ASCII characters 32 – 126 decimal.	Describe the document being attached (e.g., Warning Documents, Notice of Separation)	
A-28.4	ActionableAttachment	Character	1*	Required for each Attachment (A-28)		Value is a digit. Can only be codes 1- 5	Determines whether the Employer/TPA is required to perform an action with the attachment	1 = Informational only - No Action Needed (i.e., a standard form that outlines how to follow an appeal that is not employer or claimant specific) 2 = Informational only - Claimant/Employer Specific - No Action Needed (i.e., if a state is required to send an image of the claim form filed) 3 = Requires action - state standard question set (i.e., states could identify the question set by file name (A-28.2) 4 = Requires action - adhoc question set added by the state 5 = Optional Fact-Finding – state fact-finding questions, information needed but not required to submit an initial response.

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-28.5	AttachmentSize	Numeric		Required for each Attachment (A-28)		Contains only numbers.	The attachment size in bytes	
A-28.6	AttachmentData	Base64Binary		Required for each Attachment (A-28)		Base64 encoded characters only	The actual attachment in Base64 encoding	

Request Information – System Generated Properties

Seq. No.	Data Element Name	Type and/or Format	Field Size	Field Required / Optional	Business Rules Checked by Broker	Validation Rules checked by XSD	Business Rules for State/Comments/Notes	Values:
A-33	BrokerRecordTransactionNumber	Character	32	Broker generated field. Not put into the request by the State.		Contains only digits	Unique ID given to this record by the broker. BrokerRecordTransactionNumber is not displayed on E-Response. Field must not be present in the request file from the State – will cause an XSD error if there.	
A-35	BrokerRecordEffectiveDate	DateTimeStamp	30	Broker generated field. Not put into the request by the State.		Contains a date and time stamp Format will be: 2010-01-27T16:03:08.000-04:00	Date and time the request was accepted by the Broker. Field must not be present in the request file from the State – will cause an XSD error if there.	