Revision History

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| --- | --- | --- | --- |
| Date | Version | Description | Author |
| 1/19/2021 | 1.0 | Initial Revision | SIDES Team |
| 1/28/2021 | 1.1 | Corrected business rule on B-26.2. Business rules had a conflict between required and optional fields. | Jason Holzbach, Christina Corbett |
| 2/2/2021 | 1.2 | Corrected business rule on B-125 and B-176. Both state that the date must fall after a begin date. Modified that date must be equal to or after begin date. | Jason Holzbach, Christina Corbett, Maridale Vanek |
| 4/6/2021 | 1.2 | Added B-33 as an optional field if B-246 is Y. | Christina Corbett, Jamie Abbott |
| 4/12/2021 | 1.3 | On B-158 Witness Information, moved “Conditional” under Field Type and corrected business rule to say “Required if B-157 is Y”. Updated B-158.1 and B-158.2 to indicate that both are required under B-158. | Jason Holzbach, Christina Corbett |
| 4/28/2021 | 1.4 | Corrected business rules to include B-166. | Jason Holzbach, Christina Corbett, Maridale Vanek |
| 5/10/2021 | 1.5 | Corrected business rule in B-33 to reflect that B-135 is ReturnToWorkDateInd. | Jason Holzbach, Christina Corbett |
| 5/12/2021 | 1.6 | Corrected business rule for B-218.31 to include FrequencyCodeRule. | Jason Holzbach, Christina Corbett, Maridale Vanek |
| 5/14/2021 | 1.7 | Amended business rule in B-21 to only be required if B-20 is 4 for Vacation/Holiday Shutdown. | Maridale Vanek, Christina Corbett |
| 5/27/2021 | 1.8 | Added clarification to B-219. | Christina Corbett |
| 6/3/2021 | 1.9 | Corrected business rule on B-94 to show required if B-20 is 6, B-34 is 5, and B-185 is Y. | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott |
| 6/8/2021 | 1.10 | Updated business rule on B-43 to show required if B-185 is N. Cleaned up leftover rule for Asked to Resign as this no longer pertains to B-43. | Jason Holzbach, Christina Corbett, Maridale Vanek |
| 6/9/2021 | 1.11 | Updated B-187. B-96 was incorrectly named as DateNoticeGiven instead of ClaimantNoticeInd. | Jason Holzbach, Christina Corbett |
| 6/10/2021 | 1.12 | Updated B-61 and B-62 to include required if B-20 is a null value. | Jason Holzbach, Christina Corbett, Jamie Abbott |
| 6/11/2021 | 1.12 | Updated B-22 to remove required if B-21 is Y. | Jason Holzbach, Christina Corbett |
| 6/17/2021 | 1.13 | Updated B-226 to not be required if B-166 =99. | Jason Holzbach, Christina Corbett |
| 6/17/2021 | 1.13 | Updated B-13 to not be required if B-166=99. | Jason Holzbach, Christina Corbett |
| 6/21/2021 | 1.14 | Modified B-226 and B-13 to not be required if B-20=8 and B-166=99. | Jason Holzbach, Christina Corbett |
| 6/23/2021 | 1.15 | Added business rule to B-112 to be required if B-44 is 3 in addition to B-110 being Y.  Added date parameter to B-115.1.  Modified business rule for B-22 to include scenarios where B-14 is null.  Added business rule to B-226 of must be null if B-195 is N. | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott |
| 6/24/2021 | 1.16 | Modified B-115.1 business rule. | Jason Holzbach, Christina Corbett |
| 6/29/21 | 1.17 | Clarified A-36. | Jamie Abbott, Christina Corbett |
| 7/2/2021 | 1.18 | Added business rule to B-218.51 and B-218.53 so total amount cannot exceed 100. | Christina Corbett |
| 7/6/2021 | 1.19 | Modified business rule on B-20 to be required unless B-246 is Y or if B-195 is N. | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott |
| 8/11/2021 | 1.20 | Added date parameters to: B-26.4, B-26.6, B-26.7, B-95, B-97, B-98, B-115.1, B-117, B-124, B-125, B-174, B-176, B-183, B-184, B-194, B-218.4, and B-218.55 | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott, Jerry Pectol |
| 9/2/2021 | 1.21 | Added business rule on B-26.3 to only allow for Lump Sum or Not Able to Provide if AllocationRequiredInd is set to N.  Modified date parameter on B-26.7 to include that AllocationEndDate cannot be prior to AllocationBeginDate, if B-26.6 is not null.  Modified date parameter on B-117.  Changed ClaimEfffectiveDate to ClaimEffectiveDate (typo). | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott |
| 9/7/2021 | 1.22 | Added lower bound date parameter to B-13. | Jason Holzbach, Christina Corbett |
| 9/8/2021 | 1.23 | Corrected business rule on B-218.56 to show required if B-218.5 is E or B, not B-218.4. | Christina Corbett |
| 9/15/2021 | 1.24 | Added upper bound date parameter to A-2 and A-9. Added business rule to B-20 regarding B-230 and B-246. Added business rule to B-230 and B-246 regarding B-20 and each other. Modified B-202 and B-204 to include date parameters. | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Abbott |
| 9/17/21 | 1.25 | Added date parameters to B-209, B-219.1, B-219.2, B-220, B-200, B-238, and B-199. | Jason Holzbach, Christina Corbett |
| 9/21/21 | 1.26 | Updated B-13 and B-226 to be required if B-20=8 or 99. Removed B-166=99 stipulation on both B-13 and B-226. | Maridale Vanek, Christina Corbett, Jamie Smith |
| 9/23/21 | 1.27 | Updated B-13 and B-226 to be optional if B-20=99 or if B-20=8 and B-166= 99.  Modified business rule on B-230 and B-246 to state cannot select if B-20=20, 21, or 23.  Modified B-226 to be null if B-20=9, 10, 11, or 12. | Maridale Vanek, Christina Corbett, Jamie Smith |
| 10/4/21 | 1.28 | Updated B-154 to be a numeric field.  Pop-up wording updated based off B-166.  Updated verbiage on B-116 to indicate after the last absence.  Updated business rule on B-20 to be required unless B-195 is N.  Updated format to show “date yyyy-mm-dd” for: B-199, B-219.1, B-219.2, B-220, B-200, B-238, B-202, B-204, B-209.  Modified B-226 to be null if B-195 is N or if B-20=1, 4, 7, 9, 10, 11, 12, 13, 16, or 17.  Added label change to B-14 to include wording for a suspension. | Maridale Vanek, Christina Corbett |
| 10/6/21 | 1.29 | Made label change to B-219.4 and B-233 to include (per hour) on rate of pay fields for temporary staffing. | Maridale Vanek, Christina Corbett, Jamie Smith, Jerry Pectol |
| 10/12/21 | 1.30 | Updated business rule for B-226. | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Smith |
| 10/13/21 | 1.31 | Updated business rule for B-13. | Christina Corbett, Jamie Smith |
| 10/14/21 | 1.32 | Updated business rule for B-218.41 and B-218.5. | Jason Holzbach, Christina Corbett, Maridale Vanek, Jamie Smith, Jerry Pectol |
| 10/21/21 | 1.33 | Updated Data Element field for B-47. Changed ‘to’ to ‘To’ | Jason Holzbach, Christina Corbett, Jamie Abbott |
| 10/29/21 | 1.34 | Set Type and/or Format codes to “Character” on B-218.1.  Modified Field Size on B-223 to be 4.2. | Jason Holzbach, Christina Corbett, Jamie Abbott |
| 11/16/2021 | 1.35 | Updated B-3 to show conditionally required if A-3 is populated; otherwise must be null.  Updated B-73 to show conditionally required if A-27 is populated; otherwise must be null. | Christina Corbett, Jamie Abbott |
| 11/19/2021 | 1.36 | Created new section Request Information - System Generated Properties for A-33 and A-35 | Rajesh Seth |
| 11/19/2021 | 1.36 | Moved A-28.3 to be the first element in Attachment (A-28) to match the XSD | Rajesh Seth |
| 11/19/2021 | 1.36 | Created Response Information - System Generated Properties for new section Moved B-72 | Rajesh Seth |
| 11/19/2021 | 1.36 | Moved B-51.3 to be the first element in Attachment (B-51) to match XSD | Rajesh Seth |
| 12/14/2021 | 1.37 | Updated B-62 business rule to remove WO as a condition. | Christina Corbett |
| 12/20/21 | 1.38 | Updated B-200 business rule to allow for request date plus one year on date parameter. | Christina Corbett |
| 01/13/2022 | 1.39 | Updated business rules on B-218.3, B-218.31, B-218.4, B-218.41, and B-218.5 to show Pension401KFrequencyCode (removed the word Period). Optional portion of those fields were updated to show Pension401KFrequencyCode rather than RemunerationPeriodFrequencyCode.  Updated field size on B-26.8 to be 5.2.  Updated wording for business rule on B-212 to WorkRestrictionsInd (B-110) | SIDES team |
| 1/24/22 | 1.40 | Updated fact-finding question on B-218.3 – this is a wording change for E-Response | Maridale Vanek, Christina Corbett, Jamie Abbott |

**SIDES STANDARD FORMAT FOR SEPARATION INFORMATION RE-WRITE**

**Release 1.0 January 19, 2021**

**Overarching Business Rules:**

Fields cannot contain only spaces or any special characters.

If conditional does not meet the criteria for required or optional, the field must be null.

**Request Information – Header**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-32 | StateRequestRecordGUID | Character | 32\* | Required |  | Contains only 32 hexadecimal digits | StateRequestRecordGUID is not displayed on E-Response.  A GUID is a special identifier used in software applications to provide a unique reference number. The value is represented as a 32 character hexadecimal character string, such as {21EC2020-3AEA-1069-A2DD-08002B30309D}. **Note:** hyphens are not permitted in GUIDs used in **SIDES**.  The SIDES team suggests GUIDs be generated using utilities or function calls available within your development framework.  Each separation request record shall contain a unique StateRequestRecordGUID that cannot be reused for a period of 10 years.  A StateRequestRecordGUID may be reused when the state does not receive a Broker acknowledgement to the Post, or when Broker the message code for the Post = 2 (total file failure), or when the Broker acknowledgement returns a message code = 3 and the record with the StateRequestRecordGUID is identified as a record in error.  Field contains a unique GUID within a state. Field cannot be guaranteed unique across states. Employers/TPAs must ensure their Connector software handles the possibility where requests from different states use the same StateRequestRecordGUID.  In error processing situations or if a re-send is requested or required, the StateRequestRecordGUID may not be regenerated. Endpoints must be capable of handling a file that contains duplicate records, including control information (for example, the StateRequestRecordGUID field). |  |

**Request Information – State Information**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-10 | RequestingStateAbbreviation | Character | 2\* | Required |  | Must be two alpha characters and no blanks allowed. | US Postal (2 letter) state code. Information on valid 2-character state and territory abbreviations available from the FIPS website: <http://www.itl.nist.gov/fipspubs/fip5-2.htm>. |  |
| A-11 | UIOfficeName | Character | 25 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal | The name or description of the appropriate UI office location to contact regarding this request. |  |
| A-12 | UIOfficePhone | Character | 15 | Optional |  | Contains only numbers or is null. | Phone number for Employer to contact a person in the State regarding this request.  Contain area code, 7-digit telephone number, and extension up to 5 digits (if needed). |  |
| A-13 | UIOfficeFax | Character | 10\* | Optional |  | Contains only numbers. Must contain 10 digits. | Fax number for Employer to send Fax information pertaining to this request. |  |
| A-37 | UIOfficeEmailAddress | Character | 60 | Optional |  | Contains letters, dashes, @, periods, numbers, underscores. | Email address for Employer to contact a person in the State regarding this request. |  |
| A-31 | Form Number | Character | 12 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. | State form number this transaction applies to. |  |
| A-36 | AllocationRequiredInd | Character | 1\* | Required |  |  | This indicator controls all remuneration types.  The SIDES team will auto-set all records sent prior to the cutover to Y=Yes. | Y = Yes  N = No |

**Request Information – Employer Information**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-4 | StateEmployerAccountNbr | Character | 20 | Required |  | Contains the printable ASCII characters 32 – 126 decimal |  |  |
| A-5 | EmployerName | Character | 100 | Required |  | Contains the printable ASCII characters 32 – 126 decimal. | The legal business name of the employer. |  |

| A-6 | FEIN | Character | 9\* | Required |  | Contains only numbers; no letters or special characters. Must be 9 digits. | The claimant's employer Federal Employer Identification Number (FEIN) |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-7 | TypeofEmployerCode | Character | 1\* | Optional |  | Value is either a digit or null. Can only be codes 1-7. |  | 1 = Last, Base Period, and Lag Quarter Employer  2 = Last Employer  3 = Base Period Employer  4 = Lag Quarter Employer 5 = Last and Base Period Employer 6 = Last and Lag Quarter Employer 7 = Base Period and Lag Quarter Employer |
| A-34 | PIN | Character | 20 | Optional | Can only be used if the file the record is in is addressed to E-Response in the SOAP header, otherwise must be null |  | This is the PIN that the employer uses to log into the E-Response website. This shall only be used for bundling E-Response records. |  |

**Request Information – Claimant Information**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-1 | SSN | Character | 9\* | Required |  | Contains only numbers; no letters or special characters | Information on valid SSN from <http://www.ssa.gov/foia/stateweb.html>. |  |
| A-14 | ClaimantLastName | Character | 30 | Required |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| A-15 | OtherLastName | Character | 30 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. | The additional last name for a claimant who performed work using more than one SSN name. This covers SSN name changes, e.g., due to marriage or divorce. |  |
| A-16 | ClaimantFirstName | Character | 25 | Required |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| A-17 | ClaimantMiddleInitial | Character | 1\* | Optional |  | Contains a letter. |  |  |
| A-18 | ClaimantSuffix | Character | 8 | Optional |  | Contains letters, numbers, periods, and blanks. |  |  |

**Request Information – Claim Data**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-2 | ClaimEffectiveDate | Date yyyy-mm-dd | 10\* | Required | Must be equal to or more recent than the request date minus sixyears and no more than request date plus two years.  . | Contains only numbers and dashes. Must be a valid date. | If TypeOfClaimCode (A-8) = 2 for ‘Regular UI, Additional Claim’, 4 for ‘Federal Extended Programs, Additional Claim’, or 6 for ‘State Extended Programs, Additional Claim’, states must populate with the Additional Claim/Reopen effective date, not the effective date of the initial claim.  The effective date of the claim is based on the date the claim is filed and other factors defined in each States' procedures. Can be an Initial or Additional claim. |  |
| A-3 | ClaimNumber | Character | 18 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. | A unique identifier that can be used by the state to track a claim occurrence. |  |
| A-8 | TypeofClaimCode | Character | 1\* | Required |  | Value is a digit. Can only be codes 1-6. | If claim type is unknown, default to 1 or 2.  1 = Regular UI, New Initial Claim  2 = Regular UI, Additional Claim  3 = Federal Extended Programs, New Initial Claim  4 = Federal Extended Programs, Additional Claim  5 = State Extended Programs, New Initial Claim  6 = State Extended Programs, Additional Claim | 1 = Regular UI, New Initial Claim 2 = Regular UI, Additional Claim  3 = Federal Extended Programs, New Initial Claim  4 = Federal Extended Programs, Additional Claim  5 = State Extended Programs, New Initial Claim  6 = State Extended Programs, Additional Claim |
| A-9 | BenefitYearBeginDate | Date yyyy-mm-dd | 10\* | Required | Must be equal to or more recent than the request date minus six years and no more than request date plus two years.  . | Contains only numbers and dashes. Must be a valid date. | The benefit year begin date is based on the date the claim is filed and other factors defined in each States' procedures. |  |
| A-29 | RequestDate | Date –  yyyy-mm-dd | 10\* | Required | Date must be greater than or equal to the current date minus one day and not more than the current date plus 6 months in the future. State and Broker rule only. | Contains only numbers and dashes. Must be a valid date | The date this Request for Separation Information is transmitted to the Employer/TPA.  Business rule component ‘and less than current date + 6 months’ permits retention of production readiness review data for 6 months before data must be regenerated. |  |
| A-30 | ResponseDueDate | Date –  yyyy-mm-dd | 10\* | Required | Must be at least XX days and cannot be more than 24 days after the RequestDate (A-29). | Contains only numbers and dashes. Must be a valid date. | The due date the response must be sent back to the state agency to be considered a timely response. |  |

**Request Information – Claim Details**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-19 | ClaimantJobTitle | Character | 30 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. | The claimant’s statement of his/her position/job title, or role at the time separation/reduction of hours from employment. |  |

| A-20 | ClaimantReportedFirstDayofWork | Date –  yyyy-mm-dd | 10\* | Optional | Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-21 | ClaimantReportedLastDayofWork | Date –  yyyy-mm-dd | 10\* | Optional | Must be equal to or after ClaimantReportedFirstDayofWork (A-20). Must be more recent than the request date minus 3 years and not more than the request date plus one year in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| A-25 | ClaimantSepReasonCode | Character | 2 | Required |  | Value is 1-19 or 99 | Claimant Provided Reason for Separation | 1 = Temporary Layoff 2 = Laid Off/Lack of Work 3 = Fired/Discharged 4 = Vacation/ Holiday Shutdown 5 = Asked to Resign 6 = Voluntary Quit  7 = Educational Institution Employee Between Semesters or Terms, Likely to Return 8 = Educational Institution Employee Between Semesters or Terms, Not Likely to Return 9 = Still Employed, Full-Time 10 = Still Employed, Part Time 11 = Still Employed, Hours Reduced  12 = On Call or Temporary Status 13 = Leave of Absence 14 = Retirement 15 = Suspension 16 = Labor Dispute 17 = Professional Athlete Between Sports Seasons 18 = Disaster Related  19 = Not Listed Above 99 = Not provided |
| A-26 | ClaimantSepReasonComments | Character | 4000 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. | The claimant's statement on why he/she is no longer working for the employer. For example, the claimant may say he or she quit because of disagreements with the employer. |  |
| A-27 | ReturntoWorkDate | Date –  yyyy-mm-dd | 10\* | Optional | Must be after ClaimEffectiveDate (A-2) and not more than the request date plus one year in the future. | Contains only numbers and dashes. Must be a valid date.  . | The date the claimant anticipates returning to work. Also known as the recall date. |  |

**Request Information – Weeks and Wages**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-22 | WagesWeeksNeededCode | Character | 2\* | Required |  | Value is 'WO', 'WW', or 'NA' | Indicates whether wages and/or weeks are needed. | WO = Wages Only WW = Weeks and Wages NA = Not Needed |
| A-23 | WagesNeededBeginDate | Date –  yyyy-mm-dd | 10\* | Conditional | Required if WagesWeeksNeededCode (A-22) is 'WW' or 'WO' Must be in the past and more recent than the request date minus 18 months.  Must be null if WagesWeeksNeededCode (A-22) is ‘NA’ | Contains only numbers and dashes. Must be a valid date. |  |  |
| A-24 | WagesNeededEndDate | Date –  yyyy-mm-dd | 10\* | Conditional | Required if WagesNeededBeginDate (A-23) is completed  Must be in the past and more recent than the WagesNeededBeginDate (A-23).  If no value in WagesNeededBeginDate (A-23) then WagesNeededEndDate (A-24) must be null  Must be null if WagesWeeksNeededCode (A-22) is ‘NA’ | Contains only numbers and dashes. Must be a valid date. |  |  |

**Request Information – Attachment**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A-28** | **Attachment** |  |  | **Optional** |  | **Occurs 0-10 times** |  |  |
| A-28.3 | UniqueAttachmentID | Character | 2 | Required for each Attachment  (A-28) | Must be unique within a record. |  | Unique ID within the record given to this attachment, and when combined with the StateRecordGUID is unique within the universe |  |
| A-28.1 | DescriptionofAttachmentCode | Character | 1\* | Required for each Attachment  (A-28) |  | Value is a digit.Can only be codes 1-6 | The description of the attachment format. | 1 = RTF  2 = PDF  3 = TXT  4 = TIFF or TIF  5 = CSV  6 = JPEG |
| A-28.2 | TypeofDocument | Character | 40 | Required for each Attachment  (A-28) |  | Contains the printable ASCII characters 32 – 126 decimal. | Describe the document being attached (e.g., Warning Documents, Notice of Separation) |  |

| A-28.4 | ActionableAttachment | Character | 1\* | Required for each Attachment  (A-28) |  | Value is a digit. Can only be codes 1- 5 | Determines whether the Employer/TPA is required to perform an action with the attachment | 1 = Informational only - No Action Needed (i.e., a standard form that outlines how to follow an appeal that is not employer or claimant specific)  2 = Informational only - Claimant/Employer Specific - No Action Needed (i.e., if a state is required to send an image of the claim form filed)  3 = Requires action - state standard question set (i.e., states could identify the question set by file name (A-28.2)  4 = Requires action - adhoc question set added by the state  5 = Optional Fact-Finding – state fact-finding questions, information needed but not required to submit an initial response. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-28.5 | AttachmentSize | Numeric |  | Required for each Attachment  (A-28) |  | Contains only numbers. | The attachment size in bytes |  |
| A-28.6 | AttachmentData | Base64Binary |  | Required for each Attachment  (A-28) |  | Base64 encoded characters only | The actual attachment in Base64 encoding |  |

**Request Information – System Generated Properties**

| **Seq. No.** | **Data Element Name** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for State/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A-33 | BrokerRecordTransactionNumber | Character | 32 | Broker generated field. Not put into the request by the State. |  | Contains only digits | Unique ID given to this record by the broker.  BrokerRecordTransactionNumber is not displayed on E-Response. Field must not be present in the request file from the State – will cause an XSD error if there. |  |
| A-35 | BrokerRecordEffectiveDate | DateTimeStamp | 30 | Broker generated field. Not put into the request by the State. |  | Contains a date and time stamp  Format will be: 2010-01-27T16:03:08.000-04:00 | Date and time the request was accepted by the Broker.  Field must not be present in the request file from the State – will cause an XSD error if there. |  |

**Response Information – Header**

| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B-59\* | StateRequestRecordGUID | Unique ID given to this record by the State | Character | 32\* | Required | Backfilled StateRequestRecordGUID (A-32) | Contains only 32 hexadecimal digits |  |  |
| B-60\* | BrokerRecordTransactionNumber | Unique ID given to this record by the SIDES broker. | Character | 32 | Required | Backfilled BrokerRecordTransactionNumber (A-33) | Contains only digits |  |  |

**Response Information – Response Count/Amendment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-63 | AmendedResponse | Amended Response Number | Character | 1\* | Optional |  | Must contain 1 digit in the range 1 - 9. |  | Null = original response  1 = first change  2 = second change, etc. |
| B-64 | AmendedResponseDescription | Why is the response being amended and what changed? | Character | 2000 | Conditionally Required | Required if AmendedResponse (B-63) is not null. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Employer Information**

| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ~~B-75~~  Retired | ~~EmployerInfoIncorrectInd~~ | ~~Check here if employer information is incorrect~~ | ~~Character~~ | ~~1~~ | ~~Required~~ | ~~If B-75 = Y then at least one of B-5, B-6, or B-7 must be filled in.~~ | ~~Must be ‘Y’ or ‘N’~~ |  | ~~Y = checked~~  ~~N = unchecked~~ |
| B-4\* | StateEmployerAccountNbr | State Employer Account Number | Character | 20 | Required | Backfilled StateEmployerAccountNbr (A-4) |  |  |  |
| B-6 | CorrectedStateEmployerAccountNbr | Corrected State Employer Account Number | Character | 20 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-65 | EmployerName | Employer name | Character | 100 | Required | Backfilled EmployerName (A-5) |  |  |  |
| B-5 | CorrectedEmployerName | Corrected Employer Name | Character | 100 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-7 | CorrectedFEIN | Corrected Federal Employer Identification Number | Character | 9\* | Optional |  | Contains only numbers and there are no letters or special characters. Must be 9 digits. |  |  |

**Response Information – Claimant Information**

| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ~~B-76~~  Retired | ~~ClaimantInfoIncorrectInd~~ | ~~Check here if the claimant worked under any other SSN or name~~ | ~~Character~~ | ~~1~~ | ~~Required~~ | ~~If B-76 = Y, then at least one of B-8 or B-9 must be filled in.~~ | ~~Must be ‘Y’ or ‘N’~~ |  | ~~Y = checked~~  ~~N = unchecked~~ |
| B-1\* | SSN | SSN | Character | 9\* | Required | Backfilled SSN (A-1) |  |  |  |
| B-8 | OtherSSN | Corrected SSN | Character | 9\* | Optional | Does not equal SSN (B-1) used for claim. | Contains only numbers and there are no letters or special characters |  |  |
| B-66 | ClaimantLastName | Claimant’s Last Name | Character | 30 | Required | Backfilled ClaimantLastName (A-14) |  |  |  |
| B-67 | ClaimantFirstName | Claimant’s First Name | Character | 25 | Required | Backfilled ClaimantFirstName (A-16) |  |  |  |
| B-68 | ClaimantMiddleInitial | Claimant’s Middle Initial | Character | 1\* | Conditionally Required | Backfilled if ClaimantMiddleInitial (A-17) was populated in request |  |  |  |
| B-69 | ClaimantSuffix | Claimant’s Suffix | Character | 8 | Conditionally Required | Backfilled if ClaimantSuffix (A-18) was populated in request |  | For example: Sr. Jr. |  |
| B-9 | ClaimantNameWorkedAsForEmployer | Other Name Used for Claimant | Character | 70 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Claim Data**

| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B-2\* | ClaimEffectiveDate | Claim Effective Date | Date –  yyyy-mm-dd | 10\* | Required | Backfilled ClaimEffectiveDate (A-2) |  |  |  |
| B-3\* | ClaimNumber | State Claim Number | Character | 18 | Conditional | Backfilled ClaimNumber (A-3)  Required if ClaimNumber (A-3) is populated.  If A-3 is not populated, should be null. |  |  |  |
| B-70 | RequestDate | Request Date | Date –  yyyy-mm-dd | 10\* | Required | Backfilled RequestDate (A-29) | Contains only numbers and dashes. Must be a valid date |  |  |
| B-71 | ResponseDueDate | Due Date | Date –  yyyy-mm-dd | 10\* | Required | Backfilled ResponseDueDate (A-30) | Contains only numbers and dashes. Must be a valid date. |  |  |

**Response Information – Claim Details**

| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| B-225 | FraudInd | Check here if you believe this is a fraudulent claim. | Character | 1 | Optional |  | Value is ‘Y’ | Value indicating whether the employer has identified the claim as potentially fraudulent. | Y = Yes |
| B-216 | FraudReasons | Reason | Character | 1 | Conditional | Required if FraudInd (B-225) is Y for Yes | Value is 1-5 | Reason employer is indicating a potential fraud | 1 = Potential identity theft  2 = Claimant still working  3 = Claimant deceased  4 = Claimant incarcerated  5 = Not listed above |
| B-217 | FraudComments | Fraud Comments | Character | 100 | Conditional | Required if FraudReasons (B-216) is 5 for ‘Not listed above’ |  |  |  |
| B-230 | ContractEmployee1099Ind | Check here if the claimant was a 1099 or contract employee | Character | 1 | Optional | Cannot be selected if EmployerSepReasonCode B-20=20, 21, or 23 or if TemporaryStaffingInd (B-246) is ‘Y’. | Value is ‘Y’ | Value indicating employer did not contribute to unemployment tax for claimant | Checked = Y |
| B-11 | SeasonalEmploymentInd | Was this seasonal employment? | Character | 1\* | Optional |  | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-20 | EmployerSepReasonCode | 1 – 19: Employer's reason for claimant's separation  20: Check here if claimant did NOT work for this employer  21: Check here if TPA receiving this request does NOT represent this employer  23: Check here if PEO receiving this request does NOT represent this employer | Character | 2 | Conditional | Required unless RelationshipEndedInd (B-195) is N.  If PreparerTypeCode (B-52) is "E" for employer, then valid codes are 1-20, 23 or 99.  If PreparerTypeCode (B-52) is "T" for Third Party Administrator then valid codes are 1-23 or 99.  If FraudReasons (B-216) is 2 for ‘Claimant Still Working’, limit answers to 9, 10, 11, or 12.  B-20=20 cannot be selected if TemporaryStaffingInd (B-246) is ‘Y’ or ContractEmployee1099Ind (B-230) is ‘Y’. | Value is 1-21, 23 or 99 |  | 1 = Temporary Layoff 2 = Laid Off/Lack of Work 3 = Fired/Discharged 4 = Vacation/ Holiday Shutdown 5 = Asked to Resign 6 = Voluntary Quit  7 = Educational Institution Employee Between Semesters or Terms, Likely to Return 8 = Educational Institution Employee Between Semesters or Terms, Not Likely to Return 9 = Still Employed, Full-Time 10 = Still Employed, Part-Time 11 = Still Employed, Hours Reduced  12 = On Call/Temporary Status 13 = Leave of Absence 14 = Retirement 15 = Suspension 16 = Labor Dispute 17 = Professional Athlete Between Sports Seasons 18 = Disaster Related  19 = Not Listed Above 20 = Never Employed Here 21 = TPA does not represent this employer  23 = PEO does not represent this employer 99 = Refuse to Provide |
| B-246 | TemporaryStaffingInd | Check here if employer is a Temporary Staffing Agency and the claimant was working a temporary assignment. | Character | 1 | Optional | Cannot be selected if EmployerSepReasonCode B-20=20, 21, or 23 or if ContractEmployee1099Ind (B-230) is ‘Y’. | Value is ‘Y’ |  | Checked = Y |
| B-10 | ClaimantJobTitle | Claimant’s Job Title | Character | 30 | Optional |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-12 | EmployerReportedClaimantFirstDayofWork | What was the claimant’s first day of work? | Date –  yyyy-mm-dd | 10\* | Optional | Date is before or equal to EmployerReportedClaimantLastDayofWork (B-13), Must be in the past and more recent than the RequestDate (B-70) minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-13 | EmployerReportedClaimantLastDayofWork | What was the last day the claimant performed work? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerSepReasonCode (B-20) does not equal 8, 20, 21, 23, or 99.  Required if B-20=8 and B-166 does not equal 99.  Optional if B-20=99 or if B-166=99.  Date is after or equal to EmployerReportedClaimantFirstDayofWork (B-12) and not more than the current date (response date)  If EmployerReportedClaimantFirstDayofWork (B-12) is not provided, EmployerReportedClaimantLastDayofWork (B-13) must not be more than ten years prior to the request date and cannot be greater than the current date (response date) | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-226 | SeparationDateInd | Did the claimant become separated on the last day they performed work? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 2, 3, 5, 6, 8, 14, 15, 18, or 19.  Required if B-20=8 and B-166 does not equal 16 or 99.  Optional if B-20=99 or if B-20=8 and B-166=99.  Must be null if RelationshipEndedInd (B-195) is N or if EmployerSepReasonCode (B-20) =1, 4, 7, 9, 10, 11, 12, 13, 16, 17, 20, 21, or 23 or if WhyNotReturning (B-166) is 16. | Value is ‘Y’ or ‘N’ |  | Y = Yes N = No |
| B-14 | EffectiveSeparationDate | What was the claimant’s separation date?  If B-20=15 (Suspension), label change:  What date did the suspension begin? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if SeparationDateInd (B-226) is ‘N’.  Date must be after EmployerReportedClaimantLastDayofWork (B-13) and not more than RequestDate + 1 year. | Contains only numbers and dashes. Must be a valid date. |  |  |

**Response Information – Return to Work Information & Working Available Hours**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-21 | ReturnToWorkInd | Is the claimant returning to work? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 4, for 'Vacation/Holiday Shutdown'. | Value is 'Y' or 'N' |  | Y = Yes  N = No |
| B-135 | ReturnToWorkDateInd | Do you know the date the claimant is returning to work? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 1 for ‘Temporary Layoff’.  Required if B-21 is Y = Yes | Value is 'Y' or 'N' |  | Y = Yes  N = No |
| B-168 | WhyLeaveOfAbsence | Why is the claimant on a leave of absence? | Character | 1000 | Conditional | Required if EmployerSepReasonCode (B-20) is 13 for ‘Leave of Absence’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-169 | AgreedReturnToWorkDateInd | When the leave began, was a return to work date agreed upon? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 13 for ‘Leave of Absence’. | Value is ‘Y’, ‘N’ or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-22 | ReturnToWorkDate | Return to Work Date  B-20 = 13 Leave of Absence  What is the projected return to work date? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if ReturnToWorkDateInd (B-135) = ‘Y’  Date is after ClaimEffectiveDate (B-2). Must be after Effective Separation Date (B-14) or if EffectiveSeparationDate (B-14) is null, must be after EmployerReportedClaimantLastDayofWork (B-13) and not more than request date plus one year in the future.  Required if AgreedReturnToWorkDateInd (B-169) is Y for ‘Yes’. | Contains only numbers and dashes.  Must be a valid date. |  |  |
| B-73 | ClaimantReportedReturnToWorkDate | Claimant reported return to work date | Date –  yyyy-mm-dd | 10\* | Conditional | Backfilled A-27.  Required if A-27 is populated. If A-27 is not populated, must be null. |  |  |  |
| B-167 | WhoReducedHours | Who reduced the claimant’s hours? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 11 for ‘Still Employed, Hours Reduced’. | Value is ‘C’ or ‘E’ |  | C = Claimant  E = Employer |
| B-23 | WorkingAllAvailableHoursInd | Is the claimant working all available hours? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 10 for ‘Still Employed Part Time’, 11 for 'Still Employed, Hours Reduced ', or 12 for On Call or Temporary Status . | Value is 'Y','N' or ‘U’ |  | Y = Yes N = No  U = Unknown |
| B-24 | NotWorkingAvailableHoursReason | Why is the claimant not working all available hours?  EmployerSepReasonCode (B-20) = 18 or WhyNotReturning (B-166) = 18  Why is the claimant not working? | Character | 500 | Conditional | Required if WorkingAllAvailableHoursInd (B-23) is 'N' for No.  Required if EmployerSepReasonCode (B-20) is Disaster Related (18)  Required if WhyNotReturning (B-166) is 18 for ‘Disaster Related’. |  |  |  |

**Response Information –Discharge & Suspension**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-34 | DischargeReasonCode | Employer Separation Code = 3 (Fired/Discharged)  Why was the claimant discharged?  Employer Separation Code = 15 (Suspension)  Why was the claimant suspended?  Employer Separation Code = 5 (Asked to Resign)  Why was the claimant asked to resign?  InLieuInd (B-185) is Y = Yes  Why was the claimant going to be discharged? | Character | 2 | Conditional | Required if EmployerSepReasonCode (B-20) is 3 for 'Discharged', 5 for 'Asked to Resign', or 15 forSuspension.  Required if EmployerSepReasonCode (B-20) is 6 for ‘Voluntary Quit’ and VoluntarySepReasonCode (B-44) is 5 for In Lieu of Discharge and if InLieuInd (B-185) is Y for ‘Yes’  Required if WhyNotReturning (B-166) is 3 for ‘Discharged’ or 5 for ‘Asked to Resign’.  Required if WhyNotReturning (B-166) is 6 for ‘Voluntary Quit’ and VoluntarySepReasonCode (B-44) is 5 for In Lieu of Discharge and if InLieuInd (B-185) is Y for ‘Yes’ | Value is 1-5 or 7-13 |  | 1 = Not Qualified/Inadequate Performance 2 = Absenteeism/ Tardiness 3 = Failed to Follow Instructions/Policy/ Contract 4 = Drugs  5 = Dishonesty  7 = Failed Employment Requirements 8 = Not Listed Above  9 = Alcohol  10 = Theft  11 = Felony/ Misdemeanor, Violation of Law, Criminal, Illegal Acts  12 = Property Damage  13 = Physical/Verbal Altercation |
| B-170 | PaidDuringSuspensionInd | Is the claimant being paid during the suspension? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 15 for ‘Suspension’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-171 | ReceiveNormalRateOfPayInd | Is the claimant continuing to receive their normal rate of pay? | Character | 1\* | Conditional | Required if PaidDuringSuspensionInd (B-170) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-136 | InadequatePerfReasonInd | Was the inadequate performance due to carelessness or negligence? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 1 for ‘Not Qualified/Inadequate Performance’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-36 | FinalIncidentDate | What was the date of the final incident? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if DischargeReasonCode (B-34) is 1-5 or 7-13  Date must be in the past. Prior or equal to the request date and after request date minus seven years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-35 | FinalIncidentReason | Employer Separation Code = 3 (Fired/Discharged)  Describe in detail the final incident that caused the discharge  Employer Separation code = 15  Describe in detail the final incident that caused the suspension  Employer Separation Code = 5 (Asked to Resign)  Describe in detail the final incident that caused the claimant to be asked to resign | Character | 1000 | Conditional | Required if DischargeReasonCode (B-34) is 1-5 or 7-13. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-137 | MetPastExpections | Was the claimant able to meet the employer’s performance expectations in the past? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 1 for ‘Not Qualified/Inadequate Performance’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-140 | ReasonForFinalAbsence | What was the reason the claimant gave for the final absence/tardiness? | Character | 1000 | Conditional | Required if DischargeReasonCode (B-34) is 2 for ‘Absenteeism/Tardiness’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-141 | AskedToTestInd | Was the claimant asked to submit to a test? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 4 for ‘Drugs’ or 9 for ‘Alcohol’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-142 | TestPerformedInd | Was a test performed? | Character | 1\* | Conditional | Required if AskedToTestInd (B-141) is Y for ‘Yes’. | Value is 'Y' or 'N' | If E-Response, Y will be “Yes, attached.” | Y = Yes N = No |
| B-143 | WhyNotPerformed | Why was a test not performed? | Character | 1000 | Conditional | Required if TestPerformedInd (B-142) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-144 | WhyRequestedToTest | Why was the test requested? | Character | 1\* | Conditional | Required if AskedToTestInd (B-141) is Y for ‘Yes’. | Value is 1-5 |  | 1 = New Hire  2 = Post Accident  3 = Behavior  4 = Random  5 = Employee Assistance |
| B-145 | WhoPerformedTest | Who performed the test? | Character | 1\* | Conditional | Optional if TestPerformedInd ( B-142) is Y for ‘Yes’. | Value is 1 or 2 |  | 1 = Company/Employer  2 = Third Party Lab |
| B-146 | TesterName | Name (First and Last) | Character | 60 | Conditional | Optional if TestPerformedInd (B-142) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. | First and last name of the person who performed the drug/alcohol test. |  |
| B-147 | TesterCompanyName | Company Name | Character | 100 | Conditional | Optional if TestPerformedInd (B-142) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. | Name of the company where the drug/alcohol test was performed |  |
| B-148 | TestResults | What were the results of the test? | Character | 1000 | Conditional | Optional if TestPerformedInd (B-142) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. | Drug/alcohol test results |  |
| B-149 | ChainOfCustodyInd | Do you have a copy of the chain of custody? | Character | 1\* | Conditional | Optional if TestPerformedInd (B-142) is Y for ‘Yes’. | Value is ‘Y’ or ‘N’ | Response to “Do you have a copy of the chain of custody (documentation of how the testing and results were handled?” | Y = Yes  N = No |
| B-150 | SecondTestSplitSampleGiven | Was a second test or split sample test offered/given? | Character | 1\* | Conditional | Optional if TestPerformedInd (B-142) is Y for ‘Yes’. | Value is ‘Y’, ‘N’, ‘R’, or ‘U’ | Response to, “Was a second test or split sample drug/alcohol test offered/given?” | Y = Yes  N = No  R = Refused  U = Unknown |
| B-151 | SecondTestSplitSampleResults | What were the results? | Character | 1000 | Conditional | Optional if SecondTestSplitSampleGiven (B-150) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. | Results of the second or split sample drug/alcohol test |  |
| B-138 | JobChangeInd | Did anything change about the job? | Character | 1\* | Conditional | Required if MetPastExpectations (B-137)) is Y. for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-139 | WhatConditionsChanged | Explain what changed about the job. | Character | 500 | Conditional | Required if JobChangeInd (B-138) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-221 | WhatWasStolen | What did the claimant steal? | Character | 500 | Conditional | Required if DischargeReasonCode (B-34) is 10 for ‘Theft’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-160 | ActCommittedViolatedLaw | What act did the claimant commit that violated the law? | Character | 500 | Conditional | Required if DischargeReasonCode (B-34) is 11 for ‘Felony/Misdemeanor, Violation of Law, Criminal, Illegal Acts’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-152 | AdverseEffectOnEmployer | How did the act adversely affect the employer? | Character | 2000 | Conditional | Required if DischargeReasonCode (B-34) is 5 for ‘Dishonesty’, 10 for ‘Theft’, or 11 for ‘Felony/Misdemeanor, Violation of Law, Criminal, Illegal Acts’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-153 | ValueAttachedToActInd | Was there a value attached to the act? | Character | 1\* | Conditional | Required if DischargeReasonCode is 10 for ‘Theft’. | Value is ‘Y’, ‘N’, or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-154 | DollarValue | If ValueAttachedToAct is Y for ‘Yes’:  What is the dollar value?  If DischargeReasonCode is 12 for ‘Property Damage’:  What was the value of the damage? | Numeric | 15.2 | Conditional | Required if ValueAttachedToActInd (B-153) is Y for ‘Yes’.  Optional if DischargeReasonCode (B-34) is 12 for ‘Property Damage’. | Only numbers and decimal point. No dollar sign ($) or commas allowed. | Monetary value of what was stolen/damaged  15.2 represents the precision and scale value of the dollars entered, with minimum value of 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-155 | ClaimantAdmissionInd | DischargeReasonCode 10 for ‘Theft’:  Did the claimant admit to the theft?  DischargeReasonCode 12 ‘Property Damage’:  Did the claimant admit to causing the damage? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 10 for ‘Theft’ or 12 for ‘Property Damage’. | Value is ‘Y’ or ‘N’ |  | Y = Yes  N = No |
| B-156 | EmployerDamage | DichargeReasonCode 10 for Theft:  How did the employer know the claimant was responsible for the theft?  DischargeReasonCode 12 Property Damage  How did the employer know the claimant was responsible for the damage? | Character | 250 | Conditional | Required if ClaimantAdmissionInd (B-155) is N for ‘No’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-161 | DamagesReportedBy | Who reported the damage? | Character | 30 | Conditional | Required if DischargeReasonCode (B-34) is 12 for ‘Property Damage’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-162 | AltercationOnCompanyPropertyInd | Did the altercation take place on company property? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 13 for ‘Physical/Verbal Altercation’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-163 | AltercationOnCompanyTimeInd | Did the altercation take place on company time? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 13 for ‘Physical/Verbal Altercation’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-164 | ClaimantStartAltercationInd | Did the claimant start the altercation? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 13 for ‘Physical/Verbal Altercation’. | Value is ‘Y’, ‘N’ or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-165 | ClaimantAvoidAltercationInd | Could the claimant have avoided the altercation? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 13 for ‘Physical/Verbal Altercation’. | Value is ‘Y’, ‘N’ or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-157 | WereThereWitnessesInd | DischargeReasonCode is 10 for ‘Theft’:  Were there witnesses to the theft?  DischargeReasonCode is 12 for ‘Property Damage’:  Were there witnesses to the property damage?  DischargeReasonCode is 13 for ‘Physical/Verbal Altercation’:  Were there witnesses to the altercation? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 10 for ‘Theft’, 12 for ‘Property Damage’ or 13 for ‘Physical/Verbal Altercation’. | Value is ‘Y’, ‘N’, ‘U’, or ‘D’ |  | Y = Yes  N = No  U = Unknown  D = Yes/Do Not Wish to Disclose |
| **B-158** |  | **Witness Information** |  |  | **Conditional** | **Required if WereThereWitnessesInd (B-157) is Y for Yes** | **Occurs 0-5 times.** |  |  |
| B-158.1 | WitnessName | Witness First and Last Name | Character | 60 | Conditional | Required | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-158.2 | WitnessJobTitle | Witness Job Title | Character | 30 | Conditional | Required | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-37 | ViolateCompanyPolicyInd | Did the claimant violate company policy? | Character | 1\* | Conditional | Required if DischargeReasonCode (B-34) is 3, 4 or 9.  Optional if DischargeReasonCode (B-34) is 1, 2, 5, 7, 8, 10-13, | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-38 | DischargePolicyAwareInd | Was the claimant aware of the policy or expected behavior? | Character | 1\* | Conditional | Required if ViolateCompanyPolicyInd (B-37) is Y for ‘Yes’ | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-39 | DischargePolicyAwareExplanationCode | How was the claimant informed of the policy or expected behavior? | Character | 1\* | Conditional | Required if DischargePolicyAwareInd (B-38) is Y for ‘Yes’; otherwise must be null. | Value is 'W', 'V', or ‘B’ |  | W = Written V = Verbal  B = Both |
| B-41 | WhoDischargedName | DischargeReasonCode 1-5 or 7-13 – Who discharged the claimant?  Employer Sep Reason Code 5 – Who asked the claimant to resign?  EmployerSepReasonCode 15 –  Who suspended the claimant?  InLieuInd (B-185) is Y for Yes –  Who allowed the claimant to resign in lieu of discharge? | Character | 60 | Conditional | Required if DischargeReasonCode (B-34) is 1-13 | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-42 | WhoDischargedTitle | What is the job title of the person? | Character | 60 | Conditional | Required if DischargeReasonCode (B-34) is 1-13 | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-43 | DischargeReasonComments | Discharge reason code is 1 = Not Qualified/Inadequate Performance  Enter any additional information for the reason for discharge. For example, how was the performance inadequate, what duties were the claimant not qualified to perform.  Discharge reason code is  2 = Absenteeism/Tardiness  Enter any additional information regarding the reason for discharge due to absences or tardiness.  Discharge reason code is 3 = Failed to Follow Instructions/Policy/Contract  Enter any additional information regarding the reason for discharge for failure to follow instructions/policy/contract. For example, specifically what instructions/policy/contract did the claimant fail to follow?  Discharge reason code is 4 = Drugs  Enter any additional information regarding the reason for discharge for drugs.  Discharge reason code is 5 = Dishonesty  Enter any additional information pertaining to how the claimant was dishonest.  Discharge reason code is 7 = Failed Employment Requirements  Enter any additional information showing how the claimant failed employment requirements.  Discharge reason code is 8 = Not Listed Above  Enter any additional information regarding the reason for discharge.  Discharge reason code is 9=Alcohol  Enter any additional information regarding the reason for discharge for alcohol.  Discharge reason code is 10=Theft  Enter any additional information pertaining to the theft.  Discharge reason code is 11=Felony/Misdemeanor, Violation of Law, Criminal, Illegal Acts  Enter any additional information regarding the reason for discharge.  Discharge reason code is 12=Property Damage  Enter any additional information pertaining to the property damage.  Discharge reason code is 13=Physical/Verbal Altercation  Enter any additional information pertaining to the altercation.  InLieuInd (B-185) is N = No  Provide any additional information pertaining to the voluntary quit in lieu of discharge that may explain why the claimant believed they may be discharged. | Character | 1000 | Conditional | Optional if DischargeReasonCode (B-34) is 1-5 or 7-13  Required if InLieuInd (B-185) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Prior Incident**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-94 | PriorIncidentInd | Were there prior incident(s)? | Character | 1 | Required | Required if EmployerSepReasonCode (B-20) is 3 for 'Discharged', 5 for 'Asked to Resign', or 15 for Suspension.  Required if WhyNotReturning (B-166) is 3 for 'Discharged' or 5 for 'Asked to Resign'.  Required if EmployerSepReasonCode (B-20) is 6 for ‘Voluntary Quit/Separation’ and B-44 (VoluntarySepReasonCode) = 5 (In Lieu of Discharge) and B-185 (InLieuInd)=Y. .  Required if WhyNotReturning (B-166) is 6 for ‘Voluntary Quit/Separation’ and B-44 (VoluntarySepReasonCode) = 5 (In Lieu of Discharge) and B-185 (InLieuInd)=Y. .  Must be null in any other case. | Value is ‘Y’ or ‘N’ |  | Y = Yes  N = No |
| **B-40** | **PriorIncident** |  |  |  | **Conditional** | If PriorIncidentInd (B-94) is Y, must have at least 1 prior incident otherwise must be null. | **Occurs 0-5 times.** |  |  |
| B-40.1 | PriorIncidentDate | What was the date of the prior incident? | Date –  yyyy-mm-dd | 10\* | Required | Date must be in the past. Must be prior to FinalIncidentDate (B-36) Must be equal to or more recent than request date minus seven years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-40.2 | PriorIncidentReason | Describe the prior incident. | Character | 1000 | Required |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-40.3 | PriorIncidentWarningInd | Did the claimant receive a warning regarding this incident? | Character | 1\* | Required |  | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-40.4 | PriorIncidentWarningDate | Date of Warning | Date –  yyyy-mm-dd | 10\* | Conditional | Required if PriorIncidentWarningInd (B-40.3) is Y for ‘Yes’; otherwise must be null.  Must be more recent than or equal to Prior Incident Date (B-40.1) and prior to the request date. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-40.5 | PriorIncidentWarningDescription | Describe the warning. | Character | 1000 | Conditional | Required if PriorIncidentWarningInd (B-40.3) is Y for ‘Yes’; otherwise must be null. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Voluntary Quit & Retirement**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-44 | VoluntarySepReasonCode | What reason did the claimant give for quitting? | Character | 2 | Conditional | Required if EmployerSepReasonCode (B-20) is 6 for 'Voluntary Quit.  Required if WhyNotReturning (B-166) is 6 for ‘Voluntary Quit’. | Value is 1-10. |  | 1 = No Reason Given 2 = Seek or Accept Other Employment 3 = Health Reasons 4 = Job Dissatisfaction 5 = In Lieu of Discharge 6 = Personal Reasons 7 = Failure to Report for Work/Abandonment 8 = Retirement 9 = Working Conditions 10 = Not Listed Above |
| B-102 | ClaimantNotifyOfMedicalIssue | Did the claimant notify the employer of the medical issue prior to separation? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 3 for ‘Health Reasons’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-103 | ClaimantRequestMedicalLOA | Prior to the separation, did the claimant request a medical leave of absence? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 3 for ‘Health Reasons’. | Value is 'Y', 'N', or “U” |  | Y = Yes  N = No  U = Unknown |
| B-104 | MedicalLOAAvailable | Was a medical leave of absence available if one had been requested? | Character | 1\* | Conditional | Required if ClaimantRequestMedicalLOA (B-103) is N for ‘No’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-105 | LOAApprovedInd | Was the leave of absence approved? | Character | 1\* | Conditional | Required if ClaimantRequestMedicalLOA (B-103) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-106 | WhyLOADenied | Why was the leave of absence denied? | Character | 500 | Conditional | Required if LOAApprovedInd (B-105) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-107 | QuitUnderAdviceOfHealthcareProvider | Did a licensed healthcare provider advise the claimant to quit? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 3 for ‘Health Reasons’. | Value is 'Y', 'N', or “U” |  | Y = Yes  N = No  U = Unknown |
| B-108 | MedicalStatementProvidedInd | Was there a medical statement provided? | Character | 1\* | Conditional | Required if QuitUnderAdviceOfHealthcareProvider (B-107) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-109 | DutiesClaimantCouldNotPerform | What were the duties the claimant could not perform? | Character | 500 | Conditional | Required if VoluntarySepReasonCode (B-44) is 3 for ‘Health Reasons’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-110 | WorkRestrictionsInd | Voluntary Quit (B-44)  Did the claimant have work restrictions?  ReceivingWorkersCompensation (B-201)  Does the claimant have work restrictions? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 3 for ‘Health Reasons’.  Required if ReceivingWorkersCompensation (B-201) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No  U = Unknown \*Workers Comp Flow only |
| B-111 | ClaimantWorkRestrictions | Voluntary Quit Flow B-44 (110)  What were the claimant’s work restrictions?  ClaimantHaveRestrictionsInd (201)  What are the claimant’s work restrictions? | Character | 500 | Conditional | Required if WorkRestrictionsInd (B-110) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-112 | WorkAvailableWithinRestrictionsInd | Did the company have work the claimant could perform with the work restrictions? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 3 for ‘Health Reasons’ and WorkRestrictionsInd (B-110) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-113 | OtherWorkOfferedInd | Was other work offered? | Character | 1\* | Conditional | Required if WorkAvailableWithinRestrictionsInd (B-112) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-185 | InLieuInd | Was the claimant going to be discharged if they hadn’t quit? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is In Lieu of Discharge | Value is ‘Y’ or ‘N’ |  | Y = Yes  N = No |
| B-115 | **FailedToReport** |  |  |  | **Conditional** | Failure to Report to Work/Job Abandonment, must have at least 1 FailedToReport. | **Occurs 0-5 times.** |  |  |
| B-115.1 | DateFailedToReport | What date did the claimant fail to report? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 7 for ‘Failure to Report to Work/Job Abandonment’ and DateFailedtoReportUnknown (B-115.2) is null  Must be more recent than or equal to the current date minus 104 weeks and not more than the current date | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-115.2 | DateFailedtoReportUnknown | Unknown | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 7 and DateFailedToReport (B-115.1) is null. | Value is ‘U’ | Date claimant failed to report to work or was tardy is unknown  Cannot be selected if a date is present | U = Unknown |
| B-49 | ContinuingWorkAvailableInd | Was continuing work available?  If EmployerSepReasonCode (B-20) or if WhyNotReturning (B-166) is 18 for ‘Disaster Related Separation’:  Is work available? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 1, 2, 4, 6 - 10  Required if MandatoryRetirementInd (B-28) is N for ‘No’.  Optional if EmployerSepReasonCode (B-20) is 18 for ‘Disaster Related Separation’.  Optional if WhyNotReturning (B-166) is 18 for ‘Disaster Related Separation’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-114 | ReasonDissatisfied | With what part(s) of the job was the claimant dissatisfied? | Character | 1000 | Conditional | Required if VoluntarySepReasonCode (B-44) is 4 for ‘Job Dissatisfaction’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-119 | WorkingConditions | What working conditions caused the claimant to leave? | Character | 500 | Conditional | Required if VoluntarySepReasonCode (B-44) is 9 for ‘Working Conditions’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-120 | WorkingConditionsChangedInd | Were the working conditions or duties changed? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 9 for ‘Working Conditions’ | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-121 | ChangesPermanentInd | Were the changes permanent? | Character | 1\* | Conditional | Required if WorkingConditionsChangedInd (B-120 is Y for ‘Yes’ | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-122 | ChangesScheduledToLast | How long were the changes scheduled to last? | Character | 60 | Conditional | Required if ChangesPermanentInd (B-121) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-28 | MandatoryRetirementInd | Was the retirement mandatory? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 14 for ‘Retirement’  Required if WhyNotReturning (B-166) is 14 for ‘Retirement’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-132 | WhyRetireComments | B-28 is Y  Why was the claimant required to retire?  B-28 is N or B-44 is 8  Why did the claimant retire? | Character | 500 | Conditional | Required if EmployerSepReasonCode (B-20) is 14 for ‘Retirement’  Required if WhyNotReturning (B-166) is 14 for ‘Retirement’.  Optional if VoluntarySepReasonCode (B-44) is 8 for ‘Retirement’ |  |  |  |
| B-45 | HiringAgreementChangesCode | Were there changes in the claimant’s hiring agreement that contributed to the claimant quitting this job? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 1-4, 6, 10.  Optional if MandatoryRetirementInd (B-28) is N for ‘No’.  Optional if VoluntarySepReasonCode (B-44) is 8. | Valid values are 1-6.Only Numbers are entered. |  | 1 = No Change 2 = Hours  3 = Job Duties  4 = Rate of Pay  5 = Job Location 6 = Not Listed Above |
| B-46 | HiringAgreementChangesComments | What were the changes to the hiring agreement? | Character | 1000 | Conditional | Required if HiringAgreementChangesCode (B-45) is 2-6 | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-95 | EffectiveDateOfChanges | On what date did the changes take effect? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if HiringAgreementChangesCode (B-45) is 2-6  Date must be prior to the ClaimEffectiveDate (B-2) and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-47 | ClaimantActionsToAvoidQuitInd | Did the claimant take actions to avoid quitting? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 1-4, 6-7, 9, 10 | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-48 | ActionTakenComments | What action(s) were taken to avoid quitting? | Character | 1000 | Conditional | Required if ClaimantActionstoAvoidQuitInd (B-47) = 'Y' | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-116 | ClaimantContactToExplainInd | Did the claimant contact the employer to explain the failure to report on the last absence after the fact? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 7 for ‘Failure to Report to Work/Job Abandonment’. | Value is 'Y', 'N', or “U” |  | Y = Yes  N = No  U = Unknown |
| B-117 | DateMadeContact | What date did the claimant make contact? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if ClaimantContactToExplainInd (B-116) is Y for ‘Yes’.  Date is after or equal to EmployerReportedClaimantFirstDayofWork (B-12) and not more than the current date (response date).  If EmployerReportedClaimantFirstDayofWork (B-12) is not provided, DateMadeContact (B-117) must not be more than ten years prior to the request date and cannot be greater than the current date (response date). | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-118 | ReasonForFailToReport | What was the reason the claimant provided for failing to report? | Character | 500 | Conditional | Required if ClaimantContactToExplainInd (B-116) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-96 | ClaimantNoticeInd | Did the claimant give notice? | Character | 1\* | Conditional | Required if VoluntarySepReasonCode (B-44) is 1-4, 6, 9, 10 | Value is 'Y', 'N' or “U” |  | Y = Yes  N = No  U = Unknown |
| B-97 | DateNoticeGiven | Date Notice Given | Date –  yyyy-mm-dd | 10\* | Conditional | Required if ClaimantNoticeInd (B-96) is Y for ‘Yes’ and DateNoticeGivenUnknown (B-159) is null  Date must be prior to ClaimEffectiveDate (B-2) and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-159 | DateNoticeGivenUnknown | Unknown | Character | 1\* | Conditional | Required if ClaimantNoticeInd (B-96) is Y for Yes and DateNoticeGiven (B-97) is null | Value is ‘U’ | Date notice was given is unknown | U = Unknown |
| B-98 | ClaimantProvidedIntendedLastDayWork | What date did the claimant provide as an intended last day of work? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if ClaimantNoticeInd (B-96) is Y for ‘Yes’ and ClaimantProvidedIntendedLastDayWorkUnknown (B-187) is null.  Date must not be more than ten years prior to ClaimEffectiveDate (B-2) and not more than the request date plus one year in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-187 | ClaimantProvidedIntendedLastDayWorkUnknown | Unknown | Character | 1\* | Conditional | Required if ClaimantNoticeInd (B-96) is Y for Yes and ClaimantProvidedIntendedLastDayWork (B-98) is null. | Value is ‘U’ | Claimant’s intended last day of work is unknown | U = Unknown |
| B-99 | ClaimantWorkOutNoticeInd | Did the claimant work out their notice? | Character | 1\* | Conditional | Required if ClaimantNoticeInd (B-96) is Y for ‘Yes’. | Value is 'Y','N' or “U” |  | Y = Yes  N = No  U = Unknown |
| B-100 | WhyNoticeWasntWorkedOut | Why not? | Character | 1000 | Conditional | Required if ClaimantWorkOutNoticeInd (B-99) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. | Reason the claimant did not work out their notice. |  |
| B-101 | ClaimantPaidThroughNoticeInd | Was the claimant paid through the notice? | Character | 1\* | Conditional | Required if ClaimantWorkOutNoticeInd (B-99) is N for ‘No’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-50 | VoluntarySepReasonComments | Voluntary separation reason code is 1 = No Reason Given  Provide any additional information regarding the claimant's leaving with no reason given. For example, a co-worker stated claimant moved, or claimant had a disagreement with supervisor and never returned.  Voluntary separation reason code is  2 = To Seek or Accept Other Employment  Provide any additional information regarding the claimant's leaving to seek or accept other employment.  Voluntary separation reason code is  3 = Due to Health Reasons  Provide any additional information regarding the claimant's leaving due to health reasons.  Voluntary separation reason code is  4 = Due to Job Dissatisfaction  Provide any additional information regarding the claimant's leaving due to job dissatisfaction.  Voluntary separation reason code is  6 = Personal Reasons  Provide any additional information regarding the claimant's leaving for personal reasons. For example, care for family members, claimant was moving, completed a training program and was looking for work in that field, or is going to school.  Voluntary separation reason code is  7 = Failure to Report for Work/Abandonment  Provide any additional information regarding the claimant's failure to report to work. For example, claimant was incarcerated and did not report or call, claimant told a fellow employee s/he got another job.  Voluntary separation reason code is  8 = Retirement  Provide any additional information regarding the claimant's retirement.  Voluntary separation reason code is  9 = Working Conditions  Provide any additional information regarding the claimant's leaving due to working conditions. For example, claimant left work because of a transfer to another store, claimant felt conditions were dangerous  Voluntary separation reason code is  10 = Not Listed Above  You have indicated that the reason for quitting was not listed. Provide detailed specific information regarding the reason the claimant is no longer employed. | Character | 2000 | Conditional | Required if VoluntarySepReasonCode (B-44) is 10 for Not Listed Above, optional if VoluntarySepReasonCode (B-44) is 1-4 , 6-9. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Educational Institution & Professional Athlete**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-166 | WhyNotReturning | Why is the claimant not likely to return? | Character | 2\* | Conditional | Required if EmployerSepReasonCode (B-20) is 8 for ‘Educational Institution Employee, Between Terms or Semesters, Not Likely to Return’. | Response must be 2, 3, 5, 6, 14,16, 18, 19, or 99. |  | 2 = Laid Off/Lack of Work  3 = Fired/Discharged  5 = Asked to Resign  6 = Voluntary Quit  14 = Retirement  16 = Labor Dispute  18 = Disaster Related  19 = Not Listed Above  99 = Refuse to Provide |
| B-183 | FirstDayOfContract | First day of contract | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerSepReasonCode is 17 for ‘Professional Athlete’.  Date must not be more than ten years prior to ClaimEffectiveDate (B-2) and not more than the request date plus one year in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-184 | LastDayOfContract | Last day of contract | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerSepReasonCode is 17 for ‘Professional Athlete’.  Must be equal to or after FirstDayofContract (B-183) and not more than the request date plus ten years in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-123 | ReasonForBreak | Reason for break | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 7 for ‘Educational Institution Employee, Between Semesters or Terms, Likely to Return’. | Value is 1 or 2. |  | 1 = Customary break/Holiday  2 = Between academic years |
| B-124 | FirstDayOfBreak | Separation Reason B-20 = 7  First day of break for claimant  Separation Reason B-20 = 17  Off Season Start Date | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerSepReasonCode (B-20) is 7 for ‘Educational Institution Employee, Between Semesters or Terms, Likely to Return’.  Optional if EmployerSepReasonCode (B-20) is 17 for ‘Professional Athlete’.  Date must not be more than ten years prior to ClaimEffectiveDate (B-2) and not more than the request date plus ten years in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-125 | LastDayOfBreak | Separation Reason B-20 = 7  Last day of break for claimant  Separation Reason B-20 = 17  Off Season End Date | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerSepReasonCode (B-20) is 7 for ‘Educational Institution Employee, Between Semesters or Terms, Likely to Return’.  Optional if EmployerSepReasonCode (B-20) is 17 for ‘Professional Athlete’.  Date must be equal to or after FirstDayofBreak (B-124) and not more than the request date plus ten years in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-126 | WorkContinueDuringBreakInd | Does the claimant’s work continue during the break? | Character | 1\* | Conditional | Optional if EmployerSepReasonCode (B-20) is 7 for ‘Educational Institution Employee, Between Semesters or Terms, Likely to Return. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-127 | PositionReturningTo | What position will the claimant be returning to? | Character | 30 | Conditional | Required if EmployerSepReasonCode (B-20) is 7 for Educational Institution Employee, Between Semesters or Terms, Likely to Return’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-128 | NewContractJobOfferInd | Has a new contract or job offer been made? | Character | 1\* | Conditional | Optional if ReasonForBreak (B-123) is 2 for ‘Between academic years’.  Required if EmployerSepReasonCode is 17 for ‘Professional Athlete’. | Value is 'Y' or 'N'  If Professional Athlete, allow for ‘U’ for Unknown. |  | Y = Yes N = No  Professional athlete only  U = Unknown |
| B-129 | PersonOfferedReasonableAssurance | Who offered the claimant reasonable assurance for continued employment?  If coming from B-197=3:  Who offered the claimant work? | Character | 60 | Conditional | Required if NewContractJobOfferInd (B-128) is Y for ‘Yes’.  Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-130 | HaveAuthorityToOfferInd | Did the individual have the authority to make the offer? | Character | 1\* | Conditional | Required if NewContractJobOfferInd (B-128) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-131 | HowOfferConveyed | How was the offer conveyed?  If B-197 is 3:  How was the new offer of work conveyed? | Character | 1\* | Conditional | Required if NewContractJobOfferInd (B-128) is Y for ‘Yes’.  Required if NotWorkingOnAssignment (B-197)=3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’ | Value is ‘W’ or ‘V’ or ‘B’ |  | W = Written  V = Verbal  B = Both |
| B-133 | WhyContractNotOffered | Why was a new contract or job offer not made? | Character | 1000 | Conditional | Required if NewContractJobOfferInd (B-128) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-134 | ContractAccepted | Has the contract or job offer been accepted? | Character | 1\* | Conditional | Optional if NewContractJobOfferInd (B-128) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |

**Response Information – Labor Dispute**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-25 | LaborDisputeTypeInd | Is the claimant not working due to a strike or a lockout? | Character | 1\* | Conditional | Required if EmployerSepReasonCode(B-20) is 16 for 'Labor Dispute'.  Required if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’. | Value is 'S' or 'L' |  | S = Strike L = Lockout |
| B-172 | LocationOfLaborDispute | What is the location of the establishment where the labor dispute exists? | Character | 250 | Conditional | Optional if EmployerSepReasonCode (B-20) is 16 for ‘Labor Dispute’.  Optional if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-173 | UnionNameAndLocalNo | What is the name and local number of the union involved in the labor dispute? | Character | 100 | Conditional | Optional if EmployerSepReasonCode (B-20) is 16 for ‘Labor Dispute’.  Optional if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-174 | DateDisputeBegan | When did the labor dispute begin? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerSepReasonCode (B-20) is 16 for ‘Labor Dispute’.  Required if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’.  Must be in the past and more recent than the request date minus ten years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-175 | LaborDisputeEndedInd | Has the labor dispute ended? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 16 for ‘Labor Dispute’.  Required if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-176 | DateDisputeEnded | When did the labor dispute end? | Date –  yyyy-mm-dd | 10\* | Conditional | Required if LaborDisputeEndedInd (B-175) is Y for ‘Yes’.  Date must be equal to or after DateDisputeBegan (B-174) and not more than the request date plus one year in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-177 | ReplacementWorkersHiredInd | Have permanent replacement workers been hired? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 16 for ‘Labor Dispute’.  Required if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’. | Value is ‘Y’, ‘N’, or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-178 | ClmtStrikingUnionMemberInd | Is the employee a member of the striking union? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) is 16 for ‘Labor Dispute’.  Required if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-179 | ClmtMemberAnotherUnionInd | Is the employee a member of another union? | Character | 1\* | Conditional | Optional if ClmtStrikingUnionMemberInd (B-178) is N for ‘No’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-180 | WhyUnemployedLaborDispute | Explain fully why the employee is now unemployed. | Character | 1000 | Conditional | Required if ClmtStrikingUnionMemberInd (B-178) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-181 | SettlementAffectClmtInd | Will settlement of the labor dispute affect the employee’s wages, hours, or working conditions? | Character | 1\* | Conditional | Optional if EmployerSepReasonCode (B-20) is 16 for ‘Labor Dispute’.  Optional if WhyNotReturning (B-166) is 16 for ‘Labor Dispute’ | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-182 | HowSettlementAffects | Describe how | Character | 1000 | Conditional | Optional if SettlementAffectClmtInd (B-181) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. | Describe how it affects the employee’s wages, hours, or working conditions. |  |

**Response Information – Temporary Staffing**

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| **Seq. No.** | | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-195 | | RelationshipEndedInd | Has the relationship ended between the agency and the claimant? | Character | 1\* | Conditional | Required if TempStaffingInd (B-246) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-196 | | WorkingNewAssignmentInd | Is the claimant currently working a new assignment? | Character | 1\* | Conditional | Required if RelationshipEnded (B-195) is N for ‘No’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-197 | | NotWorkingOnAssignment | Why is the claimant not working on an assignment? | Character | 1\* | Conditional | Required if WorkingNewAssignment (B-196) is N for ‘No’. | Value is 1-4. | If value 1 is selected, end flow. | 1 = Assignment Completed, Claimant called agency and no work available  2 = Assignment Completed, Claimant failed to contact the agency  3 = Assignment completed, contact established, claimant declined new assignment  4 = Assignment Not Completed |
| B-198 | | TempAgencyPolicyInd | Is there a policy concerning contacting the agency? | Character | 1\* | Conditional | Required if NotWorkingOnAssignment (B-197) is 2 for ‘Assignment Completed, Claimant Failed to Contact’ or 4 for ‘Assignment Not Completed’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-186 | | TempPolicyAwarenessCode | How was the claimant informed of the policy? | Character | 1\* | Conditional | Required if TempAgencyPolicyInd (B-198) is Y for Yes | Value is 'W', 'V' or ‘B’ |  | W = Written V = Verbal  B = Both |
| B-199 | | TempAssignmentLastDay | Last day of work at the assignment | Date yyyy-mm-dd | 10\* | Conditional | Required if NotWorkingOnAssignment (B-197) is 2 for ‘Assignment Completed, Claimant Failed to Contact’ or 4 for ‘Assignment Not Completed’.  Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-219 | | **Enter the following information about the previous assignment(s):** |  |  |  | **Conditional** | **If NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’, must have at least 1 previous assignment.** | **Can occur 0-5 times** |  |  |
| B-219.1 | | PrevTempAssignmentStartDate | Assignment start date | Date yyyy-mm-dd | 10\* | Conditional | Required  Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-219.2 | | PrevTempAssignmentEndDate | Assignment end date | Date yyyy-mm-dd | 10\* | Conditional | Required  Date must be equal to or after PrevTempAssignmentStartDate (B-219.1) and cannot be greater than the current date (response date). | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-219.3 | | PrevTempAssignmentJobDuties | Duties | Character | 500 | Conditional | Required | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-219.4 | | PrevTempAssignmentRateOfPay | Rate of pay (per hour) | Numeric | 15.2 | Conditional | Required | Only numbers and decimal point. No dollar sign ($) or commas allowed. | 15.2 represents the precision and scale value of the dollars entered, with minimum value of 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-219.5 | | PrevTempAssignmentCommutingDistance | Commuting distance from claimant’s home | Character | 50 | Conditional | Required | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-219.6 | | PrevTempAssignmentHours | Hours (include the number of hours per week and work schedule) | Character | 100 | Conditional | Required | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-220 | | NewTempAssignmentDateOfferMade | Date offer was made | Date yyyy-mm-dd | 10\* | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’  Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-200 | | NewTempAssignmentStartDate | Assignment start date | Date yyyy-mm-dd | 10\* | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’  Must be more recent or equal to NewTempAssignmentDateOfferMade (B-220) and cannot be greater than request date plus one year. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-232 | | NewTempAssignmentJobDuties | Duties | Character | 500 | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’ | Contains the printable ASCII characters 32 – 126 decimal. | Job duties for the new temporary assignment |  |
| B-233 | | NewTempAssignmentRateOfPay | Rate of pay (per hour) | Numeric | 15.2 | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’ | Only numbers and decimal point. No dollar sign ($) or commas allowed. | Rate of pay for the new temporary assignment  15.2 represents the precision and scale value of the dollars entered, with minimum value of 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-234 | | NewTempAssignmentCommutingDistance | Commuting Distance from Claimant’s Home | Character | 50 | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’ | Contains the printable ASCII characters 32 – 126 decimal. | Commuting distance from the claimant’s home to their new temporary assignment. |  |
| B-235 | | NewTempAssignmentHours | Hours (include the number of hours per week and work schedule) | Character | 100 | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’ | Contains the printable ASCII characters 32 – 126 decimal. | Working hours and schedule for new temporary assignment. |  |
| B-237 | | NewTempAssignmentWhyRefused | Reason the claimant refused the new assignment | Character | 500 | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-238 | | NewTempAssignmentDateRefused | Date the offer was refused | Date yyyy-mm-dd | 10\* | Conditional | Required if NotWorkingOnAssignment (B-197) is 3 for ‘Assignment Completed, Contact Established, Claimant Declined New Assignment’  Must be more recent or equal to NewTempAssignmentDateOfferMade (B-220) and cannot be greater than current date (response date). | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-239 | TempAssignmentWhoEnded | | Who ended the assignment? | Character | 1\* | Conditional | Required if NotWorkingOnAssignment (B-197) is 4 for ‘Assignment Not Completed’ | Value is ‘C’, ‘E’, or ‘A’ |  | C = Claimant  E = Employer Client  A = Agency |
| B-240 | TempAssignmentWhyNotCompleted | | Why was the assignment not completed? | Character | 1000 | Conditional | Required if NotWorkingOnAssignment (B-197) is 4 for ‘Assignment Not Completed’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-236 | TempAssignmentClaimantContactAgencyInd | | Did the claimant contact the agency for a new assignment? | Character | 1\* | Conditional | Required if NotWorkingOnAssignment (B-197) is 4 for ‘Assignment Not Completed’ | Value is ‘Y’ or ‘N’ |  | Y = Yes  N = No |
| B-231 | TempAssignmentWorkAvailableInd | | If the claimant had contacted the agency, would work have been available? | Character | 1\* | Conditional | Required if TempAssignmentClaimantContactAgencyInd (B-236) is N for ‘No’ | Value is ‘Y’ or ‘N’ |  | Y = Yes  N = No |

**Response Information – E-Response Functionality**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
|  | DocumentationCopy | Copy of policy and acknowledgement  Copy of warning  Copy of the chain of custody  Copy of admission  Copy of witness statement  Copy of contract |  |  | Conditional | Optional if DischargePolicyAwareExplanation (B-39) is ‘W’ for ‘Written’ or ‘B’ for ‘Both’ – display Copy of policy and acknowledgement  Optional if PriorIncidentWarningInd (B-40.3) is ‘Y’ for ‘Yes’. Display Copy of warning  Optional if TestPerformed (B-142) is ‘Y’ for ‘Yes, Attached’. Display Copy of Chain of Custody  Optional if ClaimantAdmissionInd (B-155) is ‘Y’ for Yes. Display Copy of Claimant’s Admission to Theft  Optional if WereThereWitnessesInd (B-157) is ‘Y’ for ‘Yes’. Display Copy of Witness Statement  Optional if HowOfferConveyed (B-131) is ‘W’ for ‘Written’ or ‘B’ for ‘Both’. Display Copy of Contract  Required if TempPolicyAwarenessCode (B-186) is ‘W’ for ‘Written’ or ‘B’ for ‘Both’ | If PriorIncidentWarningInd (B-40.3) is ‘Y’ for ‘Yes’, allow only one attachment per incident. | E-Response will only have browse features.  Integrated partners will use current attachment section. |  |
|  |  | Pop up message to be implemented:  By asking the claimant to resign the employer is the moving party. Redirecting to discharge questions. |  |  |  | If EmployerSepReasonCode (B-20) is 5 for ‘Asked to Resign’, display in a pop-up before redirecting to discharge questions  If WhyNotReturning (B-166) is 5 for ‘Asked to Resign’, display in a pop-up before redirecting to discharge questions |  |  |  |
|  |  | Pop up message to be implemented:  You indicated the claimant resigned in lieu of being discharged. Redirecting to discharge questions. |  |  |  | If InLieuInd (B-185) is Y for ‘Yes’, display in a pop-up before redirecting to discharge questions. |  |  |  |
|  |  | Pop up message to be implemented:  Are you sure that the reason for separation is not included in the menu? |  |  |  | If EmployerSepReasonCode (B-20) is 19 for ‘Not listed above’, display in a pop-up before displaying EmployerSepReasonComments  (B-33)  If WhyNotReturning (B-166) is 19 for ‘Not listed above’, display in a pop-up before displaying EmployerSepReasonComments  (B-33) |  | This will be shown in a pop up as a Yes/No. If yes, will move to EmployerSepReasonComments  (B-33) Comments.  If no, will return to EmployerSepReasonCode (B-20) or WhyNotReturning (B-166) options. |  |
|  |  | Pop up message to be implemented:  Questions will be based on the reason claimant is not returning to work. |  |  |  | Redirect to the appropriate flow based off WhyNotReturning (B-166) selection. |  |  |  |

**Response Information – Comments**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-33 | EmployerSepReasonComments | 1 - Enter any additional information regarding the Temporary Layoff.  2 - Enter any additional information regarding the Laid Off/Lack of Work.  4 - Enter any additional information regarding the Vacation/Holiday shutdown.        7 - Enter any additional information about the claimant's break in employment.    9 - Enter any additional information about whether the claimant is regularly working full-time.  10 - Enter any additional information regarding the part- time employment.  For example, claimant is employed to work 20 hours per week and is working those  hours, or any reasons the claimant is working less than normal hours.  11 - Enter any additional information regarding why the hours were reduced. For example, workload, disciplinary reasons, or performance.    12 - Enter any additional information regarding the on call/temporary status.  For example, number of hours hired to work; if these hours have changed, if  the number of hours changed, why or how were they changed?  13 - Enter any additional information regarding the leave of absence.  For example, claimant requested leave of absence due to illness, illness of family member, birth/adoption, or military deployment.  14 – Provide any additional information regarding the claimant’s retirement.  15 - Enter any additional information regarding the reason for suspension.    16 - Enter any additional information regarding the labor dispute.    17 - Provide any additional information.    18 -   Enter any specific information regarding the disaster. For example, type of disaster, if business is closed or if claimant will be working part-time to help with clean up, is it a federally declared disaster, duration of  the layoff, etc.    19 - You have indicated that the reason for separation was not listed. Give specifics regarding the reason the claimant is no longer employed.    20 - You indicated the claimant has never worked for this employer. Enter  any information you may have about this individual. For example, chose  not to work after company was purchased, never heard of this person, claimant worked on-site for a temporary service; if so, please give temporary service information.     21 - You indicated you do not represent this employer. Enter any additional  information.  23 - You indicated you do not represent this employer account. Enter any additional  information.  If TemporaryStaffingInd (B-246) is Y for ‘Yes’:  Enter any additional information regarding Temporary Staffing. | Character | 2000 | Conditional | Optional if EmployerSepReasonCode (B-20) is 7 for ‘Educational Institution Employee, Between Semesters or Terms, Likely to Return’, .  Required if ReturnToWorkDateInd (B-135) is N for No and EmployerSepReasonCode (B-20) is 1 for ‘Temporary Layoff’  Optional if EmployerSepReasonCode (B-20) is 2 for ‘Laid off/Lack of Work’  Optional if WhyNotReturning (B-166) is 2 for ‘Laid Off/Lack of Work’.  Required if EmployerSepReasonCode (B-20) is 4 for ‘Vacation/holiday shutdown’  Optional if EmployerSepReasonCode (B-20) is 14 for ‘Retirement’, 15 for ‘Suspension’, 16 for ‘Labor Dispute’, 17 for ‘Professional Athlete’, 18 for ‘Disaster’, 20 for ‘Never Employed Here’, 21 for ‘TPA Does Not Represent’, or 23 for ‘PEO Does Not Represent’  Optional if WhyNotReturning (B-166) is 14 for ‘Retirement’, 16 for ‘Labor Dispute’, or 18 for ‘Disaster’.  Required if EmployerSepReasonCode (B-20) is 9 for ‘Still working full-time’, 10 for ‘Still working part-time’, 11 for ‘Still employed, hours reduced’, 12 for ‘On Call’, 13 for ‘Leave of Absence’, or 19 for ‘Not Listed Above’  Required if WhyNotReturning (B-166) is 19 for ‘Not Listed Above’.  Optional if TemporaryStaffingInd (B-246) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Refuse to Provide Acknowledgement**

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| B-241 | RefuseToProvideInd | By selecting REFUSE TO PROVIDE, I acknowledge that I have not provided the requested information either because it is not available, or I am unwilling or cannot present the information requested. . I understand and agree that the state will proceed in making a determination based on the information on file. Failure to provide the information requested may have an adverse effect on the employer account. | Character | 1 | Conditional | Required if EmployerSepReasonCode (B-20) is 99 for ‘Refuse to Provide’.  Required if WhyNotReturning (B-166) is 99 for ‘Refuse to Provide’. |  | Checkbox acknowledgment required for E-Response will say “I agree”. | Y = Yes |

**Response Information – Third Party Administrator (TPA) or Professional Employer Organization (PEO) Does Not Represent**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-188 | EmployerContactName | Employer contact name | Character | 60 | Conditional | Optional if EmployerSepReasonCode (B-20) is 21 for ‘TPA Does Not Represent This Employer’ or 23 for ‘PEO Does Not Represent This Employer’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-189 | EmployerPhone | Employer contact phone number | Character | 15 | Conditional | Optional if EmployerSepReasonCode (B-20) is 21 for ‘TPA Does Not Represent This Employer’ or 23 for ‘PEO Does Not Represent This Employer’ | Contains only numbers. Must be at least 10 digits and at most 15 digits to include extensions (if needed). | Contain area code, 7-digit telephone number, and extension up to 5 digits (if needed). |  |
| B-190 | EmployerStreetAddress | Employer street address | Character | 35 | Conditional | Optional if EmployerSepReasonCode (B-20) is 21 for ‘TPA Does Not Represent This Employer’ or 23 for ‘PEO Does Not Represent This Employer’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-191 | EmployerCity | Employer city | Character | 19 | Conditional | Optional if EmployerSepReasonCode (B-20) is 21 for ‘TPA Does Not Represent This Employer’ or 23 for ‘PEO Does Not Represent This Employer’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-192 | EmployerState | Employer state | Character | 3\* | Conditional | Optional if EmployerSepReasonCode (B-20) is 21 for ‘TPA Does Not Represent This Employer’ or 23 for ‘PEO Does Not Represent This Employer’ |  |  |  |
| B-193 | EmployerZIP | Employer zip code | Character | 10\* | Conditional | Optional if EmployerSepReasonCode (B-20) is 21 for ‘TPA Does Not Represent This Employer’ or 23 for ‘PEO Does Not Represent This Employer’ | Contains the printable ASCII characters 32 – 126 decimal. | If the State is in the U.S., the zip code must be 5 digits or 5 digits plus a dash plus 4 digits. If the State is in Mexico, it must be 5 digits. If the State is in Canada, the zip must be ADADAD or ADA DAD (A=letter, D=digit). |  |
| B-194 | RepContractTermDate | Date of contract termination | Date –  yyyy-mm-dd | 10\* | Conditional | Optional if EmployerSepReasonCode (B-20) is 21 for ‘TPA Does Not Represent This Employer’ or 23 for ‘PEO Does Not Represent This Employer’.  Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |

**Response Information – Weeks and Wages**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-61 | TotalEarnedWagesNeededInd | Are total earned wages available for <A-23> through <A-24>? | Character | 1\* | Conditional | Required if WagesWeeksNeededCode (A-22) is 'WO' or 'WW' and EmployerSeparationReasonCode (B-20) does not equal 20, 21, or 23  Required if WagesWeeksNeededCode (A-22) is 'WO' or 'WW' and EmployerSeparationReasonCode (B-20) is null.  If WagesNeededBeginDate (A-23) and WagesNeededEndDate (A-24) are null, this must be null. | Value is a number or null. Value is 1-3. |  | 1 = Wages are available  2 = Wages not currently available  3 = Wages not available, state should proceed without wages |
| B-15 | TotalEarnedWages | Total wages earned between<A-23> and <A-24> | Numeric | 15.2 | Conditional | Required if TotalEarnedWagesNeededInd (B-61) is 1 for 'Wages are Available', | Only numbers and decimal point, or null. No dollar sign ($) or commas allowed. | 15.2 represents the precision and scale value of the dollars entered, with minimum value of 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-62 | TotalWeeksWorkedNeededInd | Are total weeks worked available for <A-23> through <A-24>? | Character | 1\* | Conditional | Required if WagesWeeksNeededCode (A-22) is 'WW' and EmployerSeparationReasonCode (B-20) does not equal 20, 21, or 23  Required if WagesWeeksNeededCode (A-22) is 'WW' and EmployerSeparationReasonCode (B-20) is null.  If WagesNeededBeginDate (A-23) and WagesNeededEndDate ( A-24) are null, this must be null. | Value is a number or null. Value is 1-3. |  | 1 = Weeks are available  2 = Weeks not currently available  3 = Weeks not available, state should proceed without weeks |
| B-16 | TotalWeeksWorked | Total weeks worked between <A-23> through <A-24> | Numeric | 2 | Conditional | Required if TotalWeeksWorkedNeededInd (B-62) is 1 for 'Weeks are Available' | Numbers only, or null. |  |  |
| B-17 | WagesEarnedAfterClaimEffectiveDate | Total gross wages earned since <B-2> | Numeric | 15.2 | Optional |  | Only numbers and decimal point. No dollar sign ($) or commas allowed. | Not severance pay.  15.2 represents the precision and scale value of the dollars entered, with minimum value of 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-18 | NumberOfHoursWorkedAfterClaimEffectiveDate | Total hours worked since <B-2> | Numeric | 5 | Conditional | Optional if WagesEarnedAfterClaimEffectiveDate (B-17) is greater than 0. | Only numbers. |  |  |

**Response Information – Earnings & Schedule**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-227 | RegularRateofPay | Regular Rate of Pay | Numeric | 15.2 | Conditional | Required if RemunerationInd (B-74) is Y for ‘Yes’ or ReceivePension401KInd (B-210 )is 1 for ‘Pension’ or 2 for ‘401K’ or 3 for ‘Pension and 401k’ | Only numbers and decimal point. No dollar sign ($) or commas allowed. | 15.2 represents the precision and scale value of the dollars entered, with minimum value of 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-228 | RateofPayPerPeriod | Rate of pay per period | Character | 1\* | Conditional | Required if RemunerationInd (B-74) is Y for ‘Yes’ or ReceivePension401KInd (B-210 )is 1 for ‘Pension’ or 2 for ‘401K’ or 3 for ‘Pension and 401k’ | Value is ‘H’, ‘W’, ‘B’, ‘M’, or ‘S’ |  | H = Hourly  W = Weekly  B = Bi-weekly  M = Monthly  S = Semi-Monthly |
| B-27 | AverageNumberofHoursWorkedperWeek | What was the average number of hours worked per week? | Numeric | 2 | Conditional | Required if RemunerationInd (B-74) is Y for ‘Yes’ or ReceivePension401KInd (B-210 )is 1 for ‘Pension’ or 2 for ‘401K’ or 3 for ‘Pension and 401k’ | Only numbers are entered. No decimal point allowed. |  |  |
| B-229 | CustomaryWeeklyWorkSchedule | Describe the claimant’s customary weekly work schedule. | Character | 100 | Conditional | Required if RemunerationInd (B-74) is Y for ‘Yes’ or ReceivePension401KInd (B-210 )is 1 for ‘Pension’ or 2 for ‘401K’ or 3 for ‘Pension and 401k’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Remuneration**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-74 | RemunerationInd | Did or will the claimant receive any compensation on or after the last day of work (excluding wages for hours worked)? | Character | 1\* | Conditional | Required unless EmployerSepReasonCode (B-20) is 20, 21, or 23. | Value is ‘Y’, ‘N’, or ‘U’ | For EmployerSepReasonCode (B-20) = 1 through 19 Remuneration must be Y or N or U  For EmployerSepReasonCode (B-20) = 20 or 21 or 23, RemunerationInd must be null  For EmployerSepReasonCode (B-20) = 99, RemunerationnInd must be Y, N or U | Y = Yes  N = No  U=Unknown |
| **B-26** | **Remuneration** |  |  |  | Conditional | Required if RemunerationInd (B-74) is Y for ‘Yes’ | **Occurs 0-15 times** | **Non-software business rule: Required if the claimant had remuneration.** |  |
| B-26.1 | RemunerationTypeCode | Will the claimant receive any of the following compensation on or after the last day of work: | Character | 2 | Conditional | Required for each Remuneration (B-26) | Values are all numbers.  Value is 1-15 | Multiple values of 1-15 | 1 = Severance 2 = Separation 3 = Vacation 4 = Holiday/Floating Holiday  6 = Profit Sharing 7 = Bonus Pay 8 = Wages in Lieu of Notice 9 = Back Pay Award 10 = Residual Payments 11 = Commissions 12 = Sick 13 = Disability 14 = Not Listed Above  15 = Supplemental Pay |
| B-26.5 | EmployerAllocationInd | Was the pay allocated to a specific time period? | Character | 1\* | Conditional | Required if AllocationRequiredInd (A-36) is Y = Yes | Value is 'Y', 'N', or ‘U’ |  | Y = Yes N = No  U = Unknown |
| B-26.6 | AllocationBeginDate | Allocation Begin Date | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerAllocationInd (B-26.5) is Y for ‘Yes’ and AllocationBeginDateUnknownInd (B-26.91) is null.  Date must not be more than ten years prior to ClaimEffectiveDate (B-2) and not more than the request date plus two years in the future. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-26.91 | AllocationBeginDateUnknownInd | Unknown | Character | 1\* | Conditional | Required if EmployerAllocationInd (B-26.5) is Y for ‘Yes’ and AllocationBeginDate (B-26.6) is null. |  | Allocation Begin Date Unknown | U = Unknown |
| B-26.7 | AllocationEndDate | Allocation End Date | Date –  yyyy-mm-dd | 10\* | Conditional | Required if EmployerAllocationInd (B-26.5) is Y for ‘Yes’ and AllocationEndDateUnknownInd (B-26.92) is null.  Date must not be more than ten years prior to ClaimEffectiveDate (B-2) and not more than the request date plus ten years in the future.  Date cannot be prior to AllocationBeginDate (B-26.6) if B-26.6 is not null. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-26.92 | AllocationEndDateUnknownInd | Unknown | Character | 1\* | Conditional | Required if EmployerAllocationInd (B-26.5) is Y for ‘Yes’ or AllocationEndDate (B-26.7) is null. |  | Allocation End Date Unknown | U = Unknown |
| B-26.3 | RemunerationPeriodFrequencyCode | Frequency of pay | Character | 1\* | Conditional | Required  If AllocationRequiredInd (A-36) is N, only allow L for ‘Lump Sum’ or Z for ‘Not Able to Provide’. | Value is ‘D’, ‘W’, ‘B’, ‘S’, ‘M’, ‘Q’, ‘L’, or ‘Z’. |  | D = Daily W = Weekly B = Bi-weekly S = Semi-monthly M = Monthly Q = Quarterly L = Lump sum  Z = Not Able to Provide |
| B-26.2 | RemunerationAmountPerPeriod | Total amount of gross [B-26.3 selection] pay | Numeric | 15.2 | Conditional | Required if ReumerationPeriodFrequencyCode (B-26.3) is D, W, B, S, M, Q, L.  Optional if RemunerationPeriodFrequencyCode (B-26.3) is Z. | Only numbers and decimal point. No dollar sign ($) or commas allowed.  Value must be > 0.00 | 15.2 represents the precision and scale value of the dollars entered, with minimum value > 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-26.8 | NumberHoursRepresented | Number of hours represented | Numeric | 5.2 | Conditional | Required if RemunerationTypeCode (B-26.1) is 1-15 and RemunerationPeriodFrequencyCode (B-26.3) is D, W, B, S, M, Q, or L.  Optional if RemunerationTypeCode (B-26.1) is 1-15 and RemunerationPeriodFrequencyCode (B-26.3)is Z. | Only numbers and decimal point. No dollar sign ($) or commas allowed.  Value must be between 0.01 and 999.99. | 5.2 represents the precision and scale value of the dollars entered, with minimum value > 0.00 and a maximum value of 999.99. The maximum number of digits that may be entered into the field are 3 before the decimal point with two after the decimal point. |  |
| B-26.4 | DateRemunerationIssued | Date of first payment | Date –  yyyy-mm-dd | 10\* | Conditional | Required if RemunerationTypeCode (B-26.1)=1-15 and RemunerationPeriodFrequencyCode (B-26.3) is D, W, B, S, M, Q, or L.  Optional if RemunerationTypeCode (B-26.1) is 1-15 and RemunerationPeriodFrequencyCode (B-26.3) is Z.  Must be more recent than or equal to (B-2) Claim Effective Date minus two years and not more than request date plus five years. | Must be more recent than or equal to (B-2) Claim Effective Date minus two years and not more than request date plus five years | Contains only numbers and dashes. Must be a valid date. |  |
| B-26.10 | RemunerationComments | Additional information about the payments. | Character | 1000 | Conditional | Optional if RemunerationTypeCode (B-26.1) is 1-13 or 15.  Required if RemunerationTypeCode (B-26.1) is 14 | Contains the printable ASCII characters 32 – 126 decimal. |  |  |

**Response Information – Workers’ Compensation**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-201 | ReceivingWorkersCompensationInd | Is (or was) the claimant receiving workers’ compensation? | Character | 1\* | Optional |  | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-202 | DateOfInjury | What was the date of the injury? | Date yyyy-mm-dd | 10\* | Conditional | Required if ReceivingWorkersCompensationInd (B-201) is Y for ‘Yes’.  Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-203 | DateAppliedForWorkersCompKnownInd | Do you know what date the claimant applied for workers’ compensation? | Character | 1\* | Conditional | Required if ReceivingWorkersCompensationInd (B-201) is Y for ‘Yes’. | Value is ‘Y’, ‘N’, or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-204 | DateAppliedForWorkersComp | Application Date | Date yyyy-mm-dd | 10\* | Conditional | Required if DateAppliedForWorkersCompInd (B-203) is Y for ‘Yes’.  Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. | Date the claimant applied for workers’ compensation |  |
| B-205 | TypeOfWorkersCompReceiving | What type of workers’ compensation is or was the claimant receiving? | Numeric | 1\* | Conditional | Required if ReceivingWorkersCompensation (B-201) is Y for ‘Yes’. | Value is numeric, 1-6. |  | 1 = Total Temporary  2 = Partial Temporary  3 = Total Permanent  4 = Partial Permanent  5 = Other  6 = Unknown |
| B-206 | WeeklyWorkersCompRate | What is the claimant’s weekly workers’ compensation rate? | Numeric | 15.2 | Conditional | Optional if ReceivingWorkersCompensationInd (B-201) is Y for ‘Yes’. | Only numbers and decimal point. No dollar sign ($) or commas allowed.  Value must be > 0.00 | 15.2 represents the precision and scale value of the dollars entered, with minimum value > 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-207 | PeriodOfTimeWorkersCompPaymentCovers | What period of time did/does the payment(s) cover? | Character | 250 | Conditional | Optional if ReceivingWorkersCompensationInd (B-201) is Y for ‘Yes’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-208 | ClaimantReleasedToReturnToWork | Has the claimant been released to return to work? | Character | 1\* | Conditional | Required if ReceivingWorkersCompensationInd (B-201) is Y for ‘Yes’. | Value is ‘Y’, ‘N’, or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-209 | DateClaimantReleased | On what date was the claimant released? | Date yyyy-mm-dd | 10\* | Conditional | Required if ClaimantReleasedToReturnToWork (B-208) is Y for ‘Yes’.  Must be in the past and more recent than the request date minus one hundred years. | Contains only numbers and dashes. Must be a valid date. |  |  |
| B-212 | EmployerAccommodateRestrictionsInd | Could you accommodate those restrictions? | Character | 1\* | Conditional | Optional if WorkRestrictionsInd (B-110) is Y for ‘Yes’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-213 | WhyEmployerCouldNotAccommodate | Why couldn’t you accommodate those restrictions? | Character | 500 | Conditional | Optional if EmployerAccommodateRestrictionsInd (B-212) is N for ‘No’. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-211 | WorkersCompComments | Enter any additional information regarding the claimant’s receipt of workers’ compensation. | Character | 500 | Conditional | Optional if ReceivingWorkersCompensationInd (B-201) is Y for ‘Yes’. |  |  |  |

**Response Information – Pension and 401K**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-210 | ReceivePension401KInd | Is or will the claimant receive a company pension and/or 401K disbursement? | Character | 1\* | Conditional | Required if EmployerSepReasonCode (B-20) does not equal 20, 21, 23 | Value is 1-5. |  | 1 = Pension  2 = 401K  3 = Pension and 401K  4 = No  5 = Unknown |
|  | **B-218** | **Pension/401k** |  |  | Conditional | Required once if ReceivePension401KInd (B-210) is 1 for ‘Pension or 2 for ‘401k’.  Required twice if ReceivePension401KInd (B-210) is 3 for ‘Pension and 401K’.  Can only have one pension and one 401K. | **Occurs 0- 2** |  |  |
| B-218.1 | Pension401Kind |  | Character | 1\* | Conditional | Required |  |  | 1 = Pension  2 = 401K |
| B-218.2 | Pension401KFrequencyCode | Frequency of pay | Character | 1\* | Conditional | Required if Pension401KInd (B-218.1) is 1 for ‘Pension’ .  Required if PaidOut401KToClaimant (B-224) is Y for ‘Yes’. | Value is ‘D’, ‘W’, ‘B’, ‘M’, ‘Q’, ‘L’, or ‘Z’ |  | D = Daily W = Weekly B = Bi-weekly S = Semi-monthly M = Monthly Q = Quarterly L = Lump sum  Z = Not Able to Provide |
| B-218.3 | Pension401KAmountPerPeriod | Total amount of gross [B-218.2] pay | Numeric | 15.2 | Conditional | Required if Pension401KAmountPerPeriodUnknown (B218.31) is null and Pension401KFrequencyCode (B-218.2) is D, W, B, S, M, Q, L.  Optional if Pension401KFrequencyCode (B-218.2) is Z. | Only numbers and decimal point. No dollar sign ($) or commas allowed.  Value must be > 0.00 | 15.2 represents the precision and scale value of the dollars entered, with minimum value > 0.00 and a maximum value of 9999999999999.99. The maximum number of digits that may be entered into the field are 13 before the decimal point with two after the decimal point. |  |
| B-218.31 | Pension401KAmountPerPeriodUnknown | Unknown | Character | 1\* | Conditional | Required if Pension401KAmountPerPeriod (B-218.3) is null and Pension401KFrequencyCode (B-218.2) is not null. | Value is ‘U’ | Pension or 401K amount per period is unknown | U = Unknown |
| B-218.4 | DatePension401KIssued | Date of first payment | Date –  yyyy-mm-dd | 10\* | Conditional | Required if Pension401KFrequencyCode (B-218.2) is D, W, B, S, M, Q, L and DatePension401KIssuedUnknown (B-218.41) is null  Optional if Pension401KFrequencyCode (B-218.2) is Z.  Must be more recent than or equal to (B-2) Claim Effective Date minus two years and not more than request date plus five years. | Must be more recent than or equal to (B-2) Claim Effective Date minus two years and not more than request date plus five years | Contains only numbers and dashes. Must be a valid date. |  |
| B-218.41 | DatePension401KIssuedUnknown | Unknown | Character | 1\* | Conditional | Required if Pension401KFrequencyCode (B-218.2) is D, W, B, S, M, Q, L and DatePension401KIssued (B-218.4) is null.  Optional if Pension401KFrequencyCode (B-218.2) is Z. | Value is ‘U’ | Date Pension or 401K was issued is unknown | U = Unknown |
| B-218.5 | WhoContributedPension401K | If 1 for pension:  Who contributed to the pension?  If 2 for 401K:  Who contributed to the 401K? | Character | 1\* | Conditional | Required if Pension401KFrequencyCode (B-218.2) is D, W, B, S, M, Q, L, or Z. | Value is ‘C’, ‘E’, ‘B’, or ‘U’ |  | C = Claimant  E = Employer  B = Both  U = Unknown |
| B-218.51 | ClaimantPensionContributionPercent | What was the percentage contributed by the claimant? | Numeric | 3 | Conditional | Required if WhoContributedPension401K (B-218.5) is C for ‘Claimant’ or B for ‘Both’, and ClaimantPension401KContributionPercentUnknown (B-218.52) is null.  The total of ClaimantPensionContributionPercent (B-218.51) and EmployerPension401KContributionPercent (B-218.53) cannot exceed 100. | Only numbers are entered. No decimal point allowed. Valid values are 0 - 100. | The percentage of the pension or 401K contributed by the claimant. |  |
| B-218.52 | ClaimantPension401KContributionPercentUnknown | Unknown | Character | 1 | Conditional | Required if WhoContributedPension401K (B-218.5) is C for ‘Claimant or B for ‘Both’ and ClaimantPensionContributionPercent (B-218.51) is null. | Value is ‘U’ | Percent contributed by claimant for pension or 401K is unknown | U = Unknown |
| B-218.53 | EmployerPension401KContributionPercent | What was the percentage contributed by the employer? | Numeric | 3 | Conditional | Required if WhoContributedPension401K (B-218.5) is E for ‘Employer’ or B for ‘Both’, and EmployerPension401KContributionPercentUnknown (B-218.54) is null.  The total of ClaimantPensionContributionPercent (B-218.51) and EmployerPension401KContributionPercent (B-218.53) cannot exceed 100. | Only numbers are entered. No decimal point allowed. Valid values are 0 - 100. |  |  |
| B218.54 | EmployerPension401KContributionPercentUnknown | Unknown | Character | 1 | Conditional | Required if WhoContributedPension401K (B-218.5) is E for ‘Employer’ or B for ‘Both’ and EmployerPension401KContributionPercent (B-218.53) is null. | Value is ‘U’ | Percent contributed by employer for pension or 401K is unknown | U = Unknown |
| B-218.55 | EmployerLastContributionDate | Date of last employer contribution | Date –  yyyy-mm-dd | 10\* | Conditional | Required if WhoContributedPension401K (B-218.5) is E for ‘Employer’ or B for ‘Both’, and EmployerLastContributionDateUnknown (B-218.56) is null.  Date must not be more than one hundred years prior to ClaimEffectiveDate (B-2) and not more than the request date plus one year in the future. | Contains only numbers and dashes. Must be a valid date. | Last date the employer contributed to the pension or 401K. |  |
| B-218.56 | EmployerLastContributionDateUnknown | Unknown | Character | 1\* | Conditional | Required if WhoContributedPension401K (B-218.5) is E for ‘Employer’ or B for ‘Both’, and EmployerLastContributionDate (B-218.55) is null. | Value is ‘U’ | Date of last employer contribution unknown | U = Unknown |
| B-218.6 | Pension401KComments | Provide any additional information | Character | 1000 | Conditional | Optional if Pension401Kind (B-218.1) is 1 for ‘Pension’ or 2 for ‘401K’ | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-29 | MandatoryPension | Was starting the company pension mandatory? | Character | 1\* | Conditional | Required if ReceivePension401Kind (B-210) is 1 for 'Pension' or 3 for ‘Pension and 401K’. | Value is 'Y' or 'N' |  | Y = Yes N = No |
| B-222 | FullAmount401KRolledOver | Was the full amount of the 401K rolled over to a new account? | Character | 1\* | Conditional | Required if ReceivePension401KInd (B-210) is 2 for ‘401K’ or 3 for ‘Pension and 401K’. | Value is ‘Y’, ‘N’, or ‘U’ |  | Y = Yes  N = No  U = Unknown |
| B-223 | Percentage401KRolledOver | What percentage was rolled over to a new account? | Numeric | 4.2 | Conditional | Required if FullAmount401KRolledOver (B-222) is N for ‘No’ and Percentage401KRolledOverUnknown (B-215) is null | 0-99.99  Contains only numbers and decimal. |  |  |
| B-215 | Percentage401KRolledOverUnknown | Unknown | Character | 1\* | Conditional | Required if FullAmount401KRolledOver (B-222) is N for ‘No’ and Percentage401KRolledOver (B-223) is null. |  | Percentage of 401K rolled over to a new account is unknown |  |
| B-224 | PaidOut401KToClaimant | Was or will the 401K be paid out to the claimant? | Character | 1\* | Conditional | Required if FullAmount401KRolledOver (B-222) is N for ‘No’. | Value is ‘Y’, ‘N’, or ‘U’ |  | Y = Yes  N = No  U = Unknown |

**Response Information – External Contact Information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| **B-214** | **ExternalBusinessContactInformation**  If ReceivePension401KInd (B-210) is 2 or 3:  If additional information is needed, the state may contact the Company who administers the 401K plan.  If ReceivePension401KInd (B-210) is 1 or 3:  If additional information is needed, the state may contact the Company who administers the pension plan.  If ReceivingWorkersCompensationInd (B-201) is Y:  If additional information is needed, the state may contact the Company who administers the Workers’ Compensation plan. |  |  |  | Optional | **Optional if B-201 is Y for ‘yes” or ReceivePension401KInd (B-210) is 1 or 2 or 3.**  **If ExternalContactTypeInd (B-214.1) is filled in, then at least one of B-214.2 – B214.5 must be filled in** |  |  |  |
| B-214.1 | ExternalContactTypeInd | Type of Contact | Character | 1\* | Conditional | Required |  | What is the external contact related to? | 1 = Workers’ Compensation  2 = Pension  3 = 401K |
| B-214.2 | ExternalBusinessCompanyName | Company Name | Character | 100 | Conditional | See general Business Rule above | Contains the printable ASCII characters 32 – 126 decimal. | The company name of the external business for workers’ compensation, 401K, or pension. |  |
| B-214.3 | ExternalBusinessContactName | Contact Name | Character | 60 | Conditional | See general Business Rule above | Contains the printable ASCII characters 32 – 126 decimal. | The external business’ contact name of the person for the workers’ compensation, 401K, or pension. |  |
| B-214.4 | ExternalBusinessEmail | Email | Character | 60 | Conditional | See general Business Rule above | Contains letters, dashes, @, periods, numbers, underscores. | The email address to contact for the external business handling workers’ compensation, 401K, or pensions for the employer. |  |
| B-214.5 | ExternalBusinessPhone | Phone | Numeric | 15 | Conditional | See general Business Rule above | Contains only numbers. Must be at least 10 digits and at most 15 digits to include extensions (if needed). | The phone number to contact for the external business handling workers’ compensation,401K, or pensions for the employer.  Contain area code, 7-digit telephone number, and extension up to 5 digits (if needed). |  |

**Response Information – Attachment**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-93 | AdditionalSeparationAckInd | I acknowledge the state’s request for additional information. | Character | 1 | Conditional | Required if B-20 does not equal 20, 21, or 23, and Request has an Actionable Attachment (A-28.4) of 3 or 4 | Value is ‘Y’ or ‘N’ |  | Y = Yes  N = No |
| B-92 | AttachmentInd | Do you have any attachments which support your responses? | Character | 1 | Conditional | Required if EmployerSepReasonCode (B-20) does not equal 20, 21, or 23. | Value is ‘Y’ or ‘N’ |  | Y = Yes  N = No |
| **B-51** | **Attachment** |  |  |  | **Conditional** | **Occurs 0-10 times**  If AttachmentInd (B-92) is ‘Y’ must have at least 1 attachment, otherwise must be null. | **Occurs 0-10 times** |  |  |
| B-51.3 | UniqueAttachmentID | <Calculated> | Character | 2 | Required for each Attachment (B-51) |  |  | Unique ID within the record given to this attachment, and when combined with the StateRecordGUID is unique within the universe |  |
| B-51.1 | DescriptionofAttachmentCode | <Calculated> | Character | 1\* | Required for each Attachment (B-51) |  | Value is a digit. Can only be codes 1-6. | What is the format of the attachment? | 1 = RTF 2 = PDF 3 = TXT 4 = TIFF or TIF 5 = CSV  6 = JPEG |
| B-51.2 | TypeofDocument | Describe the document being attached (e.g., Warning Documents, Notice of Separation) | Character | 40 | Required for each Attachment (B-51) |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-51.4 | AttachmentSize | <Calculated> | Numeric |  | Required for each Attachment (B-51) |  | Contains only numbers. | The attachment size in bytes |  |
| B-51.5 | AttachmentData | File Name | Base64Binary |  | Required for each Attachment (B-51) |  | Base64 encoded characters only |  |  |

**Response Information – Preparer Information**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-52 | PreparerTypeCode | Who is providing this response? | Character | 1\* | Required | If EmployerSepReasonCode (B-20) is 21 for 'TPA does not represent this employer' then PreparerTypeCode must = T for 'Third Party Administrator' | Value is 'E' or 'T' |  | E = Employer T = Third Party Administrator |
| B-53 | PreparerCompanyName | What is the TPA/Employer Representative company name? | Character | 60 | Conditional | Required if PreparerTypeCode (B-52) is T for 'Third Party Administrator'; otherwise must be null. | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-54 | PreparerTelephoneNumberPlusExt | Preparer’s telephone number plus extension (Only digits, omit parenthesis, dashes, or spaces) | Character | 15 | Required |  | Contains only numbers. | Contain area code, 7-digit telephone number, and extension up to 5 digits (if needed). |  |
| B-55 | PreparerContactName | Preparer Name | Character | 60 | Required |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-56 | PreparerTitle | Preparer Job Title | Character | 30 | Required |  | Contains the printable ASCII characters 32 – 126 decimal. |  |  |
| B-57 | PreparerFaxNbr | Preparer’s Fax number (only digits, omit parenthesis, dashes, or spaces) | Character | 10\* | Optional |  | Contains only numbers. Must contain 10 digits. |  |  |
| B-58 | PreparerEmailAddress | Preparer’s e-mail address | Character | 60 | Required |  | Contains letters, dashes, @, periods, numbers, underscores. |  |  |

**Response Information – System Generated Properties**

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| **Seq. No.** | **Data Element Name** | **Fact-Finding Question** | **Type and/or Format** | **Field Size** | **Field Required / Optional** | **Business Rules Checked by Broker** | **Validation Rules checked by XSD** | **Business Rules for Employer/Comments/Notes** | **Values:** |
| B-72 | BrokerRecordEffectiveDate |  | DateTimeStamp | 30 | Broker generated field. Not put in the Response from the Employer/TPA |  | Contains a date and time stamp  Format will be: 2010-01-   |  | | --- | | 27T16:03:08.000-04:00 | | Date and time the response was accepted by the Broker.  Field must not be present in the response file from the Employer/TPA – will cause an XSD error if there. |  |