CHAPTER IV
DATA COLLECTION

1. <u>Introduction</u>. Data from each case sampled for BQC is entered
into an automated system. The data is obtained both from
existing records and from case investigations. This chapter
identifies the data elements collected for each case.
Collectively, the data elements are referred to as the DCI (data
collection instrument).
ET Handboook No. 400, Benefit Quality Control ADP User Guide,
contains complete descriptions and instructions for the automated
system. This chapter provides definitions for coding case
information and data entry.

2. <u>Overview</u>

    a. <u>Computer Record</u>. The data from BQC investigations are
collected and arrayed in a computer record including the
following parts (screens):

        Part B -- Claimant Information
        Part C -- Benefit Year Information
        Part D -- Separation Information
        Part ME - Monetary Eligibility Information
        Part F -- Benefit Payment History
        Part G -- Registration/Work Search Information

Note: There is no Part A; control information is covered in ET
Handbook No. 400.

Note: "E" is the system command for Exit; therefore, "ME" is
used to record monetary eligibility data.

The definitions for classifying the propriety of payments and
closing cases, screens H and I, are covered in chapter V.

    b. <u>Responsibility for Data Entry</u>. The SESA determines who
will enter the data into the automated record (e.g.,
investigator, clerk, etc.). SESAs may find it advantageous to
develop a method to organize the data prior to entry (i.e.,
coding sheet).

    c. <u>Features of the Data Entry System</u>. Refer to ET Handbook No. 400, Benefit Quality Control ADP User Guide.

3. Data Elements and Descriptions. The balance of this chapter
contains the data elements to be gathered and verified by the BQC
investigator for each case. Although some elements may be
downloaded from the mainframe computer to this record and others
are assigned by the software, most data must be entered manually.
For each data element, the following information is provided:

    - Name: full name of data element
    - Short Name: as abbreviated for printout
    - Definition
    - Codes available for data element

The definitions provide specific instructions for each data
element. The following general instructions are applicable for
data elements involving money. All coded entries must be in
whole dollars, with the exception of hourly wages which require
both dollars and cents. For those entries requiring whole
dollars, SESAs that have formal policies regarding the rounding
of dollars should follow those policies. Other SESAs should
round to the nearest whole dollar, i.e., drop decimals of (4) or
less; round up decimals of (5) or more.

PART B -- CLAIMANT INFORMATION

(b1) Name: Primary Method by which Claimant QC Information
Obtained

Short Name: Method Info Obt

Definition: Enter the code which best describes the
method by which the information contained on the
claimant questionnaire was obtained.

l = In-person interview
2 = Telephone interview
3 = Mail

PF1 (-1) = Not obtained

(b2) Name: United States Citizenship

Short Name: Citizen

Definition: Enter applicable code after appropriate
verifications.

l = U.S. Citizen
2 = Alien eligible under 3304(a)(14)FUTA
3 = Alien ineligible under 3304(a)(14)FUTA

PF1 (-1) = Information not available

(b3) Name: Education

Short Name: Education

Definition: Enter highest level of academic education
completed after appropriate verifications.

0 = Never attended school

01 thru 11 = Highest grade completed
12 = High school graduate or GED
l4 = Some college (but no degree)
l5 = Associate's degree

          l6 = BA or BS Degree
          20 = Graduate Degree (Masters, MD, PhD, JD, etc.)
          PF1 (-1) = Information not available

     Note regarding this element and (b4): A distinction
     must be made between education and training.
     Attendance at one institution or facility cannot be
     coded under both categories.

(b4) Name: Vocational or Technical School Training

     Short Name: Voc/Tech School

     Definition: Enter applicable code after appropriate
     verification.

          1 = Never attended
          2 = Attended, but not certified
          3 = Attended and received certificate

          PF1 (-1) = Missing or information not available

     Note regarding this element and (b3): A distinction
     must be made between education and training.
     Attendance at one institution or facility cannot be
     coded under both categories.

(b5) Name: Training Status during Key Week

     Short Name: In Training

     Definition: Enter the applicable code after
     verification.

           0 = Not in training

     UI Approved Training: Not UI Approved Training:

     11 = Tech./voc.   21 = Tech./voc.
     12 = JTPA   22 = JTPA
     13 = Academic   23 = Academic
     14 = Other   24 = Other

     PF1 (-1) = Missing or information not available

(b6) Name: Occupational Code (Last job prior to most
      recent Initial/Additional Claim)

      Short Name: Occ Code Last

Definition: Enter major occupational group code for claimant's last job as determined by the investigator. (Use <u>Dictionary of Occupational Titles</u>, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)

PF1 (-1) = Missing or information not available

(b7) Name: Occupational Code For Usual Job

Short Name: Occ Code Usual

Definition: Enter major occupational group code for claimant's primary occupation as determined by the investigator. (Use <u>Dictionary of Occupational Titles</u>, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)

PF1 (-1) = Missing or information not available

PF3 = Same as (b6) (Occupational Code for Last Job)

(b8) Name: Normal Hourly Wage, Usual Job

Short Name: Normal Hr Wage

Definition: Enter normal hourly wage for the claimant's primary occupation after appropriate verifications.

Express without decimal point in dollars and cents per hour. (e.g., $5.00 per hour is coded as 500.)

Use State conversion formula when other than hourly wages are given. If no State formula, use the appropriate formula provided below:

Weekly wages - divided by 40 or normal weekly hours for claimant's usual occupation.
Monthly wages - divide by 4.33, then divide by 40 or normal weekly hours for claimant's usual occupation.
Yearly wages - divide by 52, then divide by

40 or normal weekly hours for claimant's usual occupation.

PF1 (-1) = Missing or information not available

(b9) Name: Occupational Code (Seeking Work)

Short Name: Occ Code Seeking

Definition: Enter major occupational group code for type of work that claimant was seeking during the Key Week. (Use Dictionary of Occupational Titles, US DOL/ETA 4th Edition 1977 and 4th Edition Supplement 1982.)

PF1 (-1) = Information missing or not available

PF3 = Same as (b6) (Occupational Code for Last Job)

(b10) Name: Lowest Acceptable Hourly Wage

Short Name: Lowest Hr Wage

Definition: Enter lowest hourly wage that the claimant was willing to accept during the Key Week.

Express without decimal point in dollars and cents per hour.

If no State formula use appropriate formula provided below:

Weekly wages - divided by 40 or normal weekly hours for the occupation claimant is seeking.
Monthly wages- divide by 4.33, then divide by 40 or normal weekly hours for the occupation claimant is seeking.
Yearly wages - divide by 52, then divide by 40 or normal weekly hours for the occupation claimant is seeking.

PF1 (-1) = Missing or information not available

(b11) Name: Date of Birth

Short Name: Birth Date

Definition: Enter Date of Birth (MM/DD/YYYY). If month of birth is not available, code "MM" as 06. If day of birth is not available, code "DD" as 01.

PF1 (-1) = date unknown or missing.

(b12) Name: Sex

Short Name: Sex

Definition: Enter appropriate code.

l = Male
2 = Female

PF1 (-1) = Not available from any source

(b13) Name: Ethnic Classification Code

Short Name: Ethnic

Definition: Enter appropriate ethnic code.

l = White, not Hispanic
2 = Black, not Hispanic
3 = Hispanic
4 = American Indian or Alaskan Native
5 = Asian or Pacific Islander

PF1 (-1) = Not available from any source

PART C -- BENEFIT YEAR INFORMATION

        (c1) Name: Program Code

             Short Name: Program

             Definition: Enter the code that identifies the type of
             claim that was taken:

                    1 = UI
                    2 = UI-UCFE
                    3 = UI-UCX
                    4 = UI-UCFE-UCX
                    5 = UCFE
                    6 = UCFE-UCX
                    7 = UCX
                    8 = EUC

        (c2) Name: Combined Wage Claim

             Short Name: CW Claim

             Definition: Enter code which applied at the time the
             Key Week payment was made.

                    l = Yes
                    2 = No
                    3 = Pending

             Use code 1 if out-of-State wages were used for the Key
             Week payment.

             Use code 2 if there are no out-of-State wages OR if
             claimant declined to combine wages.

             Use code 3 if out-of-state wages had been requested but
             not received or acted upon at the time that the Key
             Week payment was made.

        (c3) Name: Benefit Year Beginning

             Short Name: Ben Year Beg

             Definition: Enter effective date of most recent new or
             transitional claim, not reopened or additional
             (MM/DD/YYYY).

(c4) Name: Initial Claim Filing Method

      Short Name: Init Clm File

      Definition: Enter filing method for the most recent
      new, additional, or transitional claim.

            l = In-Person Claim
            2 = Mail Claim
            3 = Telephone Claim
            4 = Employer Filed Claim
            5 = Other

      PF1 (-1) = Missing or information not available

(c5) Name: Benefit Rights Given

      Short Name: BRI

      Definition: Enter all codes that apply regarding
      method by which claimant was given Benefit Rights
      Interview.

            0 = Not Given
            1 = In-person (individual) Interview
            2 = Group Interview
            3 = Booklet/Pamphlet
            4 = Slides/Movie

      PF1 (-1) = Missing or information not available

(c6) Name: Number of Eligibility Review Program
      Interviews (ERPs) Held, Current Benefit Year

      Short Name: ERPs

      Definition: Enter number of ERPs (1-9) held during the
      claimant's current benefit year up to and including the
      Key Week. If more than 9 were held, enter 9.

            0 = Claimant should have had ERP but did not

          PF1 (-1) = Missing or information not available
          PF2 (-2) = Not applicable (claimant not required
          to have ERP or first ERP scheduled after the KW)

(c7) Name: Last ERP Date

   Short Name: Last ERP

   Definition: Enter date (MM/DD/YYYY) of claimant's most recent ERP up to and including Key Week.

      PF1 (-1) = Missing or information not available
      PF2 (-2) = Not applicable

(c8) Name: Number of Prior Nonseparation Determinations Made

   Short Name: Prior Nonsep Issues

   Definition: Enter number of prior nonseparation issues disposed of in current benefit year through the Key Week. This includes both formal and informal determinations meeting workload validation criteria made during this period.

   Exclude issues detected by the QC process.

      0 = None

(c9) Name: Number of Prior Disqualifications for Nonseparation Issues

   Short Name: Prior Nonsep Disq

   Definition: Enter number of prior disqualifications which resulted from nonseparation issues identified in (c8).

   Exclude denials reversed by appeal if the decision was issued before the Key Week ending date.

      0 = None

PART D -- SEPARATION INFORMATION

    (d1) Name: Reason for Separation Before Investigation

        Short Name: Reason Sep Before

        Definition: Enter the code that identifies the reason
        the claimant was separated from the last job prior to
        Key Week. The separation to be coded is that
        separation which precedes the period of unemployment
        (new/additional claim) in which the Key Week occurred.
        Code only the most recent adjudicable (according to
        State law) separation.

            10 = Lack of Work (e.g., RIF, temporary lay off)
            20 = Voluntary Quit
            30 = Discharge
            40 = Labor Dispute
            50 = Other (include military separation)
            60 = Not separated (e.g., leave of absence,
                 partial).

        The second digit of the code is reserved for SESA use.
        For example, at the SESA's option different reasons for
        Voluntary Quit or Discharge could be identified.

    (d2) Name: Reason for Separation After Investigation

        Short Name: Reason Sep After

        Definition: Enter the code that correctly identifies
        why the claimant was separated from the job that
        preceded the period of unemployment in which the Key
        Week occurred. The separation to be coded is that
        separation which precedes the period of unemployment
        (new/additional claim) in which the Key Week occurred.
        Code only the most recent adjudicable (according to
        state law) separation.

            PF3 = Same as (d1) (Reason for Separation Before
                  Investigation)

            10 = Lack of Work (e.g., RIF, temporary lay off)
            20 = Voluntary Quit
            30 = Discharge

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          40 = Labor Dispute
          50 = Other (include military separation)
          60 = Not separated (e.g., leave of absence,
               partial).
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The second digit of the code is reserved for SESA use. For example, at the SESA's option different reasons for Voluntary Quit could be identified.

(d3) Name: Date of Separation Before Investigation

Short Name: Date Sep Before

Definition: Enter date of separation from last employer used to determine code assigned in (d1) (MM/DD/YYYY).

If the claimant has not been separated, i.e., (d1) was coded 60-69, enter the last day worked prior to establishment of the most recent new/additional claim prior to the Key Week.

(d4) Name: Date of Separation After Investigation

Short Name: Date Sep After

Definition: Enter the date of separation from last employer used to determine the code assigned in (d2).

If the claimant has not been separated, i.e., (d2) was coded 60-69, enter the last day worked prior to establishment of the most recent new/additional claim prior to the Key Week.

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          PF1 (-1) = Missing or information not available
          PF3 = Same as (d2)
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(d5) Name: Recall Status Before Investigation

Short Name: Recall Stat Before

Definition: Enter code which indicates claimant's recall status for the Key Week.

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          0 = No recall
          1 = Definite recall (specific return date)
          2 = Indefinite recall (no specific return date)
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PF1 (-1) = Missing or information not available
PF2 (-2) = Not applicable (e.g., partial)

(d6) Name: Recall Status After Investigation

Short Name: Recall Stat After

Definition: Enter correct recall status code as of Key
Week.

0 = No recall
1 = Definite recall (specific return date)
2 = Indefinite recall (no specific return date)

PF1 (-1) = Missing or information not available
PF2 (-2) = Not applicable (e.g., partial)
PF3 = Same as (d5)

(d7) Name: Tax Rate for Last Employer

Short Name: Tax Rate Last Emp

Definition: Enter last employer's UI tax rate at the
time of filing for the most recent new or additional
claim.

Round to nearest hundredth of a percent (e.g., 14.92%
should be entered as 1492; 3.6% should be entered as
360; 7.478% should be entered as 748).

Enter 9999 if employer reimburses fund. (Decimal field
will display "99.99".)

Enter PF1 (-1) if non-subject employing unit or
information is not available.

(d8) Name: Industry Code (Last Employer)

Short Name: Ind Code Last Emp

Definition: Enter four digit industry code (SIC) for
the claimant's last employer, prior to most recent new
or additional claim as of the Key Week. If only a

two-digit major group is available on the State's
computer system, enter the two digits followed by two
zeros. For example, if the only industry code
available is 17, enter 1700.

Enter PF1 (-1) if missing or information not available.

PART E -- MONETARY ELIGIBILITY

(e1) Name: Number of Base Period Employers Before
Investigation

Short Name: BP Emps Before

Definition: Enter number of subject base period
employers, before investigation, that were used in
calculating Weekly Benefit Amount (WBA) and Maximum
Benefit Amount (MBA) for the monetary determination in
effect as of the Key Week.

Include seasonal, school, and out-of-state employers if
they paid wages which were used in the monetary
determination from which the Key Week payment was made.

(e2) Name: Number of Base Period Employers After
Investigation

Short Name: BP Emps After

Definition: Enter number of subject base period
employers after investigation.

Include seasonal, school, and out of state employers if
they should have been used in calculating the monetary
determination from which the Key Week payment was made.

    0 = no base period employers as a result of the
        investigation (monetarily ineligible).

    PF3 = no change from the number of base period
    employers before investigation (e1).

(e3) Name: Base Period Wages Before Investigation

Short Name: BP Wages Before

Definition: Enter total amount of all wages from
employers identified in (e1).

Express in whole dollars.

Include seasonal, school, and out of state wages if
they were used in the monetary determination from which
the Key Week payment was made.

(e4) Name: Base Period Wages After Investigation

Short Name: BP Wages After

Definition: Enter total amount of all wages from
employers identified in (e2) even if claimant is
determined to be monetarily ineligible. Express in
whole dollars.

PF3 = Same as (e3) (Base Period Wages Before
        Investigation)

Must be zero (0) if (e2) is zero.

(e5) Name: High Quarter Wages Before Investigation

Short Name: High Qtr Wages Before

Definition: If available from State records, enter
total whole dollar amount of claimant's high quarter
base period wages (before investigation) used in the
monetary determination from which original Key Week
payment was made.

Include seasonal wages and school wages, if used.

Enter 99999 if greater than $99999.

Enter PF2 (-2) if not applicable and/or not in State
records.

(e6) Name: High Quarter Wages After Investigation

Short Name: High Qtr Wages After

Definition: Enter total whole dollar amount of
claimant's high quarter base period wages from those
employers identified in (e2), after investigation, that

should have been used for the monetary determination for the Key Week.

Enter 99999 if greater than $99999.

PF3 = Same as (e5) (High Quarter Wages Before Investigation)

Enter zero (0) if (e2) is zero.

PF2 (-2) = Not applicable AND not obtained by the investigation.

(e7) Name: Number of Weeks Worked in Base Period Before Investigation

Short Name: Wks Worked Before

Definition: Enter number of actual weeks, as defined by State law and procedures, claimant worked in base period before investigation.

Complete this item if required by State law for eligibility.

PF2 (-2) = Weeks of work not required.

(e8) Name: Number of Weeks Worked in Base Period After Investigation

Short Name: Wks Worked After

Definition: Enter number of actual weeks claimant worked in base period after investigation. Complete this item if required by State law for eligibility.

PF3 = Same as (e7) (Number of Weeks Worked in Base Period   Before Investigation)

PF2 (-2) = Weeks of work are not required

Must be zero (0) if (e2) is zero.

(e9) Name: Weekly Benefit Amount (WBA) Before Investigation

   Short Name: WBA Before

   Definition: Enter claimant's maximum WBA for the Key Week, based on the monetary determination from which the original Key Week payment was made.

   Express in whole dollars.

   Disregard dependents' allowances, pension deductions, or Key Week earnings (if any).

   Do not use adjusted WBA based on monetary redetermination made as a result of nonmonetary issues (i.e., a separation issue or administrative penalty).

(e10) Name: Weekly Benefit Amount (WBA) After Investigation

   Short Name: WBA After

   Definition: Enter claimant's correct maximum WBA based on the monetary determination which should have applied at the time original Key Week payment was made.

   Express in whole dollars.

   Disregard dependents' allowances, pension deductions, or Key Week earnings (if any).

   Disregard WBA resulting from a monetary redetermination caused by nonmonetary issues (i.e., a separation issue or administrative penalty).

   PF3 = Same as (e9) (Weekly Benefit Amount Before
        Investigation)

   Must be zero (0) if (e2) is zero.

(e11) Name: Maximum Benefit Amount (MBA) Before
        Investigation

   Short Name: MBA Before

Definition: Enter maximum benefit amount, based on
monetary determination from which original Key Week
payment was made.

Express in whole dollars.

Do not use adjusted MBA based on monetary
redetermination made as a result of nonmonetary issues
(i.e., a separation issue or administrative penalty).

Disregard any EB or FSC benefit entitlement, State
supplemental payments, dependents' allowances or any
deductions.

(e12) Name: Maximum Benefit Amount (MBA) After
      Investigation

      Short Name: MBA After

      Definition: Enter maximum benefit amount based on the
      monetary determination which should have applied to Key
      Week at the time that the original payment for Key Week
      was made.

      Express in whole dollars.

      Disregard MBA resulting from a monetary
      redetermination caused by nonmonetary issues (i.e., a
      separation issue or administrative penalty).

      Disregard any EB or FSC benefit entitlement, State
      supplemental payments, dependents' allowances or any
      deductions.

      Must be zero (0) if (e2) is zero.

      Enter PF3 if the MBA in (e11) did not change after QC
      investigation.

(e13) Name: Number of Dependents Claimed Before
Investigation

      Short Name: Depend Before

Definition: Enter the number of dependents claimed.

Enter zero (0) if none and State has a dependency provision.

Enter PF2 (-2) if State does not have a dependency provision.

(e14) Name: Number of Dependents Claimed After Investigation

Short Name: Depend After

Definition: Enter the correct number of dependents that should be claimed.

Enter zero (0) if none and State has a dependency provision.

PF3 = Same as (e13) (Number of Dependents Claimed Before   Investigation)

PF2 (-2) = State does not have a dependency provision

(e15) Name: Dependents' Allowance Before Investigation

Short Name: Depend Allow Before

Definition: Enter the whole dollar amount of dependents' allowance before investigation, if any, that was paid to the claimant for the Key Week.

Enter zero (0) if claimant is not eligible for allowance and State has a dependency provision.

PF2 (-2) = State does not have a dependency provision

(e16) Name: Dependents' Allowance After Investigation

Short Name: Depend Allow After

Definition: Enter the correct whole dollar amount of dependents' allowance that should have been paid to the claimant during the Key Week.

Enter zero (0) if claimant not eligible for allowance and State has a dependency provision.

PF3 = Same as (e15) (Dependents' Allowance Before Investigation)

PF2 (-2) = State does not have a dependency provision

(e17) Name: Industry Code (Primary Base Period Employer)

Short Name: Ind Code Primary Emp

Definition: Enter four digit industry code for claimant's primary base period employer from whom the most wages were earned.

If only two digit major group is available on the State's computer system, enter the two digits followed by two zeros. For example, if the only industry code available is 17, enter 1700.

PF1 (-1) = Information missing or not available

(e18) Name: Monetary Redetermination Before Investigation

Short Name: Mon Redet Before

Definition: Enter appropriate code which indicates if SESA redetermined claimant's monetary eligibility prior to Key Week payment date.

Do not consider redeterminations resulting from a nonmonetary issue (i.e., a separation issue or administrative penalty).

     1 = Yes
     2 = No

(e19) Name: Remaining Balance (RB) as of KW Ending Date

Short Name: Remaining Bal

Definition: Enter remaining balance of claimant's benefits at the time the Key Week was claimed even though it was paid at a later date.

Deduct amount of Key Week payment regardless of date paid when computing remaining balance.

Exclude amounts for dependency allowances.

     0 = balance is exhausted

EXAMPLE: Week 01 is Key Week. MBA is $2600 and WBA is $100. Key Week was paid the week after week 02 was paid. The SESA record will indicate a balance of $2400

based on the Key Week payment date. However, for QC purposes, the remaining balance is $2500 since payments are arrayed chronologically by compensable week ending date.

COMPUTE REMAINING BALANCE AS FOLLOWS:
      Array payments in chronological order by
      compensable week ending date.

      Sum dollar amount of all weeks paid
      including Key Week.

      Deduct this amount from Maximum Benefit Amount.
      Result is remaining balance.

PART F -- BENEFIT PAYMENT HISTORY

    (f1) Name: Total Earnings for Key Week Before Investigation

        Short Name: KW Earnings Before

        Definition: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid.

        Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

        Enter 999 if $999 or more.

        Enter zero (0) if none.

    (f2) Name: Total Earnings for Key Week After Investigation

        Short Name: KW Earnings After

        Definition: Enter whole dollar amount of earnings during KW regardless of effect on the amount paid.

        Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

        Enter 999 if $999 or more.

        PF3 = Same as (f1) (Total Earnings for Key Week Before Investigation)

        Enter zero (0) if none.

    (f3) Name: Earnings Deduction for Key Week Before Investigation

        Short Name: Earn Deduct Before

        Definition: Enter actual amount, in whole dollars, deducted from WBA because of earnings.

Do NOT include other income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

This amount may be less than amount reported on the certification by claimant because of earnings disregarded by law in computation of amount deducted.

Enter zero (0) if no earnings deduction.

(f4) Name: Earnings Deduction for Key Week After Investigation

Short Name: Earn Deduct After

Definition: Enter whole dollar amount that should have been deducted from WBA because of earnings.

Do NOT include other deductible income such as pensions, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter zero (0) if no earnings deduction.

PF3 = Same as (f3) (Earnings Deduction for Key Week   Before Investigation)

(f5) Name: Total Other Deductible Income for KW Before Investigation

Short Name: Other Income Before

Definition: Enter total whole dollar amount of <u>other</u> income (deductible under state law) received (or prorated) before the provisions of State law are applied to deduct it from benefits paid.

Include pension received for the Key Week, regardless of effect on the payment amount, using the SESA's method to determine the weekly amount of the pension.

Also include all deductible income such as holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter zero (0) if none.

(f6) Name: Total Other Deductible Income for KW After
     Investigation

     Short Name: Other Income After

     Definition: Enter total whole dollar amount of <u>other</u>
     income (deductible under state law) received (or
     prorated) before the provisions of State law are
     applied to deduct it from benefits paid.
     Include pension received for the Key Week,
     regardless of effect on the payment amount,
     using the SESA's method to determine the
     weekly amount of the pension.

     Also include all deductible income such as holiday pay,
     vacation pay, pay in lieu of notice, separation pay,
     etc.

     Enter zero (0) if none.

     PF3 = Same as (f5) (Total Other Deductible Income for
     KW   Before Investigation)

(f7) Name: Other Income Deductions for Key Week Before
     Investigation

     Short Name: Other Deduct Before

     Definitions: Enter actual amount, in whole dollars,
     deducted from WBA due to a pension, holiday pay,
     vacation pay, pay in lieu of notice, separation pay,
     etc. before investigation of Key Week.

     Enter zero (0) if no other income deduction.

(f8) Name: Other Income Deductions for Key Week After
     Investigation

     Short Name: Other Deduct After

Definition: Enter whole dollar amount that should have been deducted from WBA for the Key Week due to a pension, holiday pay, vacation pay, pay in lieu of notice, separation pay, etc.

Enter zero (0) if no other income deduction.

PF3 = Same as (f7) (Other Income Deductions for Key Week   Before Investigation)

(f9) Name: First Compensated Week Ending Date

    Short Name: First CWE Date

    Definition: Enter Week Ending Date (MM/DD/YYYY) of
    first week compensated (paid/offset, totally or
    partially) in the benefit year as defined for the
    Claims and Payment Activities Report (ETA 5-159, Part
    B).

    Note: This is not necessarily the first compensable
    week as used for computation of time lapse, i.e., the
    definition in Part B includes part-total and partial
    compensation which are included in the QC population,
    but generally excluded from Part C which is used for
    time lapse.

(f10) Name: Date of First Payment

    Short Name: Date First Pay

    Definition: Enter date payment was made (or offset
    applied) for the first compensated week identified in
    F9. (MM/DD/YYYY)

(f11) Name: Key Week Filing Method

    Short Name: KW File Meth

    Definition: Enter filing method for Key Week claim.

        1 = Mail Claim
        2 = In-person Claim
        3 = Employer filed (i.e., partial)
        4 = Telephone
        5 = Other (i.e. electronic)
        PF1 (-1) = Missing or information not available

(f12) Name: Key Week Certification Procedure

    Short Name: KW Cert

    Definition: Enter appropriate code.

        1 = Key Week claimed on a weekly cycle.

    2 = Key Week claimed on a bi-weekly cycle.
    3 = Other (greater than bi-weekly cycle)

(f13) Name: Original Amount Paid and/or Offset for Key Week

    Short Name: Orig Amt Pd

    Definition: Enter original whole dollar amount paid
    and/or offset (including dependent allowance and child
    support intercept, if any) for Key Week. Code $98.00
    as 98 without a leading zero.

PART G -- JS REGISTRATION/WORK SEARCH

(g1) Name: Work Search Requirements

Short Name: WS Requirements

Definition: Enter the appropriate code which
applied at the time eligibility for the Key
Week was determined.

1 = Required to actively seek work
    (in addition to union contact
     if applicable)

2 = An agency directive (written or
    verbal) temporarily suspended
    the claimant's normal work
    search for the Key Week.

3 = Union deferral (seeking work
    only through union)

4 = Job attached deferral
    (temporary lay-off, recall,
     partial, industry attached)

5 = Other deferrals (disability, school, etc.)

PF2 (-2) = No active work search policy

(g2) Name: Job Service Registration Required for the KW

Short Name: JS Req

Definition: Enter the appropriate code which applies
to the Key Week according to law and policy.

1 = Yes
2 = No

Use code 2 only if the State does not require
registration OR there is written law/policy that
provides for non-registration under certain
circumstances (e.g., temporary lay-off, union

membership), and such non-registration policy is applicable to claimant.

(g3) Name: Actively/Currently Registered with Job Service as of KW

Short Name: Act/Cur Regist

Definition: Enter the appropriate code which applies to the Key Week.

        1 = Yes
        2 = No

Use code 1 if Job Service records provide enough information to refer the claimant to a job during Key Week.

Use code 2 if Job Service has no current application for the claimant, application does not provide sufficient information for referral, or Job Service application is an inactive file.

PF1 (m) = Information is missing or not available.

(g4) Name: Reason JS Registration Deferred

Short Name: JS Defer

Definition: Enter appropriate code.

        1 = Union member
        2 = Job attached
        3 = Partial
        4 = Seasonal
        5 = Aproved training
        6 = Other

        PF2 (-2) = claimant not deferred

(g5) Name: Number of Job Service Referrals

Short Name: JS Refers

Definition: Enter number of times Job Service referred claimant for employment during current benefit year (CBY) up to and including Key Week.

Enter zero 0 if no referrals while registered in CBY.

PF1 (-1) = Information missing or not available.

PF2 (-2) = Claimant not registered during CBY.

(g6) Name: Registered with Private Employment Agency

Short Name: Regis Priv Agency

Definition: Enter code which applied as of the Key Week.

    1 = registered with private agency
    2 = not registered with private agency

    PF1 (-1) = Information missing or not available.

(g7) Name: Number of Private Employment Agency Referrals

Short Name: Priv Agency Refers

Definition: Enter number of times the claimant was referred for employment by a Private Employment Agency during Key Week.

Enter zero (0) if registered but not referred.

    PF1 (-1) = Information missing or not available.

    PF2 (-2) = Claimant not registered.

(g8) Name: Union Referral Status

Short Name: Union Status

Definition: Enter appropriate code which applies to the Key Week after appropriate verification.

    0 = Claimant NOT a member of a union.

    1 = Claimant is a member of a union with a hiring hall and was eligible to be referred by the union during the Key Week.

    2 = Claimant is a member of a union with a hiring hall but was not eligible for union referral during the Key Week.

    3 = Claimant is a member of a non-hiring-hall union.

    PF1 (-1) = Missing or not available

(g9) Name: Number of Union Referrals for the Key Week

Short Name: Union Refers

Definition: Enter number of times that a union with a hiring hall referred claimant for employment during the Key Week. All such referrals should be verified. Do not include referrals associated with a non-hiring-hall union; however, contacts resulting from such referrals may be included in (g10).

PF1 (-1) = Information Not Available, or (g8) coded PF1.
PF2 (-2) = Not Applicable, or (g8) is code 0, 2, or 3.

(g10) Name: Number of Job Contacts Listed for KW

Short Name: KW Contacts

Definition: Enter number of all Key Week job contacts indicated from any source. Note: If claimant sought work in Key Week although not required to do so, enter number of contacts and make appropriate verifications.

Enter zero (0) if no contacts were indicated.

Enter PF1 (-1) if claimant does not know or INA.

Enter PF2 (-2) if not required to and did not seek work. Cannot be PF2 (-2) if (g1) equals code 1.

(g11) Name: Number of Job Contacts Made Prior to Key Week
        but Used to Satisfy Work Search Requirements for
KW

        Short Name: Prior KW Contacts

        Definition: Enter number of work search contacts made
        prior to Key Week only if used to satisfy the State's
        work search requirements.

        Enter PF2 (-2) if State does not allow contacts outside
        the KW to satisfy work search requirements.

        Enter zero (0) if no contacts were indicated or KW
        contacts were sufficient to meet the requirements.

        Enter PF1 (-1) if claimant does not know or INA.

(g12) Name: Number of Work Search Contacts Investigated for
        Key Week Eligibility

        Short Name: Contacts Inv

        Definition: Enter total number of work search contacts
        investigated by the QC unit, regardless of
        investigation determination regarding acceptabiity. Do
        not include here any work-search contacts that were not
        investigated by QC unit.

        Enter zero (0) if no job contacts were investigated and
        enter zeros for (g13), (g14), and (g15).

        Enter PF3 (same) if (g12) is the same as (g10).

        This number cannot exceed the sum of (g10) and (g11).

(g13) Name: Number of Acceptable Work Search Contacts

        Short Name: Contacts Acc

        Definition: Include only work search contacts for
        which documentation exists in QC file that such
        contacts were made by claimant and were acceptable

contacts within State's written law/policy on active search for work.

This number must be less than or equal to the number in (g12).

Must be zero (0) if (g12) is zero.

(g14) Name: Number of Unacceptable Work Search Contacts

Short Name: Contacts Unacc

Definition: Include only job contacts for which written documentation exists in QC file that such contacts were not made at all by claimant or were made but are unacceptable within the framework of State's written law or policy.

This number must be less than or equal to the number in (g12).

Must be zero (0) if (g12) is zero.

(g15) Name: Number of Work Search Contacts for KW that
      Could not be Verified as Either Acceptable or
Unacceptable

Short Name: Contacts Unver

Definition: Include here the work search contacts for which there was insufficient information to make a judgment of either acceptable or unacceptable, within the State's written law/policy on work search.

This number must be less than or equal to the number in (g12).