



# **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.

The screenshot shows the SIDES E-Response website interface. At the top, there is a dark blue header with the SIDES E-Response logo on the left and the SIDES logo on the right. Below the header, the main content area is white. On the left side, there is a sidebar with the text "SIDES E-Response supports the following browsers:" followed by a bulleted list: "IE 11 and above", "Chrome V44 and higher", and "Firefox V37 and higher". The main content area features a heading "Welcome to the E-Response Website for the Unemployment Insurance State Information Data Exchange System". Below this heading, it says "Please select the application you want to use:". There are two main sections of radio button options: "Notice of UI Claim Filing" with three options: "Separation Information", "Wages Reported and Possible Charges", and "Determinations and Decisions"; and "Earnings Verification" with one option: "Benefit Charges". At the bottom of these options is a blue button labeled "Select". At the very bottom of the page, there is a black footer with the text "Copyright © 2008 - 2016, National Association of State Workforce Agencies. All Rights Reserved." and navigation arrows on either side.

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):  ?

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

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On the LOGIN screen, do the following:

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

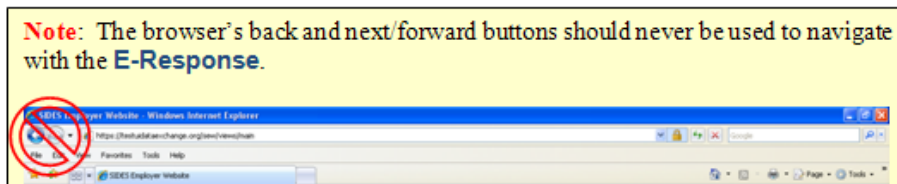
If the login is unsuccessful, first try again, being very careful with your key strokes. If you continue to have a problem, either your credentials are incorrect or there are no earnings verification requests pending at this time. Contact the requesting State UI agency if you received a notice that an 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 Earnings Verification 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.

The screenshot shows the SIDES E-Response interface. At the top, there are logos for SIDES E-Response and the South Carolina Department of Employment and Workforce (dew). A search box for SSN is located on the left. The main content area displays a list of pending earnings verification requests for a specific login PIN. Each request entry includes the claimant's name, SSN, and the date due. Below the list, there are instructions for users on how to create, edit, or delete responses and amendments. A footer contains copyright information for the National Association of State Workforce Agencies.

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 Earnings Verification 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.



FEIN: 111119999  
 SEIN: 111119999

[Sign out](#)

---

\* Indicates a Required Field

Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR  
 State Earnings Verification for : 05/05/2013 - 05/18/2013

### Claimant and Employer Identification

**Requesting State**

State: **TN**

Agency: **Knocksville**

Phone: **5555555555**

Fax: **5555555554**

E-mail: **james.madison@state.tn.gov**

**Claimant Provided Information**

SSN: **123-45-6734**

Name: **Doe, John Q, JR**

Corrected Claimant Information:

Other Full Name Used by Claimant:

---

**Employer Information**

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

Go to Page

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.

\* Indicates a Required Field

Enter all applicable information in the space provided.

IMPORTANT: Please see the [Federal Recordkeeping Requirements under the Fair Labor Standards Act \(FLSA\)](#), 29 CFR, Part 516.

[Users Guide](#)

Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR  
State Earnings Verification for : 05/05/2013 - 05/18/2013

**Earnings Information**

The identifying source for this Earnings Verification was: Other.

\* Did this person perform work or receive any payments during for this time period? ?

Select One

< Back Cancel Save Main Menu Next >

Go to Page Earnings Information Go

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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

**Work Change Warning**

You have chosen to change the answer for the question "Did this claimant work for you during 2012-11-28 to 2013-04-03?" 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

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.

\* indicates a Required Field

Enter all applicable information in the space provided.

[Users Guide](#)

Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR  
State Earnings Verification for: 05/05/2013 - 05/18/2013

**Pay Period**

**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:  ?

Add

**Pay Period Information**

\*What is the Pay Period:  ?

< Back

Cancel

Save

Main Menu

Next >

Go to Page  Go

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 'Pay Period and Working Information' page. At the top, there is a header with the SIDES E-Response logo, the South Carolina Department of Employment and Workforce logo, and user information (FEIN: 111119999, SEIN: 111119999, Sign out). Below the header, there is a navigation bar with a star icon indicating required fields, a response ID (123-45-6734), date due (06/06/2017), name (Doe, John Q, JR), and state earnings verification dates (05/05/2013 - 05/18/2013). The main content area is titled 'Pay Period and Working Information' and contains several sections: 1. 'Pay Period Information' with two required fields: 'What is the start date for a pay period?' and 'What was the first day actual work was performed between 05/05/2013 - 05/18/2013?'. 2. 'Still Working Information' section with a required field 'This individual is:' and a checked radio button for 'No longer working'. It also has fields for 'Last Day work was performed?' and a dropdown for 'What was the reason for leaving the job?'. 3. 'Additional Information on Separation:' with a large text area. 4. A checkbox for 'Still employed by the company'. At the bottom, there are navigation buttons: '< Back', 'Cancel', 'Save', 'Main Menu', and 'Next >'. A 'Go to Page' dropdown is set to 'Pay Period and Working Information' with a 'Go' button. The footer contains copyright information: 'Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.' and a page number '6'.

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.  
[Users Guide](#)

Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, 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 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"/>

Go to Page

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

Enter all applicable information in the space provided.  
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Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR  
 State Earnings Verification for : 05/05/2013 - 05/18/2013

**Earnings by Pay Period**

Please Note:

- All Hours Worked fields must be filled in.
- All Amount Earned (Dollars) fields must be filled in unless Hours Worked is 0, then Amount Earned (Dollars) must be 0.
- Date Paid/Allocated field must be filled in if the Amount Earned (Dollars) is greater than 0.

	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		00:00					
Hours Worked							
Dollars							
Date							
Allocated							

< Back      Cancel      Save      Main Menu      Next >

Go to Page:  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.

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Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR  
State Earnings Verification for: 05/05/2013 - 05/18/2013

**Other Earnings and Payments**

Employer Pay Period	Type of Payment	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	Severance	Dollars	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		Date Allocated						
05/05/2013 - 05/11/2013		Vacation	Dollars	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Date Allocated							

Go to Page: Other Earnings and Payments

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.

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: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, 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	0:0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05/12/2013 - 05/18/2013	0:0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Go to Page

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

**SIDES E-Response** **dew SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE** FEIN: 111119999 SEIN: 111119999 [Sign out](#)

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: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR  
State Earnings Verification for : 05/05/2013 - 05/18/2013

**Submission**

[View/Print](#)

[< Back](#) [Main Menu](#) [Submit to State](#)

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0336 - 64447626746 - 12-23

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.

**SIDES E-Response** **dew SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE** FEIN: 999999999 SEIN: 999999999 [Sign out](#)

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, or click on the error message and you will be taken to the page where the correction needs to be made.

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Response for: SSN: 213-45-6721 Date Due: 02/06/2017 Name: Lastname, Firstname M, JR  
State Earnings Verification for : 07/07/2013-08/03/2013

**Submission**

[View/Print](#)

Please correct the following errors:

- [Claimant and Employer Identification - Preparer Type Code field is required.](#)
- [Claimant and Employer Identification - Preparer Contact Name field is required.](#)
- [Claimant and Employer Identification - Preparer Job Title field is required.](#)
- [Claimant and Employer Identification - Preparer Telephone Number field is required.](#)
- [Claimant and Employer Identification - 'Email Address of the person preparing this response' field is required.](#)

[< Back](#) [Main Menu](#) [Submit to State](#)

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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.

The screenshot shows the SIDES E-Response interface. The header includes the SIDES E-Response logo, the South Carolina Department of Employment and Workforce logo, and user information: FEIN: 111119999 and SEIN: 111119999. A 'Sign out' button is visible. The main content area displays: 'Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR'. Below this, it states: 'You have chosen to submit your Earnings Verification Response to the State Unemployment Insurance Office. Do you want to submit this response?'. There are two buttons: '< Back' and 'Yes'. A note at the bottom says: 'After submitting this response, please wait for the confirmation number.' The footer contains copyright information: 'Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.'

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.

The screenshot shows the SIDES E-Response interface. The header is identical to the previous screenshot. The main content area displays: 'Response for: SSN: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR'. Below this, it says 'Confirmation'. The text reads: 'Your response has been accepted. Your confirmation number is: 048a 1092 8e54 4d87 b9bd 2b25 2465 f37b'. A note says: 'Please print or download this pdf and keep with your records.' There is a 'ViewPrint' button with a printer icon. At the bottom, there is a 'Main Menu' button. The footer contains copyright information: 'Copyright © 2008 - 2014, National Association of State Workforce Agencies. All Rights Reserved.'

## 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 a web interface for the SIDES E-Response system. At the top, there is a header with the SIDES E-Response logo on the left, the South Carolina Department of Employment and Workforce (dew) logo in the center, and FEIN: 111119999 and SEIN: 111119999 on the right. A 'Sign out' button is also present. The main content area is titled 'Delete an In Progress Response'. It 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:' followed by the user's details: 'SSN: 123-45-6734', 'Name: Doe, John Q, JR', and 'Date Due: 06/06/2017'. A 'Please Note' section states: '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 a small number '2' on the right side.

## 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: 123-45-6734 Date Due: 06/06/2017 Name: Doe, John Q, JR  
State Earnings Verification for : 05/05/2013 - 05/18/2013

### Amended Response

Amended Response Number:

1

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



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Cancel

Save

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