

## CHAPTER IV

### DATA COLLECTION

1. **Introduction.** Data from each case sampled for BAM is entered into an automated system. The data are 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), and applies to the investigation of paid claims. The data collection instrument for denied claims is displayed in chapter VIII, attachment "A".

ET Handbook No. 400, Benefits 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. **Overview**

a. **Computer Record.** The data from BAM 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. **Responsibility for Data Entry.** 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. Features of the Data Entry System. Refer to ET Handbook No. 400, Benefits 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 BAM 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 BAM 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.

1 = 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.

1 = 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  
14 = Some college (but no degree)  
15 = Associate's degree  
16 = BA or BS Degree  
20 = Graduate Degree (Masters, MD, PhD, JD, etc.)

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PF1 (-1) = Information not available

Note regarding this element and (b4): If the experience leads to a certificate it is to be considered vocational or technical (voc/tech) school training. If the individual gets a degree (diploma) it is considered "formal" education. If training is post high school and claimant indicates training is for a certificate, proceed to voc/tech question. If it does not lead to a degree it is to be considered voc/tech training.

(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

(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 = WIA

22 = WIA

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)

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Short Name: Occ Code Last

Definition: Enter the first three digits of the SOC / O\*NET code (major and minor occupation group level) for claimant's last job.

PF1 (-1) = Missing or information not available

(b7) Name: Occupational Code For Usual Job

Short Name: Occ Code Usual

Definition: Enter the first three digits of the SOC / O\*NET code (major and minor occupation group level) for claimant's usual (primary) occupation.

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 the first three digits of the SOC / O\*NET code (major and minor occupation group level) for type of work that claimant is seeking.

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.

1 = Male  
2 = Female

PF1 (-1) = Not available from any source

(b13) Name: Ethnicity and Race Classification Code

Short Name: Race-Ethnic

This is a two-position data element

Definition: Enter appropriate ethnic code in the first position.

0 = Not Hispanic or Latino  
1 = Hispanic or Latino  
9 = Ethnicity Unknown

Definition: Enter appropriate race code in the second position.

1 = White  
2 = Black or African American  
3 = Asian  
4 = American Indian or Alaska Native  
5 = Native Hawaiian or Other Pacific Islander  
6 = Multiple Categories Selected  
9 = Race Unknown



**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

Code Interstate claims in one of the above categories

(c2) Name: Combined Wage Claim

Short Name: CW Claim

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

- 1 = 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.

- 1 = In-Person Claim
- 2 = Mail Claim (including e-mail)
- 3 = Telephone Claim (including automated, interactive telephone systems)
- 4 = Employer Filed Claim
- 5 = Other (including Internet, fax, or electronic other than e-mail)

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 = Video/Other Multimedia

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



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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 BAM 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. All other reversals should also be excluded, including those reversed at the Local Office or other levels, which may occur prior to the official appeal.

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 up to and including the 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. This element reflects the information contained in the agency records.

- 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 the most recent employment that affects the claimant's eligibility for benefits. This information may reflect an employer other than the one identified in D1.

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

- 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 could be identified.



(d3) Name: Date of Separation Before Investigation

Short Name: Date Sep Before

Definition: Enter date of separation as defined by State law/policy, 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 as defined by State law/policy, from last employer after investigation as identified 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.

PF1 (-1) = Missing or information not available

PF3 = Same as (d2)

(d5) Name: Recall Status Before Investigation

Short Name: Recall Stat Before

Definition: Enter code which indicates claimant's recall status for the 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)

(d6) Name: Recall Status After Investigation

Short Name: Recall Stat After

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

0 = No recall



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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 first four digits (industry group level) of NAICS code for the claimant's last employer as identified in (D2). If only a two-digit NAICS sector level 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. 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.

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 base period wages from subject employers. Express in whole dollars.

(e4) Name: Base Period Wages After Investigation

Short Name: BP Wages After

Definition: Enter total amount of all base period wages from subject employers. 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: Enter whole dollar amount of claimant's high quarter(s) base period wages (after investigation) used to establish weekly benefit amount (WBA).

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 whole dollar amount of claimant's high quarter(s) base period wages (after investigation) used to establish weekly benefit amount (WBA).

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, that the claimant worked in base period prior to the investigation.

Complete this item if required by State law for computing monetary 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, as defined by State law and procedures, claimant worked in base period after investigation. Complete this item if required by State law for computing monetary 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).





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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 BAM investigation.

(e13) Name: Number of Dependents Claimed Before Investigation



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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



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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 first four digits (Industry group level) of NAICS 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



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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 BAM 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.



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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 other 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 other 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.

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 BAM 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. Include in this amount dependent allowance and child support intercepted, (if any), Federal, State and/or local income tax withholding, and the recovery of over-issuances of food stamp coupons 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

State written law, policy, and procedures govern whether claimants are required to be registered with the Job Service and what constitutes registration. BAM coding should be consistent with such law, policy, and procedures.

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 = Approved 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 BAM unit, regardless of investigation determination regarding acceptability. Do not include here any work-search contacts that were not investigated by BAM 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 BAM 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 BAM 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).