



EARNINGS VERIFICATION E-RESPONSE WEB SITE

USER GUIDE

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1 Introduction

SIDES E-Response makes it possible for employers to respond electronically to requests for information from participating state unemployment insurance agencies. This guide provides step-by-step guidance for responding to requests to verify the earnings of specific workers for specific periods, including samples of the screens that you will see when you log-in to E-Response and enter information related to a specific 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: Minimum Requirements, Credentials, and Conventions

2.1 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) or a State provided number
- Personal Identification Number (PIN)

The State Unemployment Insurance (UI) agency requesting information will provide your PIN either with the notice that requests earnings verification 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.

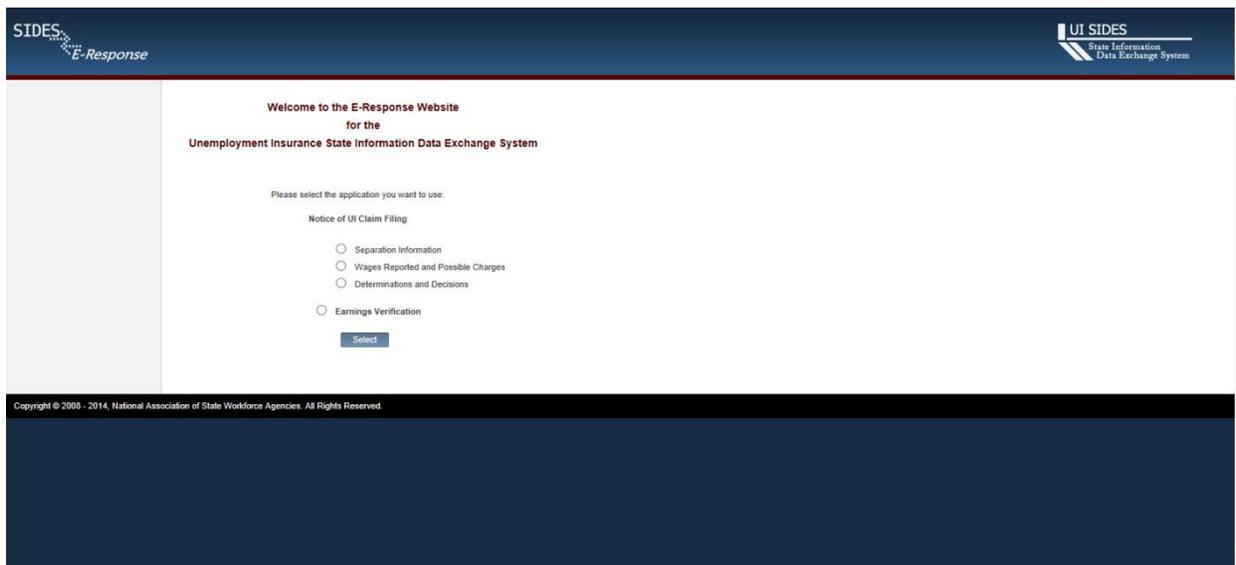
SMALL CAPS: Screen titles are shown in SMALL CAPS.

3 Logging In

To log-in to SIDES E-Response:

- Launch an Internet Browser (Internet Explorer, version 11.0 or higher required)
- Go to <http://uisides.org>

The screen shown below will appear.



Select “Earnings Verification” and click the [Select] button. The LOGIN SCREEN shown below will appear.

[Users Guide](#)

[Help with E-Response](#)

* Indicates a Required Field

All values entered into the FEIN/PIN fields are case SenSiTive

Note: Dashes and/or other punctuation should be omitted from the Federal Employer Identification Number.

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: ?

State Employer Identification Number: ?

Identification Number/Access Code (PIN): ?

Cancel

Login

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

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Home

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) or the number assigned to your business as indicated by the State;
- Enter the PIN provided to you by the requesting State UI agency, and

Note: PINs are case SenSitive

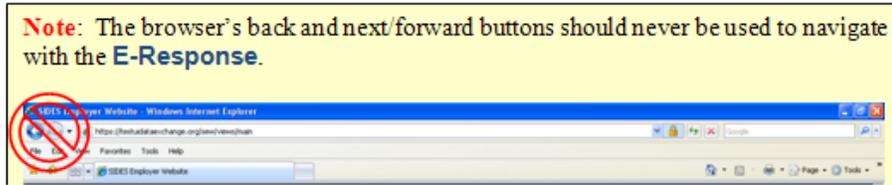
- Click the [Login] button.

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 earnings verification requests pending at this time. Contact the requesting State UI agency if you received a notice that an earnings verification 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 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 Earnings Verification Requests Screen

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

Search by SSN: (Omit Dashes)

[Search](#)

Select an Earnings Verification Request to create a response and/or view/print. Or, select an Earnings Verification 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 30 days.

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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

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.

Earnings Verification Requests

Earnings Verification Requests for the login PIN entered:

Order by: [Due Date](#)

SSN: 123-45-6732 Name: Lastname, Firstname M, JR Date Due: 07/17/2016	Response Status: Not Started Create Response	View/Print	?
SSN: 123-45-6777 Name: Last, First K, JR Date Due: 07/21/2016	Response Status: Not Started Create Response	View/Print	?

Earnings Verification Requests for other PINs for this FEIN:

No Earnings Verification requests found for other PINs.

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 received both earnings and UI benefits for the same week or weeks.

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].

6 Creating a Response

This section takes you step-by-step in 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.

SOUTH CAROLINA
DEPARTMENT OF EMPLOYMENT AND WORKFORCE

FEIN: 999999997
SEIN: 999999996

Sign out

*** indicates a Required Field**

Please review Claimant and Employer Identification information and enter any corrections.

TPA = Third Party Administrator
[Users Guide](#)

Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
State Earnings Verification for : 05/05/2013 - 05/18/2013

Claimant and Employer Identification

Requesting State

State: TN

Agency: Office Name

Phone: 5555555555

Fax: 5555555554

E-mail: james.madison@state.gov

Claimant Provided Information

SSN: 123-45-6732

Name: Lastname, Firstname M, JR

Corrected Claimant Information:

Other Full Name Used by Claimant:

Employer Information

	Information of Record	Corrected Employer Information:
Employer Name:	QARTH SPICE MERCHANTS	<input type="text"/>
State Employer Account Number:	651485	<input type="text"/>
Federal Employer Identification Number:	232355689	<input type="text"/>

Check here if claimant did NOT work for this employer

Check here if TPA receiving this request does NOT represent this employer

Preparer Information

***Who is providing this response?**
If the preparer is a TPA, what is the TPA company name?

***Name of the person preparing this response?**

***Job title of the person preparing this response?**

*** Preparer's telephone number plus extension? (Only digits, omit parenthesis, dashes or spaces)**

*** Preparer's e-mail address?**

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

Enter Information:

Employer TPA

Go to Page

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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, should this information be incorrect, you may provide corrected information. If you enter information into the “Corrected Employer Information” fields, the changed data will be routed to the appropriate State UI agency for review and handling.

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 TPA, that you do not represent the employer for whom the individual worked. If you check one of these boxes, click [Next] which will give you the opportunity to provide comments and submit the response.

In the “Preparer Information” section you will enter information about the entity and person preparing the response.

After completing the required information on the **CLAIMANT AND EMPLOYER IDENTIFICATION** page, click [Next]. This will take you to the **EARNINGS INFORMATION** page. A sample is shown below.

The screenshot shows the SIDES E-Response interface. At the top, there is a header with the SIDES logo, the South Carolina Department of Employment and Workforce logo, and FEIN: 999999997 and SEIN: 999999996. A 'Sign out' button is in the top right. Below the header, the page title is 'Earnings Information'. The response details are: Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR State Earnings Verification for : 05/05/2013 - 05/18/2013. The main form area contains the text 'The identifying source for this Earnings Verification was: Other.' and a required field question: '*Did this person perform work or receive any payments during this time period?' with a dropdown menu showing 'Select One'. Navigation buttons include '< Back', 'Cancel', 'Save', 'Main Menu', and 'Next >'. A 'Go to Page' dropdown is set to 'Earnings Information' with a 'Go' button. The footer contains copyright information: 'Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.' and a version number '4.0'.

On this page you are asked whether the individual worked for your business between the dates requested. From the drop-down list you can chose one of the following responses:

- Yes, this individual had earnings during the time period requested.
- This individual performed work during the time period requested, but had no earnings (100% commission sales person).
- No, this individual did not work and had no earnings during the time period requested.

You must choose a response to this question before you can proceed. After you have selected your response, click [Next].

Depending on the answer you select, you will be presented with a series of screens containing questions related to your answer.

After you begin answering the questions, if you decide that another response should have been selected, you may go back and change your response. If you do so, you will see a screen asking you to confirm the change and warning that your answers to the questions related to the prior response will be deleted

SIDES E-Response dew SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE FEIN: 999999997 SEIN: 999999996 Sign out

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Work Change Warning

You have chosen to change the answer for the question "Did this claimant work for you during 2013-05-05 to 2013-05-18?" 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.

Cancel Continue

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If you chose “Yes, the individual had earnings during the time frame requested” or “Claimant performs work and did not have earnings (100% sales person),” the **PAY PERIOD** screen shown below will appear.

SIDES E-Response | **dew SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE** | FEIN: 999999997 | SEIN: 999999996 | Sign out

Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
State Earnings Verification for : 05/05/2013 - 05/18/2013

Pay Period

* indicates a Required Field
Enter all applicable information in the space provided.
[Users Guide](#)

Rate of Pay Information

Regular Rate of Pay: ? per: ?

Over Time Rate of Pay: ? per: ?

Training Pay: ? per: ?

Rate per Mile: ?

Rate per Trip/Load/Unit: ?

Contract Wage 1: ?

If Contract Wage, please enter time period covered.

Contract Begin Date: ?

Contract End Date: ?

Pay Period Information

*What is the Pay Period: ?

Go to Page

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On the **PAY PERIOD** page, enter the “Rate of Pay Information” section for the employee. If it is a contract employee and the employee held multiple contracts in the time period, fill each in separately by using the [Add] button below the contract wage section.

Next, fill in the “Pay Period Information” by selecting the employer pay period in the drop down. You can choose Daily, Weekly, Bi-Weekly, Monthly, or Semi-Monthly from the drop down. You must choose a response to this question before you can proceed.

After you have selected your response, click [Next]. This will take you to the **PAY PERIOD AND WORKING INFORMATION** page. A sample is shown below.

The screenshot shows the SIDES E-Response interface for the South Carolina Department of Employment and Workforce. The header includes the SIDES logo, the department name, and a 'Sign out' button. The user's response details are displayed at the top: 'Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR State Earnings Verification for : 05/05/2013 - 05/18/2013'. The main section is titled 'Pay Period and Working Information' and contains several required fields marked with an asterisk. The first field asks for the first day of actual work performed between 05/05/2013 and 05/18/2013. Below this is the 'Still Working Information' section, which includes a radio button for 'No longer working', a date field for 'Last Day work was performed?', a dropdown menu for 'What was the reason for leaving the job?', and a text area for 'Additional Information on Separation:'. There is also a radio button for 'Still employed by the company'. At the bottom of the form are navigation buttons: '< Back', 'Cancel', 'Save', 'Main Menu', and 'Next >'. A 'Go to Page' dropdown menu is set to 'Pay Period and Working Information' with a 'Go' button next to it. The footer contains copyright information: 'Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.' and the version number '6.0'.

On this screen you will be asked for additional information on the pay period to guide the system in generating the proper pay periods for your company. Depending on the pay period selected on the previous page, the system may ask for information related to the last day of the pay period or the given dates a pay period can fall between. You will also be required to enter the first day that work was performed in the period. Note: this is not asking you the first day the employee started at your company, it instead is asking for the first day in the period specified that the employee worked.

Also on this page is a “Still Working Information” section that asks whether the individual is “No longer working” or is “Still employed by the company.” You must answer all of the questions before you can proceed.

After you have completed the questions on this screen, click [Next] and you will be directed to the **EARNINGS SELECTION** page.

* indicates a Required Field

Enter all applicable information in the space provided.
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Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
 State Earnings Verification for : 05/05/2013 - 05/18/2013

Earnings Selection

Calendar Week Of	Worked & Services were Performed		Did the individual earn any of the following during the pay period?			Was the individual paid any of the following?				
	Yes	No	Tips	Commission	Bonus	Severance	Wages in Lieu of work	Vacation	Holiday	Sick
05/05/2013 - 05/11/2013	<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"/>
05/12/2013 - 05/18/2013	<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 Cancel Save Main Menu Next >

Go to Page: Go

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On this page, you are required to fill in whether the employee had earnings under the “Worked & Services were Performed” column for each pay period. Either click the box to select Yes or the box to select No for each pay period generated.

In addition to the “Worked & Services were Performed” section, there are other columns representing other pay that the employee earned or was paid. Please check all that apply to the employee.

After you have completed checking all the boxes that apply, click [Next] and you will be directed to the **EARNINGS BY PAY PERIOD** page.

* indicates a Required Field

Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
State Earnings Verification for : 05/05/2013 - 05/18/2013

Earnings by Pay Period

	Sunday 05/05/2013	Monday 05/06/2013	Tuesday 05/07/2013	Wednesday 05/08/2013	Thursday 05/09/2013	Friday 05/10/2013	Saturday 05/11/2013
05/05/2013 - 05/11/2013	Hours Worked 0.00mm						
	Dollars						

< Back Cancel Save Main Menu Next >

Go to Page: Earnings by Pay Period Go

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The **EARNINGS BY PAY PERIOD** screen will ask you to enter the daily dollars earned for the individual on each day. If the individual had no earnings enter “0” in that box. In addition to earnings, some states need the number of hours worked and/or the pay date for the earnings. If an “Hours Worked” row heading appears, please enter the number of hours the individual worked in each of the days for which information is requested. If “Date” appears in a row, please also enter the date that the earnings were paid to the individual.

A grey box will appear in any day that falls outside of the employees work history or outside of the dates requested indicating to the person completing the response that no hours worked or dollars are required for that particular day.

After you have completed filling in all the data requested, click [Next]. If you have checked any of the boxes under the other pay the employee earned or was paid on the

EARNINGS SELECTION page, you will be directed to the **OTHER EARNINGS AND PAYMENTS** page. Otherwise, you will be directed to the **EARNINGS AND PAYMENT SUMMARY** page.

* indicates a Required Field

Enter all applicable information in the space provided.
[Users Guide](#)

Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
 State Earnings Verification for : 05/05/2013 - 05/18/2013

Other Earnings and Payments

Employer Pay Period	Type of Payment	Sunday 05/12/2013	Monday 05/13/2013	Tuesday 05/14/2013	Wednesday 05/15/2013	Thursday 05/16/2013	Friday 05/17/2013	Saturday 05/18/2013
05/12/2013 - 05/18/2013	Severance	Dollars \$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			
05/12/2013 - 05/18/2013	Vacation	Dollars \$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			

< Back Cancel Save Main Menu Next >

Go to Page: Other Earnings and Payments Go

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The **OTHER EARNINGS AND PAYMENTS** screen will ask you to enter the daily dollars paid to the individual for each day. For every check mark you made on the **EARNINGS SELECTION** page, you will be asked to fill in that “Other Earnings and Payment” selection. If the individual had no dollars paid to them for that day enter “0” (or leave the default as is) in that box. In addition to dollars paid, some states need the pay date for the earnings. If “Date” appears in a row, please enter the date that the earnings were paid to the individual.

A grey box will appear in any day that falls outside of the employees work history or outside of the dates requested to indicate that no hours worked or dollars are required for that particular day.

After you have completed filling in all the data requested, click [Next] and you will be directed to the **EARNINGS AND PAYMENT SUMMARY** page.

Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
State Earnings Verification for : 05/05/2013 - 05/18/2013

Earnings and Payment Summary

Employer Pay Period	Worked & Services were Performed		Other Earnings during the Pay Period			Was the individual paid any of the following during the pay period?					Total Gross Amt Paid
	Hours	Dollars	Tips	Commission	Bonus	Severance	Wages in Lieu of Work	Vacation	Holiday	Sick	
05/05/2013 - 05/11/2013	24.00	\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.00
05/12/2013 - 05/18/2013	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Navigation: < Back, Cancel, Save, Main Menu, Next >

Go to Page: Earnings and Payment Summary Go

The **EARNINGS AND PAYMENT SUMMARY** page contains the summary of all the data that you just entered in the previous pages relating to work hours and earnings paid summed up by pay period.

After you have reviewed the information, click [Next] and you will be taken to the **SUBMISSION** screen.

7 Submitting the Response

The screenshot shows the SIDES E-Response interface. At the top, there is a header with the SIDES E-Response logo, the South Carolina Department of Employment and Workforce logo, and a 'Sign out' button. Below the header, the main content area displays the following information:

Please view your Earnings Verification Response. If correct, click on the Submit button to send the Earnings Verification 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.

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Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
State Earnings Verification for : 05/05/2013 - 05/18/2013

Submission

[View/Print](#)

< Back Main Menu Submit to State

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The E-Response system will check your response for errors/missing information and must validate it before submission. If errors are found, a hyperlink message will appear on the **SUBMISSION** screen indicating the screen and field which needs attention. Simply click on the link to be directed to the screen and error. A sample **SUBMISSION** screen with a correction needed is shown below.

Please view your Earnings Verification Response. If correct, click on the Submit button to send the Earnings Verification 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.

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Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
State Earnings Verification for : 05/05/2013 - 05/18/2013

Submission

[View/Print](#)

Please correct the following errors:

Claimant and Employer Identification - Preparer Contact Name field is required.
Earnings by Pay Period - Day 05/12/2013: Hours Worked field is required.
Earnings by Pay Period - Day 05/12/2013: Wages Earned field is required.
Earnings by Pay Period - Day 05/13/2013: Hours Worked field is required.
Earnings by Pay Period - Day 05/13/2013: Wages Earned field is required.
Earnings by Pay Period - Day 05/14/2013: Hours Worked field is required.
Earnings by Pay Period - Day 05/14/2013: Wages Earned field is required.
Earnings by Pay Period - Day 05/15/2013: Hours Worked field is required.
Earnings by Pay Period - Day 05/15/2013: Wages Earned field is required.
Earnings by Pay Period - Period 05/15/2013 - 05/31/2013: At least one earnings amount is required.
Other Earnings and Payments - Period 05/15/2013 - 05/31/2013: At least one vacation amount is required.
Other Earnings and Payments - Period 05/15/2013 - 05/31/2013: At least one severance amount is required.

< Back

Main Menu

Submit to State

After all errors have been corrected, you are ready to submit your response. Click the [Submit to State] button on the **SUBMISSION** screen. You will then see a message: “You have chosen to submit your Earnings Verification Response to the State Unemployment Insurance Office. Do you want to submit this response?” See sample screen below.

SIDES E-Response

dew SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

FEIN: 999999997
SEIN: 999999996

Sign out

* indicates a Required Field

Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR

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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.

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If you click [Yes] you will see a **CONFIRMATION** screen (shown below) which will contain a confirmation number for your records. You may also print a copy of the request and your response from this screen.

* indicates a Required Field

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Response for: SSN: 123-45-6732 Date Due:07/17/2016 Name: Lastname, Firstname M, JR

Confirmation

Your response has been accepted. Your confirmation number is:

7ace e388 b533 4c1d b90c 7caa 0e31 2b12

[Please print or download this pdf and keep with your records.](#)

 [View/Print](#)

[Main Menu](#)

8 Deleting a Response

Should you find that a response is erroneous before you have submitted it to the state agency (for example, you realize that information about two individuals was mixed up), you can delete an un-submitted response and start over. Go to the **EARNINGS VERIFICATION REQUESTS** screen and click [Delete Response]. Before the data are deleted, you will see the **DELETE IN-PROGRESS RESPONSE** screen shown below. If you click the [Delete] button, this action will delete all the data you entered for this individual request, and it is not possible to retrieve the data; the screens will be reset as if no data had been entered for that request.

The screenshot shows the SIDES E-Response interface for the South Carolina Department of Employment and Workforce. The header includes the SIDES logo, the department name, and contact information (FEIN: 99999997, SEIN: 99999996). A 'Sign out' button is visible in the top right. The main content area is titled 'Delete an In Progress Response' and contains the following text: 'Use this screen to delete a response that has NOT yet been submitted.' followed by a link to 'Users Guide'. Below this, it states 'You have chosen to delete the Separation Response for:' and lists the following details: 'SSN: 123-45-6732', 'Name: Lastname, Firstname M, JR', and 'Date Due: 07/17/2016'. A 'Please Note' section states: 'Please Note: This will NOT impact any responses already submitted to the State Unemployment Insurance Office.' At the bottom of the main content area are two buttons: 'Cancel' and 'Delete'. The footer of the page contains the copyright notice: 'Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.' and the page number '2.2'.

9 Amending a Submitted Response

Your Earnings Verification Response remains accessible to you for 35 days from the date of the request. If you find additional information after you have submitted a response, you can correct or update your response during this time.

To create an amended response, go to the **EARNINGS VERIFICATION REQUESTS** screen and click [Create Amendment]. The system will present the same series of screens and your responses as submitted. Modify any information as needed to change or update your response. When you have completed your amended response, you will be asked to explain the reasons for your amended submission of the **AMENDED RESPONSE** screen shown below.

* indicates a Required Field

[Users Guide](#)

Response for: SSN: 123-45-6732 Date Due: 07/17/2016 Name: Lastname, Firstname M, JR
State Earnings Verification for : 05/05/2013 - 05/16/2013

Amended Response

Amended Response Number: 1

* Please describe changes made to the last response: (2000 characters)



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Cancel

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