SIDES E-Response Screen Shots – Separation Information

State Information Data Exchange System (SIDES)

8 December 2014
1 Select E-Response Website
2 Login Page

Separation Information Application
Response Entry

To respond to your separation information request(s), please login using the instructions provided by the
State Agency:

* State: 
  [Select One]

* Federal Employer Identification Number: 

* State Employer Identification Number: 

* Identification Number/Access Code: 

[Cancel] [Login]

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### 3 Separation Information Requests Page

#### 3.1 First Time Requests Page

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Response Status</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-90-5494</td>
<td>WHEELOCK, PHILIPPE M</td>
<td>Not Started</td>
<td>11:59 PM Eastern on 12/24/2011</td>
</tr>
<tr>
<td>067-75-4253</td>
<td>RONQUILLO, OSSIANI</td>
<td>Not Started</td>
<td>11:59 PM Eastern on 12/24/2011</td>
</tr>
<tr>
<td>561-24-7802</td>
<td>JOHANSON, ALLEN</td>
<td>Not Started</td>
<td>11:59 PM Eastern on 12/24/2011</td>
</tr>
<tr>
<td>011-29-3053</td>
<td>RHINEST, AMAIZDA</td>
<td>Not Started</td>
<td>11:59 PM Eastern on 01/14/2012</td>
</tr>
</tbody>
</table>

No separation requests found for other PINs.
3.2 Different Request/Response States
3.2.1 Deleting an In Progress Response
### 3.3 Search page

#### Search Results

**Separation Information Request Results for PIN and SSN 989404**

<table>
<thead>
<tr>
<th>SSN: 000-58-9494</th>
<th>Response Status: In Progress</th>
<th><img src="View/Print" alt="View/Print" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: WHEELOCK, PHILIPPE M</td>
<td></td>
<td>![Edit Response](Edit Response)</td>
</tr>
<tr>
<td>Date Due: 12/24/2011</td>
<td></td>
<td>![Delete Response](Delete Response)</td>
</tr>
</tbody>
</table>

No Search Results found for other PINs.

![Return](Return)
4 Claimant and Employer Identification

Claimant and Employer Identification

Requesting State
State: NJ
Agency: E ORANGE
Phone: 609569066
Fax: 6096568014

Claimant Provided Information
SSN: 000-00-9844
Name: WHEELOCK, PHILIPPE M
Other Last Name Used: WHEELOCK, PHILIPPE M
State Claim Number: 65070

Employer Information
Employer Name: ELDORA ENTERPRISES LTD LIABILITY CO
State Employer Identification Number: 342424001
Federal Employer Identification Number: 841173065

Information of Record

Employer Information (if different)

Preparer Information
Who is providing this response?
If the preparer is a TPA, what is the TPA company name?
Name of the person preparing this response?
Job title of the person preparing this response?
Preparer’s telephone number plus extension? (Only digits, omit parentheses, dashes or spaces)
Preparer’s e-mail address?
Preparer’s Fax number? (Only digits, omit parentheses, dashes or spaces)

Enter Information

Cancel Save Main Menu Next >

Go to Page: Claimant and Employer Identification

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4.1 Path 20/21
4.1.1 Warning on selection of Path 20/21 if not previously selected
4.1.2 Additional Information
5 Common Pages (not including Path 20/21)

5.1 Additional Claimant Information Request
5.2 Employment Information

---

**Employment Information**

- Claimant's Job Title: **EVP**
- Was this seasonal employment? **Yes**
- First day of work:
- Last day of work:
- What was the claimant's average weekly wage? **[Blank]**
- What was the average number of hours the claimant worked per week? **[Blank]**
- Are Total Earned Wages available for 06/18/2013 thru 06/26/2013? **Select One**
- Are Total Weeks Worked available for 06/18/2013 thru 06/26/2013? **Select One**
- What were the total weeks earned by the claimant after 12/17/2012? **[Blank]**
- What were the total hours worked by the claimant after 12/17/2012? **[Blank]**

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6 Reason for Separation

Employer’s Reason for Claimant’s Separation:

- If the reason for separation is a Labor Dispute, is the claimant not working due to a strike or a lockout?
  - [ ] Yes
  - [ ] No

- Does the claimant have reasonable assurance of returning to work?
  - [ ] Yes
  - [ ] No

- If yes, what date do you expect the claimant to return to work?
  - [ ] Yes
  - [ ] No

- If the claimant is still doing some work, is the claimant working all available hours?
  - [ ] Yes
  - [ ] No
  - [ ] N/A

- If no, why isn’t the claimant working all available hours?

Temporary Layoff:

- [ ] Yes
- [ ] No

Reason for Separation

Go to Page
Reason for Separation
6.1 Change Reason for Separation
7 Path Pages

7.1 Separation Reason Code 1, 2, 4, 7, 8, 12, 13, 16, 17 and 19 Path

7.1.1 Reason for Separation
7.1.2 Additional Separation Information

Required if employer separation reason code = 4, 7, 8, 12, 13, 16, 17, and 19

Not required for employer separation reason codes 1 and 2
### 7.1.3 Compensation After Separation

#### Step 1: Add Compensation After Separation

- **What type of compensation did or will the claimant receive after the last day of work?**
  - Select One

- **Was the compensation allocated to a specific period of time?**
  - Yes: What is the beginning date for the compensation allocation?
  - No: What is the ending date for the compensation allocation?

- **What is the frequency of the claimant’s compensation after separation?**

- **What is the amount of the compensation period?**

- **What date will or was the compensation paid?**

#### Step 2: Review/Edit Entries

<table>
<thead>
<tr>
<th>Summary of Compensation After Separation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

No Records Found.

#### Step 3: Answer the following questions if the claimant is receiving a company pension

- **Was the claimant’s retirement mandatory?**
  - Yes
  - No

- **Was the company pension mandatory?**
  - Yes
  - No

- **Did the claimant contribute to the pension?**
  - Yes
  - No

- **If yes, what was the percentage contributed by the claimant?**

Provide any additional information about the claimant’s pension:

---

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7.1.3.1 Compensation After Separation – Review/Edit Entries with entry

**Compensation After Separation**

Will the Claimant receive any of the following compensation after the last day of work?
- Severance, Separation Pay, Vacation, Holiday, Pension, Profit Sharing, Bonus Pay, Wages In Lieu of Notice, Back Pay, Residual Pay, Commissions, ESI, Disability or other payments

If Yes, go to Step 1 and answer the questions.
List each type of compensation separately (See HELP on the left side of this screen).
If No, go directly to Step 3.

Step 1: Add Compensation After Separation (enter each payment separately).

- What type of compensation did or will the claimant receive after the last day of work?
- Was the compensation allocated to a specific period of time?
  - Yes
  - No

Step 2: Review/Edit Entries.

**Summary of Compensation after Separation**

<table>
<thead>
<tr>
<th>Select</th>
<th>Type</th>
<th>Amount Per Period</th>
<th>Period Frequency</th>
<th>Date Issued</th>
<th>Employer Allocation</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Severance</td>
<td>1250</td>
<td>L - Lump Sum</td>
<td>02/20/2012</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 3: Answer the following questions if the claimant is receiving a company pension:

- Was the claimant’s retirement mandatory?
  - Yes
  - No

- If the claimant is drawing a company pension:
  - Was the company pension mandatory?
    - Yes
    - No

- Did the claimant contribute to the pension?
  - Yes
  - No

- If yes, what was the percentage contributed by the claimant?

Provide any additional information about the claimant’s pension:

[Additional information field]

[Buttons: Back, Cancel, Save, Main Menu]
7.1.4 Attachments

Do you have any attachments (up to 10 documents) which support your statement regarding the Reason for Separation?

Acceptable file formats are: csv, pdf, rtf, txt, doc.

If Yes, go to Step 1 and enter each attachment separately (See HELP on the left side of this screen).

If No, go to the NEXT page.

Step 1: Add Attachments.

[Insert form fields and instructions]

Step 2: Review/Edit Entries.

[Insert table and instructions]
7.2 Separation Reason Codes 3 and 15 Path

7.2.1 Reason for Separation
7.2.2 Additional Separation Information

Please enter any additional information regarding this separation. Enter "None" if there is no other information to be added.

None
7.2.3 Compensation After Separation

Compensation After Separation

Will the claimant receive any of the following compensation after the last day of work?
- Severance, Separation Pay, Vacation, Holiday, Pardon, Profit Sharing, Bonus Pay, Wages in Lieu of Notice, Back Pay, Residual Pay, Commission, Sick, Disability or other payments.
If Yes, go to Step 1 and answer the questions.
If No, go directly to Step 3.

Step 1: Add Compensation After Separation (enter each payment separately).

- What type of compensation did or will the claimant receive after the last day of work?
- Was the compensation allocated to a specific period of time?
  - Yes - What is the beginning date for the compensation allocation?
  - What is the ending date for the compensation allocation?
- What is the frequency of the claimant’s compensation after separation?
- What is the amount of the compensation per period?
- What date will or was the compensation paid?

Step 2: Review/Edit Entries.

Summary of Compensation after Separation

Select Type | Amount Per Period | Period Frequency | Date Issued | Employer Allocation | Begin Date | End Date
--- | --- | --- | --- | --- | --- | ---
No Records Found.

Step 3: Answer the following questions if the claimant is receiving a company pension:

- Was the claimant’s retirement mandatory?
  - Yes
  - No

If the claimant is drawing a company pension:
- Did the claimant contribute to the pension?
  - Yes
  - No

Provide any additional information about the claimant’s pension.

Go to Page: Compensation After Separation

Go
7.2.4 Discharge or Disciplinary Suspension

Discharge or Disciplinary Suspension

- What is the reason the claimant was discharged or suspended from employment?
  - Absenteeism/Lateness

- What was the final incident that caused the discharge or suspension?
  - The claimant was late to work today and was fired.

- What was the date of the final incident?
  - Yes

- Did the claimant violate company policy?
  - Yes

- What is the name of the person who took the action to discharge or suspend the claimant?
  - Sam Smith

- What is the title of the person?
  - Director of Ops

Go to Page Discharge or Disciplinary Suspension
### 7.2.4.1 Discharge or Disciplinary Suspension – Code 99

**Discharge or Disciplinary Suspension**

<table>
<thead>
<tr>
<th>Reason for Discharge or Suspension</th>
<th>Code 99 - Not Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the final incident that caused the discharge or suspension?</td>
<td></td>
</tr>
<tr>
<td>The claimant was late to work today and was fired.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Final Incident</th>
<th>1/1/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the claimant violate company policy?</td>
<td></td>
</tr>
<tr>
<td>If a company policy was violated, was the claimant made aware of the policy or unacceptable behavior that contributed to the discharge or suspension?</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Written</td>
<td>Verbal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Person Who Took Action</th>
<th>Sam Smith</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of Person</th>
<th>Director of Ops</th>
</tr>
</thead>
</table>

Go to Page Discharge or Disciplinary Suspension
7.2.4.1.1 Not Provided Warning

You have selected Discharge Reason Code: "Not Provided"

Deciding NOT TO PROVIDE this information means the Employers/TPA does not have and/or cannot present the information requested and the state should proceed based on information they are providing. The Employer/TPA understands and agrees that the state should proceed with making a determination without the additional information and that the Employer/TPA may not be allowed to present the omitted information at a later time. The result of not providing this information may result in an adverse effect on the Employer account and its standing regarding the issue.

I agree and understand that not providing the separation information can adversely affect my account status.

Cancel I Accept, Continue
7.2.5 Prior Incidents & Additional Information
7.2.5.1 Prior Incidents & Additional Information with Additional Information filled in
7.2.6 Attachments

**Attachments**

Do you have any attachments (up to 10 documents) which support your statement regarding the Reason for Separation?

Acceptable file formats are: .csv, .pdf, .txt, .tif, .tif.

If yes, go to Step 1 and enter each attachment separately (See HELP on the left side of this screen). If no, go to the NEXT page.

**Step 1: Add Attachments.**

- Attachment File Name:
- Describe the document being attached (e.g. Warning Documents, Notice of Separation):

  ![Image of attachment fields]

Note: Any data in the above fields will be lost unless the Save to Table button is selected to add to or edit the Summary Table below. Save to Table before moving from this screen to save data.

**Step 2: Review/Entries.**

![Image of attachment table]

To view or edit an Attachment in the table, click the radio button to the left of the Attachment and then click on the View/Edit button. The information will appear in the data entry section above and may be edited. Then, Save to Table.

To remove an Attachment from the table, click on the radio button to the left of the Attachment and click the Delete button.

![Image of attachment table with options]

**Back**  **Main Menu**  **Next >**

Go to Page: Attachments  Go
7.3 **Separation Reason Code 5 Path**

7.3.1 **Reason for Separation**

![Image of Reason for Separation form](image-url)
7.3.2 Additional Separation Information
7.3.3 Compensation After Separation

Step 1: Add Compensation After Separation (enter each payment separately).

- What type of compensation did or will the claimant receive after the last day of work?
- Was the compensation allocated to a specific period of time?
  - Yes: What is the beginning date for the compensation allocation?
  - Yes: What is the ending date for the compensation allocation?
- What is the frequency of the claimant’s compensation after separation?
- What is the amount of the compensation per period?
- What date will or was the compensation paid?

Step 2: Review/Edit Entries.

Summary of Compensation after Separation

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount Per Period</th>
<th>Period Frequency</th>
<th>Date Issued</th>
<th>Employer Allocation</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

No Records Found.

- View/Edit
- Delete

Step 3: Answer the following questions if the claimant is receiving a company pension:

- Was the claimant’s retirement mandatory?
  - Yes
  - No

If the claimant is drawing a company pension:
- Was the company pension mandatory?
  - Yes
  - No
- Did the claimant contribute to the pension?
  - Yes
  - No

If yes, what was the percentage contributed by the claimant?

Provide any additional information about the claimant’s pension:
7.3.4 Asked to Resign

Asked to Resign

Complete the following questions if the claimant was asked to resign:

- What is the reason the claimant was asked to resign?
- What was the final incident that caused the separation from employment?
- Did the claimant violate company policy?
  - If yes, was the claimant previously informed about the company policy?
  - If yes, how was the claimant made aware of the policy that was violated?
- Who asked the claimant to resign (name)?
- Job title of the person who asked the claimant to resign?

Provide any additional information as to why the claimant was asked to resign:

[Form fields and options]

Go to Page: [Pulldown menu]  |  [Go]
7.3.4.1 Asked to Resign – Code 99

Asked to Resign

Complete the following questions if the claimant was asked to resign.

What is the reason the claimant was asked to resign? [99 = Not Provided]

What was the final incident that caused the separation from employment?

What was the date of the final incident?

Did the claimant violate company policy?
- Yes
- No

If yes, was the claimant previously informed about the company policy?
- Yes
- No

If yes, how was the claimant made aware of the policy that was violated?
- Written
- Verbal

Who asked the claimant to resign (name)?
- Sam Smith

Job title of the person who asked the claimant to resign?
- Director of Ops

Provide any additional information as to why the claimant was asked to resign.
7.3.4.1.1 Warning Page

You have selected Discharge Reason Code: "Not Provided"

Choosing NOT TO PROVIDE this information means, the Employer/TPA does not have and/or cannot present the information requested and the state should proceed based on information they are providing. The Employer/TPA understands and agrees that the state should proceed with making a determination without the additional information and that the Employer/TPA may not be allowed to present the omitted information at a later time. The result of not providing this information may result in an adverse effect on the Employer account and its standing regarding the issue.

I agree and understand that not providing the separation information can adversely affect my account status.

Cancel  I Accept, Continue

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### 7.3.5 Prior Incidents

#### Step 1: Add Prior Incidents

- **Were there prior incidents that led to the separation of the employee?**
  - If Yes, go to Step 1 and enter each occurrence (See HELP on the left side of this screen).
  - If No, go directly to the NEXT page.

**Prior Incidents**

- **What was the date the claimant violated a rule, behaved unacceptably, was absent or late prior to the final incident?**
- **Please explain the prior incident of rule violation, unacceptable behavior, absenteeism or lateness?**

- **Was the claimant warned for this prior violation?**
  - Yes
  - No

**Note:** Any data in the above fields will be lost unless the 'Save to Table' button is selected to add to or edit the Summary Table below. ‘Save to Table’ before moving from this screen to save data.

#### Step 2: Review/Edit Entries

**Summary of Prior Incidents**

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>Incident Description</th>
<th>Warning Given</th>
<th>Warning Date</th>
<th>Warning Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Records Found.

[View/Edit] [Delete]
7.3.6 Attachments

Do you have any attachments (up to 10 documents) which support your statement regarding the Reason for Separation?

Acceptable file formats are: csv, pdf, rtf, tiff, txt.

If yes, go to Step 1 and enter each attachment separately (See HELP on the left side of this screen).

If no, go to the NEXT page.

Step 1: Add Attachments.

* Attachment File Name:
* Describe the document being attached (e.g. Warning Documents, Notice of Separation):

Add additional attachment information, if necessary.

To view or edit an Attachment in the table, click the radio button to the left of the Attachment and then click on the View/Edit button. The information will appear in the data entry section above and may be edited. Then, Save to Table.

To remove an Attachment from the table, click on the radio button to the left of the Attachment and then click on the Delete button.

Step 2: Review/Edit Entries.

<table>
<thead>
<tr>
<th>Response Attachments</th>
<th>Document Description</th>
<th>Document Type</th>
<th>Size (bytes)</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Records Found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to Page: Attachments
7.4 **Separation Reason Codes 6 and 14 Path**

7.4.1 **Reason for Separation**
7.4.2 Additional Separation Information
7.4.3 Compensation After Separation

**Compensation After Separation**

**Will the Claimant receive any of the following compensation after the last day of work?**
- Severance, Separation Pay, Vacation, Holiday, Pension, Profit Sharing, Bonus Pay, Wages in Lieu of Notice, Back Pay, Residual Pay, Commissions, Sick, Disability or other payments.
- If Yes, go to Step 1 and answer the questions.
- List each type of compensation separately (See HELP on the left side of this screen).
- If No, go directly to Step 3.

**Step 1: Add Compensation After Separation (enter each payment separately).**

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of compensation did or will the claimant receive after the last day of work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How was the compensation allocated to a specific period of time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the starting date for the compensation allocation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the ending date for the compensation allocation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the frequency of the claimant’s compensation after separation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the amount of the compensation per period?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What date will or was the compensation paid?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2: Review/Edit Entries.**

**Summary of Compensation After Separation**

<table>
<thead>
<tr>
<th>Select</th>
<th>Type</th>
<th>Amount Per Period</th>
<th>Period Frequency</th>
<th>Date Issued</th>
<th>Employer Allocation</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Records Found</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3: Answer the following questions if the claimant is receiving a company pension:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was the claimant’s retirement mandatory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the claimant is drawing a company pension:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the company pension mandatory?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did the claimant contribute to the pension?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, what was the percentage contributed by the claimant?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide any additional information about the claimant’s pension:

Go to Page Compensation After Separation
7.4.4 Voluntary Quit
7.4.4.1 Voluntary Quit – Code 99
7.4.4.1.1 Warning Page

You have selected Voluntary Separation Code: "Not Provided"

Choosing NOT TO PROVIDE this information means, the Employer/TPA does not have and/or cannot present the information requested and the state should proceed based on information they are providing. The Employer/TPA understands and agrees that the state should proceed with making a determination without the additional information and that the Employer/TPA may not be allowed to present the omitted information at a later time. The result of not providing this information may result in an adverse effect on the Employer account and its standing regarding the issue.

I agree and understand that not providing the separation information can adversely affect my account status.

[Buttons: Cancel, I Accept, Continue]
7.4.5 Voluntary Quit – In lieu of Discharge

Voluntary Quit - In Lieu of Discharge

Complete the following questions if the claimant was going to be discharged if he/she had not quit. If not applicable, go to the next page.

What is the reason the claimant would have been discharged?

What was the final incident that would have caused the discharge or suspension?

What was the date of the final incident?

Did the claimant violate company policy?

- Yes
- No

If yes, was the claimant previously informed about the company policy?

- Yes
- No

How was the claimant made aware of the policy that was violated?

- W. Written
- V. Verbal

Who would have discharged the claimant (name)?

Job title of the person who would have discharged the claimant?

Provide any additional information as to why the claimant would have been discharged:

Go to Page: Voluntary Quit - In Lieu of Discharge
7.4.6 Prior Incidents

Prior Incidents

Were there prior incidents that led to the separation of the employee?
If yes, go to Step 1 and enter each occurrence (See HELP on the left side of this screen).
If no, go directly to the NEXT page.

Step 1: Add Prior Incidents.

- What was the date the claimant violated a rule, behaved unacceptably, was absent or late prior to the final incident?
- Please explain the prior incident of rule violation, unacceptable behavior, absenteeism or lateness?
- Was the claimant warned for this prior violation?
  - Yes
  - No
  - Describe the warning. If written, you may attach a file later.

Step 2: Review/Edit Entries.

Summary of Prior Incidents
Select Incident Date Incident Description Warning Given Warning Date Warning Description
No Records Found

View/Edit Delete

Go to Page Prior Incidents

Next >
7.4.7 Attachments

If an attachment to the separation request reply is in Microsoft Word format, choose Save As from the Microsoft Word menu and convert it to RTF (Rich Text Format) or TXT (text) format. If the attachment is in Excel format, choose Save As and convert it to CSV (comma separated) format.

Enter Attachment Information then click on the Save To Table button. Entry will move to Table and clear the data fields.

Add additional attachment information. Repeat as needed.

To view or edit an Attachment in the table, click the radio button to the left of the Attachment and then click on the View/Edit button. The information will appear in the data entry section above and may be edited. Then, Save to Table.

To remove an Attachment from the table, click on the radio button to the left of the Attachment and click on the Delete button.

Step 1: Add Attachments.

> Attachment File Name:

> Describe the document being attached (e.g. Warning Documents, Notice of Separation):

Note: Any data in the above fields will be lost unless the 'Save to Table' button is selected to add to or edit the Summary Table below. 'Save to Table' before moving from this screen to save data.

Step 2: Review/Edit Entries.

Response Attachments

<table>
<thead>
<tr>
<th>Select</th>
<th>Document Description</th>
<th>Document Type</th>
<th>Size (bytes)</th>
<th>Attachment</th>
</tr>
</thead>
</table>

No Records Found.

View/Edit  Delete

< Back  Main Menu  Next >

Go to Page Attachments

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7.5 Separation Reason Code 9, 10, 11, and 18 Path

7.5.1 Reason for Separation
7.5.2 Additional Separation Information
7.5.3 Attachments

Do you have any attachments (up to 10 documents) which support your statement regarding the Reason for Separation?

Acceptable file formats are: csv, pdf, rtf, tiff, txt.

If yes, go to Step 1 and enter each attachment separately (See HELP on the left side of this screen).

If no, go to the NEXT page.

Step 1: Add Attachments.

> Attachment File Name: [Field]

> Describe the document being attached (e.g. Warning Documents, Notice of Separation):

[Field]

Note: Any data in the above fields will be lost unless the “Save to Table” button is selected to add to or edit the Summary Table below. “Save to Table” before moving from this screen to save data.

Step 2: Review/Edit Entries.

Response Attachments

Select Document Description Document Type Size (bytes) Attachment

No Records Found

View/Edit Delete

< Back Main Menu Next >

Go to Page Attachments [Field] Go
7.6 Separation Reason Codes 99 Path

7.6.1 Reason for Separation
7.6.1.1 Warning page

You have selected Separation Reason Code: "Not Provided"

Choosing NOT TO PROVIDE this information means the Employer/TPA does not have and/or cannot present the information requested and the state should proceed based on information they are providing. The Employer/TPA understands and agrees that the state should proceed with making a determination without the additional information and that the Employer/TPA may not be allowed to present the updated information at a later time. The result of not providing this information may result in an adverse effect on the Employer account and its standing regarding the issue.

I agree and understand that not providing the separation information can adversely affect my account status.

Cancel  I Accept, Continue

7.6.2 Additional Separation Information

Additional Separation Information

Please explain reason for not providing separation information.

Save  Main Menu

Go to Page: Additional Separation Information  Go
7.6.3 Compensation After Separation

Step 1: Add Compensation After Separation (enter each payment separately).

- What type of compensation did or will the claimant receive after the last day of work?
- Was the compensation allocated to a specific period of time?
  - Yes
  - No
- What is the beginning date for the compensation allocation?
- What is the ending date for the compensation allocation?
- What is the frequency of the claimant’s compensation after separation?
- What is the amount of the compensation per period?
- What date will or was the compensation paid?

Step 2: Review/Edit Entries.

- Summary of Compensation after Separation:
  - Select
  - Type
  - Amount
  - Period
  - Frequency
  - Date issued
  - Employer
  - Allocation
  - Begin Date
  - End Date

Step 3: Answer the following questions if the claimant is receiving a company pension:

- Was the claimant’s retirement mandatory?
- If yes, what was the percentage contributed by the claimant?
- Provide any additional information about the claimant’s pension.
7.6.4 Attachments

Do you have any attachments (up to 10 documents) which support your statement regarding the Reason for Separation?

Acceptable file formats are: csv, pdf, rtf, tiff, txt.

If Yes, go to Step 1 and enter each attachment separately. (See HELP on the left side of this screen).

If No, go to the NEXT page.

Step 1: Add Attachments.

- Attachment File Name:
- Describe the document being attached (e.g. Warning Documents, Notice of Separation):

Step 2: Review/Edit Entries.

View/Edit | Delete

Go to Page Attachments
8 Amended Response
9 Submission

9.1 Submission Page
9.1.1 Submission with Errors

Submission

Please correct the following errors:
Additional Separation Information - Employer Separation Reason Comments is required
9.2 Submission Confirmation
9.3 Confirmation
10 Logout

Logout

You have successfully logged out.

Continue