



Reporting Requirements- Request for Employment Record Details

[REDACTED], RACC Tallahassee

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Introduction

In this training you will learn:

- The purpose of the Request for Employment Record Details issue
- How the issue is created
- How to properly review the Fact Finding document
- How to enter an eligible determination

The *Reporting Requirements – Request for Employment Details*, sometimes known as “Aging”, is an issue that is placed on a claim when a claimant fails to provide the Department information about one or more employers while filing his or her initial claim.

When is the issue created?

The issue is created when the “**No employment details available. Create an issue to collect employment record details**” radio button is selected during the Employer Identification Resolutions Process (EIRP).

The screenshot displays the Employer Identification Resolution Process (EIRP) interface. It is divided into several sections:

- Employer Identification Resolution Process:** This section contains claimant information: Claimant ID (redacted), Claim ID (redacted), Claim Status: Active, Claimant Name, Claim Effective Date, and Claimant SSN. It also shows Weekly Benefit Amount: \$276 and Application ID: 0.
- Application Employment:** This section displays "No Records Found."
- Unconfirmed Employment:** This section lists employment details for an unconfirmed employer: Employer Name (redacted), Predecessor Name (redacted), Employer Type: FL Employment, EAN (redacted), Worked for the Employer?: Not Answered, Source: WAGE, and Employer Address (From Employer record) (redacted).

At the bottom of the Unconfirmed Employment section, there are two radio buttons for actions:

- No employment details available. Create an issue to collect employment details:** This option is selected and highlighted in yellow.
- No employment details available. (3X) (10X) removed from this employment:** This option is unselected.

Below the radio buttons is a "Remove this employment" link with a circular icon.



Reviewing the Fact Finding

Claimant/Employer Response

- Update the Employment History based on the information received from the claimant or employer.
- If both parties respond, use the most credible information to update the employment history.

Reviewing the Fact Finding

Neither Party Responds

- Review SUNTAX to determine if wages are available and belongs to the claimant
- Update the **Employment History** based on the quarters shown in SUNTAX.
- Choose **LAYOFF** as the Separation.

ENTERING AN ELIGIBLE DETERMINATION

1. Open the issue

Issue ID: [REDACTED]	View Determination: Pending
Issue Level: Adjudication	Employer Account Number: [REDACTED]
Program Type: Standard UI	Employer Name: [REDACTED]
Type: Reporting Requirements	Issue Start Date: 10/28/2018
Sub-Type: Request for Employment Record Details	Issue End Date:
Result:	Date Modified: 12/5/2018 8:56:18 AM-B [REDACTED]
Issue Status: Pending	Claim ID: [REDACTED]
Issue Status Date: 11/15/2018	Overpayment:

2. Click Next

ENTERING AN ELIGIBLE DETERMINATION

3. Select the Eligible- Claimant provided response rationale and click Next

Issue Information		
Issue Identification Number:	[REDACTED]	Program Type: Standard UI
Issue Status:	Pending	Issue Level: Adjudication
Type:	Reporting Requirements	Employer: [REDACTED]
Sub-Type:	Request for Employment Record Details	Assigned To: [REDACTED]
Pre Determination:	NO	Pre Determination Response Due Date: N/A
Overpayments:	N	WBA: \$260
Claimant Eligibility - Select Rationale		
*		
<input checked="" type="radio"/> Eligible - Claimant provided response		
<input type="radio"/> Ineligible - Claimant failed to respond		
<input type="radio"/> Ineligible - Claimant's response was not complete		
Previous Next		

ENTERING AN ELIGIBLE DETERMINATION

4. For the Workload Count, select the “NO” radio button. Then click Next.

Determination Text

Rationale:
Eligible - Claimant provided response

Reasonings and Findings:
THE CLAIMANT RESPONDED TIMELY TO THE DEPARTMENT'S REQUEST FOR INFORMATION REGARDING RECENT EMPLOYMENT. THIS DETERMINATION IS ISSUED IN ACCORDANCE WITH SECTION 443.091, FLORIDA STATUTES.

Additional Reasonings and Findings to be printed on the documentation:
THE REPORTING REQUIREMENTS WERE MET.

Effect of the Determination:
YOU ARE ENTITLED TO RECEIVE BENEFITS BEGINNING 10/28/2018, AS LONG AS ALL OTHER ELIGIBILITY REQUIREMENTS ARE MET.

Unemployment Compensation Law:
In accordance with Section 443, Florida Statutes benefits are payable because: THE REPORTING REQUIREMENTS WERE MET. ANY BENEFITS RECEIVED FOR WHICH YOU WERE NOT ENTITLED ARE OVERPAYMENTS AND SUBJECT TO RECOVERY.

Additional notes to be printed on the Claimant's determination:

Additional notes to be printed on the Employer's determination:

Workload Count: Yes No

Claimant Fraud: Yes No

Previous Next

ENTERING AN ELIGIBLE DETERMINATION

1. Add a Note to the Description field box and Click Next.

Notices

You must enter notes because you changed the Workload Count

Add Notes

Full Description:

Claimant provided timely response.

Previous Next

ENTERING AN ELIGIBLE DETERMINATION

1. Deselect “Claimant” in the Determination Recipients box and Click Submit.

Determination Recipients

Claimant

Additional Recipient

Additional Claimant :

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____
State: Select One ▾
ZipCode: _____

Additional Employer:

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____
State: Select One ▾
ZipCode: _____

Previous Submit

Issue ID: [REDACTED]	View Determination: [Dropdown]
Issue Level: Adjudication	Employer Account Number: [REDACTED]
Program Type: Standard UI	Employer Name: [REDACTED]
Type: Reporting Requirements	Issue Start Date: 10/28/2018
Sub-Type: Request for Employment Record Details	Issue End Date: _____
Result: Eligible	Date Modified: 12/5/2018 11:42:38 AM [REDACTED]
Issue Status: Determined	Claim ID: [REDACTED]
Issue Status Date: 12/06/2018	Overpayment: No

Voiding an Issue

The following example demonstrates **voiding the issue** and updating the employment history based on the failure to respond, response received after the deadline has passed or 17x has been met with most recent employer.

*Outstanding Fact Finding

Issue Fact Finding Summary

Filter: All Received/Sent Date Range: From: / / (mm/dd/yyyy) To: / / (mm/dd/yyyy) Search

Fact Finding Documents: Received

No Records Found...

Fact Finding Documents: Outstanding

View	Type	To	Timeliness	Brief Description	Date Created	Due Date
<input checked="" type="radio"/>	Standard	Claimant		Reporting Requirements - Request for Employment Record Details	11/14/2018	11/26/2018

No Records Found...

General Fact Finding Statement

No Records Found...

Notes

View	From	Brief Description	Date Entered
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Voiding an Issue

1. Select VOID in the Update Issue drop down menu

The screenshot displays a web application interface for managing an issue. The interface is divided into two main sections: 'Issue Information' and 'Issue Details'.

Issue Information:

- Issue Identification Number: [Redacted]
- Issue Status: Pending
- Type: Reporting Requirements
- Sub-Type: Request for Employment Record Details
- Pre Determination: NO
- Overpayments: N
- Program Type: Standard UI
- Issue Level: Adjudication
- Employer: [Redacted]
- Assigned To: [Redacted]
- Pre Determination Response Due Date: N/A
- WBA: \$275

Issue Details:

- Type: Reporting Requirements (dropdown menu with a Refresh button)
- Sub-Type: Request for Employment Record Details (dropdown menu)
- Date Modified: 12/05/2018
- Issue Detection Date: 11/14/2018 (mm/dd/yyyy)
- Issue Start Date: 11/04/2018* (mm/dd/yyyy)
- Issue Source: Initial Claims (dropdown menu)
- Timeliness Due Date: 12/05/2018
- Correspondence Due Date: 11/26/2018
- Timely First Pay: 11/30/2018
- Detection Date: 11/14/2018
- Workload Count: [Redacted]
- Claim ID: [Redacted]
- Other Levels: [Redacted]
- Employer Name: [Redacted] (dropdown menu)
- Issue End Date: [Redacted] (mm/dd/yyyy)
- Hold Payment: Yes No
- Determination Distributed To: [Redacted]
- Issue Status Date: [Redacted]
- Appeal Due Date: [Redacted]
- Timely Other Written Response Received:

At the bottom of the interface, there is a navigation bar with buttons for 'Previous', 'New Issue', 'Reassign', and 'Next'. The 'Update Issue' dropdown menu is highlighted with a red box, and a blue arrow points to it, indicating the next step in the process.

Voiding an Issue

1. Add a note stating why you are voiding the issue. Click Next

Issue Information	
Issue Identification Number: [REDACTED]	Program Type: Standard UI
Issue Status: Pending	Issue Level: Adjudication
Type: Reporting Requirements	Employer: [REDACTED]
Sub-Type: Request for Employment Record Details	Assigned To: [REDACTED]
Pre Determination: NO	Pre Determination Response Due Date: N/A
Overpayments: N	WBA: \$275

Void Issue
Notes:
Updating most recent employment with info from Suntax. *

[Previous](#) [Next](#)

Issue Details	
Issue ID: [REDACTED]	View Determination: Pending
Issue Level: Adjudication	Employer Account Number: [REDACTED]
Program Type: Standard UI	Employer Name: [REDACTED]
Type: Reporting Requirements	Issue Start Date: 11/04/2018
Sub-Type: Request for Employment Record Details	Issue End Date:
Result:	Date Modified: 12/5/2018 12:23:41 PM - [REDACTED]
Issue Status: Void	Claim ID: [REDACTED]
Issue Status Date: 12/05/2018	Overpayment:

EXAMPLE

UT Account #	Legal Entity Name	Status	Type	First Qtr.	Last Qtr.
		Active - Required to File	Regular	3/2005	2/2006
		Active - Required to File	Regular	1/2012	1/2013
		Canceled	Regular	1/2006	1/2010
		Reinstated	Regular	4/2017	3/2018
		Inactive	Regular	1/2010	2/2010

Row 4 of 8

Wage Items by Employer

UT Account #: [Redacted]

Legal Entity Name: [Redacted]

Status: Reinstated

SSN: [Redacted]

Primary Address: [Redacted]

Status	Last Name	First Name	Middle Initial	YR/QTR	Total Wages	Wages Used	EDU SVCS Wages
Active	[Redacted]	[Redacted]	[Redacted]	2018/3	[Redacted]	[Redacted]	0
Active	[Redacted]	[Redacted]	[Redacted]	2018/2	[Redacted]	[Redacted]	0
Active	[Redacted]	[Redacted]	[Redacted]	2018/1	[Redacted]	[Redacted]	0
Active	[Redacted]	[Redacted]	[Redacted]	2017/4	[Redacted]	[Redacted]	0

EXAMPLE

Most Recent Work Information

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone: () - - ext:

Enter your total period of employment with this employer:

Employment Start Date: / / * (mm/dd/yyyy)

Employment End Date: / / * (mm/dd/yyyy)

1. Have you had multiple periods of new employment with this employer since 7/1/2017: Yes No*

1a. Were your total gross wages at least **\$4675** during this period of employment? Do not include wages earned after 11/4/2018: Yes No*

1b. Enter your total gross wages for the total period of your employment entered above (if more than one year, enter gross earnings for a recent one year period). Do not include wages earned after 11/4/2018: *

2. Are you considered working on-call for this employment: Yes No*

3. Did you work full time for this employment: Yes No*

4. Are you an officer of a corporation? If yes, the reason for separation for an officer of a corporation shall be considered a voluntary quit per Florida statutes: Yes No*

5. Are you a a partner in a partnership, or do you work for a family member who owns/operates a sole proprietorship and/or partnership at this company: Yes No*

6. Are you a school employee: Yes No*

7. Did you work for a private company and as part of your work did you provide services to a school or other educational institution? For example, you drove a school bus, but you were not a school board employee: Yes No*

Most Recent Work Information

Between Terms or Recess Period - School or Educational Institution: The school term ended and you return to work when the next school term begins or the school or educational institution is on a school break or holiday recess period and you will return to work when school resumes. If you will not return to work when school resumes, choose another reason that reflects why you will not return.

Fired / Discharged: The employer fired or discharged you from your job. (If the reason was lack of work, budget cuts, assignment ended, or position cut, choose Layoff.)

Hours Reduced by Employer: You normally work full-time, you will be working each week, and your employer has temporarily reduced your hours of work. (If any of these conditions do not apply to you, choose another separation reason).

Layoff: Your employer has no work available for you, your assignment ended, your employer does not have work available for you at this time, the business closed, or budget cuts affected your position or caused it to be eliminated, etc.



Charge Only Issues

Please verify the appropriate issue has been created after the employment history is updated.

If a charge only has been created and 17x's has not been earned, please change the charge only issue to a separation and make sure fact finding has been distributed for that issue.

If the system creates a separation and it should be a charge only issue, please change the Type and Sub-Type to reflect a charge-only issue.



Summary

- The purpose of the Reporting Requirement issues is to obtain employment details the claimant failed to provide us when filing the claim.
- The employment history must be updated with the information provided by the claimant or employer or a layoff based on the dates and wages paid in SUNTAX.
- The issue should be determined eligible if a response is received from the claimant and voided if not.
- Be sure to check SUNTAX to see if the Reporting Requirement is an accurate issue.

Production Survey

Production Survey

Select your Team #: *

Claimant ID:

Task Area:

- CB Requests
- GAD-Callbacks
- GAD-DUA Comments
- GAD-Identity Request
- GAD-RA Comments
- PRNC
- PRNC-Reindexed
- Return to Agent
- S.A.V.E
- CWAS
- Ageing Report**
- EIRP
- Untimely Reviews

Ageing Report

Employers Updated:

Ageing Comments:

Contact Attempt:

Contact Attempt Due Date: *
(future date only)

Determinations:

Status:

CSU Subsite >
Production

