EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DPM
	DATE December 14, 2011

ADVISORY: **UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 01-11 Change 1**

TO: STATE WORKFORCE AGENCIES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Revisions to the State Unemployment Insurance (UI) Data Validation (DV) Operations Guide (Employment and Training (ET) Operations Guide 411)

1. Purpose. To transmit a revision of the State UI DV Operations Guide (ET Operations Guide 411).

2. References. ET Handbook No. 361, "UI Data Validation Handbook, Tax" (May 2011).

3. Background. UI DV is necessary to ensure that data reported by states that are used to measure performance, for administrative funding allocations, for economic analysis, and for other purposes are accurate and comparable across states. States are required to file a series of standardized reports on their UI operations with the U.S. Department of Labor, Employment and Training Administration. Reports covered by DV are required on a monthly or quarterly basis. The DV State Software facilitates the validation process and generates standardized outputs that document the DV results.

4. Summary of ET Operations Guide 411 Modifications. All of Chapter 11 and part of Chapter 12 of the UI DV Operations Guide have been revised to reflect the updates and enhancements to the Wage Items function of the Tax application in the DV software.

5. OMB Approval. The Office of Management and Budget (OMB) has approved the UI DV data collection through July 31, 2014. The approval is OMB No. 1205-0431. The public reporting burden for the collection of information has not changed.

6. Action Requested. Distribute the attached pages (Chapter 11, pages 75 through 79; and Chapter 12, pages 83 and 91) to all holders of UI DV Operations Guide (ET Operations Guide 411), August 2010. Users should remove existing pages and replace them with the attached. States should review these changes and adjust their procedures, as necessary.

7. Inquiries. All questions should be directed to the appropriate Regional Office.

RESCISSIONS None	EXPIRATION DATE December 14, 2012

8. <u>Attachment</u>. Revised pages of ET Operations Guide 411, "UI Data Validation Operations Guide" (August 2010) Chapter 11 (pages 75 through 79); and Chapter 12 (pages 83 and 91).

Chapter 11

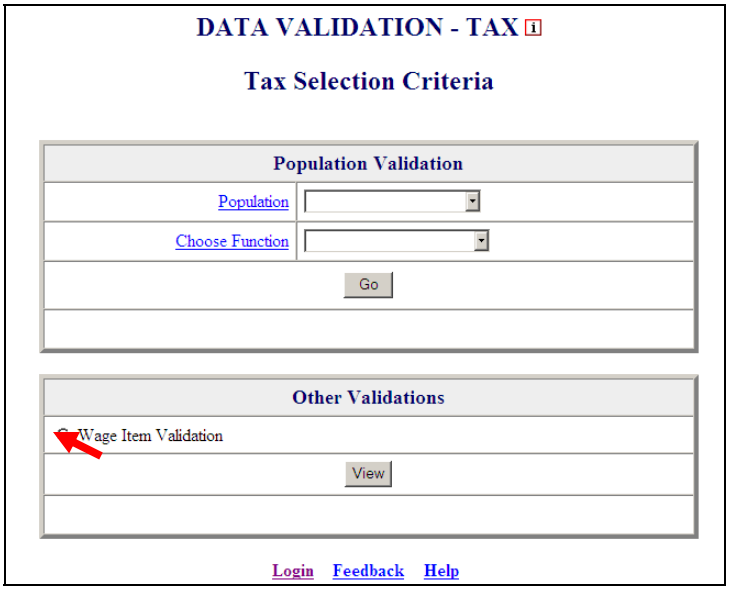
Viewing the Wage Item Validation Screen in Tax

Wage item validation consists of verifying the accuracy of counts of wage record transactions, which appear on the ETA 581 report. A wage record is the listing of an employee's wages in covered employment. Employers are required to report this information to the State Unemployment Insurance program quarterly.

To validate wage items, a validator compares counts from the ETA 581 report, (item 5 cell c14) with reconstructed counts produced under controlled conditions. The validator tests that every wage record is counted and that the count does not include corrections of previously reported wage records (counted twice), incomplete wage records or duplicate records. A detailed explanation of wage item validation is provided in *Module 5* of the *ET Handbook 361- Tax.*

Instructions to enter wage item validation results into the software follow:

1 Select *Wage Item Validation* from the *Other Validations* box on the *Tax Selection Criteria* screen and click **View**.



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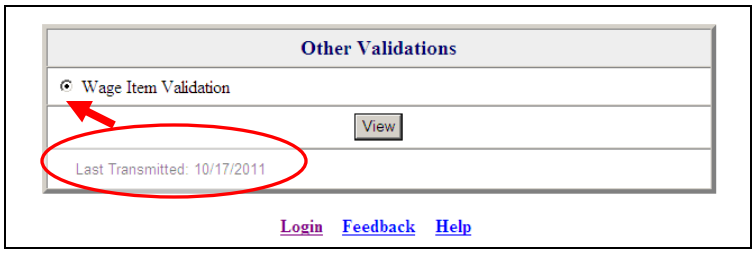

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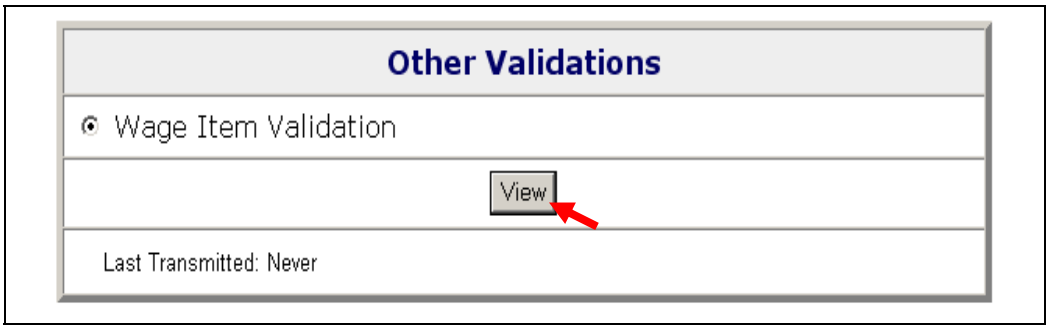

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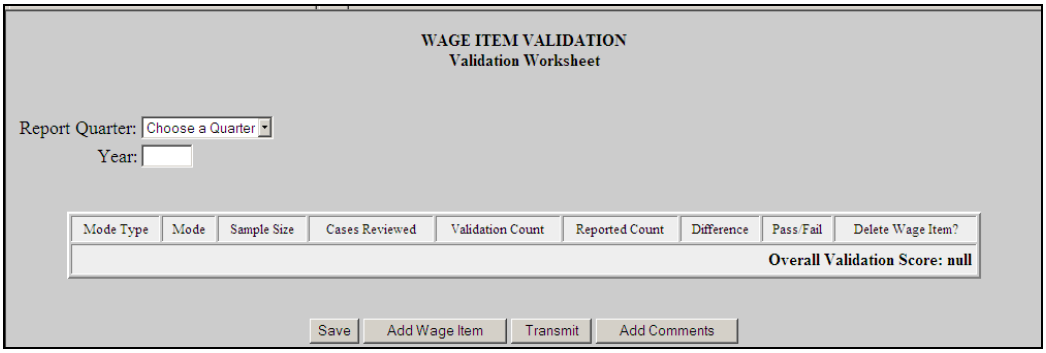
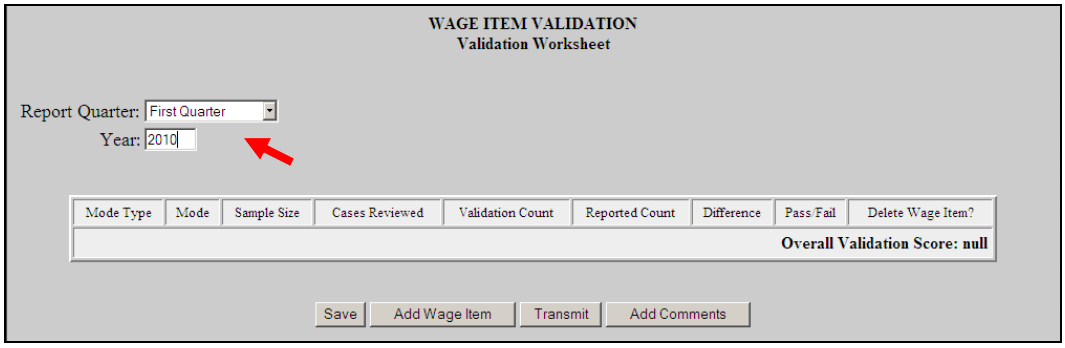
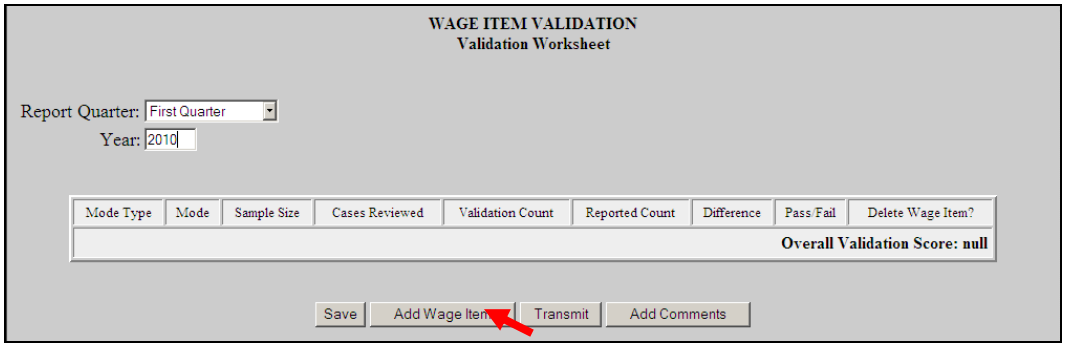


3 Select the quarter from the *Report Quarter* drop down menu, then input the year (year must be "YYYY" format) for the reporting period you want to validate.

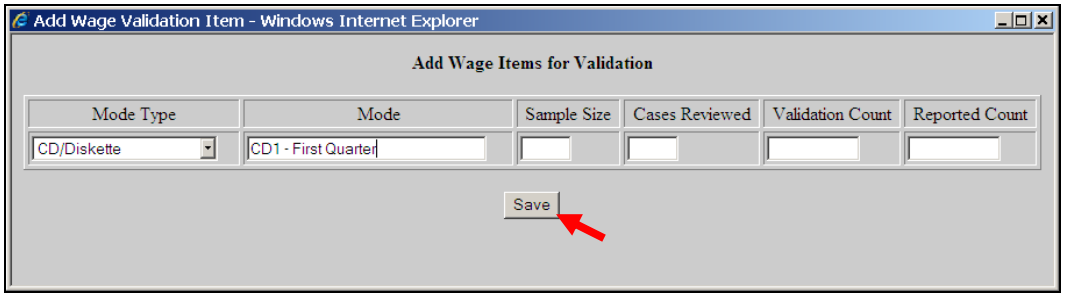


If you have previously entered results, you will see them and you can edit or delete them. Wage items do not get overwritten when you load extract files and are not dependent on any population.

4 To add a wage item, click on the **Add Wage Item** button located at the bottom of the screen.



5 In the *Add Wage Items for Validation* pop up window enter the information for the wage item you want to add and click **Save**.

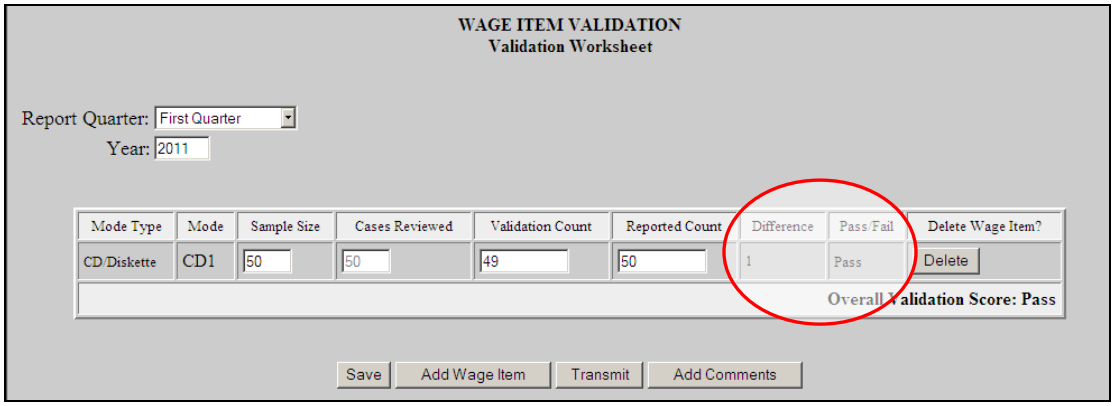


- Select the Mode Type from the drop-down menu. This is a general description of the method or way your state received or "captured" wage records that you are validating.
- Enter the Mode. This is a brief description of the specific item you are validating. If Mode Type is used more than once, each specific Mode should have a unique name/description. For example, if CD/Diskette is selected twice as your Mode Type, the Mode could be entered as CD1 and CD2 with a brief description like CD1 – First Month, CD2 Second Month.
- Next, enter *Sample Size*, which cannot be zero or greater than 150. If *Sample Size* is less than 150, the software will automatically fill in the *Cases Reviewed* field with the same number as the *Sample Size*. If 150 is entered as the *Sample Size*, then for the *Cases Reviewed* field you must enter 50 if you are reviewing Stage 1 or enter 100 if you are reviewing Stage 2. Refer to *UI DV Handbook,*

Tax (ET Handbook 361), Module 5 Wage Items, for more information on when Stage 1 or Stage 2 are required.

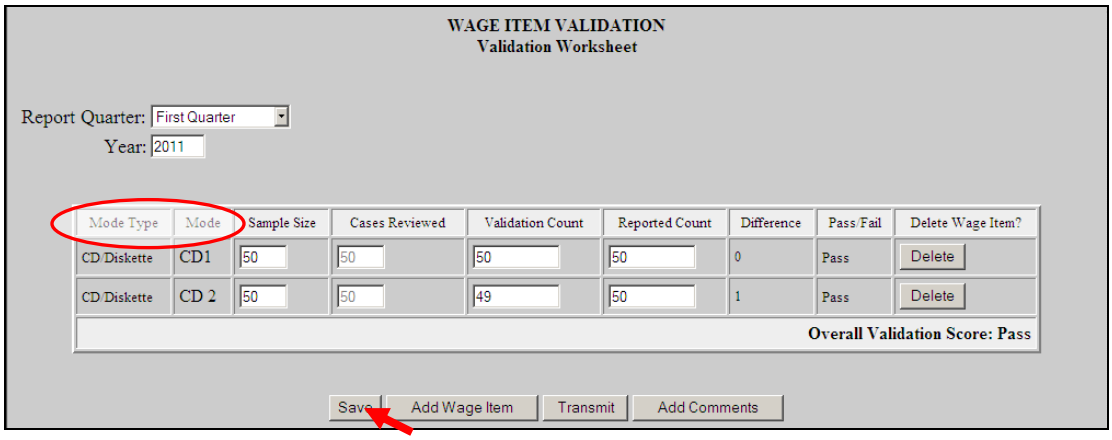
- Enter the recount for that category in the *Validation Count* field.
- Enter the counts for the applicable time period that are reflected in the ETA 581 Report in the *Reported Count* field.

When you save the item, the *Wage Item Validation* screen displays the item added and calculates the **Difference** between the **Reported Count** and **Validation Count** fields, and whether the item passed or failed validation.



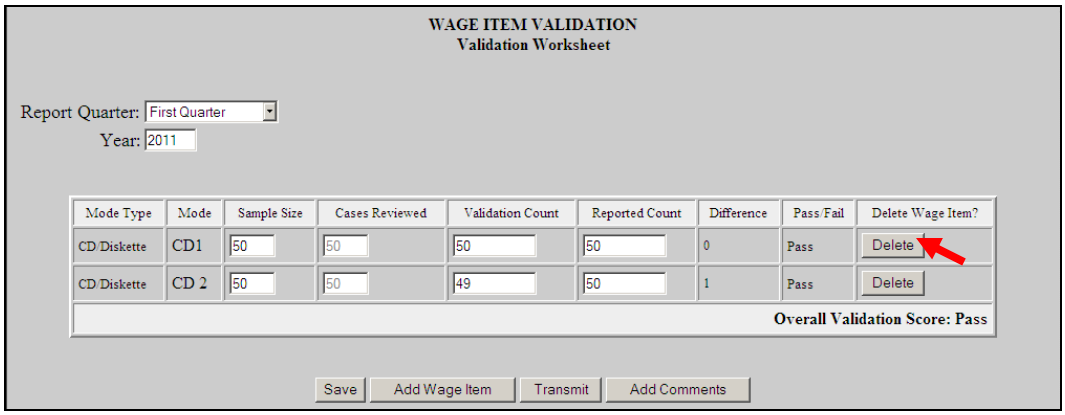
Repeat this procedure to ensure that you have validated wage items for every mode your state's employers used to submit them.

6 To update any field of a wage item other than the *Mode Type* and *Mode* fields, click on the field box you want to edit and edit the field. Then click the **Save** button at the bottom of the screen to save your changes.

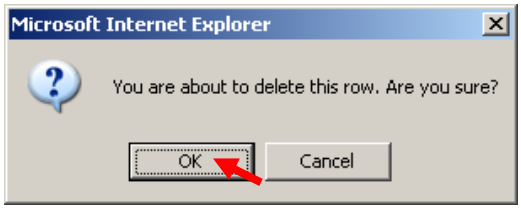


You cannot update the *Mode Type* or *Mode* fields. Instead, you need to delete the wage item and add a new one with the correct *Mode*.

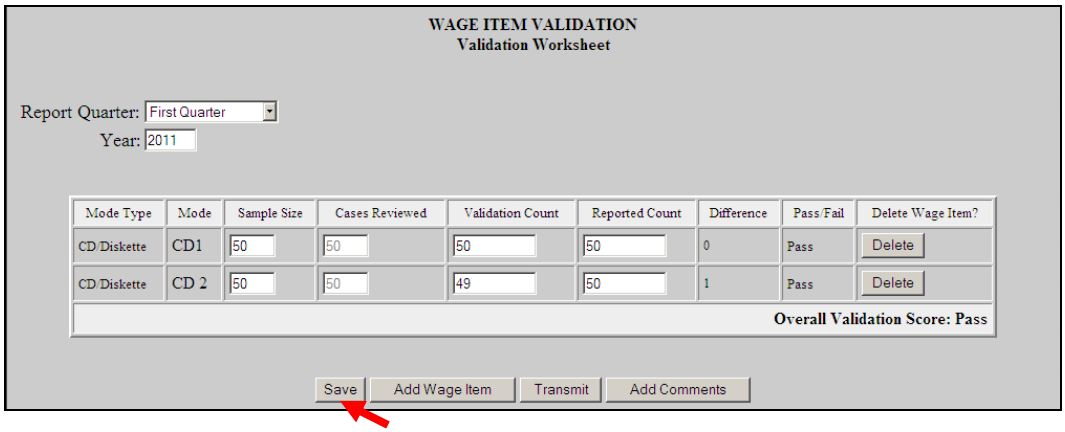
7 To delete a wage item click on the **Delete** button next to the wage item, located on the column "Delete Wage Item"?



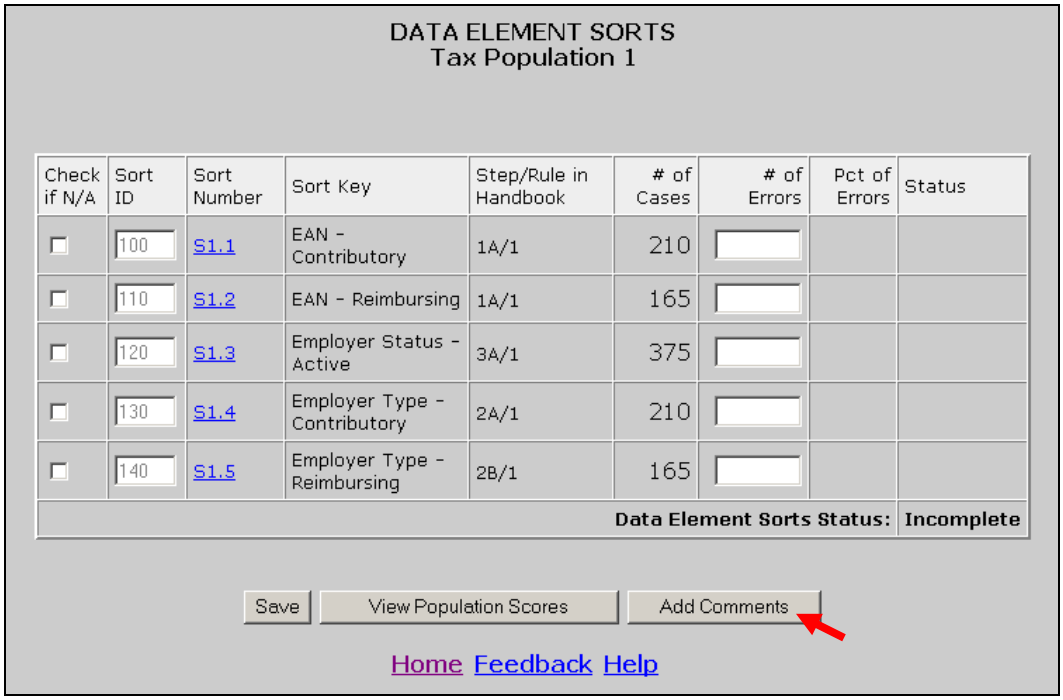
A pop-up window will be displayed to confirm your request. Click **OK** to delete the item or **Cancel** if you don't want to delete it.



8 After you finish entering your validation results, click the **Save** button at the bottom of the screen to save your work.



In both the *Data Element Sorts* and the *Wage Item Validation* screens, only available in Tax, the ***Add Comments*** button is displayed at the bottom of the screen.

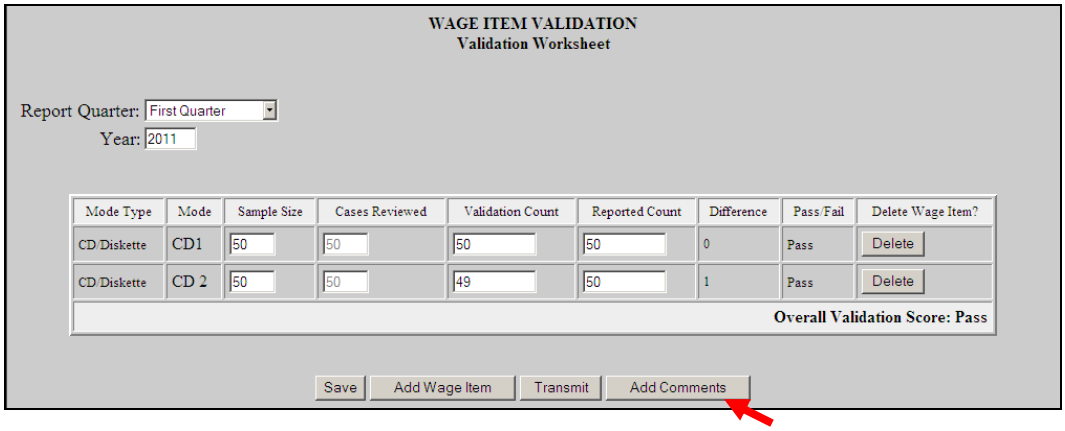


DATA ELEMENT SORTS
Tax Population 1

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
☐	100	S1.1	EAN - Contributory	1A/1	210			
☐	110	S1.2	EAN - Reimbursing	1A/1	165			
☐	120	S1.3	Employer Status - Active	3A/1	375			
☐	130	S1.4	Employer Type - Contributory	2A/1	210			
☐	140	S1.5	Employer Type - Reimbursing	2B/1	165			
							Data Element Sorts Status:	Incomplete

Save | View Population Scores | Add Comments

Home Feedback Help



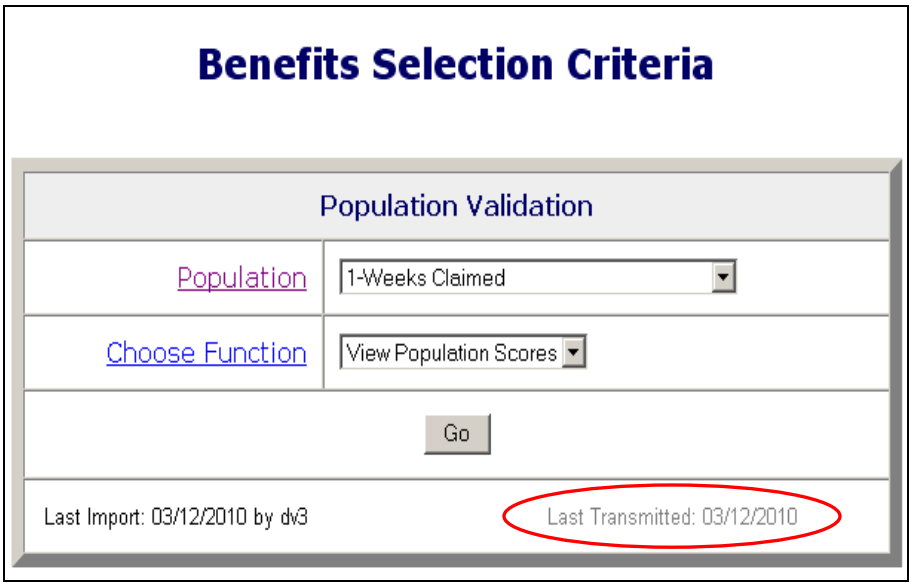
WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter: First Quarter
Year: 2011

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
CD/Diskette	CD1	50	50	50	50	0	Pass	Delete
CD/Diskette	CD 2	50	50	49	50	1	Pass	Delete
							Overall Validation Score: Pass	

Save | Add Wage Item | Transmit | Add Comments

Click on the *Add Comments* button to bring up Comments box.



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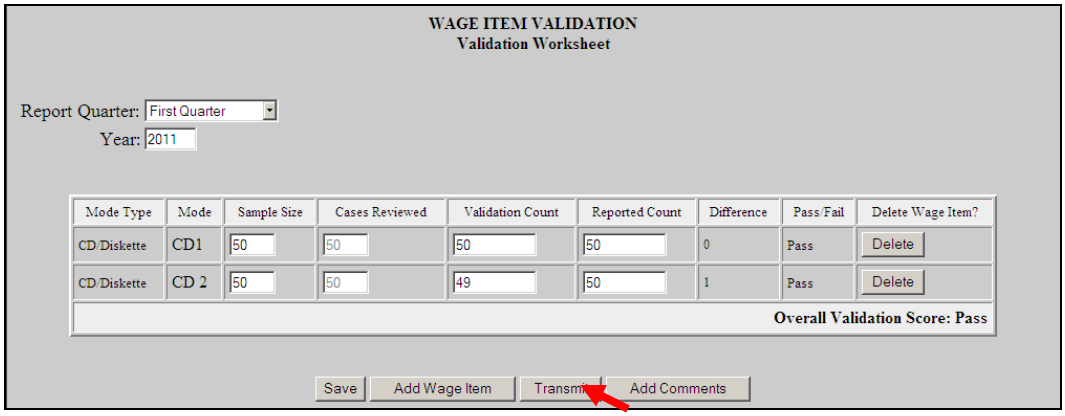

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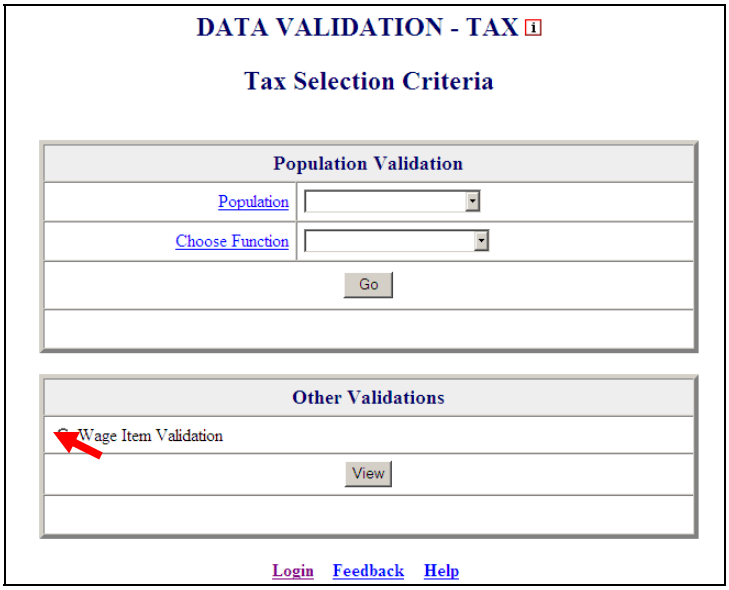

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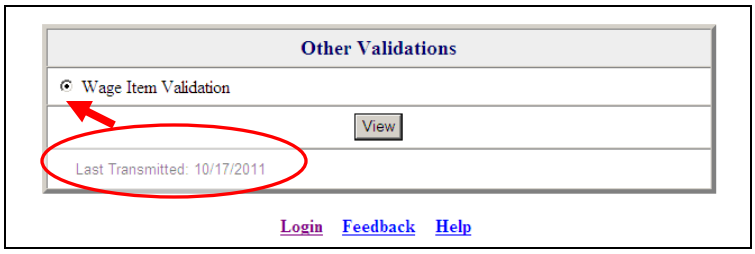

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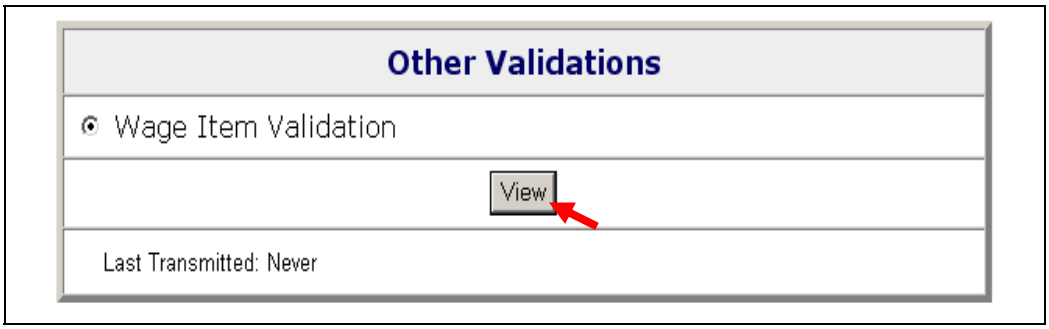

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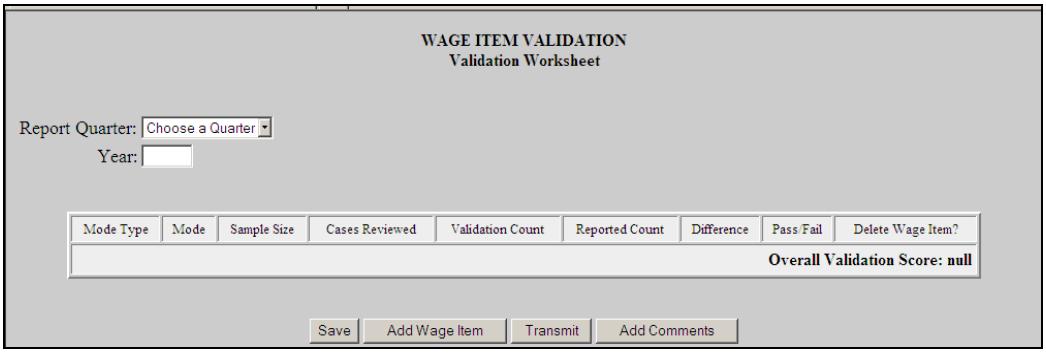

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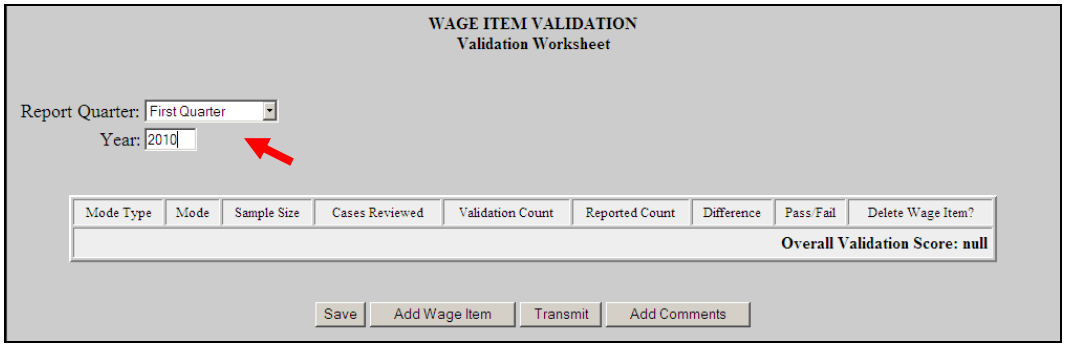

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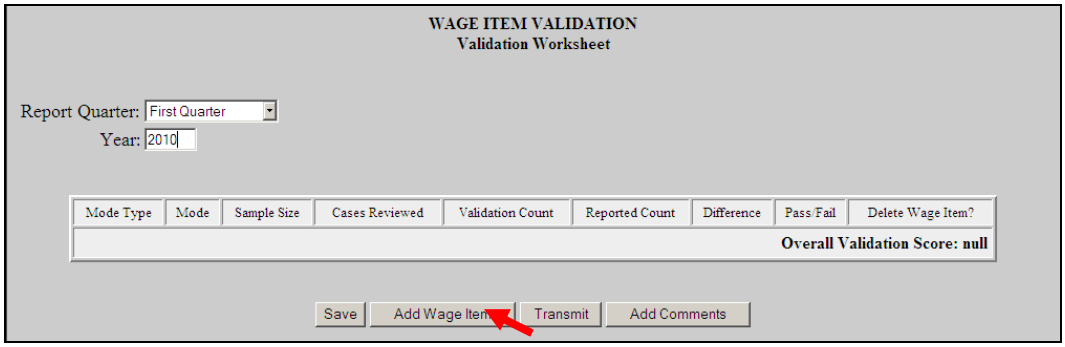

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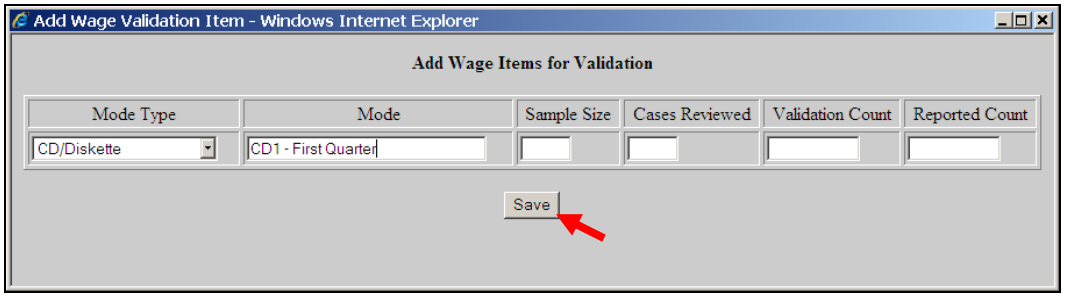

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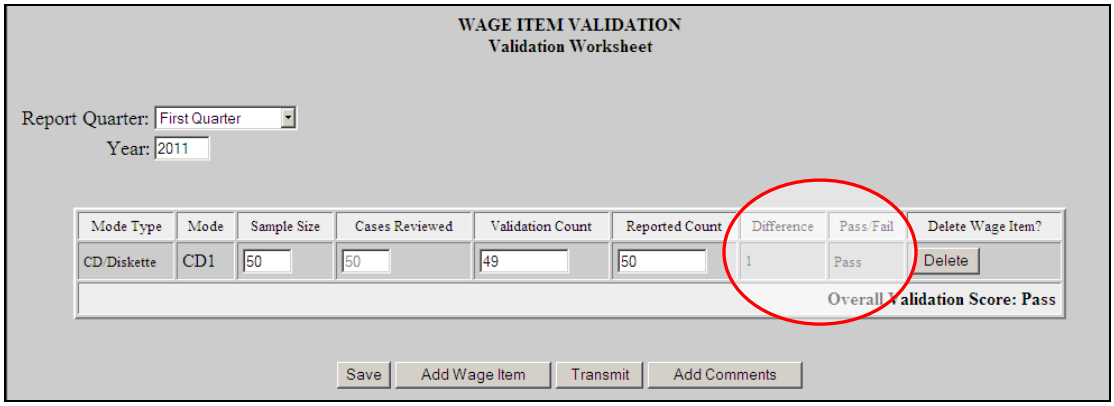

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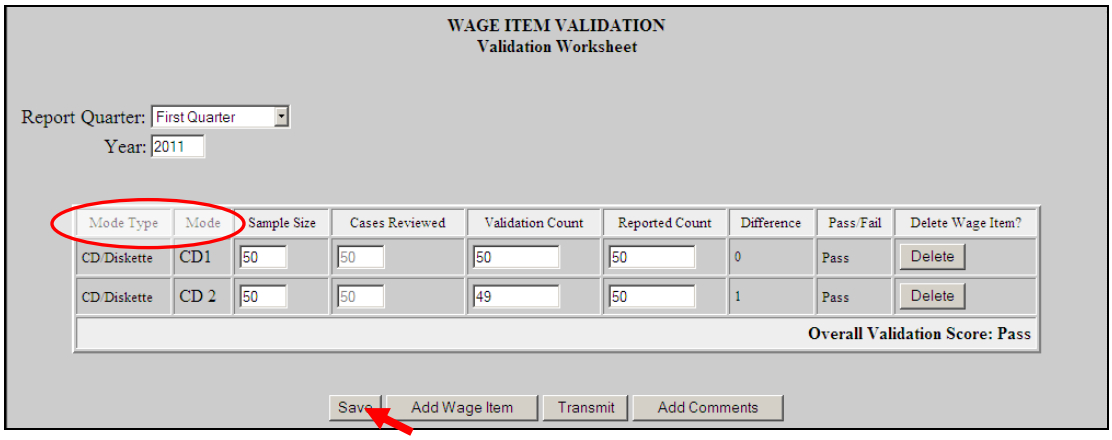

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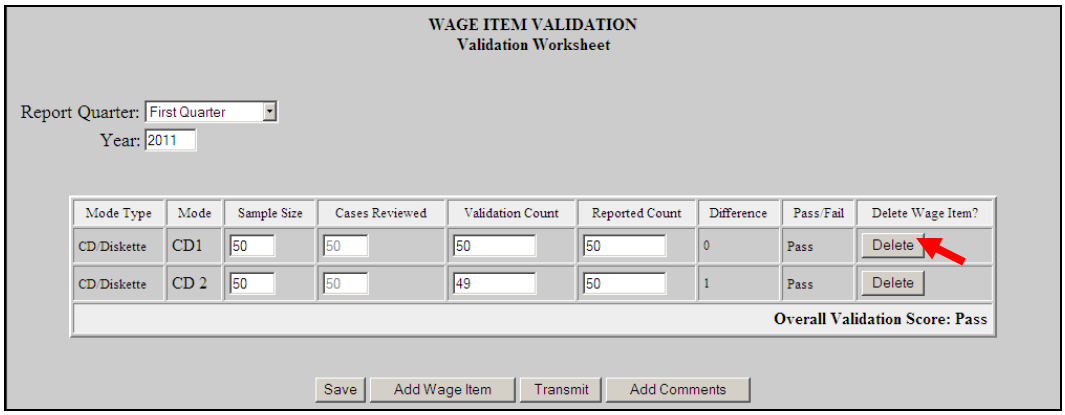

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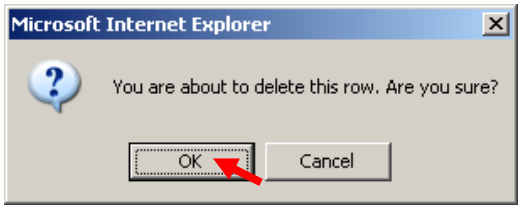

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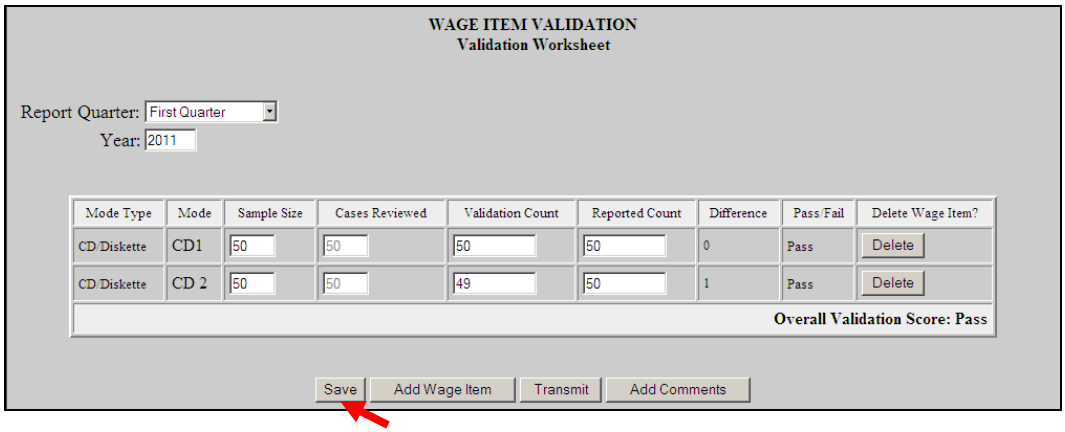

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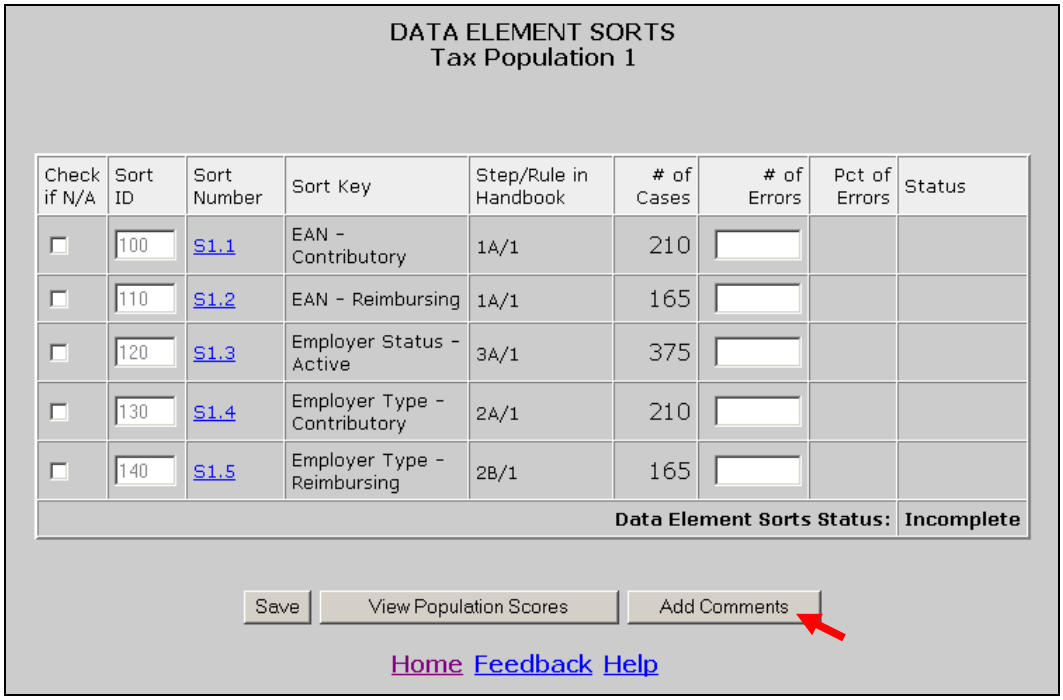

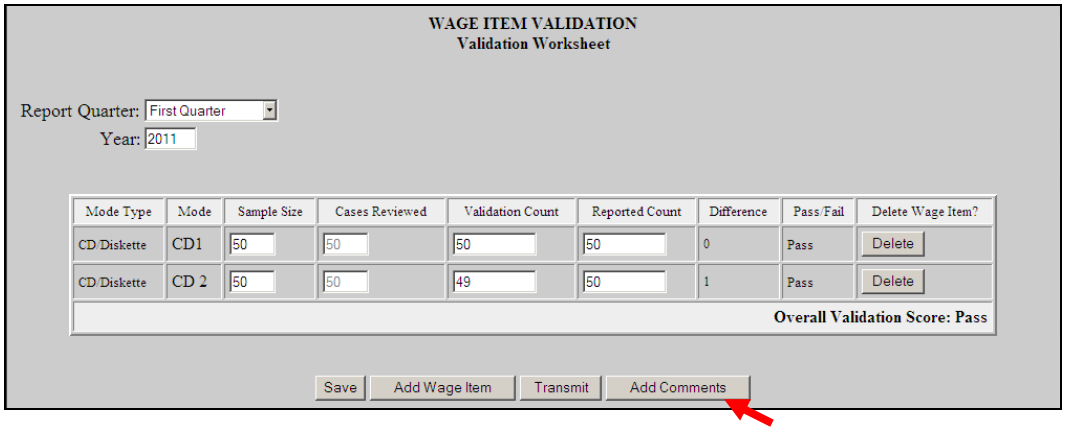

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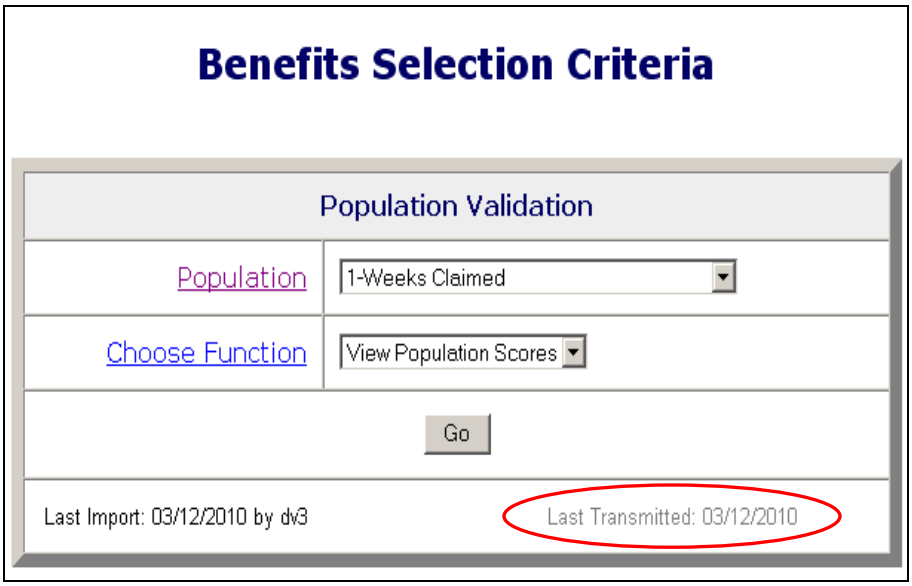

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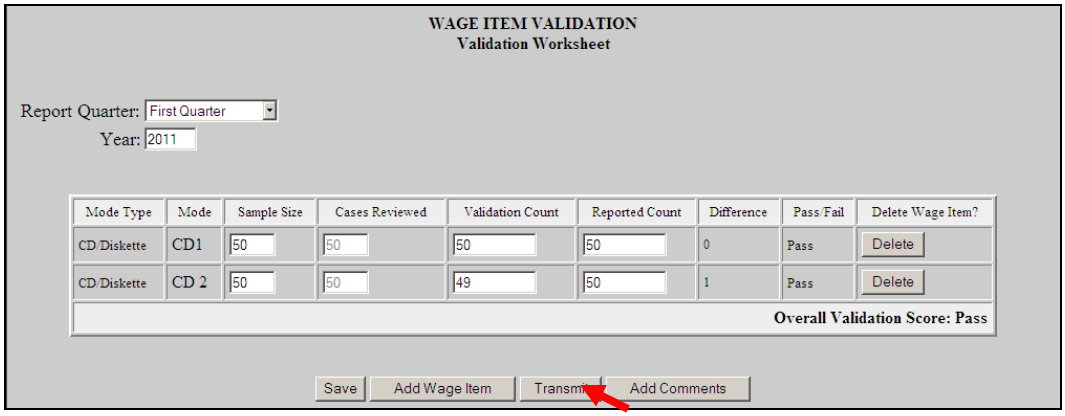

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