

SEPARATION INFORMATION E-RESPONSE WEB SITE

USER GUIDE

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1 Introduction

SIDES E-Response is a website that makes it possible for employers to respond electronically to requests for information from participating state unemployment insurance agencies. This guide provides step-by-step direction for responding to requests for information about the reasons that a former worker was separated from employment, including samples of the screens that you will see when you login to E-Response and enter information related to a specific claim/individual. The E-Response system performs a comprehensive check of the information to ensure that it is complete before it is submitted. When a response is submitted, E-Response provides a confirmation number for your records.

2 Getting Started

2.1 Minimum Requirements, Credentials, and Conventions

Minimum Requirements.

The minimum system requirements to use SIDES E-Response are:

- Internet Explorer version 9.0 or higher.
- Chrome V44 or higher.
- Firefox V37 or higher.
- JavaScript must be turned on.
- A minimum screen resolution of 1024 x 768.

2.2 Credentials

Before logging into SIDES E-Response, you will need the following credentials:

- Federal Employer Identification Number (FEIN)
- State Employer Identification Number (SEIN) if used by requesting State
- Personal Identification Number (PIN)

The State Unemployment Insurance (UI) agency requesting information will provide your PIN either with the notice that requests separation information or through another avenue. Some States may assign a business one PIN for access to all requests sent to it; other states may assign a separate PIN for access to each request. If you have questions regarding credentials for logging in to E-Response, please contact the State UI agency from which you have received a request.



2.3 Conventions

This guide uses the following conventions:

[Button]:	Brackets indicate a button and the button label you will see on the screen.
<u>Hyperlink</u> :	All hyperlinks in the screen will be indicated with a bold underline.
"Area of screen":	Double quotes indicate headers or some other specific area of a particular screen.
SMALL CAPS:	Screen titles are shown in SMALL CAPS.

3 Logging In

To log-in to SIDES E-Response:

- Launch an Internet Browser (Internet Explorer, version 9.0 or higher required)
- Go to <u>http://uisides.org</u>

The screen shown below will appear.

SIDES: <i>E-Response</i>		UI SIDES State Information Data Exchange System
SIDES E-Response supports the following browsers: • IE 9 and above • Chrome V44 and higher • Firefox V37 and higher	Welcome to the E-Response Website for the Unemployment Insurance State Information Data Exchange System	
	Please select the application you want to use: Notice of UI Claim Filing Separation Information Wages Reported and Possible Charges Determinations and Decisions Select	
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On the WELCOME screen, select Separation Information, and click the [Select] button. The screen shown below will appear.



SIDE <u>S</u> <i>E-Response</i>		UI SIDES State Information Data Exchange System
Users Guide Help with E-Response Indicates a Required Field Ail values entered into the FEIN/SEIN/PIN fields are case SenSiTive Note: Dashes and/or other punctuation should be omitted from the Federal Employer Identification Number.	Separation Information Application Apponse Entry To respond to your separation information request(s), please login using the instructions provided to the state Agency. *state:::::::::::::::::::::::::::::::::::	
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On the LOGIN screen, do the following:

- Select the appropriate State from the drop-down list;
- Enter your Federal Employer Identification Number (FEIN) without dashes or other punctuation;
- Enter your State Employer Identification Number (SEIN) without dashes or other punctuation;

Note: If a State UI agency does not use a State Employer Identification Number, the SEIN is not required and no SEIN box will be displayed on the Login screen;

• Enter the PIN provided to you by the requesting State UI agency, and

Note: PINs are case SenSitive

• Click the [Login] button.

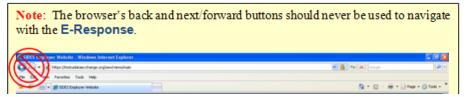
If the login is unsuccessful, first try again, being very careful with your key strokes. If you continue to have a problem, either your credentials are incorrect or there are no separation information requests pending at this time. Contact the requesting State UI agency if you received a notice that a separation request is pending and you cannot log into the system to enter your response.



4 Features Included in Multiple Screens

- <u>Identifying Information</u>. Your FEIN and SEIN (if used) will be displayed in the upper right portion of the screens.
- <u>Information Bar.</u> A vertical section on the left side of the screen provides specific instructions to help you navigate specific pages.
- <u>Site Navigation Buttons.</u> At the bottom of most pages you will find the following buttons:
 - [Back]—saves your work and takes you to the previous page.
 - [Cancel]—deletes data from the screen, and you remain on the same page.
 - [Save]—saves data entered and runs validations, but you remain on the same page.
 - [Main Menu]—does not save data entered, and returns you to the Separation Information Requests page.
 - [Next]—saves data entered and moves to the next page.
 - [Go]—a drop down menu allows you to select and jump to a particular page.

Note: Using the browser navigation button to go back or go forward will <u>NOT</u> ensure the proper functioning of the site and could cause you to lose work.



- <u>Sign Out Button</u>. The [Sign Out] button located in the upper far-right portion of each page will log you out of the E-Response website. Be sure you have saved your work before signing out.
- <u>Help Icon</u>. This symbol indicates help is available for the particular field where it is found. Simply mouse over the icon to see the help text.
- <u>Screen Identification Number</u>. The number in the bottom right corner of each screen identifies it. Should you have questions or problems with a particular screen/page, please refer to this screen number when contacting your State UI agency.



• <u>Standard Web Interface Features</u>. Many pages include navigation and functions that are common on most websites, including clickable radio buttons, check boxes, drop-down menus, and text fields. Remember to use only the navigation features built into the site. Using browser navigation features to go back, forward, or print could cause you to lose your work.

5 Separation Information Requests Screen

After logging in to E-Response you will see the pending separation information request or requests that are associated with the PIN that you entered. A sample screen is shown below.

SIDES. <i>E-Response</i>	SOUTH CAROLINA CEW DEPARTMENT OF EMPLOYMENT AND WORKFORCE FEIN: 111111111 Sign out SEIN: 111111111	
Search by SSN: (Omit Dashes)	Announcement from the State: This message is from State Test Announcement: Welcome to UI SIDES E-Response. SIDES E-Response supports the following browsers: • IE 9 and above • Chrome V44 and higher • Firefox V37 and higher	
Users Guide	Please Note: The system has regularly scheduled maintenance from 12:00:01 AM ET Sunday - 04:00:00 AM ET Sunday. You should not work on your responses during this window as the system may go down unexpectedly.	
Help with E-Response Select a Separation Information Request to create a response and/or view/print. Or, select a Separation	Separation Information Requests Separation Information Requests Order by: Due Date	
Information Response to edit, delete or view/print. Select "Create Response" to begin a response.	SSN: 560-34-8476 Response Status: Not Started View/Print Name: Wilson, Jim Date Due: 11:59 PM Eastern on 08/01/2016	
Select "Edit Response" to edit information to a response that has not yet been submitted. Select "Delete Response" to delete a response that has not yet been	SSN: 560-34-8477 Response Status: Not Started View/Print Name: Wilson, Andy Date Due: 11:59 PM Eastern on 08/01/2016	
submitted. Select "Create Amendment" to change a response that has already been submitted.	SSN: 560-34-8478 Response Status: Not Started Name: Wilson, Brian S Date Due: 11:59 PM Eastern on 08/01/2016 Create Response (Create Response)	
Select "Edit Amended Response" to edit information on an amendment in progress. Select "Delete Amended Response" to delete an amended response that has not yet been submitted.	SSN: 560-34-8479 Response Status: Not Started View/Print Name: Wilson, Charlie Date Due: 11:59 PM Eastern on 08/01/2016	
Note: Requests remain on the SIDES E-Response Website for 35 days.	No separation requests found for other PINs.	2



At the top left is a "Search by SSN" box. If the list of pending requests is lengthy, you can locate a specific request by entering the SSN to which it relates in this box and clicking [Search].

The list shows each claimant's name, SSN, and the date and time that the separation information response is due to the requesting state. It is important that each response be submitted by its due date to ensure that the information can be used to determine whether the individual is eligible for unemployment benefits. Not responding by the due date by adversely affect your account.

<u>Response Status Buttons</u>. The buttons shown for each pending request indicates its status.

- If the response has not yet been started, the button will show [Create Response]
- If the response is in progress, you can choose the buttons [Edit Response] or [Delete Response]
- If the response has been submitted, the button will show [Create Amendment].
- Requests will on remain on the website for 35 days after the request date.

5.1 Creating a Response

This section takes you step-by-step through the process of creating and submitting a response. At any point in the process, you can save your work and come back to it later. When you login to work on it later, click the [Edit Response] button which will take you back to the beginning of the response pages. You also have the option of deleting all of the information that you have entered and starting fresh by clicking the [Delete Response] button.

Note: Only a limited character set (numbers and letters) may be keyed into text fields. Use care when cutting and pasting from other applications, such as Microsoft Word. Invisible characters such as a paragraph symbol may be pasted into the text field that will cause an error message to be displayed.

To begin work on a response, click [Create Response]. You will then see the **CLAIMANT AND EMPLOYER IDENTIFICATION** page. A sample is shown below.



SIDE <u>S:</u>	💽 🕽 south	CAROLINA		FEIN: 111111111	Sign out	
* E-Response	CEW DEPARTM	ENT OF EMPLOYMEN	NT AND WORKFORCE	SEIN: 111111111		
Users Guide			560-34-8476 Claim Number: 3886 16 Date Due: 08/01/2016 Claim E			
		Clai	mant and Employer Identific	ation		
Help with E-Response						
* indicates a Required Field	Requesting State		Claimant Provided			
	State: Agency:	CA Park Oaks	SSN: Name	560-34-8476 Wilson, Jim		
	Phone:	6085264400	Other Last Name			
Please review Claimant and Employer	Fax:	6085269394	State Claim Num			
Identification information and enter any corrections.			Benefit Year Beg Date:	in 2010-07-22		
			Type of Claim:	New Initial Claim		
	Employer Information					
			Information of Record			
	Employer Name:		JC PENNEY COMPANY INC			
	State Employer Account		0065560			
	Federal Employer Ident	ification Number:	794741844			
	Employer Type:		Last Employer			
	Check here if emplo	over Information is incorrect			2	
	Check here if the cl	0				
			SSIN OF Name			
	Employer Status					- 1
					0	
	Check here if claimant did NOT work for this employer Check here if TPA receiving this request does NOT represent this employer					
TPA = Third Party Administrator						
	Cancel Save Main Menu Next >					
		Go to Page Claimant and	Employer Identification	Go		
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This page includes a series of pre-populated fields including "Requesting State" information and "Claimant Provided Information." This information cannot be changed.

"Employer Information" is also pre-filled; however, if "Claimant Provided Information" or "Employer Information" is incorrect, you may supply corrected information. Select the checkbox(es) next to "Check here if employer information is incorrect" and/or "Check here if the claimant worked under any other SSN or Name".

Immediately below this section, there is an opportunity to check a box indicating that the request has been sent to you in error either because the individual did not work for your business or, if you are a Third Party Administrator (TPA), that you do not represent the employer for whom the individual worked.



After completing the **CLAIMANT AND EMPLOYER IDENTIFICATION** page, click [Next] to continue your response. If you selected a check-box to provide corrected "Claimant Provided Information" or "Employer Information", the **CLAIMANT AND EMPLOYER IDENTIFICATION CHANGE** page is displayed. Enter information into the "Corrections (if different)" fields and the changed data will be routed to the appropriate State UI agency for review and handling.

SIDES. E-Response	SOUTH CAROLINA	IENT AND WORKFORCE	FEIN: 111111111 SEIN: 111111111	Sign out
Users Guide	Request Date: 07/15	N: 560-34-8476 Claim Number: 3886 /2016 Date Due: 08/01/2016 Claim hant and Employer Identificatio	Effective Date: 07/22/2014	E.
Help with E-Response indicates a Required Field Please review Claimant and Employer Identification information and enter any corrections.	Claimant Information SSN: Claimant Name used to file claim: Other Name Used:	Information of Record 560-34-8476 Wilson, Jim	Corrections(if different)	@ @
	Employer Information Employer Name: State Employer Account Number: Federal Employer Identification Number:	Information of Record JC PENNEY COMPANY INC 0065560 794741844	Corrections(if different)	6 6 9
		ncel Save Main and Employer Identification Change	Menu Nex	t>
TPA = Third Party Administrator Copyright © 2008 - 2014, National Ass	ociation of State Workforce Agencies. All Rights Reserve	əd.		



The **PREPARER INFORMATION PAGE** is the next page to be filled out in the separation response sequence. Enter the information about the entity and person preparing the response. After reviewing/completing this page, click [Next].

SIDE <u>S</u> . <i>E-Response</i>	SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE	FEIN: 111111111 Sign out SEIN: 111111111			
Users Guide Help with E-Response	Response for: SSN: 560-34-8476 Claim Number: 38862 Request Date: 07/15/2016 Date Due: 08/01/2016 Claim Ef Preparer Information				
* indicates a Required Field	*Who is providing this response? If the preparer is a TPA, what is the TPA company name?	Enter Information:			
TPA = Third Party Administrator	*Name of the person preparing this response: *Job title of the person preparing this response: * Preparer's telephone number plus extension: (Only digits, omit parenthesis, dashes or spaces)	2 2 2			
	*Preparer's e-mail address: Preparer's Fax number: (Only digits, omit parenthesis, dashes or spaces)	2 2			
	< Back Cancel Save Main M Go to Page Preparer Information	enu Next ≻ ▼ Go			
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15.150 - Bulla Vuzeseu					



If there are any attachments on the request for separation, the **ATTACHMENTS FROM UI AGENCY** page is displayed. Attachments may be informational only or actionable. Click the [Download] button to retrieve any attachments. A sample of the **ATTACHMENTS FROM UI AGENCY** page is shown below.

SIDES. E-Response	SOUTH CAROLINA	MENT AND	WORK		FEIN: 111111 SEIN: 111111		out		
Users Guide Help with E-Response	Response for: SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim Request Date: 07/15/2016 Date Due: 08/01/2016 Claim Effective Date: 07/22/2014 Attachments from UI Agency								
* indicates a Required Field	Informational only attachments: Document Name	Document S Extension	Size						
Enter any additional or corrected information.	16000Characters.tif		5,840	Download					
Cocuments may be attached to this Separation Information Request. Note: Some documents may require your response. Go to Page Attachments from UI Agency Go									
Note: Selecting the BACK, NEXT or GO buttons will SAVE the data entered before moving away from this screen. Saved data can be changed later if necessary. If you do not want to save the data entered on this screen, press the CANCEL button before selecting BACK, NEXT or GO									
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After reviewing/completing this page, click [Next] which takes you to the **EMPLOYMENT INFORMATION** page. You will enter information about the claimant's employment and earnings with your business on this page, a sample of which is shown below.



SIDE <u>S.</u> <i>E-Response</i>		IN: 111111111 Sign out		
Users Guide Help with E-Response	Response for: SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim Request Date: 07/15/2016 Date Due: 08/01/2016 Claim Effective Date: 07/22/2014 Employment Information			
indicates a Required Field	Claimant's Job Title:	 ∂ ∂ ∂ 		
Enter all applicable information using the space provided.	First day of work: Claimant Provided: Last day of work: Claimant Provided:			
Please select SAVE to view any newly required fields due to data input into the system since the last SAVE.	If the date the claimant was separated from employment is different than the actual last day of work, what was the date of separation? What was the claimant's average weekly wage? What was the average number of hours the claimant worked per week?	0 0 0		
Note: Selecting the BACK , NEXT or GO buttons will SAVE the data entered before moving away from this screen. Saved data can be	Claimant Provided Reason for Separation: Laid Off/Lack Claimant did not provide a reason for leaving.			
*Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Claimant's Separation: Select One *Employer's Reason for Separation: Select One *Emp		Lockout 2		
	< Back Cancel Save Main Menu Next > Go to Page Employment Information Go			
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The separation reasons available to you from the "Employer's Reason for Claimant's Separation" drop-down list are below. If you know the specific number associated with your reason, you may simply type the number of your choice to jump to that reason in the list.

1 = Temporary Layoff	11 = Still Employed, Hours Reduced by
2 = Laid Off/Lack of Work	Employer
3 = Fired/Discharged	12 = On Call or Temporary Status
4 = Vacation/Holiday Shutdown	13 = Leave of Absence
5 = Asked to Resign	14 = Retirement
6 = Voluntary Quit/Separation	15 = Disciplinary Suspension
7 = School Employee Between Semesters or	16 = Labor Dispute
Terms, Likely to Return	17 = Professional Athlete Between Sports
8 = School Employee Between Semesters or	Seasons
Terms, Not Likely to Return	18 = Disaster Related Suspension
9 = Still Employed, Full Time	19 = Not Listed Above (Use only if the
10 = Still Employed, Part Time	situation does not fit a reason listed above)
	99 = Refuse to Provide

After selecting one of the reasons from the list above, you will be directed to additional pages and asked a series of questions related to that particular reason.



If after you begin answering the questions, you decide that another reason may be more accurate, you may go back and change the reason selected. If you do so, you will see the **CHANGE REASON FOR SEPARATION** page asking you to confirm the change and warning that your answers to the questions related to the prior reason will be deleted.

SIDE <u>S</u> <i>E-Response</i>	SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE
Users Guide Help with E-Response Warning: If you change the reason for separation previously entered for this claimant all of the information you entered pertaining to the original reason for separation will be deleted. However, all general information entered on screens that precede the Reason for Separation screen shall remain.	Change Reason For Separation You have chosen to change the Reason for Separation selected. The Reason for Separation determines the follow-on questions asked. Responses to questions pertaining to the Reason for Separation being changed will be deleted. Do you want to continue?
Copyright © 2008 - 2014, National As	sociation of State Workforce Agencies. All Rights Reserved. 6.

After entering this information, click [Next] which will take you to the **ADDITIONAL SEPARATION INFORMATION** page.



Luer Guide Indexet Repared Public Index Repared Public Indexet Repared Public Index Repared Public Indexet Repared Public There all applicable information using input hole systems are the last. Indexet Repared Public Note: Selecting the BACK NEET of Only information table information or all and infor	SIDES. <i>E-Response</i>	SOUTH CAROLINA	FEIN: 111111111 Sign out SEIN: 111111111
 Indicates a flequine field Inter a applicable information takes the space provide. We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to work? We what date do you spect the claimant to return to		Request Date: 07/15/2016 Date Due: 08/01/2016 Claim El	Effective Date: 07/22/2014
Enter all applicable information using the specific data and bo you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? Prease select SAVE to view any newy instructions will SAVE the data and to origin and available hours? Wort: selecting the BACK, NETT or Do turbins will SAVE the data and to roturn to work? Structions will SAVE to view any newy instructions will SAVE the data and to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the claimant to roturn to work? If yes, what date do you expect the following compensation on or after the last day of work? If yes, what date do you expect the roturn to w		•	
Please select SAVE to view any merry required fields due to data input into the system since the last SAVE. If no. Why isn't the claimant working all available hours? If no. Why isn't the claimant working all available hours? View Selecting the BACK, NEXT or OD to those with SAVE the data and be changed later if necessary. If you do not want to save the data entered on this screen, reserved data can be changed later if necessary. If you do not want to save the data entered on the mercessary. If you do not want to save the data entered on the mercessary. If you do not want to save the data entered on the seventing BACK, NEXT or OD. If no. Why isn't the claimant recieve any of the following compensation on or after the last day of work: If will the claimant recieve any of the following compensation on or after the last day of work: If no. Why isn't the claimant recieve any of the following compensation on or after the last day of work: If will the claimant recieve any of the following compensation on or after the last day of work: If is screen, researce the data entered on this screen, researce the data entered on the seventing BACK, NEXT or OD. If will the claimant recieve any of the following compensation on or after the last day of work: If out is screen, researce the data entered on this screen, researce the data entered on the seventing BACK, NEXT or OD. If will the claimant recieve any of the following compensation on after the last day of work: If out is the claimant recieve any of the following compensation on after the last day of work: If will be claimant recieve any of the following compensation on after the last day of work: If out is the claimant recie			2
Input in the system since the last SAVE. Note: Selecting the BACK, NEXT of Obuitons will SAVE the data are deviced and and be changed later if necessary. If you on dwart to save the data eritered on this screen, Savet the data eritered on the screen, Prost the Changed later if necessary. If you on the following compensation on or after the last day of work:		If no, why isn't the claimant working all available hours?	
GO buttons will SAVE the data entered before moving away from this screen. Saved data can be changed later finecessay. If you do not want to save the data entered on this screen. press the CANNCEL button before selecting BACK, NEXT or GO. * Will the claimant recieve any of the following compensation on or after the last day of work: Separation Pay Yes No Yes No Yes No Vacation Yes No Vacation Yes No Vages In Lieu of Notice Yes No Bonus Pay Yes No Disability Yes No Disability Yes No Not Listed Above Yes No Vill or is the claimant receiving a company pension? Yes No Vill or is the claimant receiving a company pension? Yes No Cented Save Main Mento No Yes	input into the system since the last		
his screen. Saved data can be changed later if necessary. If you do not want to save the data entered on this screen, press the CANCEL button before selecting BACK, NEXT or 6O. NO COMMISSION A CANCEL button before selecting BACK, NEXT or 6O. No COMMISSION C	GO buttons will SAVE the data	* Will the claimant recieve any of the following compensation on or after the last day	y of work:
this screen, press the CANCEL button before selecting BACK, NEXT or GO. Holiday Holiday Yes No Vages In Lieu of Notice Yes No Back Pay Yes No Bonus Pay Residual Pay Yes No Commissions Yes No Sick Pay Yes No Not Listed Above Yes No Not Listed Above Yes No Xot Listed Abo	this screen. Saved data can be changed later if necessary. If you do	Separation Pay	Yes No
Back Pay Yes No Bonus Pay Yes No Residual Pay Yes No Commissions Yes No Sick Pay Yes No Disability Yes No Not Listed Above Yes No * Will or is the claimant receiving a company pension? Yes No	button before selecting BACK, NEXT	Holiday	Yes No
Residual Pay Yes No Commissions Yes No Sick Pay Yes No Disability Yes No Not Listed Above Yes No * Will or is the claimant receiving a company pension? Yes No Save Main Menu Next>			
Sick Pay Yes No Disability Yes No Not Listed Above Yes No * Will or is the claimant receiving a company pension? Yes No < Back		Residual Pay	Yes No
Not Listed Above Yes No * Will or is the claimant receiving a company pension? Yes No < Back		Sick Pay	Yes No
< Back Cancel Save Main Menu Next >		Not Listed Above	Yes No
			-
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On this page you are asked to provide return to work information and specify if the claimant will receive any of the following compensation on or after the last day of work. Below are the compensation types available to you.

Severance	Back Pay
Separation Pay	Residual Pay
Vacation	Commissions
Holiday	Sick Pay
Profit Sharing	Disability
Bonus Pay	Not Listed Above
Wages In Lieu of Notice	

Please also specify if the cliamant is receiving a company pension.



After completing the **ADDITIONAL SEPARATION INFORMATION** page, click [Next] which will take you to the **COMPENSATION AFTER SEPARATION** – page(s) for the remuneration types that were selected. Note that **COMPENSATION AFTER SEPARATION** pages are only displayed if you selected "Yes" to a compensation type or company pension. A sample **COMPENSATION AFTER SEPARATION** page is below.

SIDES. E-Response	SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE	FEIN: 111111111 Sign out SEIN: 111111111	
Users Guide Help with E-Response	Response for: SSN: 560-34-8476 Claim Number: 3 Request Date: 07/15/2016 Date Due: 08/01/2016 Cla Compensation After Separation -	m Effective Date: 07/22/2014	
Indicates a Required Field Enter all applicable information using the space provided.	Severance * Was the severance pay allocated to a specific period of time? If Yes - What is the beginning date for the severance pay allocation? - What is the ending date for the severance pay allocation? * What is the frequency of the claimant's severance pay after separation? * What is the amount of the severance pay period? * What date will or was the severance pay paid?	Yes No 2 Select One 2 2	
N/A: Not Available Please select SAVE to view any newly required fields due to data input into the system since the last SAVE.		in Menu Next >	
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After completing all the questions related to compensation after separation, click [Next] which will take you to the **COMPENSATION AFTER SEPARATION SUMMARY** page. You may select an individual compensation after separation, and edit or delete it from the summary page.



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		0	2 = Separation	\$334.00	W = Weekly	02/08/2016		
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After completing your review, click [Next] which will take you to the ATTACHMENTS page.



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Go to Page Attachments Go

If you have attachments that support the reason for separation you have provided you may enter them here. The following file types can be attached to the Separation Request or Response:

Туре	Description	Programs to Use to Access
RTF	A rich text format document	Most word processing applications
PDF	An Adobe PDF	Adobe PDF Reader or Adobe PDF
TXT	A text file	All word processing applications and all text editors (Notepad, vi, etc)
TIFF, TIF	A tiff/tif image file	Graphical tools and picture tools
CSV	A comma-separated values file	Most spreadsheet programs and database management systems



After attaching any supporting documents click [Next] to go to the **SUBMISSION** page. A sample is shown below.

SIDE <u>S</u> <i>E-Response</i>	SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE SEIN: 111111111 Sign out SEIN: 111111111
Users Guide Help with E-Response Please view your Notice of UI Claim, Wages Reported and Possible Charges Response. If correct, click on the Submit button to send the Notice of UI Claim, Wages Reported and Possible Charges to the State Unemployment Insurance office. You will receive a confirmation number on successful submission. If you need to make a correction prior to submission, press the BACK button until you reach the appropriate screen to amend.	Response for: SSN: 560-344-8476 Claim Effective Date: 07/12/2016 Date Due: 08/01/2016 Claim Effective Date: 07/22/2014 Submission
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The [Submit to State] button will be grayed out until the system has determined that the Separation Response is fully compliant with the data input validation and business rules.

If there are errors with the business or validation rules, you will see links on this screen displaying the screen and field name in question. See SUBMISSION screen with errors below.

Simply click on the link in order to be directed to the screen and error.



SIDE <u>S</u> <i>E-Response</i>	SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE SEIN: 111111111 SEIN: 111111111 SEIN: 111111111
Users Guide Help with E-Response Please view your Notice of UI Claim,	Response for: SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim Request Date: 07/15/2016 Date Due: 06/01/2016 Claim Effective Date: 07/22/2014 Submission
Wages Reported and Possible Charges Response. If correct, click on the Submit button to send the Notice of UI Claim, Wages Reported and Possible Charges to the State Unemployment Insurance office. You will receive a confirmation number on successful submission.	Please correct the following errors: Compensation After Separation - Disability - Remuneration Amount In Period Is required < Back Main Menu Submit to State
If you need to make a correction prior to submission, press the BACK button unity our reach the appropriate screen to amend.	
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When the Separation Response has been successfully validated, you can submit it to the State UI agency.

You may print the Separation Response at any time by clicking the <u>View/Print</u> link. It will display in Adobe PDF format and can be printed from an Adobe Acrobat reader. You will be able to see all information you entered up to the time of printing as well as the information on the Separation Request.

As with other important steps in the editing of a Separation Response, a warning screen will appear to make sure you are fully prepared to submit to the State.

After you click [Submit] you will see a **CONFIRMATION** page, sample below, which provides your confirmation number. Keep this confirmation number in your files. The confirmation number will also appear at the top of the PDF under the <u>View/Print</u> link. We strongly recommend you print a copy of your submission for your records. You may also save an electronic copy of the PDF document; however the PDF document is deleted from the web site after 35 days.



SIDES: E-Response	SOUTH CAROLINA Sign out Sign out Sign out Sign out Sign out
Users Guide Help with E-Response	Response for: SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim Confirmation Your response has been accepted. Your confirmation number is: 78F6 6AAA DA6F 879C 4EB9 0D73 7CF7 B3B5 Please print or download this pdf and keep with your records.
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6 Amending a Submitted Response

After you submit a response, it remains on the SIDES E-Response website for 35 days from the date of the request; during that period you can correct the response or add additional information. However, any changes made to the response <u>after the due date for submission</u> to the requesting state agency may or may not be used in determining the individual's eligibility for unemployment benefits depending on state policy.

To amend a response, log-in to E-Response using the appropriate PIN (either a permanent PIN issued by the state to which the response was submitted or a one-time PIN linked to the request for which the response was submitted.) Identify the case on the SEPARATION INFORMATION REQUESTS page and click [Create Amendment]. You will then see the same series of screens that were presented when you created your submitted response. Make whatever changes are needed on those screens. Before submitting the Amended Response, you will be asked to explain why you are amending your previous submission and what has changed. See sample AMENDED RESPONSE page below.



SIDE <u>S</u> . <i>E-Response</i>	SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE SEIN: 111111111 SEIN: 111111111 SEIN: 111111111	
Users Guide Help with E-Response	Response for: SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim Request Date: 07/15/2016 Date Due: 08/01/2016 Claim Effective Date: 07/22/2014 Amended Response	
 indicates a Required Field Enter all applicable information using the space provided. 	Amended Response Number 1 * Why is the response being amended and what changed? ?	
Note: The Back, Submit and Go buttons will act as an implicit Save. If you do not want your data saved,		
please press Cancel before selecting Back, Submit or Go.	< Back Cancel Save Main Menu Next > Go to Page Amended Response Go	
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