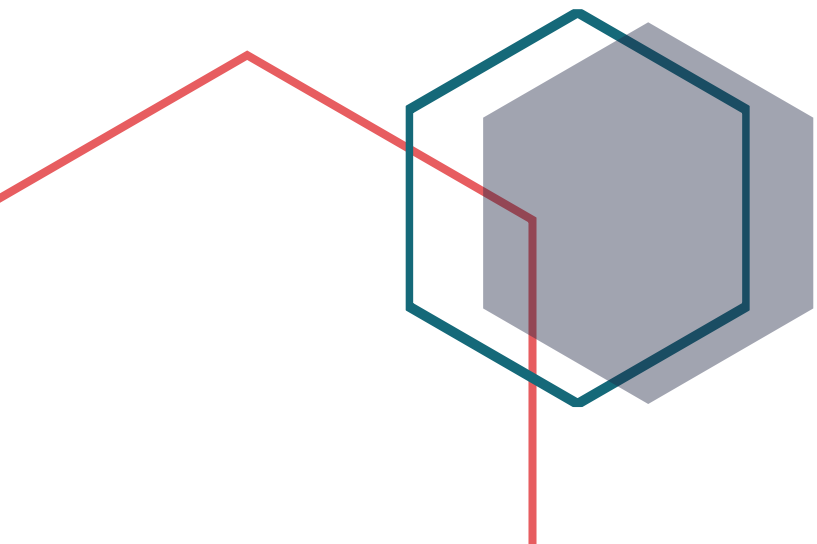


Earnings Verification E-Response Users Guide



What is SIDES?

SIDES stands for the State Information Data Exchange System. It's a software tool that empowers states, employers, Third Party Administrators (TPAs) and Professional Employer Organizations (PEOs) to quickly, accurately, and securely respond to unemployment insurance requests.

How it Works

SIDES E-Response is a free website where employers and their representatives submit UI responses directly to state unemployment agencies.

When you receive a request, use the provided PIN to access and complete responses. Once completed, a confirmation number and downloadable PDF will immediately be available for your records.

Benefits

- Lost responses are a thing of the past. With direct online communication, feel confident knowing information was transmitted correctly and securely.
- Nationally consistent format for any size business. Eliminate submission errors with SIDES' consistent and intuitive format.
- Handles details so employers can focus on business. The innovative digital process reduces personnel time and effort.
- Enhances the integrity of the UI system. SIDES reduces UI tax rates and waste in the system.

How to Register

Contact your State Workforce Agency.

SIDES E-Response



SIDES E-Response is an online tool for employers to quickly, accurately, and securely respond to state unemployment insurance requests. Built specifically for ease of use, employers can log into the website and submit responses easily anytime, anywhere.

Requirements



SIDES E-Response only requires an internet connection. There is no cost to use SIDES E-Response.



Earnings Verification Exchange

The Earnings Verification Exchange automates audits sent to employers/TPAs. Responses are returned electronically from employers in Sunday – Saturday format to state UI agencies regardless of the pay period. Earnings Verification also electronically notifies employers/TPAs of outstanding audits, reducing response times, stopping improper payments early, and combating benefit year earnings improper payments.

Preparing to Respond to an Earnings Verification Request

Gather detailed, pertinent information about the claimant's separation and payments made after the separation.

- Employer contact information
- Dates of employment
- Details of separation
- Payroll information
- Supporting documentation

Supported Browsers

IE 11 and above
 Chrome V44 and higher
 Firefox V37 and higher

Access the SIDES Earnings Verification Exchange

Log into uisides.org using the credentials provided by the state workforce agency. Some states provide a direct link in their employer portal.

The screenshot shows the login interface for the SIDES E-Response system. It features a dark blue header with the logo. The main content area is white and contains the following elements:

- State:** A dropdown menu with the text "Select One" and a downward arrow.
- Exchange:** A dropdown menu with a downward arrow.
- Federal Employer Identification Number:** A text input field.
- State Employer Identification Number:** A text input field.
- Pin/Access Code:** A text input field.
- Log In:** A button with the text "Log In".
- Log In Assistance:** A link.
- Supported Browsers:** A link.



Select a Claim

The list of requests for information will be displayed. This list can be sorted by any column by selecting the up or down arrow next to the column header.

Select the claim you want.

SIDES E-Response State: ST
FEIN: 987654321
SEIN: 987654321 Log Out

Earnings Verification Requests

Hide submitted records

SSN	Name	Due Date	Response Status
<input type="checkbox"/>	Allen, Bob	05/30/2022	Submitted
<input type="checkbox"/>	Johnson, Alice	05/30/2022	Submitted
<input type="checkbox"/>	Smith, John	05/30/2022	In Progress
<input type="checkbox"/>	Allen, Bob , Jr	06/15/2022	Not Started



R1

INTEGRITY TIP: Respond timely to every request for earnings information!



Review Claim Details

This screen provides information related to the claim.

 State: ST
FEIN: 987654321
SEIN: 987654321 [Log Out](#)

Claim Details

Name	Allen, Bob , Jr	SSN	
Verification Period	02/06/2022 - 02/19/2022	Request	06/02/2022
		Due	06/15/2022
		Response Status	Not Started
		View	Request - 06/02/2022

[Back](#) [Enter Response](#)

Tip: If you fail to download your response after submitting, you can return to this screen to download your response.

Records are only displayed for 35 days from the request date.

R2



Verify Employer Information

Make any necessary corrections to the employer information.

 State: ST Log Out
FEIN: 987654321 Requests
SEIN: 987654321

[Help](#)

Name: Allen, Bob , Jr

SSN:

Due Date: 06/15/2022

Employer

Claimant

Work/Earnings

Salary/Pay Period

Earnings

Additional Information

Preparer



Employer

Corrected

Employer Name XYZ Holdings

FEIN 987654321

SEIN 987654321

Check if applicable.

TPA/Employer Representative receiving this request that DOES NOT represent this employer

Save

Close

Next

3

Tip: Navigate your response using the buttons on the bottom of the screen.

Close will send you back to the claim list.



Verify Claimant Information

Make any necessary corrections to the claimant information.

Tip: Need to return to a screen?
Any white tab is a click away.

State: ST
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

Help

Name: Allen, Bob, Jr SSN: Due Date: 06/15/2022

Employer **Claimant** Work/Earnings Salary/Pay Period Earnings Additional Information Preparer >

Claimant

Corrected

Claimant Name: Allen, Bob, Jr

Check if applicable.

Claimant did NOT work for this employer

Back Save Close Next



Work and Earnings

Indicate whether the claimant worked during the period indicated.

 State: ST
FEIN: 987654321
SEIN: 987654321

[Help](#)

Name: Allen, Bob , Jr

SSN:

Due Date: 06/15/2022




Work/Earnings

Earnings Verification Source

National Directory of New Hire Match/Hit

* Did this person perform work or receive any payments between 02/06/2022 and 02/19/2022?



* What was the first day the claimant physically worked or the first allocated payment date of a Paycheck Protection Program (PPP) between 02/06/2022 - 02/19/2022?



* Is the claimant still working?

Yes No

Tip: If claimant has separated state may ask for information.

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Salary/Pay Period

Enter the claimant's salary and pay period information.



 State: ST Log Out
 FEIN: 987654321 Requests
 SEIN: 987654321

Help

Name: Allen, Bob , Jr

SSN:

Due Date: 06/15/2022

Employer Claimant Work/Earnings Salary/Pay Period Earnings Additional Information Preparer >

Salary/Pay Period

TIP: If the claimant worked under a contract for a specific amount or was paid by trip/load/mile, a different set of questions will display.

* Did the claimant work under contract for a specific amount? Yes No


* Was the claimant paid by the mile or Trip/Load/Unit? Yes No

* Regular Rate of Pay per ▼

Overtime Rate of Pay per ▼

Training Rate of Pay per ▼

* How often is/was the claimant paid? ▼

* Pay period start date 

Back Save Close Next



Earnings Selection

Select each type of payment received for the week(s) listed



State: ST
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

Help

Name: Allen, Bob, Jr

SSN:

Due Date: 06/15/2022

< yer
Claimant
Work/Earnings
Salary/Pay Period
Earnings
Additional Information
Preparer
>

Earnings Selection

Pay Periods	Were Work & Services Performed or PPP Allocated?		Were any of the following earned during the pay period?			Was the individual paid any of the following?				
	Yes	No	Tips	Commission	Bonus	Severance	Holiday	Vacation	Sick	Wages in Lieu
01/30/2022 - 02/12/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/13/2022 - 02/26/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back
Save
Close
Next

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INTEGRITY TIP: Providing all payment information is vital to prevent improper payments! Multiple payment types may be selected if applicable each week.



Pay Period Earnings

Enter hours, and earnings. Date paid/or allocated may also be required by the state.



State: ST
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

Help

Name: Allen, Bob , Jr

SSN:

Due Date: 06/15/2022

< >
Claimant
Work/Earnings
Salary/Pay Period
Earnings
Additional Information
Preparer
> <

Pay Period Earnings

Enter PPP in the same format as wages for the allocated dates.

Tip: Time should be entered in hours and minutes. 00:00

01/30/2022 - 02/12/2022

					Thursday 02/10/2022	Friday 02/11/2022	Saturday 02/12/2022	Total
Hours								
Earnings								
Date Paid								

02/13/2022 - 02/26/2022

	Sunday 02/13/2022	Monday 02/14/2022	Tuesday 02/15/2022	Wednesday 02/16/2022	Thursday 02/17/2022	Friday 02/18/2022	Saturday 02/19/2022	Total
Hours								
Earnings								
Date Paid								
Holiday	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Date Paid								

Tip: Date entered as month, date, year. 00/00/000

Back
Save
Close
Next



Summary

Review hours and earnings entered.



 State: ST
 FEIN: 987654321
 SEIN: 987654321

 Log Out
 Requests

Help

Name: Allen, Bob, Jr

SSN:

Due Date: 06/15/2022

< Employer
Claimant
Work/Earnings
Salary/Pay Period
Earnings
Additional Information
Preparer >

Summary

Period	Hours	Earnings	Tips	Commission	Bonus	Severance	Holiday	Vacation	Sick	Wages in Lieu of Work	Total Gross Earnings
01/30/2022 - 02/12/2022	16:00	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00
02/13/2022 - 02/26/2022	32:00	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00

Back
Close
Next

Tip: To correct Earnings click Back to return to Pay Period Earnings



Additional Information

Enter any additional information about earnings.

 State: ST Log Out
FEIN: 987654321 Requests
SEIN: 987654321

[Help](#)

Name: Allen, Bob, Jr

SSN:

Due Date: 06/15/2022

[← t](#) [Work/Earnings](#) [Salary/Pay Period](#) [Earnings](#) **[Additional Information](#)** [Preparer](#) [Review Respons](#) [→](#)

Additional Information

Enter any additional information about this Earnings Verification, including details of the PPP (if applicable).

[Back](#) [Save](#) [Close](#) [Next](#)

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Tell Us About You

Provide the information for the person who completed the response.



State: ST
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

[User Guide](#) [Help](#)

Name: Allen, Bob

Due: 02/04/2022

Employer
Claimant
Separation
Wages/Payments
Documentation
Preparer
Review Response

Preparer

* Info Prepared By

Employer TPA

* Name

* Job Title

* Phone

* Email

Fax

Back
Save
Close
Next

Tip: Verify this information carefully. Follow-up requests will be directed here.

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Review the Response for Accuracy

Click 'View Response' to see a copy of the PDF before it is sent to the state workforce agency.

SIDES E-Response

State: ST
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

Help

Name: Allen, Bob, Jr SSN: Due Date: 06/15/2022

< t Work/Earnings Salary/Pay Period Earnings Additional Information Preparer **Review Response** >

Review Response

Review your response before submitting:

View Response

Back Close Submit

Tip: The response is not submitted until you select the Submit button.

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Save the Confirmation

Records are only saved on the website for 35 days after the request is sent. Save your confirmation number and download a copy of your response. **An emailed copy will NOT be sent.**

SIDES E-Response State: ST Log Out
FEIN: 987654321 Requests
SEIN: 987654321 Help

Name: Allen, Bob , Jr

SSN:

Due Date: 06/15/2022

Confirmation

Your response has been accepted. Your confirmation number is c50a-1cb3-9631-4701-920b-42e8-782d-5a33.

Print or download a copy for your records.

Response

Survey

Close

Tip: Print or download a copy of your response for your records.

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Save or Print your PDF

The screenshot shows a web browser window with a Chrome menu open. The browser address bar shows the URL: `isides.org/ew-cas/viewer/requests/3417069/responses/2041423/f43c2b66934f4b19acc88fc9e29ff67.pdf`. The page content is an Earnings Verification form for Bob Allen. The form is divided into several sections: State Request Information, Employer, Work/Earnings, and Salary and Pay Period. The Chrome menu is open, showing various options like New tab, New window, Downloads, Print, etc. The 'Downloads' and 'Print' options are highlighted with red boxes.

Earnings Verification

State Request Information

Agency	5503	Phone	
		State	OK
Email	LO@LO.com		

Employer

Employer Name	XYZ Holdings		
FEIN	98-7654321	SEIN	987654321

Work/Earnings

Request Source	National Directory of New Hire Match/Hit
Did this person perform work or receive payment from 02/06/2022 to 02/19/2022	Yes, this individual had earnings during the time frame requested
What was the first day the claimant physically worked or the first allocated payment date of a Paycheck Protection Program (PPP) between 02/06/2022 to 02/19/2022	02/11/2022
Is the individual still working?	Yes

Salary and Pay Period

Claimant Regular Rate of Pay	\$50.00	per	Hourly
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Chrome Menu:

- Update available
- New tab (Ctrl+T)
- New window (Ctrl+N)
- New InPrivate window (Ctrl+Shift+N)
- Show sidebar (Ctrl+Shift+J)
- Zoom: 125%
- Favorites (Ctrl+Shift+O)
- Collections (Ctrl+Shift+Y)
- History (Ctrl+H)
- Downloads (Ctrl+J)**
- Apps
- Extensions
- Microsoft Rewards
- Performance
- Alerts and tips
- Print (Ctrl+P)**
- Web capture (Ctrl+Shift+S)
- Web select (Ctrl+Shift+X)
- Share
- Discover
- Find on page (Ctrl+F)
- Read aloud (Ctrl+Shift+U)
- More tools
- Settings
- Help and feedback

