



SEPARATION INFORMATION E-RESPONSE WEB SITE

USER GUIDE

Version: 2.8

Date: August 2018

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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 11.0 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:

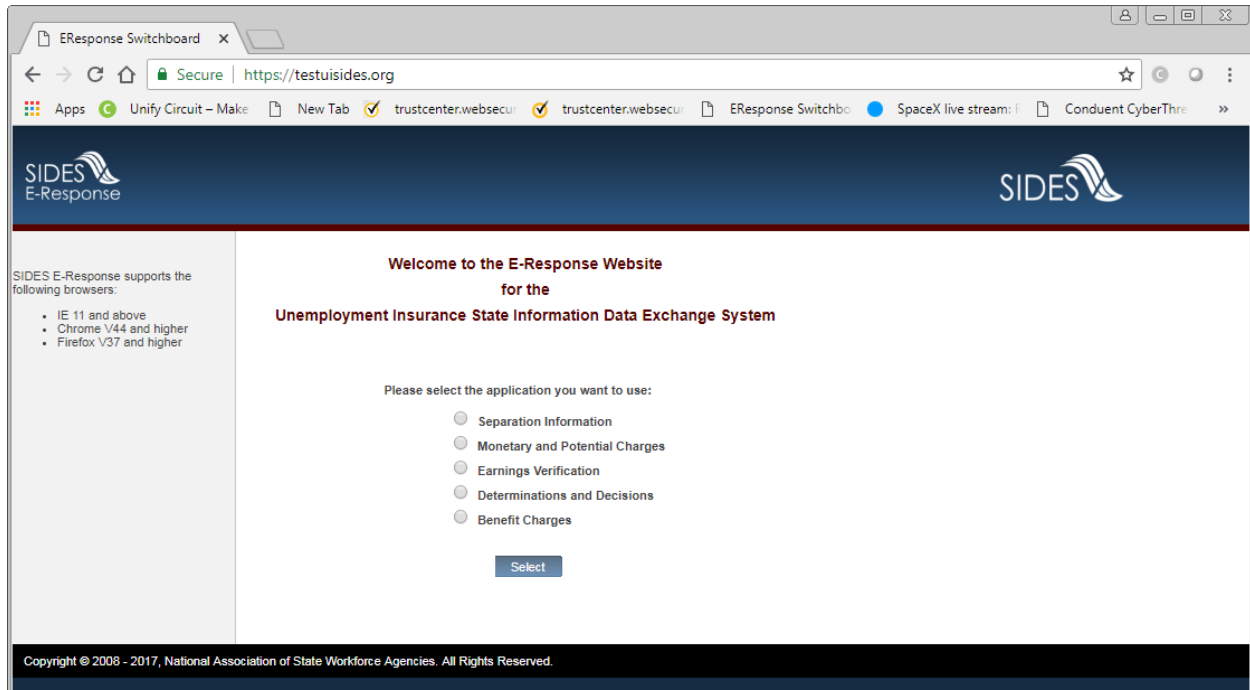
- [Button]: Brackets indicate a button and the button label you will see on the screen.
- Hyperlink: All hyperlinks in the screen will be indicated with a bold underline.
- “Area of screen”: Double quotes indicate headers or some other specific area of a particular screen.
- SMALL CAPS: Screen titles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

The screen shown below will appear.



On the WELCOME screen, select Separation Information, and click the [Select] button. The screen shown below will appear.

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.

The screenshot shows the SIDES E-Response login interface. The header features the SIDES E-Response logo on the left and the SIDES logo on the right. A left sidebar contains links for 'Users Guide', 'Help with E-Response', and a note that '*' indicates a Required Field. The main content area is titled 'Separation Information Application, Response Entry' and instructs users to login using instructions from the State Agency. It contains three required fields: 'State' (a dropdown menu), 'Federal Employer Identification Number', and 'State Employer Identification Number'. Below these is a field for 'Identification Number/Access Code (PIN)'. Each field has a question mark icon to its right. At the bottom of the form are 'Cancel' and 'Login' buttons, and a link to 'Return to the Main E-Response Selection Page'. The footer includes copyright information for the National Association of State Workforce Agencies and a version/build number.

SIDES E-Response

SIDES

Users Guide

Help with E-Response

* indicates a Required Field

All 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, 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 (PIN): ?

Cancel Login

[Return to the Main E-Response Selection Page](#)

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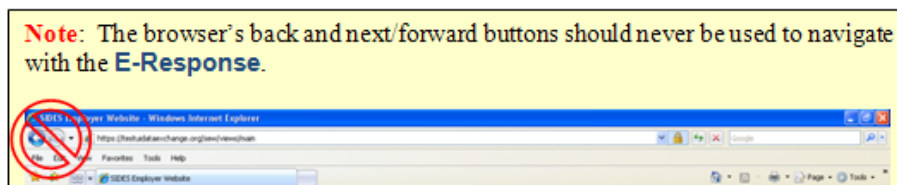
13 201 - Build 677da25

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

- Identifying Information. Your FEIN and SEIN (if used) will be displayed in the upper right portion of the screens.
- Information Bar. A vertical section on the left side of the screen provides specific instructions to help you navigate specific pages.
- Site Navigation Buttons. 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 **NOT** ensure the proper functioning of the site and could cause you to lose work.



- Sign Out Button. 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.
- Help Icon.  This symbol indicates help is available for the particular field where it is found. Simply mouse over the icon to see the help text.
- Screen Identification Number. 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.

- Standard Web Interface Features. 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.

FEIN: 22222222
SEIN: 22222222

Sign out

Search by SSN: (Omit Dashes)

Search

[Users Guide](#)
[Help with E-Response](#)

Select a Separation Information Request to create a response and/or view/print. Or, select a Separation Information Response to edit, delete or view/print.

Select "Create Response" to begin a response.

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 submitted.

Select "Create Amendment" to change a response that has already been submitted.

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.

Note: Requests remain on the SIDES E-Response Website for 35 days.

Announcement from the State: Please be advised you have 10 days to respond to a fact finding request per Regulation 11.3.300.301.

- Each request will have an attachment with additional questions that must be completed.
- New Mexico currently only offers the option to complete separation information at this time.
- Any request for custom additional fact finding must be completed through New Mexico's website.

Announcement: Welcome to UI SIDES E-Response. SIDES E-Response supports the following browsers:

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

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.

Separation Information Requests

Separation Information Requests for PIN:

Order by: Due Date Ascending

SSN: 250-00-7000 Name: Farley, Roger B Date Due: 11:59 PM Eastern on 09/30/2018	Response Status: In Progress Edit Response Delete Response	View/Print
SSN: 250-00-7001 Name: Bowen, Mary J Date Due: 11:59 PM Eastern on 09/30/2018	Response Status: In Progress Edit Response Delete Response	View/Print
SSN: 250-00-7002 Name: Delone, Maria S Date Due: 11:59 PM Eastern on 09/30/2018	Response Status: In Progress Edit Response Delete Response	View/Print
SSN: 250-00-7003 Name: Doe, Steve J Date Due: 11:59 PM Eastern on 09/30/2018	Response Status: Not Started Create Response	View/Print

Separation Information Requests for other PINs with this FEIN:
No separation requests found for other PINs.

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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 may adversely affect your account.**

Response Status Buttons. 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 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.

Rest of Page Intentionally Blank

FEIN: 22222222
SEIN: 22222222

Sign out

Users Guide
Help with E-Response
* indicates a Required Field
Please review Claimant and Employer Identification information and enter any corrections.

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

Claimant and Employer Identification

Requesting State

State: UT
Agency:
Phone:
Fax:

Claimant Provided Information

SSN: 250-00-7000
Name: Farley, Roger B
Other Last Name Used:
State Claim Number: 1984241
Benefit Year Begin Date: 2018-03-18
Type of Claim: New Initial Claim

Employer Information

Employer Name:
State Employer Account Number:
Federal Employer Identification Number:

Information of Record

TESTDATA INC
0770384
22222222

☒ Check here if employer information is incorrect
☒ Check here if the claimant worked under any other SSN or Name

Employer Status

☐ 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. Updated information must be entered on the page before the [Next] button may be pressed. If you do not have corrected information, press the [Back] button and correct your answer.

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FEIN: 22222222
SEIN: 22222222

Sign out

Users Guide
Help with E-Response
* Indicates a Required Field
Please review Claimant and Employer Identification information and enter any corrections.

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/16/2018

Claimant and Employer Identification Change

Claimant Information

SSN:

250-00-7000

Information of Record

250-00-7000

Corrections(if different)

Claimant Name used to file claim:
Other Name Used:

Farley, Roger B

Employer Information

Employer Name:

TESTDATA INC

Information of Record

TESTDATA INC

Corrections(if different)

State Employer Account Number:

0770384

Federal Employer Identification Number:

22222222

< Back

Cancel

Save

Main Menu

Next >

Go to Page

Claimant and Employer Identification Change

Go

TPA = Third Party Administrator
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13.201 - Build 8/7/2025 - 22:19

3.2

Rest of Page Intentionally Blank

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].

SIDES E-Response

FEIN: 22222222
SEIN: 22222222
[Sign out](#)

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

Preparer Information

[Users Guide](#)
[Help with E-Response](#)
[* Indicates a Required Field](#)
TPA = Third Party Administrator

Enter Information:

*Who is providing this response? ☒ Employer ☐ TPA/Employer Representative

*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)

*Preparer's e-mail address:

Preparer's Fax number: (Only digits, omit parenthesis, dashes or spaces)

[< Back](#) [Cancel](#) [Save](#) [Main Menu](#) [Next >](#)

Go to Page [Go](#)

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Rest of Page Intentionally Blank

If there are any informational attachments on the request for separation, the **UI AGENCY INSTRUCTIONS** page is displayed. Click the [Download] button to retrieve any attachments. Any attachments supplied by the UI Agency that are actionable, are available for download on the **ADDITIONAL SEPARATION INFORMATION** page that will be displayed further in the response flow. A sample of the **ATTACHMENTS FROM UI AGENCY** page is shown below.

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016

UI Agency Instructions

Document Name	Document Extension	Size	
16000Characters.tif	RTF	5,840	Download

< Back Cancel Save Main Menu Next >

Go to Page UI Agency Instructions 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.

Rest of Page Intentionally Blank

SI - Employment Informa x

Secure | https://testuisides.org/si/views/response

Apps Unify Circuit - Make New Tab trustcenter.websecu trustcenter.websecu EResponse Switchbo SpaceX live stream: Conduent CyberThre

SIDES E-Response

FEIN: 22222222 SEIN: 22222222 Sign out

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/16/2018

Employment Information

Save completed successfully.

* indicates a Required Field

Enter all applicable information using the space provided.

* Employer's Reason for Claimant's Separation: Select One

Laid Off/Lack of Work: [Text Field]

First day of work: Claimant Provided: 12/26/1989

Last day of work: Claimant Provided: 03/16/2018

Was this seasonal employment according to state law? ☐ Yes ☐ No

Does the claimant have reasonable expectation of returning to work for you? ☐ Yes ☐ No

Claimant's Job Title: Director IT security and compl [Text Field]

< 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.

- Temporary Layoff
- Laid Off/Lack of Work
- Fired/Discharged
- Vacation/Holiday Shutdown
- Asked to Resign
- Voluntary Quit/Separation
- School Employee Between Semesters or Terms, Likely to Return
- School Employee Between Semesters or Terms, Not Likely to Return
- Still Employed, Full Time
- Still Employed, Part Time
- Still Employed, Hours Reduced by Employer
- On Call or Temporary Status
- Leave of Absence
- Retirement – Mandatory
- Retirement – Voluntary
- Disciplinary Suspension
- Labor Dispute
- Professional Athlete Between Sports Seasons
- Disaster Related Separation
- Not Listed Above (Use only if the situation does not fit a reason listed above)
- 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. Depending on the reason for separation selected, the set of screens to be filled out may differ. The following pages are an example showing the pages displayed for the Temporary Layoff path.

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 may 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.

The screenshot shows the 'Change Reason For Separation' page. At the top, the SIDES E-Response logo is on the left, and FEIN: 222222222 and SEIN: 222222222 are on the right, along with a 'Sign out' button. A left sidebar contains 'Users Guide' and 'Help with E-Response'. The main content area has the title 'Change Reason For Separation' and a warning: '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.' Below this is the question 'Do you want to continue?' with 'Cancel' and 'Continue' buttons. A footer bar contains the copyright notice: 'Copyright © 2008 - 2018, National Association of State Workforce Agencies. All Rights Reserved.'

After entering this information, click [Next] which will take you to the **WAGES EARNED / HOURS WORKED** page.

The screenshot shows the 'Wages Earned/Hours Worked' page. The top header is identical to the previous page. The left sidebar is also identical. The main content area displays response information: 'Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018'. Below this is the title 'Wages Earned/Hours Worked'. There are two required fields marked with an asterisk: 'Are total earned wages available for 09/22/2017 thru 09/30/2017?' and 'Are total weeks worked available for 09/22/2017 thru 09/30/2017?'. Each has a 'Select One' dropdown menu. Below these are two text input fields: 'What were the total wages earned after 03/18/2018?' and 'What were the total hours worked after 03/18/2018?'. At the bottom, there are navigation buttons: '< Back', 'Cancel', 'Save', 'Main Menu', and 'Next >'. A 'Go to Page' section shows 'Wages Earned/Hours Worked' selected in a dropdown, with a 'Go' button. A footer bar contains the copyright notice and the page number '4.1'.

On this page you are asked if total earned wages are available and if total weeks worked are available.

After entering this information, click [Next] which will take you to the **COMPENSATION PAID AFTER SEPARATION** page.



FEIN: 22222222
SEIN: 22222222

Sign out

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

Compensation Paid After Separation

Users Guide
Help with E-Response
* indicates a Required Field
Enter all applicable information using the space provided.

What was the claimant's average weekly wage?
What was the average number of hours the claimant worked per week?
If the claimant is still working, is the claimant working all available hours?
* Will or is the claimant receiving a company pension?
* Will the claimant receive any of the following compensation on or after the last day of work:

☐ Yes ☐ No
☐ Yes ☐ No
☐ No to all

Severance	☐ Yes ☐ No	Bonus Pay	☐ Yes ☐ No
Separation Pay	☐ Yes ☐ No	Residual Pay	☐ Yes ☐ No
Vacation	☐ Yes ☐ No	Commissions	☐ Yes ☐ No
Holiday	☐ Yes ☐ No	Sick Pay	☐ Yes ☐ No
Profit Sharing	☐ Yes ☐ No	Disability	☐ Yes ☐ No
Wages In Lieu of Notice	☐ Yes ☐ No	Not Listed Above	☐ Yes ☐ No
Back Pay	☐ Yes ☐ No		

< Back
Cancel
Save
Main Menu
Next >

Go to Page Compensation Paid After Separation Go

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On this page you are asked to provide the claimant's average weekly wage and average number of hours the claimant worked per week. Select if the claimant is receiving a company pension and check which compensation types the claimant has received. 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	

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After completing the **COMPENSATION PAID AFTER SEPARATION** 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 FEIN: 22222222 SEIN: 22222222 [Sign out](#)

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

Compensation After Separation - Severance

* indicates a Required Field

Enter all applicable information using the space provided.

N/A: Not Available

- Was the severance pay allocated to a specific period of time? ☒ Yes ☐ No
- What is the frequency of the claimant's severance pay after separation?
- What is the amount of the severance pay per period?
- What date will or was the severance pay paid?

< Back Cancel Save Main Menu Next >

Go to Page Go

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13/2011 - Build 8770a25 - 20/02

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.

Rest of Page Intentionally Blank

FEIN: 22222222
SEIN: 22222222

Sign out

Users Guide
Help with E-Response
* indicates a Required Field
Enter all applicable information using the space provided.

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

Compensation After Separation Summary

Review/Edit Entries.

Summary of Compensation after Separation

Select	Type	Amount Per Period	Period Frequency	Date Issued	Employer Allocation	
					Begin Date	End Date
☐	Pension	\$100.00	Lump Sum	10/14/2018	09/04/2018	10/07/2018
☐	Severance	\$1,000.00	Lump Sum	08/19/2018	10/10/2018	10/20/2018
☐	Separation	\$1,200.00	Lump Sum	08/08/2018		
☐	Vacation	\$1,200.00	Lump Sum	08/08/2018	10/20/2018	10/21/2018
☐	Holiday/Floating Holiday	\$200.00	Lump Sum	08/08/2018		
☐	Profit Sharing	\$150.00	Lump Sum	08/08/2018		
☐	Bonus Pay	\$500.00	Lump Sum	08/08/2018		
☐	Wages in Lieu of Notice	\$1,200.00	Lump Sum	08/08/2018		
☐	Back Pay Award	\$100.00	Lump Sum	08/08/2018	10/20/2018	10/21/2018
☐	Residual Payments	\$500.00	Lump Sum	08/08/2018		
☐	Commissions	\$100.00	Lump Sum	08/08/2018		
☐	Sick Pay	\$100.00	Lump Sum	08/08/2018		
☐	Disability	\$1,000.00	Lump Sum	08/08/2018		
☐	Not Listed Above	\$1,000.00	Lump Sum	08/08/2018		

Edit Delete

< Back

Cancel Save Main Menu

Next >

Go to Page

Compensation After Separation Summary

Go

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7.1

After completing your review, click [Next] which will take you to the **ATTACHMENTS** page.

Rest of Page Intentionally Blank

FEIN: 22222222
SEIN: 22222222

Sign out

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018

Attachments

* Do you have any attachments which support your statement regarding the Reason for Separation? ☒ Yes ☐ No

WARNING - Acceptable file formats are: csv, pdf, rtf, tiff (tif), txt. The total size of all attachments (up to 10) is limited to a maximum of 5 megabytes. Scanned PDFs have the possibility of being very large but by decreasing the dpi size, scanning it in as PDF text or removing some of the extended features of a PDF the size can be greatly reduced. Another option would be to scan it in as a TIFF (TIF) document instead of a PDF.

Add Attachments

< Back

Cancel

Save

Main Menu

Next >

Go to Page

Go

Users Guide

Help with E-Response

* indicates a Required Field

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 delimited) format.

To add an attachment(s), click on the Add Attachments button and select all the files you want to attach.

Add additional attachment information to each attachment. Repeat as needed.

To remove an Attachment click on the Delete button.

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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:

Type	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 **ADDITIONAL SEPARATION INFORMATION** page. A sample is shown below. If the UI Agency provided attachments that are actionable, they will be available for download. Click the [Download] button to retrieve any attachments.

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FEIN: 22222222
SEIN: 22222222

Sign out

Users Guide
Help with E-Response
* indicates a Required Field

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016
Additional Separation Information

Download, complete and return the following attachments:

Document Name	Document Extension	Size	
16000Characters.tif	RTF	5,840	Download

Please enter any additional information regarding the Temporary Layoff .

* I acknowledge the state requested additional information in the above files and I am responsible for providing the additional information.

☐

< Back

Cancel

Save

Main Menu

Next >

Go to Page
Additional Separation Information
Go

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After providing additional information regarding the separation, including information requested on actionable attachments, click [Next] to go to the **SUBMISSION** page. A sample is shown below.

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Sign out

Users Guide
Help with E-Response
Please view your Separation Information Response. If correct, click on the Submit button to send the Separation Information response 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, or click on the error message and you will be taken to the page where the correction needs to be made.

Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B
Request Date: 09/19/2018 Date Due: 09/30/2018 Claim Effective Date: 03/18/2018
Submission

View/Print

< Back

Main Menu

Submit to State

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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.

The screenshot displays the SIDES E-Response web application. The header includes the SIDES E-Response logo, FEIN: 222222222, SEIN: 222222222, and a Sign out button. The main content area is titled 'Submission' and shows a 'Response for SSN: 250-00-7000 Claim Number: 1984241 Name: Farley, Roger B' with dates for Request, Due, and Claim Effective. A 'View/Print' link is present. Below this, a message states 'Please correct the following errors:' followed by four red error messages: 'Preparer Information - Preparer Type Code is required', 'Preparer Information - Preparer Contact Name is required', 'Preparer Information - Preparer Title is required', and 'Preparer Information - Preparer Phone is required'. At the bottom of the main area are three buttons: '< Back', 'Main Menu', and 'Submit to State'. The footer contains copyright information for the National Association of State Workforce Agencies and a page number '19'.

When the Separation Response has been successfully validated, you can submit it to the State UI agency. The **SUBMISSION CONFIRM** page is displayed.

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

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SEIN: 22222222

Sign out

Users Guide
Help with E-Response

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Willson, Jim
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016
Submission Confirm

You have chosen to submit your Separation Information 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.

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Click [Yes] to submit your response and 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 View/Print 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.

FEIN: 22222222
SEIN: 22222222

Sign out

Users Guide
Help with E-Response

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Willson, Jim
Confirmation

Your response has been accepted. Your confirmation number is:
1028 3140 2a0d 454a a218 eb89 a104 706105

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

View/Print

Help us improve
Please take our survey

Main Menu

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You may print the Separation Response at any time by clicking the [View/Print](#) 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.

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 after the due date for submission 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.

SIDES E-Response

FEIN: 22222222
SEIN: 22222222

Sign out

Response for SSN: 560-34-8476 Claim Number: 388620 Name: Wilson, Jim
Request Date: 08/16/2018 Date Due: 08/27/2018 Claim Effective Date: 10/02/2016

Amended Response

Amended Response Number 1

* Why is the response being amended and what changed?

< Back Cancel Save Main Menu Next >

Go to Page Amended Response Go

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