UI SIDES
State Information Data Exchange System

Earnings Verification - State Information Data Exchange System (SIDES) E-Response Website

Screen Shots

8 December 2014

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## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/15/2011</td>
<td>1</td>
<td>First Draft</td>
<td>Jason Holzbach / David Zemel</td>
</tr>
<tr>
<td>03/2/2012</td>
<td>2</td>
<td>Updated for name change from SEW to E-Response</td>
<td>David Zemel</td>
</tr>
<tr>
<td>06/28/2013</td>
<td>3</td>
<td>Updated Additional Earnings Verification Information Screen to Put State Comments on it.</td>
<td>David Zemel</td>
</tr>
<tr>
<td>12/08/2014</td>
<td>4</td>
<td>Updated Pre-Login Screen</td>
<td>David Zemel</td>
</tr>
</tbody>
</table>
1 SIDES EMPLOYER WEBSITE FOR THE EARNINGS VERIFICATION EXCHANGE SCREEN SHOTS

1.1 Pre-Login Screen ................................................................. 4
1.2 Screen 1 - Login................................................................... 5
1.3 Screen 2 - Earnings Verification Requests ............................ 6
1.4 Screen 2.1 - Search Results..................................................... 8
1.5 Screen 2.2 – Delete An In Progress Response....................... 9
1.6 Screen 3 – Claimant and Employer Identification.................. 10
1.7 Screen 3.1 – Employer Status Change .................................... 11
1.8 Screen 4 – Earnings Information ........................................... 12
1.9 Screen 4.1 – Work Change Warning ...................................... 13
1.10 Screen 5 – Working Information ......................................... 14
1.11 Screen 5.1 – No Longer Working Information Change Warning...... 15
1.12 Screen 6 – No Longer Working Information ......................... 16
1.13 Screen 7 – Weekly Earnings Verification............................... 17
1.14 Screen 8 - Additional Earnings Verification Information........... 19
1.15 Screen 9 – Amended Response .......................................... 20
1.16 Screen 10 – Submission ..................................................... 21
1.17 Screen 11 – Submission with Error Message ......................... 21
1.18 Screen 12 – Submission Confirm ......................................... 22
1.19 Screen 13 – Confirmation .................................................. 23
1 SIDES Employer Website for the Earnings Verification Exchange Screens Shots

1.1 Pre-Login Screen
1.2 Screen 1 - Login

Earnings Verification Application
Response Entry

To respond to your earnings verification request(s), please login using the instructions provided by the State Agency.

- State
- Federal Employer Identification Number
- Identification Number/Access Code

Cancel  Login
1.3 Screen 2 - Earnings Verification Requests

Announcement: Welcome to the SIDES E-Response.

Earnings Verification Requests for the login PIN entered:

- SSR: 201-12-4214
  - Name: Lastname, Firstname M. JR
  - Date Due: 11:59 PM Eastern on 10/28/2016
  - Response Status: Not Started
  - Create Response

- SSR: 202-22-2224
  - Name: Lastname, Firstname M. JR
  - Date Due: 11:59 PM Eastern on 10/28/2016
  - Response Status: Not Started
  - Create Response

- SSR: 211-12-4224
  - Name: Lastname, Firstname M. JR
  - Date Due: 11:59 PM Eastern on 10/28/2016
  - Response Status: Not Started
  - Create Response

Earnings Verification Requests for other PINs for this FEL:

No Earnings Verification requests found for other PINs.
1.4 Screen 2.1 - Search Results
1.5 Screen 2.2 – Delete An In Progress Response

Delete an In Progress Response

You have chosen to delete the Separation Response for:

SSN: 211-12-1314
Name: Lastname, Firstname M., JR
Date Due: 10/30/2014

Please Note: This will NOT impact any responses already submitted to the State Unemployment Insurance Office.

Cancel   Delete
1.6 Screen 3 – Claimant and Employer Identification

**Requesting State**

- **State:** ST
- **Agency:** Office Name
- **Phone:** 5555555555
- **Fax:** 5555555555
- **Email:** james.madison@state.gov

**Claimant Provided Information**

- **SSN:** 211-12-1314
- **Name:** Lastname, Firstname M. J.R.

**Employer Information**

- **Employer Name:** ACME
- **State Employer Account Number:** 1234567890
- **Federal Employer Identification Number:** 1234567890

**Preparer Information**

- **Who is providing this response?**
  - [ ] TPA
  - [ ] Other
- **Name 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)**

**Corrected Information**

- **Corrected Claimant Information:**
- **Corrected Employer Information:**

**Go to Page:** Claimant and Employer Identification

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**E-Response Screen Shots**
1.7 Screen 3.1 – Employer Status Change

Employer Status Change Warning

Because you checked the box Claimant Did Not Work For Employer, any questions answered previously except those on the Claimant Information Screen will be removed from the system.

Select Continue to save your new "Employer Status in Relation to this Claim" or Cancel to return without changing your answer.
1.8 Screen 4 – Earnings Information
1.9 Screen 4.1 – Work Change Warning

You have chosen to change the answer for the question "Did the claimant work for you during 2010-08-01 to 2010-09-04?" from 1 - Yes to 9 - Claimant did not work for Employer during this period.

Any question you have previously input into the Earnings Verification screen will be removed from the system.

Select Continue to save your new "Work" answer or Cancel to return without changing your answer.
1.10  Screen 5 – Working Information
1.11 Screen 5.1 – No Longer Working Information Change Warning

You have chosen to change the answer for the question “Is the individual still working?” from No to Yes.

Any information you have previously input into the No Longer Working Information screen will be removed from the system.

Select Continue to save your new answer or Cancel to return without changing your answer.

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1.12 Screen 6 – No Longer Working Information

* indicates a Required Field

Enter all applicable information in the space provided.

No Longer Working Information

If the individual is no longer working, what was the last day the individual worked?

What was the reason for expiration?

Go to Page: No Longer Working Information

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1.13 Screen 7 – Weekly Earnings Verification

The Earnings Verification exchange is designed so states may specify the earnings information (wages, tips, commission, bonus, vacation, sick leave, holiday, severance, and wages in lieu), and associated dates (date paid, date allocated, or no date required) they wish to collect. The state sets indicators in each wage request record, which instruct the E-Response to display the particular earnings information data entry field(s). Below is a screen shot illustrating the case where a state requested all earnings information and date paid for holiday data, and date allocated for wages in lieu. On a request-by-request basis, states may request the collection of any combination of data (earnings types and dates) from employers or TPAs.

Below is another weekly earnings verification screen shot showing the case where the state requested wages earned, Tips, commission, Severance, and Wages in Lew. For all earnings types, date allocated is being requested.
<table>
<thead>
<tr>
<th>Date</th>
<th>Hours Worked</th>
<th>Earnings</th>
<th>Tips</th>
<th>Commission</th>
<th>Severance</th>
<th>Wages in Lieu</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2010</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>06/08/2010</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>06/15/2010</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>06/22/2010</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>06/29/2010</td>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Go to Page: Weekly Earnings Verification: 06/01/2010 - 06/04/2010

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1.14 Screen 8 - Additional Earnings Verification Information

The Additional Earnings Verification Information screen can be controlled by the state UI agency. In particular, each wage request record has an indicator, set by the state that tells the E-Response to display or suppress the additional earnings verification information screen (see below). Suppressing entry of additional earnings verification information permits states to maximize automation and avoid manual review of additional information. For employers/TPAs that use web services, the indicator will be read by the business rules, and SIDES will either accept or reject additional earnings verification information accordingly. The screen also displays state comments to the employer.
1.15 Screen 9 – Amended Response

E-Response Screen Shots
1.16 Screen 10 – Submission

1.17 Screen 11 – Submission with Error Message
1.18 Screen 12 – Submission Confirm

You have chosen to submit your Earnings Verification Response to the State Unemployment Insurance Office.

Do you want to submit this response?

< Back  Yes

After submitting this response, please wait for the confirmation number.
1.19 Screen 13 – Confirmation

Your response has been accepted. Your confirmation number is:
7536 805B 6875 64FA 129B 1208 B12F 72D4

Please print or download this PDF and keep with your records.

[View/Print]

View Next