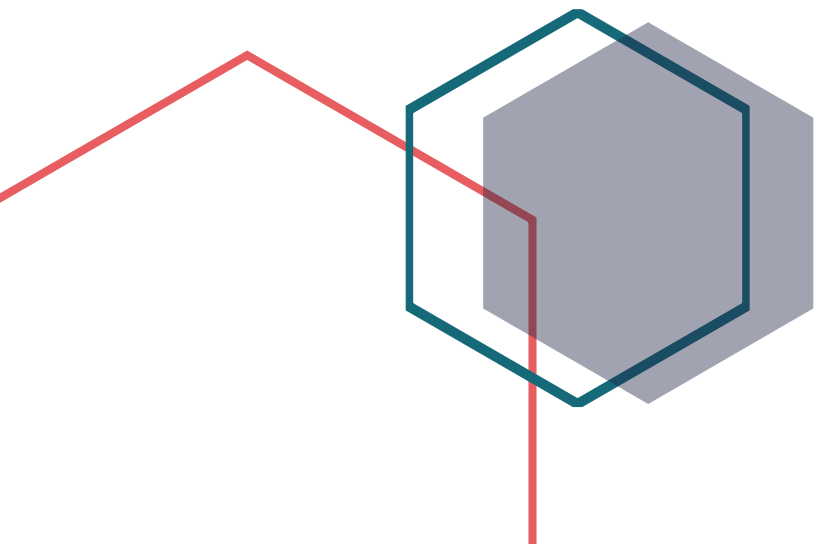


Earnings Verification E-Response Users Guide



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.

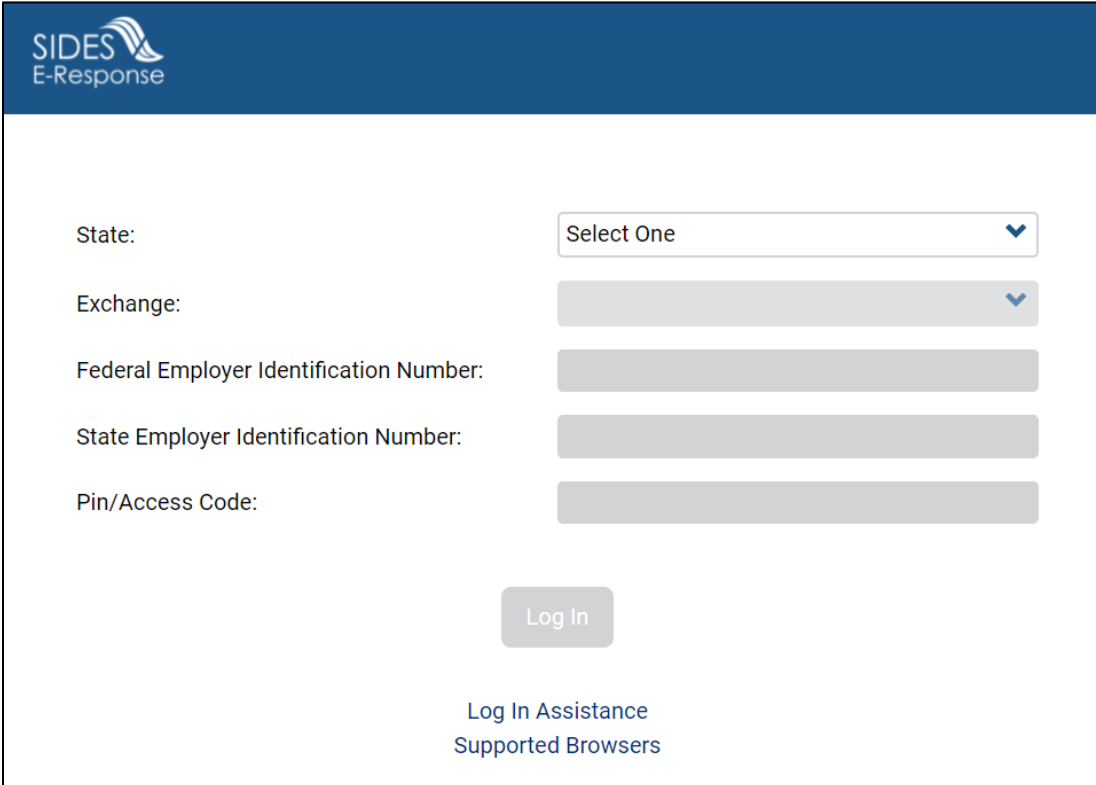
- Employer contact information
- Dates of employment
- Details of separation
- Payroll information
- Supporting documentation

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.



SIDES E-Response

State:

Exchange:

Federal Employer Identification Number:

State Employer Identification Number:

Pin/Access Code:

[Log In Assistance](#)
[Supported Browsers](#)



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.



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 checked="" 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
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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 >

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

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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 , JrSSN:Due Date: 06/15/2022

EmployerClaimantWork/EarningsSalary/Pay PeriodEarningsAdditional InformationPreparer>

Claimant

Corrected

Claimant Name: Allen, Bob , Jr

Check if applicable.

☐ Claimant did NOT work for this employer


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Work and Earnings

Indicate whether the claimant worked during the period indicated.



State: ST
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 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
 >

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?
 Yes, this individual had earnings during the time frame requ

* 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

Back
 Save
 Close
 Next


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
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 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
>

Salary/Pay Period

* 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

Hour

Overtime Rate of Pay

per

Select One

Training Rate of Pay

per

Select One

* How often is/was the claimant paid?

Bi-Weekly

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.

* Pay period start date

📅

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Save
Close
Next



Earnings Selection

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



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Log Out

Requests

[Help](#)

Name: Allen, Bob, Jr

SSN:

Due Date: 06/15/2022

< 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.



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Log Out

Requests

Help

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

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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.

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


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

< Previous
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
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

Help

Name: Allen, Bob , JrSSN:Due Date: 06/15/2022

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

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

* Name

* Job Title

* Phone

* Email

Fax

☐ Employer ☐ TPA

Back

Save

Close


Next

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



Review the Response for Accuracy

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



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.**



State: ST
FEIN: 987654321
SEIN: 987654321

Log Out
Requests

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

isides.org/sew-ev-cas/viewer/requests/3417069/responses/2041423/f43c2b66934f4b19acc88fc9e29ff67.pdf

SSN Name Allen, Bob Due Date

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 |
|------------------------------|---------|-----|--------|

Update available

- New tab Ctrl+T
- New window Ctrl+N
- New InPrivate window Ctrl+Shift+N
- Show sidebar Ctrl+Shift+/
- 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 >

