NFC

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Unemployment Compensation For Federal Employee (UCFE)

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PROCEDURE MANUAL
Unemployment Compensation For Federal Employees

Table Of Contents

(reserved)

About This Procedure

This procedure provides instructions for accessing and using the Unemployment Compensation for Federal Employees System (UCFE). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The UCFE Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

The **Appendixes** section contains reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The message *ES–931R Already Exists On Data Base* is displayed.

□ Field specifications are also printed in italics. Example: **SSN** *(required, numeric field; 9 positions)*. Key in the employee's 9-digit social security number.

□ For date fields, "(MMDDYY)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Example: Key in the date (MMDDYY) that the personnel office received the employee's application.

□ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***IN***.

□ Figure, exhibit, and appendix references link figures, exhibits, and appendixes with the text. These references are printed in a bold font as shown here. Example: The Remarks Description screen (**Figure 41**) is displayed.

□ References to sections within the procedure are printed in bold as shown here. Example: See **Adding Record Type 1**.

□ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF4].

□ Optional actions at the end of a process are preceded by bullets. Example:

• To display the next record for the same employee, press [PF8].

□ Important extra information is identified as a note. Example: **Note:** In the future, the system will be enhanced to display severance pay data also.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing questions, contact the Payroll/Personnel Operations Section at the telephone number listed for your agency in Title V, Chapter 1, Bulletin 95–1, NFC Inquiry Telephone Numbers, dated May 26, 1995.

For access to UCFE, contact your agency's ADP security officer.

For other questions about the system (including help with unusual conditions), contact Information Center personnel at **504–255–5230.**

(reserved)

System Overview

UCFE is an online computerized subsystem of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System. UCFE is used to provide immediate access to payroll and personnel data required in the completion of employment verifications and the following unemployment compensation forms:

- ES–931, Request For Wage And Separation Information – UCFE

- ES–931A, Request For Separation Information For Additional Claim – UCFE

- ES–934, Request For Information Or Reconsideration Of Federal Findings – UCFE

These forms are submitted by State unemployment offices to the designated offices for completion of payroll/personnel data, wage data, and reason for separation. State unemployment offices are responsible for determining an employee's eligibility for unemployment compensation.

The SF–8, Notice To Federal Employee About Unemployment Insurance, is the official documentation used to initiate an unemployment compensation claim. The personnel office completes the Federal agency information and gives the SF–8 to the employee on or before the employee's last day of work. The employee takes the SF–8 to the state unemployment office to file an unemployment insurance claim. If the claim is approved the state unemployment office requests employment information from the Federal agency shown on the SF–8. (See **Appendix A, Federal Agency Identification Code Numbers For Use On The SF–8**.)

The ES–931 is the basic document that is sent by the state in response to a claimant filing for unemployment compensation. The ES–931R is the UCFE automated response to the state's ES–931.

The ES–931A is the basic document that is sent by the state if the claimant is filing an additional claim (to continue drawing benefits that have already been established and that have been interrupted by a period of employment). The employer will be asked to provide only separation information, since the monetary eligibility of the claimant is not in question in an additional claim. The ES–931AR is the UCFE automated response to the state's ES–931A.

System Interface

Data needed by the state is retrieved from the Payroll/Personnel data base and stored in UCFE. The Payroll/Personnel data base is updated by entering payroll and personnel data through the Payroll/Personnel Remote Entry System (PRES) and the Personnel Action Processing System (PACT). Current and historical information is stored in the Payroll/Personnel data base for each employee.

The UCFE data base consists of data retrieved from the Payroll/Personnel data base and data entered via the UCFE Input function. UCFE maintains information for current employees and employees who separated within the last **12** quarters.

UCFE interfaces with the payroll/personnel Table Management System (TMGT) to generate and verify data. Certain fields in UCFE, such as organizational and mailing addresses, are generated from TMGT based on information obtained from the employee's personnel record. The following tables interface with UCFE: Table 024, UCFE Credit Weeks; Table 057, UCFE Quarters/Pay Period; and Table 059, UCFE Pay Period.

System Functions

UCFE provides the user with query, input, and reporting functions, described below:

QU – Query. Used to display UCFE information stored in the UCFE System data base. The data stored in the UCFE System data base consists of data retrieved from the Payroll/Personnel System data base and data entered via the UCFE Input function.

IN – Input. Used to input Forms ES–931R and ES-931AR, to change or delete claims records, and to enter the date the ES–934 is received.

RE – Reports. Used to print Forms ES–931R and ES–931AR that are entered via the Input function. These forms are used as the agency's official automated response to the state unemployment office.

Instructions for using each of these functions are provided under separate headings in this procedure.

(reserved)

System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access UCFE, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on your terminal. Then respond to the prompts as follows:

1 **Enter User ID** *(required, alphanumeric field; max. of 8 positions)***.** Key in your assigned user ID (e.g., NF999). Press [Tab].

2 **Password** *(required, alphanumeric field; 6 to 8 positions)***.** Key in your password. Your password is not displayed on the screen. Press [Tab].

3 **New Password** *(alphanumeric field; 6 to 8 positions)***.** If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

4 **Enter Application Name** *(required, alphanumeric field; max. of 9 positions)***.** Key in *UCFE* and press [Enter]. The UCFE Menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the main menu.

Figure 1. NFC Banner Screen

Figure 2. NFC Menu

Note:When signing on, before you display the system's main menu, you may select Option 8, Directives Bulletin Board, on the NFC Menu to view additional payroll/personnel related messages. (See Title VI, Systems Access Manual, Bulletin 94–1, Directives Bulletin Board, dated January 24, 1994.)

Instructions for using UCFE begin on page 7.

Sign-Off

To exit UCFE, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 3**) is displayed. Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.


```
Enter Next Task Code

bye
```
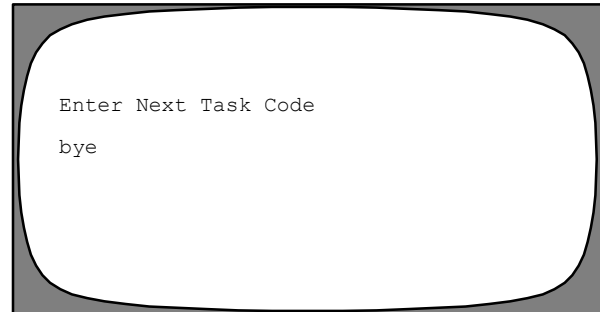
Figure 3. Enter Next Task Code Prompt

Operating Features

This section describes the system's design and operating features.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated. (see **Appendix B, UCFE Edit Messages**).

Function Keys

Your keyboard includes :

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system

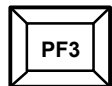- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in UCFE are displayed at the bottom of each screen. Descriptions are provided below:

Key   Function

PF1 — Used to return to the UCFE Menu screen without storing data.

PF3 — Used to return to the Query Menu screen.

PF4 — Used to return to the first entry screen in the Query function. Also used to return to the preliminary entry screen within the Input function without storing data.
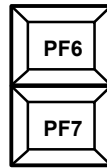
PF6 — Used to return to the Remarks Index screen.

PF7 — Used in the Query and Input functions to move backward to the previous screen.

PF8 — Used in the Query and Input functions to move forward to the next screen.

PF9 — Used to store selected remarks on the ES–931 in the Input function and add the ES–931R and ES–931AR documents to the UCFE data base.
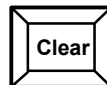
Clear — Used to exit the system.
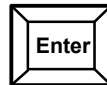
Enter — Used to enter data into the system after you have keyed it in at a screen.
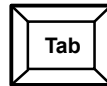
Tab — Used to move the cursor from field to field.
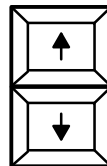
↑ — Used to move the cursor up from line to line.
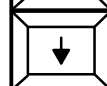
↓ — Used to move the cursor down from line to line.
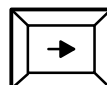
→ — Used to move the cursor to the right from position to position within a field.
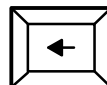
← — Used to move the cursor to the left from position to position within a field.

(reserved)

Query Function

Query is the first function on the UCFE Menu (**Figure 4**). This function is used to display payroll/personnel information for five types of employee records.

To select the Query function, key in *QU* at the Select Function prompt on the UCFE Menu and press [Enter]. The Query Menu (**Figure 5**) is displayed showing 6 record types.

Below is a brief description of each record type:

1. Pay Record. Used to display general wage data, personnel data, and historical wage data, such as lump sum and separation/nonpay status information.

2. Claim Record. Used to provide tracking information regarding an employee's request for wage and separation information.

3. Not Available. (Reserved for future use.)

4. Employment Verification. Used to provide the employee's current employment status, personnel data, and up to 3 years of wage data for the employee.

5. 931 Record. Used to query the ES–931R, which is the UCFE automated response to the state's ES-931, Request for Wage and Separation Information.

6. 931A Record. Used to query the ES–931AR, which is the UCFE automated response to the state's ES–931A, Request for Separation Information for Additional Claim.

Use the following instructions to select a record type from the Query Menu.

[1] **Enter Record Type** (*required, numeric field; 1 position*). Key in the record type.

[2] **Enter SSNO** (*required, numeric field; 9 positions*). Key in the employee's social security number.

Press [Enter]. The screen for the selected record type is displayed with key fields system generated from the main menu.

Instructions follow for using the record types on the Query Menu.

```
  USDA – OFFICE OF FINANCE AND MANAGEMENT          UC00001M
              NATIONAL FINANCE CENTER

                 U C F E   M E N U

                SELECTION CRITERIA

   FUNCTION              RECORD TYPE:              ACTION:
 QU – QUERY            1 – ES931R              A – ADD
 IN – INPUT            2 – ES931AR             C – CHANGE
 RE – REPORTS          3 – CLAIM RECORD        D – DELETE

 SELECT:
 FUNCTION QU               RECORD TYPE            ACTION
                           FOR 'IN' ONLY          FOR 'IN' ONLY

 PRINTER INFORMATION REQUIRED    JOB CHARACTER ........
 FOR 'RE' ONLY                   REMOTE SITE DEST .....
                                 SYSTEM OUTPUT CLASS ..
                                 DELIVERY INFO ........
                                 NUMBER OF COPIES .....
```

Figure 4. UCFE Menu

```
  USDA – OFFICE OF FINANCE AND MANAGEMENT          UC00002M
              NATIONAL FINANCE CENTER

                 Q U E R Y   M E N U


                   RECORD TYPE:

              1 – PAY RECORD
              2 – CLAIM RECORD
              3 – NOT AVAILABLE
              4 – EMPLOYMENT VERIFICATION
              5 – 931 RECORD
              6 – 931A RECORD

          ENTER RECORD TYPE    [1]
          ENTER SSNO           [2] 000000000
```

Figure 5. Query Menu

Pay Record

Pay Record is Record Type 1 on the Query Menu (**Figure 5**). This option provides four screens displaying general wage data, personnel data, and historical wage data, such as lump sum and separation/nonpay status information. A separate pay record is maintained if an employee has served more than one appointment within a department or agency.

To select this record type, key in *1* at the Enter Record Type prompt on the Query Menu screen. Key in the employee's social security number at the Enter SSNO prompt. Press [Enter].

The **first screen** (Pay Record Preliminary Screen) (**Figure 6**) is displayed. This screen provides information for the current quarter and up to 11 prior quarters in descending order: gross wages, hours, and weeks. Also displayed is the employee's current employment status or employment status at the time of separation or placement in nonpay status. ⊔**Note:** The UCFE data base is capable of storing up to 12 quarters of wage data. If an employee has not earned wages in a quarter, the wage information contains all zeros.⊔

To view the s**econd screen** of the same record, press [Enter] at the Pay Record Preliminary Screen. The Lump Sum And Separation/Nonpay Status Information screen (**Figure 7**). is displayed with payments disbursed

for lump sum, separation/nonpay status information, and severance pay. **Note:** The first five lines of data are repeated on each Pay Record screen.

To view the **third screen** of the same record, press [Enter]. The Remarks Index screen (**Figure 8**) is displayed with the remarks information contained on the personnel action indicating a separation or placement in nonpay status.

To view the **fourth screen** for the same record, key in the applicable sequence number (listed in the Seq field) in the Enter Seq field at the bottom of the Remarks Index screen. Press [Enter]. The Remarks Description screen (**Figure 9**) is displayed with a description of the selected remarks code.

• To display another remarks code description for the same record, at the Remarks Description screen, press [PF6]. The Remarks Index screen is displayed. Key in the sequence number in the Enter Seq field and press [Enter].

• To query another employee's record, at any screen, press [PF4]. The Preliminary Screen is displayed. Key in the social security number and press [Enter]. The data is displayed.

• To perform another function or exit the system, press the applicable key at the bottom of the screen.

```
UC01201M                          PAY RECORD
                               PRELIMINARY SCREEN
SSN  123456789    EMPLOYEE NAME
POI        DEPT       AGCY      ORG STRU  00 00 0000 00 00 00 00 DOB 00 00 00
DUTY STATE  LOUISIANA           TA CONTACT   22 1690 30 31
TYPE EMPL   FULL TIME           SEP/ACC TYPE    ACTIVE

QTR  YR     ENDING   GROSS WAGES      HOURS    WKS
2    95   00 00 00          .00       .00      0      TOUR DUTY HOURS   80.00
1    95   00 00 00    10,289.60    560.00     14      DUTY HRS WORKDAY   8.00
4    94   00 00 00     8,505.60    480.00     12      DUTY HRS WORKWK   40.00
3    94   00 00 00     9,923.20    560.00     14      PAY PLAN             GS
2    94   00 00 00     8,505.60    480.00     12      SALARY         39135.00
1    94   00           10,013.38    560.00     14      PAY BASIS            PA
4    93   12 11 93     8,228.39    480.00     12      CURR HRLY RATE    18.75
3    93   09 18 93     9,324.00    560.00     14      ES931 RECV
2    93   06 12 93     9,324.00    560.00     14
1    93   03 06 93     7,771.20    480.00     12
4    92   12 12 92     8,702.40    560.00     14
3    92   09 05 92     7,459.20    480.00     12


ENTER=NEXT SCREEN;   CLEAR=EXIT;    PF1=MENU;   PF3=QUERY MENU;
PF6=REMARKS INDEX;   PF7=PREVIOUS RECORD;      PF8=NEXT RECORD
```

Figure 6. Pay Record Preliminary Screen (Qtr Gross Wages and Hours Data)

```
UC01301M                          PAY RECORD

SSN                  EMPLOYEE NAME
POI        DEPT         AGCY  00    ORG STRU  00 00 0000 00 00 00 00 DOB 00 00 00
DUTY STATE                          TA CONTACT    22 1690 30 31
TYPE EMPL   FULL TIME                SEP/ACC TYPE   ACTIVE
CURR STAT   ACTIVE                   TITLE   PROG ANAL
                  LUMP SUM AND SEPARATION/NONPAY STATUS INFORMATION

LUMP SUM                  SEP/NONPAY STATUS           SEVERANCE PAY

PAID AMOUNT         0.00    DATE OF               WEEKLY AMOUNT        0.00
PAID HOURS          0.00    ACTION                ENTITLEMENT          0.00
PAID DATE      00 00 00                           NUMBER OF WEEKS         0
PERIOD FROM    00 00 00    LAST DAY OF            START DATE      00 00 00
PERIOD TO      00 00 00    ACTIVE PAY             END DATE        00 00 00
                           NATURE OF ACTION


ENTER=NEXT SCREEN;  CLEAR=EXIT;  PF1=MENU;  PF3=QUERY MENU
PF4=PRELIM;  PF6=REMARKS INDEX;  PF7=PREVIOUS SCREEN;  PF8=NEXT SCREEN
```

Figure 7. Pay Record (The Lump Sum And Separation/Nonpay Status Information)

```
UC01401M                          PAY RECORD

SSN                  EMPLOYEE NAME
POI        DEPT         AGCY  00    ORG STRU  00 00 0000 00 00 00 00 DOB 00 00 00
DUTY STATE LOUISIANA                TA CONTACT    22 1690 30 31
TYPE EMPL   FULL TIME                SEP/ACC TYPE   ACTIVE
CURR STAT   ACTIVE                   TITLE   PROG ANAL
                           REMARKS INDEX
SEQ  NUM   TYPE   DESCRIPTION








NO REMARKS STORED FOR THIS RECORD
ENTER SEQ. 00  FOR DISPLAY RMKS,PRESS ENTER; "00" FOR NEXT RECORD, "OR";
CLEAR=EXIT; PF1=MENU; PF3=QUERY MENU; PF4=PRELIM; PF7=SCROLL UP;PF8=SCROLL DOWN
```

Figure 8. Pay Record (Remarks Index)

```
UC01501M                          PAY RECORD

SSN  777777777    EMPLOYEE NAME   DOE           LINDA         B
POI  5317   DEPT  AG   AGCY  90    ORG STRU  70 30 0070 20 00 00 00 DOB 08 21 60
DUTY STATE                          TA CONTACT    22 1690 30 46
TYPE EMPL   FULL TIME                SEP/ACC TYPE   SEPARATED
CURR STAT   SEPARATED                TITLE   PROG ANAL

                           REMARKS INFORMATION
RMKS NUMBER    N27             SEQ.  02  OF  0003              RMKS TYPE   P

  LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE.




ENTER SEQ.  02  FOR DISPLAY RMKS, PRESS ENTER; "00" FOR NEXT RECORD, "OR"
CLEAR=EXIT    PF1=MENU    PF3=QUERY MENU    PF4=PRELIM    PF6=INDEX
```

Figure 9. Pay Record (Remarks Description)

Claim Record

Claim Record is Record Type 2 on the Query Menu (**Figure 5**). This option provides two screens displaying claim record information. If the employee has more than one claim record, the most current record is displayed first. Each additional record is displayed in descending date order.

To select this option, key in *2* at the Enter Record Type field at the Query Menu. Key in the employee's social security number at the Enter SSNO prompt. Press [Enter].

The **first** Claim Record screen (**Figure 10**) is displayed. This screen provides information on each ES–931R and ES–931AR entered for an employee. Claim record information is established and updated in the UCFE data base whenever an ES–931R is entered or changed for an employee. A separate claim record is established if an ES–931AR is entered and a matching ES–931R does not exist. This screen also shows the date that the ES–934 is received if the agency has entered that date through the Input function.

To view the **second** Claim Record screen (**Figure 11**) for the same record, press [Enter]. This screen provides predetermination hearing data, initial determination data, first appeal data, and second appeal data.

• To query another employee's record, press [PF3] and repeat the above process.

• To perform another function or to exit, press the applicable key at the bottom of the screen.**Note:** Record Type *3* is not available for use at this time.

```
UC01601M                        CLAIM RECORD

SSN  123456789    EMPLOYEE NAME   DOE          JOHN          G
POI  5317    DEPT  AG   AGCY  90   ORG STRU  70 30 0080 10 00 00  00 DOB 07 22 52
DUTY STATE  LOUISIANA           PAY PLAN  GS       FECA CODE   000
TYPE EMPL   FULL TIME            TITLE   PROG ANAL
DATE CLAIM FILED  03 24 95   DATE REQUEST   00 00 00
DATE ENTRY UCFE   03 23 95   USERID ENTRY      NF443
DATE ES931  RECV  00 00 00   DATE ES931  PROD  00 00 00   ES931R  STATUS  R
DATE ES931A RECV  00 00 00   DATE ES931A PROD  00 00 00   ES931AR STATUS
DATE ES934  RECV  00 00 00   ES934 REQ TYPE
BILLING STATE    LA                    DATE ES931 SEP    03 13 95
PROCESS STATE    LA                    DATE SYS SEP      00 00 00
LOCAL OFFICE ID                        AGCY DETER
SF-8 RECV                              AGCY LAST EMPR
DATE DISQ START     00 00 00 DATE DISQ END       00 00 00
DATE BENE START     00 00 00 BENE DEPT PCT      0000000
BENE EST TOTAL      00000.00 BENE EST PER WEEK     000.00


ENTER=NEXT SCREEN    PF1=MENU        PF3=QUERY MENU
PF7=PREVIOUS RECORD  PF8=NEXT RECORD  CLEAR=EXIT
```

Figure 10. Claim Record (first screen)

```
UC01701M                        CLAIM RECORD

SSN                EMPLOYEE NAME
POI        DEPT       AGCY  00   ORG STRU  00 0000 0000 00 00 00 00  DOB 00 00 00
DUTY STATE  LOUISIANA          PAY PLAN  GS             FECA CODE   000
TYPE EMPL  FULL TIME                   TITLE   PROG ANAL
                    PRE-DETERMINATION HEARING DATA
NOTIF RECV      AGCY REP        DATE RECV  00 00 00  DATE HEARING  00 00 00
                     INITIAL DETERMINATION DATA
RESULTS               DATE DETER      00 00 00
DATE RECV    00 00 00  CUTOFF APPL 1    00 00 00
                        1ST APPEAL DATA
DATE FILED   00 00 00  DATE HEARING    00 00 00    CLAIM INIT
AGCY REP              RESULTS                 DATE RESULTS   00 00 00
DATE RECV    00 00 00  CUTOFF APPL 2    00 00 00
                        2ND APPEAL DATA
DATE FILED   00 00 00  DATE HEARING    00 00 00    CLAIM INIT
AGCY REP              RESULTS                 DATE RESULTS   00 00 00
DATE RECV    00 00 00
                          COMMENTS

 ENTER=NEXT RECORD  PF1=MENU  PF3=QUERY MENU  PF7=PREVIOUS SCREEN   CLEAR=EXIT
```
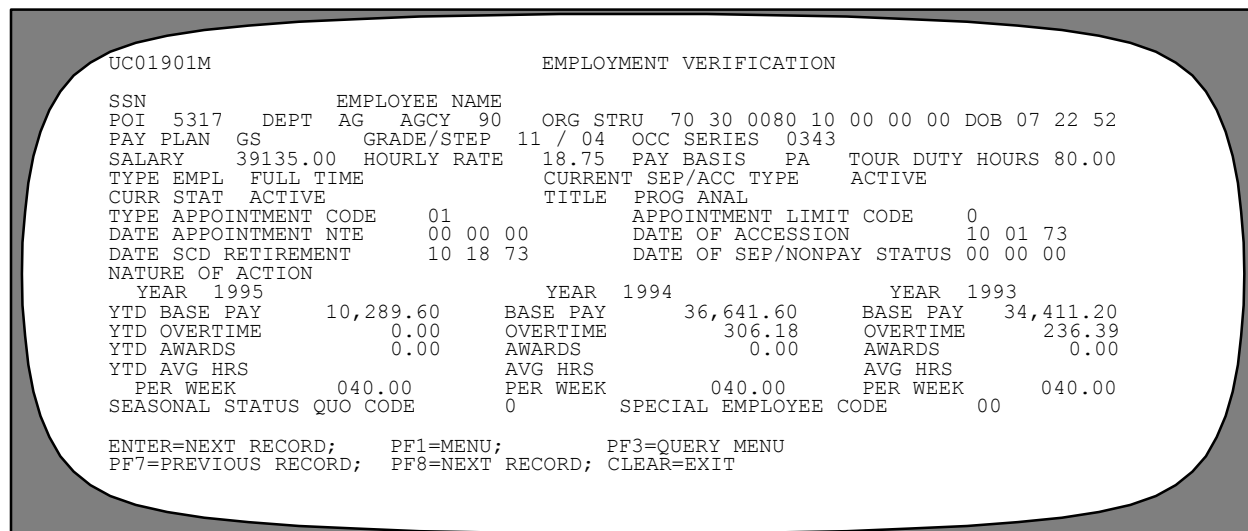
Figure 11. Claim Record (second screen)

Employment Verification

Employment Verification is Record Type 4 on the Query Menu (**Figure 5**). This option provides one screen displaying information on the employee's current employment status, personnel data, and up to 3 years of wage data for an employee.

To select this option, key in *4* at the Enter Record Type field on the Query Menu screen. Key in the employee's social security number at the Enter SSNO field. Press [Enter].

The Employment Verification screen (**Figure 12**) is displayed. This screen provides personnel data and year-to-date wage information necessary to verify employment within a Department.

• To display the next pay record for the same employee, press [PF8].

• To query another employee's record, press [PF3] and repeat the above process. Otherwise, press the applicable key as displayed at the bottom of the screen.

• To perform another function or to exit, press the applicable function key at the bottom of the screen.

```
UC01901M                        EMPLOYMENT VERIFICATION

SSN                  EMPLOYEE NAME
POI  5317    DEPT  AG   AGCY  90   ORG STRU  70 30 0080 10 00 00 00 DOB 07 22 52
PAY PLAN  GS        GRADE/STEP  11 / 04   OCC SERIES  0343
SALARY     39135.00  HOURLY RATE   18.75  PAY BASIS   PA   TOUR DUTY HOURS 80.00
TYPE EMPL  FULL TIME                CURRENT SEP/ACC TYPE    ACTIVE
CURR STAT  ACTIVE                   TITLE  PROG ANAL
TYPE APPOINTMENT CODE    01              APPOINTMENT LIMIT CODE   0
DATE APPOINTMENT NTE      00 00 00       DATE OF ACCESSION        10 01 73
DATE SCD RETIREMENT       10 18 73       DATE OF SEP/NONPAY STATUS 00 00 00
NATURE OF ACTION
   YEAR  1995                 YEAR  1994                YEAR  1993
YTD BASE PAY    10,289.60    BASE PAY    36,641.60    BASE PAY   34,411.20
YTD OVERTIME        0.00    OVERTIME       306.18    OVERTIME      236.39
YTD AWARDS          0.00    AWARDS           0.00    AWARDS          0.00
YTD AVG HRS                 AVG HRS                  AVG HRS
   PER WEEK       040.00    PER WEEK       040.00    PER WEEK      040.00
SEASONAL STATUS QUO CODE      0        SPECIAL EMPLOYEE CODE      00


ENTER=NEXT RECORD;     PF1=MENU;        PF3=QUERY MENU
PF7=PREVIOUS RECORD;  PF8=NEXT RECORD; CLEAR=EXIT
```

Figure 12. Employment Verification Screen

931 Record

931 Record is Record Type 5 on the Query Menu
(**Figure 5**). This option provides five screens display-
ing data regarding the ES–931R which is the automated
response to the ES–931.

To select this option, key in *5* at the Enter Record Type
field on the Query Menu screen. Key in the employee's
social security number at the SSNO field. Press [Enter].

The **first screen** (931 Query screen) (**Figure 13**) is dis-
played. The 931 Query Index is the first screen of the
931 record. This screen lists the employee's ES–931
records. If the employee has more than one ES–931
record, the most current ES–931 record is listed first.
Each additional ES–931 is listed in descending date
order.

To view the **second screen** for the same record, key in
the 2-position sequence number in the (Enter Seq field
at the bottom of the 931 Query Index screen). Press
[Enter]. The 931 Query screen (**Figure 14**) is displayed.

This screen displays unemployment compensation
data and separation data which is present on the ES–
931R.

To view the **third screen** of the ES–931 record, press
[Enter]. The Query 931 screen (**Figure 15**) is displayed
with the addresses of the agency organizational struc-
ture code and agency official authorized to certify and
complete unemployment compensation forms.

To view the **fourth screen** of the ES–931 record, press
[Enter]. The Query 931 screen (**Figure 16**) is displayed
with base period wage information.

To view the **fifth screen** of the ES–931 record, press
[Enter]. The Query 931 screen (**Figure 17**) is displayed
with a literal description of the nature of action and the
reason for the separation or nonpay status.

• To select another sequence number for the same
employee, press [PF6] and repeat the above process.

• To perform another function, press the applicable
function key at the bottom of the screen.

Figure 13. 931 Query (Index Screen)

Figure 14. 931 Query (second screen)

```
UC02002M                      QUERY 931

SSN  123456789   NAME     DOE        JOHN      G
FED CIV SERV IND(Y/N) Y
IF NO, EXPLAIN


ORGANIZATIONAL INFO:                    CERTIFICATION INFO:


                                        TELEPHONE NUMBER    -
                                        DATE CERTIFIED    04 24 95

MAILING INFO:
LOUISIANA DEPARTMENT OF LABOR
OFFICE OF EMPLOYMENT SECURITY
P. O. BOX 44094
BATON ROUGE LA. 70804-0000


 ENTER=NEXT SCREEN; PF1=MENU; PF3=QUERY MENU PF6=INDEX SCREEN
PF7=PREVIOUS SCREEN
```

Figure 15. Query 931 (third screen)

```
UC02003M                      QUERY 931

SSN          NAME                                   DOB 07 22 52
POI 5317 DEPT AG AGCY 90 ORG STRU 70 30 0080 10 00 00 00 DUTY STATE 22 FECA 000
POSITION TITLE PROG ANAL                        TYPE EMPL FULL
                   TIME BASE PERIOD WAGE INFORMATION

QTR  YR   ENDING   GROSS WAGES    HOURS    WEEKS    DUTY HOURS WORKDAY
0    00   00 00 00        0.00     0.00        0        8.00
0    00   00 00 00        0.00     0.00        0
0    00   00 00 00        0.00     0.00        0    DUTY HOURS WORKWEEK
0    00   00 00 00        0.00     0.00        0       80.00
BASE TOTAL                 .00     0.00       00
0    00   00 00 00        0.00     0.00        0    CURRENT HOURLY RATE
0    00   00 00 00        0.00     0.00        0       18.75
GRAND TOTAL                .00     0.00        0

ENTER=NEXT SCREEN; PF1=MENU; PF3=QUERY MENU PF6=INDEX SCREEN
PF7=PREVIOUS SCREEN
```

Figure 16. Query 931 (fourth screen)

```
UC02004M                      QUERY 931

SSN               NAME

NATURE OF ACTION:
REASON FOR SEPARATION OR NONPAY STATUS:








    PF1=MENU; PF3=QUERY MENU PF6=INDEX SCREEN PF7=PREV SCREEN
```

Figure 17. Query 931 (fifth screen)

931A Record

931A Record is Record Type 6 on the Query Menu (**Figure 5**). This option is used to query the ES–931AR. It also displays data regarding the ES–931AR which is the automated response to the state's ES–931A, Request for Separation Information for Additional Claim. This option provides four screens.

To select this option, key in *6* at the Enter Record Type field at the Query Menu screen. Key in the employee's social security number at the Enter SSNO field. Press [Enter].

The **first** 931A Query screen (**Figure 18**) is displayed. This screen lists the employee's ES–931A records. If an employee has more than one ES–931A record, the most current ES–931A record is listed first. Each additional ES–931A record is listed in descending date order. The cursor is positioned at the bottom of the screen in the Enter Seq field.

To view the **second** 931A Query screen (**Figure 19**) for the same record, key in the 2-position sequence number

of the desired ES–931A record and press [Enter]. This screen displays unemployment compensation data, separation or nonpay status data, lump sum payment data, or severance pay data that was present when the ES–931A was processed.

To view the **third** Query 931A screen (**Figure 20**) for the same record, press [Enter]. This screen displays the addresses of the agency organizational structure code and the agency official authorized to certify and complete unemployment compensation forms. After viewing the data, press [Enter].

To view the **fourth** Query 931A screen (**Figure 21**) for the same record, press [Enter].This screen displays the literal description of the nature of action and the reason for the separation or nonpay status.

• To select another sequence number for the same employee, press [PF6] and repeat the above process.

• To perform another function or exit the system, press the applicable key at the bottom of the screen.

```
UC02101M                    931A QUERY

SSN  123456789    EMPLOYEE NAME   DOE          JOHN      G
POI  5317  DEPT  AG   AGCY  90   ORG STRU  70 30 0080 10 00 00 00   DOB 07 22 52
                            ES-931A INDEX

        DATE          DATE          DATE                BILLING    PROCESS     LOCAL
SEQ     FILED      ADD FILED       REQUEST     AGCY     STATE       STATE    OFFICE   ID




TO DISPLAY 931AR RECORD ENTER SEQ  00  AND PRESS ENTER; OR
ENTER=NEXT SCREEN; PF1=MENU; PF3=QUERY MENU
```
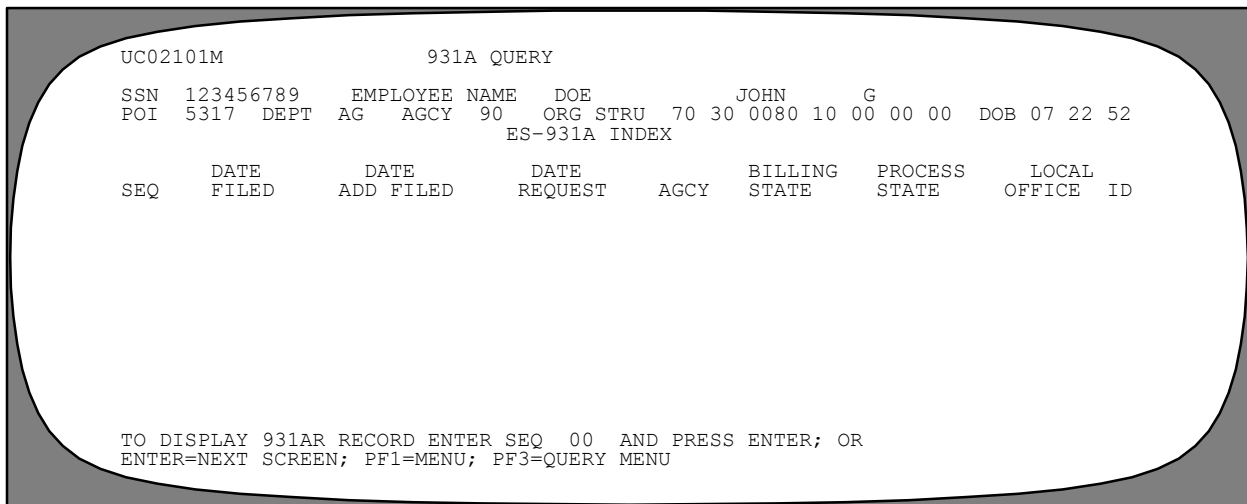
Figure 18. 931A Query (Index Screen)

```
UC02103M                     931A QUERY

SSN
DEPT AG  AGCY 90  POI 5317 ORG STRUCTURE  70 30 0080 10 00 00 00
DATE A/C FILED    04 10 95    DATE CLAIM FILED  04 15 95
DATE REQUEST      00 00 00    DATE ES931A RECV  00 00 00
PROCESSING STATE  LA          BILLING STATE     LA
LOCAL OFFICE ID               MAIL ADDRESS      C



SEP/NOPAY INFO:            LUMP SUM PAY INFO:       SEVERANCE PAY INFO:
SEPARATION DTE  00 00 00    HOURS        225.75    ENTITLEMENT       .00
LAST DAY OF                 PAID DATE   00 00 00   NUMBER OF WEEKS    .00
ACTIVE PAY      00 00 00    AMOUNT       4232.81   WEEKLY AMOUNT      .00
USE REASON ON ES931A        PERIOD FROM  00 00 00  START DATE     00 00 00
STATUS          R          PERIOD TO    00 00 00  END DATE       00 00 00
NATURE OF ACTION
APPEAL RIGHTS ENTITLEMENT


 ENTER=NEXT SCREEN; PF1=MENU; PF3=QUERY MENU; PF6=REMARKS INDEX
```

Figure 19. 931A Query (second screen)

```
UC02105M                QUERY 931A

SSN  123456789  NAME   DOE        JOHN      G
FED CIV SERV IND(Y/N)  Y
IF NO, EXPLAIN

IDENT INFO DIFF(Y/N)   N
IF YES, REASON


ORGANIZATIONAL INFO:                      CERTIFICATION INFO:


                                          TELEPHONE NUMBER       -
                                          DATE CERTIFIED    04 24 95
MAILING INFO:
LOUISIANA DEPARTMENT OF LABOR
OFFICE OF EMPLOYMENT SECURITY
P. O. BOX 44094
BATON ROUGE LA. 70804-0000


 ENTER=NEXT SCREEN; PF1=MENU; PF3=QUERY MENU; PF6=REMARKS INDEX;  PF7=PREVIOUS
```

Figure 20. Query 931A (third screen)

```
UC02110M                QUERY 931A

SSN  123456789   EMPLOYEE NAME  DOE        JOHN        G
NATURE OF ACTION:
REASON FOR SEPARATION OR NONPAY STATUS                             1
   ABANDONMENT OF POSITION.








  PF1=MENU; PF3=QUERY; PF6=ES931A INDEX; ENTER=NEXT SCREEN;  PF7=PREVIOUS SCREEN
```

Figure 21. Query 931A (fourth screen)

(reserved)

Input Function

Input is the second function on the UCFE Menu (**Figure 22**). This function is used to add, change, and delete the ES–931R and the ES–931AR Records, and to change or delete the Claim Record. **Note:** The employee must have been employed with an agency or department that is serviced by NFC in order to process an ES–931R or ES–931AR.

To select the Input function, key in *IN* at the Select Function field on the UCFE Menu. The cursor is positioned at the Record Type field. Key in the Record Type. The cursor moves to the Action field. Key in *A* (add), *C* Change), or *D* (delete). Press [Enter]. The screen for the selected option is displayed.

Instructions for adding, changing, and deleting the (1) ES–931R; (2) ES–931AR; and (3) Claim Record are provided in the sections that follow.
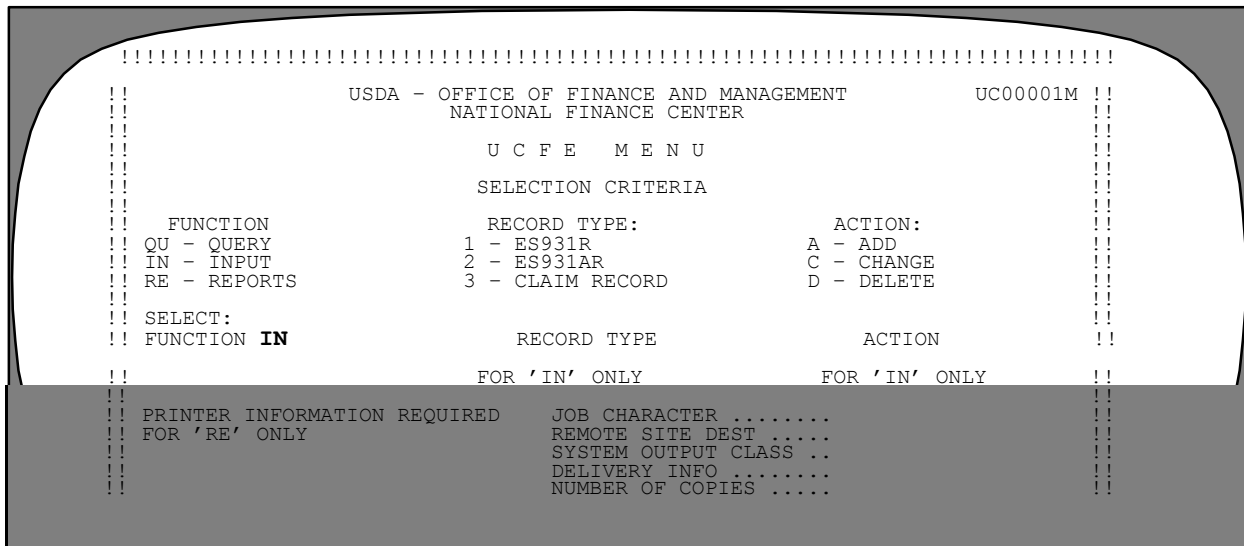
```
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
!!              USDA - OFFICE OF FINANCE AND MANAGEMENT        UC00001M !!
!!                        NATIONAL FINANCE CENTER                       !!
!!                                                                      !!
!!                        U C F E    M E N U                            !!
!!                                                                      !!
!!                      SELECTION CRITERIA                              !!
!!                                                                      !!
!!   FUNCTION               RECORD TYPE:              ACTION:           !!
!! QU - QUERY             1 - ES931R                A - ADD             !!
!! IN - INPUT             2 - ES931AR               C - CHANGE          !!
!! RE - REPORTS           3 - CLAIM RECORD          D - DELETE          !!
!!                                                                      !!
!! SELECT:                                                              !!
!! FUNCTION IN              RECORD TYPE              ACTION             !!
!!                                                                      !!
!!                      FOR 'IN' ONLY           FOR 'IN' ONLY          !!
!!                                                                      !!
!! PRINTER INFORMATION REQUIRED    JOB CHARACTER .......               !!
!! FOR 'RE' ONLY                   REMOTE SITE DEST .....              !!
!!                                 SYSTEM OUTPUT CLASS ..              !!
!!                                 DELIVERY INFO .......               !!
!!                                 NUMBER OF COPIES .....              !!
```

Figure 22. UCFE Menu

Record Type 1 – ES931R

The ES–931R is the UCFE automated response to the state's ES–931. The Input function allows the user to add, change, or delete the ES–931R data. Each time a separate ES–931R is entered, a separate Claim Record is established. If data is keyed in the four key fields and a duplicate ES–931R exists, the error message *ES–931R Exists On Data Base* is displayed.

Adding Record Type 1, ES931R. To add Record Type 1, ES931R, key in *IN* in the Select Function field at the UCFE Menu **(Figure 22)**. The cursor will be positioned in the Record Type field. Key in *1.* The cursor moves to the Action field. Key in *A* and press [Enter]. The first screen of Record Type 1, Add ES–931 Document Preliminary Screen **(Figure 23)**, is displayed. Complete the fields as follows:

1 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number. The department code, agency code, organizational structure code, and personnel office identifier (POI) are generated based on the employee's current Payroll/Personnel System data base record.

2 **Date Claim Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the claimant filed for benefits at the state employment security office.

3 **Date Req** (*optional, numeric field; 6 positions).* Key in the date (MMDDYY) the state or local office

sent the ES-931 to the Federal agency. This is the date from which the Federal agency must count in determining the response due date.

4 **Date ES931 Rec** (*optional, numeric field; 6 positions*). Key in date the ES–931 was received by the agency as MMDDYY.

5 **Processing State** (*required, alpha field; 2 positions*). Key in the GSA geographic location code of the state responsible for processing the claim.

6 **Billing St** (*optional, alpha field; 2 positions*). Key in the GSA geographic location code of the state responsible for paying the claim.

7 **Date ES931 Sep** (*optional, numeric field; 6 positions*). Key in the separation date reported by the employee on the ES–931 as MMDDYY.

8 **SF–8 Recv** (*optional, alpha field; 1 position*). Key in the employee's reply to receiving an SF–8, Notice to Federal Employee About Unemployment Compensation, at the time of separation. Valid values are: *Y* (yes) or *N* (no).

9 **Local Office ID** (*optional, numeric field; 10 positions*). Key in the identification number of the state local office where the ES–931 originated. This field must be completed if the ES–931R is to be mailed to the local unemployment office (see Block 10, Mail Addr Code L).

```
   UC02501M                ADD ES-931 DOCUMENT                    BASE
                           PRELIMINARY SCREEN              QUARTER PERIODS
   SSN  000000000 [1]                                 JAN 01 - MAR 31 = QTR 1
                                                      APR 01 - JUN 30 = QTR 2
   DEPT    AGCY    POI                                JUL 01 - SEP 30 = QTR 3
   ORG STRUCTURE 00 00 0000 00 00 00 00               OCT 01 - DEC 31 = QTR 4

   DATE CLAIM FILED 00 00 00 [2]  DATE REQ [3] 00 00 00   DATE ES931 REC 00 00 00 [4]
   PROCESSING STATE [5]           BILLING ST [6]          DATE ES931 SEP 00 00 00 [7]
   SF-8 RECV [8]                  LOCAL OFFICE ID [9]         MAIL ADDR [10]C

   BEGINNING                  NUMBER                     NUMBER
   BASE QTR/YR [11]    0  00   BASE QTRS    4             LAG QTRS    2

   SEP/NOPAY INFO:            LUMP SUM PAY INFO:         SEVERANCE PAY INFO:
   SEPARATION DTE 00 00 00    HOURS           .00        ENTITLEMENT          .00
   LAST DAY OF               PAID DATE     00 00 00      NUMBER OF WEEKS      .00
     ACTIVE PAY   00 00 00    AMOUNT          .00        WEEKLY AMOUNT        .00
   USE REASON ON ES931  Y     PERIOD FROM   00 00 00     START DATE     00 00 00
   STATUS              R       PERIOD TO     00 00 00     END DATE       00 00 00
   APPEAL RIGHTS             NATURE OF ACTION
      ENTITLEMENT
   *****  ENTER ABOVE INFORMATION,   PRESS ENTER
```

Figure 23. Add ES–931 Document Premliminary Screen

10 **Mail Addr** (*optional, alpha field; 1 position*). Code *C* is generated. Key in the mail code. Valid values are:

C – The address of the central state unemployment office is generated for the ES–931R mailing address.

I – The address of the interstate unemployment office is generated for the ES–931R mailing address.

L – The address of the local unemployment office is generated for the ES–931R mailing address. (The local office ID number must also be present in Block 9, Local Office ID.)

11 **Beginning Base Qtr/Yr** (*required, numeric field; 3 positions*). Key in the beginning number of the base quarter and the last 2 digits of the year. The data entered in this field determines the wage information displayed in the base period wage information fields of the Add ES–931 Document screen.

Press [Enter]. If the employee's separation data is present in the UCFE data base, the data is displayed as applicable (**Figure 24**).

Note: If an ES–931 record has been entered within the last 2 months for this particular employee, the user is notified at this time. The message *An ES–931 Record Has Been Entered Within The Last Two Months For This Employee* is displayed. Key data elements are displayed from that record (**Figure 25**).

Sep/Nopay Info: If the employee's separation action and/or lump sum payment has not been processed and

released through the Payroll/Personnel System, the data is not present in the UCFE data base. Complete the following fields if the data is to be entered manually. Press the [Tab] key to advance to the Sep/Nopay Info fields.

1 **Separation Dte** (*required, numeric field; 6 positions*). Key in the separation date (MMDDYY) reported by the employee.

2 **Last Day Of Active Pay** (*required, numeric field; 6 positions*). Key in the last day (MMDDYY) the employee was in active pay status.

3 **Use Reason On ES931** (*optional, alpha field; 1 position*). Key in *Y* (yes) or *N* (no) to indicate if a reason for separation or nonpay is present on the ES–931.

4 **Status.** Key in one of the following codes:

R (Release) – Release to the UCFE data base and store in the print queue for printing purposes. The printed ES–931R's become the official response to the state's ES–931.

H (Hold) – Hold if a document requires certification or is to be held for later review and changes. The document is stored for printing purposes only and is not released to the UCFE data base.

The printed ES–931R is marked *Information Copy* and is not the official response. The user must change the status to *R* (release to the UCFE data base) for the ES–931R document to become the official response to the state's ES–931.

C (Corrected) – Corrected when a change is processed to an existing ES–931R. **Note:** Use *C* only when the ES–931R is being changed.

```
 UC02501M                 ADD ES-931 DOCUMENT               BASE
                                                     QUARTER PERIODS
   SSN   000000000                        JAN 01 - MAR 31 = QTR 1
                                          APR 01 - JUN 30 = QTR 2
 DEPT    AGCY    POI                      JUL 01 - SEP 30 = QTR 3
 ORG STRUCTURE 00 00 0000 00 00 00 00     OCT 01 - DEC 31 = QTR 4

 DATE CLAIM FILED 00 00 00  DATE REQ    00 00 00   DATE ES931 REC 00 00 00
 PROCESSING STATE           BILLING ST             DATE ES931 SEP 00 00 00
 SF-8 RECV                  LOCAL OFFICE ID          MAIL ADDR   C

 BEGINNING                  NUMBER                   NUMBER
 BASE QTR/YR      0  00     BASE QTRS   4            LAG QTRS   2

 SEP/NOPAY INFO:            LUMP SUM PAY INFO:       SEVERANCE PAY INFO: 12
 SEPARATION DTE 00 00 00 1  HOURS          6    .00  ENTITLEMENT    13     .00
 LAST DAY OF                PAID DATE  7   00 00 00  NUMBER OF WEEKS  14   .00
   ACTIVE PAY   00 00 00 2  AMOUNT     8      .00    WEEKLY AMOUNT   15    .00
 USE REASON ON ES931  Y  3  PERIOD FRO  9   0 00 00  START DATE   16  00 00 00
 STATUS              R   4  PERIOD TO  10   0 00 00  END DATE     17  00 00 00
 APPEAL RIGHTS    5         NATURE OF ACTION RESIGNATION    11
    ENTITLEMENT
 ,    PRESS ENTER TO CONTINUE OR PF9 TO STORE        PF9=STORE DOC W/ALL
 ENTER=NEXT SCREEN; PF1=MENU; PF6=REMARKS INDEX;     REMARKS
```

Figure 24. Add ES–931 Document (first screen)

```
 UC02510M                      ADD ES-931 DOCUMENT

 SSN  999999999     EMPLOYEE NAME    DOE          JANE       G
 SON  5317   DEPT  AG   AGCY  90 ORG STRU  70 30 0080 10 00 00 00 DOB 07 22 52
 A CLAIM RECORD HAS BEEN ENTERED WITHIN THE LAST TWO MONTHS FOR THIS
 EMPLOYEE.  LISTED BELOW ARE SOME KEY DATA ELEMENTS FROM THAT RECORD.

 DATE CLAIM FILED  04 15 95  DATE REQ  00 00 00   DATE ES931 RECV  00 00 00
 PROCESSING STATE  LA           BILLING STATE   LA  DATE ES931 CERT  00 00 00
 DATE ENTRY UCFE   950424    USER-ID ENTRY   NF443
 ES-931 RECORD NOT FOUND
 ENTER=NEXT SCREEN; PF1=MENU;  PF4=REFRESHED PRELIM SCREEN
```

Figure 25. Add ES–931 Document (Record Entered Within Last 2 Months)

5 **Appeal Rights Entitlement** (*optional, alpha field; 1 position*). Key in the **Y** (yes) or **N** (no) to indicate if the employee has appeal rights.

Lump Sum Pay Info: Data is required in the following fields only if the employee is entitled to a lump sum payment and payment has not been made to date. Press the Tab key to advance to the Lump-Sum Pay Info fields.

6 **Hours** (*required, numeric field; max. of 8 positions*). The number of annual/compensatory leave hours to be paid in the lump sum payment, if applicable.

7 **Paid Date** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the lump sum payment is to be paid.

8 **Amount** (*required, numeric field; max. of 9 positions*). Identifies the total gross amount (before mandatory deductions are taken) of the lump sum payment.

9 **Period From** (*required, numeric field; 6 positions*). Key in the beginning date (MMDDYY) covered by the lump sum payment. (This is the first day for which the employee is to be paid for annual/compensatory leave after the date of the separation.)

10 **Period To** (*required, numeric field; 6 positions*). Key in the ending date (MMDDYY) covered by the lump sum payment. (This is the last day for which the employee is to be paid annual/compensatory leave after the date of separation.)

11 **Nature Of Action** (*required, alphanumeric field; max. of 35 positions*). Key in the literal description of the type of separation processed (e.g., Resignation).

12 **Severance Pay Info:** Key in the following data only if the employee is entitled to receive severance pay. Press the Tab key to advance to the Severance Pay Info fields.

13 **Entitlement** (*required, numeric field; max. of 10 positions*). Key in the total amount of severance pay the employee is entitled to receive.

14 **Number Of Weeks** (*required, numeric field; 6 positions*). Key in the total number of weeks the employee is entitled to receive severance pay.

15 **Weekly Amount** (*required, numeric field; 9 positions*). Key in the gross biweekly amount of severance pay.

16 **Start Date** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the employee will start receiving severance pay.

17 **End Date** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the employee will stop receiving severance pay.

After the data is keyed in, press [Enter]. The data entered in each field is edited for data entry errors. If incorrect data was entered, key in the correct data and then press [Enter]. The corrected data is also edited for errors.

If there are no further edit errors, the second screen is displayed (**Figure 26**).

The data automatically displayed on this screen is obtained from the Table Management System. If information on this screen is incorrect, you may manually enter the correct data by typing over the existing information.

Press [Enter] to display the third screen (**Figure 27**). This screen shows the base period wage information for

the base quarter and year that was entered on the first screen (**Figure 24**).

If the data displayed is not the correct base wage information data, press [PF7] to scroll backwards to the first screen. Re-key data in the required fields, ensuring that the correct data is entered in the Beginning Base Qtr/Yr field. Press [Enter] to view the correct information.

To display the Remarks Index screen, press [PF6] or [Enter].

```
UC02601M                        ADD ES-931 DOCUMENT

SSN  777777777    NAME      DOE         LINDA       B
FED CIV SERV IND(Y/N) Y
IF NO, EXPLAIN


ORGANIZATIONAL INFO:                    CERTIFICATION INFO:


                                        TELEPHONE NUMBER     -
                                        DATE CERTIFIED    08 03 00


MAILING INFO:
LOUISIANA DEPARTMENT OF LABOR
OFFICE OF EMPLOYMENT SECURITY
P. O. BOX 44094
BATON ROUGE LA. 70804-0000


ENTER=NEXT SCREEN; PF1=MENU; PF4=REFRESHED PRELIM SCREEN
PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 26. Add ES–931 Document (second screen)

```
UC02701M                        ADD ES-931 DOCUMENT

SSN  777777777 NAME DOE         LINDA       B              DOB 00 00 00
POI 5317 DEPT AG AGCY 90 ORG STRU 70 30 0070 10 00 00 00 DUTY STATE 22 FECA 000
POSITION TITLE PROG ANAL                        TYPE EMPL FULL TIME

                    BASE PERIOD WAGE INFORMATION

QTR  YR   ENDING   GROSS WAGES    HOURS    WEEKS    DUTY HOURS WORKDAY
1    00   03 11 00  11,458.40     480.00    12           8.00
2    00   06 17 00  13,468.00     560.00    14
0    00   00 00 00      0.00        0.00     0     DUTY HOURS WORKWEEK
0    00   00 00 00      0.00        0.00     0          80.00
BASE TOTAL          24,926.40    1040.00    26
0    00   00 00 00      0.00        0.00     0     CURRENT HOURLY RATE
0    00   00 00 00      0.00        0.00     0          24.05
GRAND TOTAL         24,926.40    1040.00    26



ENTER=NEXT SCREEN; PF1=MENU; PF4=REFRESHED PRELIM SCREEN;
PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 27. Add ES–931 Dcoument (third screen)

The Remarks Index screen (**Figure 28**) displays data when the employee's separation has been processed with selected remarks codes applicable to unemployment compensation and released to the UCFE data base.

Each remarks code description is assigned a sequence number. The user must determine which remarks code data will appear on the ES-931R.

To print the remarks code description(s) on the ES–931R exactly as it appears on the screen, tab to the SEL field (located next to each sequence number) and key in *S.* Press [PF9]. The document is added to the UCFE data base and stored in the Print Queue for print- ing purposes. At this point, you can go to the Reports Menu (see **Reports Function**) to print the ES–931R.

To add remarks codes and descriptions, enter *00* in the Enter Seq field on the Remarks Index screen. Press

[Enter]. The Remarks Description screen (**Figure 29**) is displayed.

Tab back to the Rmks Number field and key in the appropriate remarks code number. Press [Enter]. The complete remarks code description is generated if the remarks code is not an agency-cited remarks code. If the remarks code is an agency-cited remarks code, the remarks code description must be keyed in.

After all necessary remarks codes and descriptions have been added, and it is determined that the document is completed, press [PF9]. The document is added to the UCFE System data base and stored in the Print Queue for printing purposes. If the employee's separation data has not been processed and released to the payroll/per-sonnel data base, the message *No Remark Information For Employee* is displayed at the bottom of the screen.

```
UC02901M                     ADD ES-931 DOCUMENT

SSN  000000000   NAME
SEQ SEL CD  REMARKS DESCRIPTION                    REMARKS SECURITY




       UNABLE TO OBTAIN SEP NOPAY RECORD
       ENTER SEQ.  00  FOR COMPLETE DISPLAY OR '00' TO ADD RMKS,  PRESS ENTER; "OR"
       PF1=MENU;PF4=REFRESHED PRELIM SCREEN;PF8=SCROLL RMKS INDEX;PF9=STORE W/SEL RMK
       'S' IN REMARKS SECURITY WILL DISPLAY ADD SECURE REMARKS SCREEN, PRESS ENTER
```

Figure 28. Add ES–931 Document (Remarks Index Screen)

```
 UC03001M                     ADD ES-931 DOCUMENT

SSN  123456789       NAME DOE          JOHN

NATURE OF ACTION:  RESIGNATION
REASON FOR SEPARATION OR NONPAY STATUS:

RMKS NUMBER    389    RMKS CODE  K REMKS SECURITY        REMARKS USAGE       N
      TRANSFER FEHBA ENROLLMENT TO OPM.




       ENTER SEQ  01    FOR COMPLETE DISPLAY OR '00' TO ADD RMKS, PRESS ENTER; OR"
       PF1=MENU;  PF4=REFRESHED PRELIM SCREEN; PF6=INDEX; PF9=STORE DOC W/SEL RKMS
```

Figure 29. Add ES–931 Document (Remarks Description Screen)

If the separation action has been processed with Remarks Code 007, *UCFE Secure Remark Required,* the user should enter the sensitive remark on the Remarks Index screen. If the user does not have security access to enter the sensitive remarks code description, press [PF9] to add the document to the UCFE data base and store the document in the print queue for printing purposes.

To change the remarks code description(s), tab to the Enter Seq. field. Key in the appropriate sequence number in the Enter Seq. field on the Remarks Index screen (**Figure 28**). Press [Enter]. The Remarks Description screen (**Figure 29**) is displayed showing the remarks code description selected from the Remarks Index screen (**Figure 28**). Key in *Y* in the Rmks Usage field if the description is to be printed on the ES–931R. Key in any changes to the remarks code description at this time. Press [Enter]. The remarks code description is copied and moved to the top of the screen.

To change additional remarks codes, press [PF6] to return to the Remarks Index screen and repeat the procedure outlined in the paragraph. If no additional changes are to be made, key in *S* next to each remaining remarks code description(s) on the Remarks Index screen (if they are to be printed on the ES–931R). After all changes and selections are made, and it is determined that the document is completed, press [PF9]. The document is added to the UCFE data base and stored in the Print Queue for printing purposes.

If the employee's separation has not been processed and released to the payroll/personnel data base, the message *No Remark Information For Employee* is displayed at the bottom of the Remarks Index screen (**Figure 28**).

- To view the Remarks Index screen, press [PF6].

- To scroll the Remarks Index screen, press [PF8].

- To return to the UCFE Menu screen, press [PF1].

- To perform another function or to exit, press the applicable key at the bottom of the screen.

Changing Record Type 1, ES–931R. To change Record Type 1, ES–931R, key in *IN* in the Select Function field at the UCFE Menu (**Figure 4**). The cursor is positioned in the Record Type field. Key in *1*. The cursor moves to the Action field. Key in *C* and press [Enter]. The preliminary screen of Record Type 1, Change ES–931R (**Figure 30**) is displayed.

Complete the following data from the original ES–931R:

1 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number. The department code, agency code, organizational structure code, and personnel office identifier (POI) are generated based on the employee's current Payroll/Personnel System data base record.

2 **Date Claim Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) from the original ES–931R the claimant filed for benefits at the state employment security office.

3 **Processing State** (*required, alpha field; 2 positions*). Key in the GSA geographic location code of the state responsible for processing the claim.

```
UC02501M                    CHANGE ES-931 DOCUMENT                 BASE
                            PRELIMINARY SCREEN               QUARTER PERIODS
SSN   000000000 [1]                                   JAN 01 - MAR 31 = QTR 1
                                                      APR 01 - JUN 30 = QTR 2
DEPT    AGCY    POI                                    JUL 01 - SEP 30 = QTR 3
ORG STRUCTURE 00 00 0000 00 00 00 00                  OCT 01 - DEC 31 = QTR 4

DATE CLAIM FILED 00 00 00 [2] DATE REQ    00 00 00    DATE ES931 REC 00 00 00
PROCESSING STATE [3]          BILLING ST              DATE ES931 SEP 00 00 00
SF-8 RECV                     LOCAL OFFICE ID           MAIL ADDR

BEGINNING                     NUMBER                   NUMBER
BASE QTR/YR        0  00      BASE QTRS    0           LAG QTRS   0

SEP/NOPAY INFO:               LUMP SUM PAY INFO:       SEVERANCE PAY INFO:
SEPARATION DTE 00 00 00       HOURS            .00     ENTITLEMENT         .00
LAST DAY OF                   PAID DATE     00 00 00   NUMBER OF WEEKS     .00
  ACTIVE PAY   00 00 00       AMOUNT           .00     WEEKLY AMOUNT       .00
USE REASON ON ES931  Y        PERIOD FROM   00 00 00   START DATE      00 00 00
STATUS                        PERIOD TO     00 00 00   END DATE        00 00 00
APPEAL RIGHTS                 NATURE OF ACTION
    ENTITLEMENT
*****   ENTER ABOVE INFORMATION,    PRESS ENTER
ENTER=NEXT SCREEN; PF1=MENU; PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 30. Change ES–931 Document Preliminary Screen

Press [Enter]. The first screen of the record for the ES–931 to be changed (**Figure 31**) is displayed if a cur- rent ES–931R exists.

If an ES–931R is not found, the system displays the message *ES–931 Does Not Exist On Database* at the bottom of the screen **(Figure 30)**.

Key in any changes on the first screen **(Figure 30)** and press [Enter]. For data entry instructions for each field on this screen, see **Adding Record Type 1, ES–931R**. If no changes are made to this screen, press [Enter] to advance to the next screen.

Note: If the data for the separation and/or lump sum payment was entered by the user when the ES-931R was originally processed, and a personnel action has been processed in the Payroll/Personnel System, the informa- tion from the Payroll/Personnel data base is displayed. Data in the separation, severance pay, and lump sum payment fields may not be changed in UCFE once these actions are processed in the Payroll/Personnel System. A corrected personnel action must be processed to cor- rect this data.

The second screen of the ES–931R record (**Figure 32**) is displayed.

Key in any changes to be made and press [Enter]. For data entry instructions for each field on this screen, see **Adding Record Type 1, ES-931R**. If no changes are made on this screen, press [Enter] to advance to the next screen.

```
    UC02501M              CHANGE ES-931 DOCUMENT              BASE
                                                          QUARTER PERIODS
    SSN  000000000                                    JAN 01 - MAR 31 = QTR 1
                                                      APR 01 - JUN 30 = QTR 2
     DEPT    AGCY    POI                              JUL 01 - SEP 30 = QTR 3
    ORG STRUCTURE 00 00 0000 00 00 00 00              OCT 01 - DEC 31 = QTR 4

    DATE CLAIM FILED 00 00 00  DATE REQ    00 00 00   DATE ES931 REC 00 00 00
    PROCESSING STATE           BILLING ST             DATE ES931 SEP 00 00 00
    SF-8 RECV                  LOCAL OFFICE ID          MAIL ADDR

    BEGINNING                  NUMBER                 NUMBER
    BASE QTR/YR      0  00     BASE QTRS   0          LAG QTRS   0

    SEP/NOPAY INFO:            LUMP SUM PAY INFO:     SEVERANCE PAY INFO:
    SEPARATION DTE 00 00 00    HOURS             .00  ENTITLEMENT         .00
    LAST DAY OF                PAID DATE    00 00 00  NUMBER OF WEEKS     .00
      ACTIVE PAY   00 00 00    AMOUNT            .00  WEEKLY AMOUNT       .00
    USE REASON ON ES931  Y     PERIOD FROM  00 00 00  START DATE     00 00 00
    STATUS                     PERIOD TO    00 00 00  END DATE       00 00 00
    APPEAL RIGHTS              NATURE OF ACTION
      ENTITLEMENT
                          ,      PRESS ENTER
    ENTER=NEXT SCREEN; PF1=MENU; PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 31. Change ES–931 Document (first screen)

```
    UC02601M                  CHANGE ES-931 DOCUMENT

    SSN  123456789    NAME     DOE          JOHN       G
    FED CIV SERV IND(Y/N) Y
    IF NO, EXPLAIN


    ORGANIZATIONAL INFO:                  CERTIFICATION INFO:

                                          TELEPHONE NUMBER    -
                                          DATE CERTIFIED   04 29 95


    MAILING INFO:
    LOUISIANA DEPARTMENT OF LABOR
    OFFICE OF EMPLOYMENT SECURITY
    P. O. BOX 44094
    BATON ROUGE LA. 70804-0000



    ENTER=NEXT SCREEN; PF1=MENU; PF4=REFRESHED PRELIM SCREEN
    PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 32. Change ES–931 Document (second screen)

The third screen of the ES–931R (**Figure 33**) is displayed.

For data entry instructions for each field on this screen, see **Adding Record Type 1, ES–931R**. Key in any changes to be made. Press [Enter]. If no changes are to be made on this screen, press [Enter] to advance to the next screen.

The fourth screen of the ES–931R (**Figure 34**) is displayed.

Key in any changes to be made to this screen, and press [Enter].

The fifth screen of the ES–931R (**Figure 35**) is displayed.

Key in any changes to be made to this screen, and press [Enter].

After all changes are made and it is determined that the document is completed, press [PF9]. The document is modified in the UCFE System data base and stored in the Print Queue for printing purposes.

• To return to the UCFE Menu, press [PF1].

• To change another employee's record, press [PF4]. Key in the social security number and press [Enter].

• To perform another function or to exit, press the applicable key at the bottom of the screen.

```
UC02701M                      CHANGE ES-931 DOCUMENT

SSN  123456789 NAME DOE            JOHN      G              DOB 01 03 51
POI 5317 DEPT AG AGCY 90 ORG STRU 70 40 0010 15 00 00 00 DUTY STATE 22 FECA 000
POSITION TITLE COMPR SPECLST (PROGRMR ANAL)          TYPE EMPL FULL TIME
                      BASE PERIOD WAGE INFORMATION

QTR   YR    ENDING   GROSS WAGES      HOURS      WEEKS    DUTY HOURS WORKDAY
1     95   00 00 00          0.00      0.00         0          8.00
0     00   00 00 00          0.00      0.00         0
0     00   00 00 00          0.00      0.00         0    DUTY HOURS WORKWEEK
0     00   00 00 00          0.00      0.00         0         80.00
BASE  TOTAL                   .00      0.00        00
0     00   00 00 00          0.00      0.00         0    CURRENT HOURLY RATE
0     00   00 00 00          0.00      0.00         0         21.79
GRAND TOTAL                   .00      0.00         0



ENTER=NEXT SCREEN;    PF1=MENU;   PF4= REFRESHED PRELIM SCREEN;
PF6= REMARKS INDEX;    PF9=STORE DOC W/ALL REMARKS
```

Figure 33. Change ES–931 Document (third screen)

```
UC02230M                    CHANGE ES-931 DOCUMENT

SSN  123456789    EMPLOYEE NAME    DOE          JOHN        G
SEQ CD REMARK DESCRIPTION                        REMARK SECURITY









SEP/RMK INFO NOT AVAIL, PRESS ENTER TO ADD REMARKS TO ES-931 OR PF9 TO MODIFY
ENTER SEQ.  00  FOR DISPLAY OR '00' TO ADD RMKS,  PRESS ENTER; "OR"
PF1=MENU; PF4=REFRESHED PRELIM SCREEN; PF8=SCROLL RMKS INDEX; PF9=STORE    2
```

Figure 34. Change ES–931 Document (Remarks Description Screen)

```
UC03001M                        CHANGE ES-931 DOCUMENT

SSN  123456789   NAME  DOE              JOHN       G

NATURE OF ACTION:
REASON FOR SEPARATION OR NONPAY STATUS:




RMKS NUMBER          RMKS CODE          RMKS SECURITY          RMKS USAGE    N






ENTER SEQ. 00   FOR COMPLETE DISPLAY OR '00' TO ADD RMKS,   PRESS ENTER;  "OR"
PF1=MENU; PF4=REFRESHED PRELIM SCREEN; PF6=INDEX; PF9=STORE DOC W/SEL RMKS
```

Figure 35. Change ES–931 Document (Remarks Description Screen)

Deleting Record Type 1, ES–931R. To delete Record Type 1, ES–931R, key in *IN* in the Select Function field at the UCFE Menu **(Figure 4).** The cursor is positioned in the Record Type field.

Key in *1.* The cursor moves to the Action field. Key in *D* and press [Enter]. The first screen for Record Type 1, Delete ES–931R (**Figure 36**) is displayed.

Complete the following fields to delete Record Type 1, ES–931R:

1 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number.

2 **Date Claim Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) of the claim to be deleted.

3 **Processing State** (*required, alpha field; 2 positions*). Key in the GSA geographic location code of the state responsible for processing the claim.

```
UC03301M                      DELETE ES-931 DOCUMENT

SSN  000000000  1

DATE CLAIM FILED  00 00 00 2    PROCESSING STATE 3








*****  ENTER ABOVE INFORMATION,   PRESS ENTER ENTER=NEXT SCREEN   PF1=MENU
```

Figure 36. Delete ES–931 Document (first screen)

Press [Enter]. The second screen for Record Type 1, ES–931R (**Figure 37**) is displayed. If the ES–931R is to be deleted, key in *Y* at the Do You Wish To Delete The Above ES931R Record prompt. The message *ES931R Claim Record Deleted* is displayed at the bottom of the screen to indicate the ES–931R has been successfully deleted.

If incorrect data has been entered, the message *ES–931R Does Not Exist On Database* is displayed at the bottom of the screen.

• To return to the UCFE Menu, press [PF1].

• To delete another employee's record, press [PF4]. Key in the social security number and press [Enter].

```
UC04301M                      DELETE ES-931 DOCUMENT

SSN  777777777    NAME       DOE          LINDA      B
SON  5317  DEPT  AG  AGCY  90  ORG STRU  70 30 0070 20 00 00 00 DOB 08 21 60

DATE CLAIM FILED  12 12 89       DATE REQUEST 00 00 00


PROCESSING STATE  LA            BILLING STATE  LA
LOCAL OFFICE ID

BASE QRT/YR              NUMBER BASE QTRS      NUMBER LAG QTRS




DO YOU WISH TO DELETE THE ABOVE ES931R RECORD? ====> N    (Y=YES, N=NO)



ENTER=NEXT ENTRY;  PF1=MENU;  PF4=PRELIM SCREEN
```

Figure 37. Delete ES–931 Document (second screen)

Record Type 2, ES–931AR

Record Type 2, ES–931AR, is used to add, change, or delete data required on Form ES–931A, Request for Separation Information for Additional Claim.

Data that cannot be obtained from the UCFE System data base is retrieved from the payroll/personnel data base. Therefore, if a personnel action has been processed to record the separation and/or lump sum payment, this data is stored in the UCFE System. The UCFE System data base is updated whenever a PINE schedule is processed. This data cannot be changed by the user to process the ES–931AR.

If the personnel action has not been processed to record the separation or entitlement to severance pay and lump sum payment, this data may be entered by the user to process the ES–931AR.

Adding Record Type 2, ES–931AR. To add Record Type *2*, ES–931AR, key in *IN* in the Select Function field at the UCFE Menu screen **(Figure 4)**. The cursor is positioned at the Record Type field. Key in *2*. The cursor moves to the Action field. Key in *A* and press [Enter]. The first screen of Record Type 2, Add ES–931AR **(Figure 38)** is displayed.

Complete the fields as follows:

1 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number. The Department code, agency code, organizational structure code, and personnel office identifier (POI) are generated based on the employee's current Payroll/Personnel System data base record.

2 **Date A/C Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the claimant filed for additional benefits at the state unemployment office.

3 **Date Claim Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the claimant filed for benefits at the state unemployment office.

4 **Date Request** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the state or local office sent the ES–931AR to the Federal agency. This is the date from which the Federal agency must count in determining the response due date.

5 **Date ES931A Rec** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the ES–931A was received by the agency.

6 **Processing State** (*required, alpha field; 2 positions*). Key in the 2-letter GSA geographic location code of the state responsible for processing the claim.

7 **Billing State** (*optional, alpha field; 2 positions*). Key in the 2-letter GSA geographic location code of the state responsible for paying the claim.

8 **Local Office ID** (*optional, numeric field; 10 positions*). Key in the identification number of the state local office where the ES–931A originated. This field must be completed if the ES–931AR is to be mailed to the local unemployment office (see Block 10, Mail Addr Code L).

```
UC03901M                    ADD ES-931A DOCUMENT

SSN  777777777 [1]
DEPT    AGCY    POI     ORG STRUCTURE   00 00 0000 00 00 00 00
DATE AC FILED [2]  00 00 00    DATE CLAIM FILED   00 00 00 [3]
DATE REQUEST [4]   00 00 00    DATE ES931A RECV   00 00 00 [5]
PROCESSING STATE   [6]         BILLING STATE   [7]
LOCAL OFFICE ID [8]            MAIL ADDRESS   [9]


  SEP/NOPAY INFO:          LUMP SUM PAY INFO:      SEVERANCE PAY INFO:
  SEPARATION DTE   00 00 00 [10]  HOURS        [16]  .00  ENTITLEMENT        [21] .00
  LAST DAY OF               PAID DATE    [17] 00 00 00  NUMBER OF WEEKS [22]  .00
    ACTIVE PAY [11] 00 00 00  AMOUNT       [18]  .00  WEEKLY AMOUNT    [23]  00
  USE REASON ON ES931A  Y [12]  PERIOD FROM [19] 00 00 00  START DATE    [24] 00 00 00
  STATUS  [13]             PERIOD TO    [20] 00 00 00  END DATE      [25] 00 00 00
  NATURE OF ACTION  [14]
  APPEAL RIGHTS ENTITLEMENT [15]


  *****  ENTER ABOVE INFORMATION,    PRESS ENTER
  ENTER=NEXT SCREEN; PF1=MENU; PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 38. Add ES–931A Document (first screen)

9 **Mail Addr** (*optional, alpha field; 1 position*).Code *C* is automatically displayed in this field. The user may change the code. Key in the mail code. Valid values are:

C– The address of the central state unemployment office is generated for the ES–931AR mailing address.

I – The address of the interstate unemployment office is generated for the ES–931AR mailing address.

L – The address of the local unemployment office is generated for the ES–931AR mailing address. (The local office identification number must also be present in Block 8 above, Local Office ID.)

Press [Enter]. If the employee's separation data is present in the UCFE data base, the data is retrieved from the UCFE data base and automatically displayed. **Note:** If an ES–931AR record has been entered within the last 2 months for this particular employee with the same date entered in Blocks 2 and 3, the user is notified at this time. The message *Duplicate ES931A Exists* (**Figure 39**) is displayed.

Sep/Nopay Info: Complete the following fields if the data is to be entered. Press [Tab] to advance to the Sep/ Nopay fields.

10 **Separation Dte** (*required, numeric field; 6 positions*). Key in the separation date (MMDDYY) reported by the employee.

11 **Last Date Of Active Pay** (*required, numeric field; 6 positions*). Key in the last day (MMDDYY) the employee was in an active pay status.

12 **Use Reason On ES931A** (*required, alpha field; 1 position*). Key in *Y* (yes) or *N* (no) to indicate if a reason for separation or nonpay status is present on the ES–931A.

13 **Status** (*required, alpha field; 1 position*). Key in one of the following codes:

R (Release) – Release to the UCFE System data base and store in the print queue for printing purposes. When the ES–931AR documents are printed, they become the official response to the state's ES–931A.

H (Hold) – Hold if a document requires certification or is to be held for later review and changes. The document is stored for printing purposes only and is not released to the UCFE System data base.

The printed ES–931AR is marked "Information Copy" and is not the official response. The user must change the status to *R* (release to the UCFE System data base) in order for the ES–931AR documents to become the official response to the state's ES–931A.

C (Corrected) – Corrected when a change is processed to an existing ES–931AR. **Note:** This may only be used when the ES–931AR is being changed.

14 **Nature Of Action** (*optional, alphanumeric field; max. of 35 positions*). Key in the literal description of the type of separation processed (e.g., Resignation).

15 **Appeal Rights Entitlement** (*optional, alpha field; 1 position*). Key in *Y* (yes) or *N* (no) to indicate if the employee has appeal rights.

```
UC03901M                      ADD ES-931A DOCUMENT

 SSN  777777777
 DEPT     AGCY     POI     ORG STRUCTURE  00 00 0000 00 00 00 00
 DATE AC FILED    12 12 89    DATE CLAIM FILED  12 12 89
 DATE REQUEST        01 01 90    DATE ES931A RECV  00 00 00
 PROCESSING STATE   AK            BILLING STATE      CA
 LOCAL OFFICE ID                  MAIL ADDRESS


 SEP/NOPAY INFO:              LUMP SUM PAY INFO:       SEVERANCE PAY INFO:
 SEPARATION DTE  10 01 89     HOURS          10.00     ENTITLEMENT        .00
 LAST DAY OF                  PAID DATE    09 30 89     NUMBER OF WEEKS    .00
   ACTIVE PAY    10 01 89     AMOUNT         55.00      WEEKLY AMOUNT      .00
 USE REASON ON ES931A   Y     PERIOD FROM  00 00 00     START DATE      10 01 89
 STATUS               R       PERIOD TO    00 00 00     END DATE        10 01 90
 NATURE OF ACTION
 APPEAL RIGHTS ENTITLEMENT


 DUPLICATE ES-931A EXIST
 ENTER=NEXT SCREEN; PF1=MENU; PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 39. Add ES–931 Document (If Duplicate ES-931 Exist)

Lump Sum Pay Info: Data is required in the following fields only if the employee is entitled to a lump sum payment and payment has not been made to date. Press [Tab] to advance to the Lump Sum Pay Info fields.

16 **Hours** (*optional, numeric field; 8 positions*). Key in the number of annual/compensatory leave hours to be paid in the lump sum payment.

17 **Paid Date** (*optional, numeric field; 6 positions*).Key **i**n the date (MMDDYY) the lump sum payment is to be paid**.**

18 **Amount** (*required, numeric field; max. of 9 positions*)**.** Identifies the total gross amount (before mandatory deductions are taken) of the lump sum payment.

19 **Period From** (*optional, numeric field; 6 positions*). Key in the beginning date (MMDDYY) covered by the lump sum payment in month, day, and year order. (This is the first day for which the employee is to be paid for annual/compensatory leave after the date of separation.)

20 **Period To** (*optional, numeric field; 6 positions*). Key in the ending date (MMDDYY) covered by the lump sum payment in month, day, and year order. (This is the last day for which the employee is to be paid annual/compensatory leave after the date of separation.)

Severance Pay Info: Enter the following data only if the employee is entitled to receive severance pay. Press [Tab] to advance to the Severance Pay Info fields.

21 **Entitlement** (*optional, numeric field; 10 positions*). Key in the total amount of severance pay the employee is entitled to receive.

22 **Number of Weeks** (*optional, numeric field; 6 positions*). Key in the total number of weeks the employee is entitled to receive severance pay.

23 **Weekly Amount** (*optional, numeric field; 9 positions*). Key in the gross biweekly amount of severance pay.

24 **Start Day** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the employee will start receiving severance pay.

25 **End Date** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the employee will stop receiving severance pay.

After the data is keyed in, press [Enter]. The data entered in each field is edited for data entry errors. If incorrect data was entered, key in the correct data and press [Enter]. The corrected data is also edited for errors.

If there are no further edit errors, the second screen is displayed (**Figure 40**). The data displayed on this screen is obtained from the Table Management System.

If data on this screen is incorrect, the user may correct the data by typing over the existing information.

```
UC04001M                    ADD ES-931A DOCUMENT

SSN  123456789  NAME   DOE           JOHN      G
FED CIV SERV IND(Y/N)   Y
IF NO, EXPLAIN

IDENT INFO DIFF(Y/N)    N
IF YES, REASON


ORGANIZATIONAL INFO:              CERTIFICATION INFO:


                                  TELEPHONE NUMBER     -
                                  DATE CERTIFIED    04 28 95

MAILING INFO:
LOUISIANA DEPARTMENT OF LABOR
OFFICE OF EMPLOYMENT SECURITY
P. O. BOX 44094
BATON ROUGE LA. 70804-0000


ENTER=NEXT SCREEN   PF1=MENU   PF6=REMARKS INDEX   PF9=STORE ALL REMARKS
```

Figure 40. Add ES–931A Document (second screen)

Press [Enter] to advance to the Remarks Index screen (**Figure 41**). To add remarks codes and descriptions, enter *00* in the Enter Seq field on this screen.

Press [Enter]. The screen used to display the remarks code description (**Figure 42**) is displayed. See data entry instructions for the Remarks Index screen (**Figure 28**) and Remarks Description screen (**Figure 29**).

Changing Record Type 2, ES–931AR. To change Record Type 2, ES–931AR, key in *IN* in the Select Function field on the UCFE Menu (**Figure 4**). The cursor is positioned in the Record Type field.

Key in *2*. The cursor moves to the Action field. Key in *C.* Press [Enter]. The first screen of Record Type 2 (**Figure 43**) is displayed.

Key in the following data from the original ES–931AR:

☐1 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number. The Department code, agency code, organizational structure code, and personnel office identifier (POI) are generated based on the employee's current Payroll/Personnel data base record.

☐2 **Date A/C Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the claimant filed for additional benefits at the state employment security office.

```
     UC02901M                    ADD ES-921A DOCUMENT



   SSN  123456789         NAME  DOE          JOHN

   SEQ   SEL   CD     REMARKS DESCRIPTION              REMARKS SECURITY
   01          P      REASON FOR RESIGNATION:  I AM RELOCATING TO THE STATE OF CALIFORNIA
   02          P      LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE.
   03          K      TRANSFER FEHBA ENROLLMENT TO OPM.




    ENTER SEQ.  00  FOR COMPLETE DISPLAY OR '00' TO ADD RKMS,  PRESS ENTER;  OR
     PF1=MENU; PF4=REFRESHED PRELIM SCREEN; PF8=SCROLL RMKS INDEX; PF9=STORE W/SEL RMK

       'S'  IN REMARKS SECURITY WILL DISPLAY AND SECURE REMARKS SCREEN, PRESS ENTER
```

Figure 41. Add ES–931A Document (Remarks Index Screen)

```
    UC04301M                    ADD ES-931A DOCUMENT
    SSN  123456789   EMPLOYEE NAME  DOE             JOHN     G
    NATURE OF ACTION:
    REASON FOR SEPARATION OR NONPAY STATUS




    RMKS NUMBER          RMKS TYPE          RMKS SECURITY          RMKS USAGE   N






                                                              "
        ENTER SEQ.  00  FOR DISPLAY OR '00' TO ADD RMKS,  PRESS ENTER; "OR"
         PF1=MENU; PF4=REFRESHED PRELIM SCREEN; PF6=INDEX; PF9=STORE
```

Figure 42. Add ES–931A Document (Remarks Description Screen)

```
UC03901M                    CHANGE ES-931A DOCUMENT

SSN   000000000  1
DEPT     AGCY       POI      ORG STRUCTURE  00 00 0000 00 00 00 00
DATE A/C FILED  2  00 00 00    DATE CLAIM FILED  00 00 00  3
DATE REQUEST        00 00 00    DATE ES931A RECV  00 00 00
PROCESSING STATE  4             BILLING STATE
LOCAL OFFICE ID                 MAIL ADDRESS



SEP/NOPAY INFO:            LUMP SUM PAY INFO:        SEVERANCE PAY INFO:
SEPARATION DTE  00 00 00   HOURS            .00    ENTITLEMENT        .00
LAST DAY OF               PAID DATE    00 00 00    NUMBER OF WEEKS    .00
ACTIVE PAY       00 00 00  AMOUNT           .00    WEEKLY AMOUNT      .00
USE REASON ON ES931A   Y   PERIOD FROM  00 00 00   START DATE    00 00 00
STATUS                    PERIOD TO    00 00 00    END DATE      00 00 00
NATURE OF ACTION
APPEAL RIGHTS ENTITLEMENT


*****  ENTER ABOVE INFORMATION,    PRESS ENTER
ENTER=NEXT SCREEN; PF1=MENU; PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 43. Change ES–931A Document

3 **Date Claim Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) from the original ES–931AR that the claimant filed for benefits at the state employment security office.

4 **Processing State** (*required, alpha field; 2 positions*). Key in the GSA geographic location code of the state responsible for processing the claim. Press [Enter].

The first screen of the record for the ES–931AR to be changed (**Figure 44**) is displayed if a current ES–931AR exists.

If an ES–931AR is not found, the message *ES–931A Does Not Exist on Database* is displayed at the bottom of the screen.

Key in any changes on this screen (**Figure 44**) and press [Enter]. If no changes are made to this screen, press [Enter] to advance to the next screen.

Note: If the data for the separation and/or lump sum payment was entered by the user when the ES-931AR was originally processed, and a personnel action has since been processed in the Payroll/Personnel System, the information from the Payroll/Personnel System is displayed. Data in the separation, severance pay, and lump sum payment field may not be changed in UCFE once these actions are processed in the Payroll/Personnel System. A corrected personnel action must be processed to correct this data.

```
UC03901M                    CHANGE ES-931A DOCUMENT

SSN   123456789
DEPT AG   AGCY 90  POI 5317 ORG STRUCTURE   70 30 0080 10 00 00 00
DATE A/C FILED    04 10 95    DATE CLAIM FILED  04 03 95
DATE REQUEST      00 00 00    DATE ES931A RECV  00 00 00
PROCESSING STATE  LA          BILLING STATE
LOCAL OFFICE ID               MAIL ADDRESS



SEP/NOPAY INFO:            LUMP SUM PAY INFO:        SEVERANCE PAY INFO:
SEPARATION DTE  00 00 00   HOURS            .00    ENTITLEMENT        .00
LAST DAY OF               PAID DATE    00 00 00    NUMBER OF WEEKS    .00
ACTIVE PAY       00 00 00  AMOUNT           .00    WEEKLY AMOUNT      .00
USE REASON ON ES931A   Y   PERIOD FROM  00 00 00   START DATE    00 00 00
STATUS                    PERIOD TO    00 00 00    END DATE      00 00 00
NATURE OF ACTION
APPEAL RIGHTS ENTITLEMENT



ENTER=NEXT SCREEN; PF1=MENU; PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 44. Change ES–931A Document (Screen 1 if current ES–931A exists)

The second screen of the ES–931AR record (**Figure 45**) is displayed. Key in any changes to be made and press [Enter]. If no changes are to be made on this screen, press [Enter] to advance to the next screen.

The third screen of the ES–931AR (**Figure 46**) is displayed. Key in any changes to be made, and press [Enter]. After all changes have been keyed in, press [PF9]. The document is added to the UCFE data base and stored in the print queue for printing purposes.

• To return to the UCFE Menu, press [PF1].

• To change another employee's record, press [PF4]. Key in the social security number and press [Enter].

• To perform another function or to exit, press the applicable key at the bottom of the screen.

Deleting Record Type 2, ES–931AR. To delete Record Type 2, ES–931AR, key in *IN* in the Select Function field on the UCFE Menu screen **(Figure 4).** The cursor is positioned at the Record Type field. Key in *2*. The cursor moves to the Action Type field. Key in *D*. Press [Enter]. The first screen for Record Type 2, Delete 931AR (**Figure 47**) is displayed.

Complete the following fields to delete Record Type 2, ES-931AR:

 1 **SSN** (*required, numeric field; 9 positions*). Key in the employee's social security number.

 2 **Date AC Filed** (*required, numeric field; 6 positions*). Key in the date (MMDDYY) the additional claim was field.

```
UC04001M                    CHANGE ES-931A DOCUMENT

SSN  777777777   NAME   DOE           LINDA      B
FED CIV SERV IND(Y/N)   Y
IF NO, EXPLAIN

IDENT INFO DIFF(Y/N)    N
IF YES, REASON


ORGANIZATIONAL INFO:                    CERTIFICATION INFO:
CENSUS BUREAU                           TOM GRAMLICH
CENSUS - UCFE                           CENSUS UCFE PROGRAM
ROOM 3254 FOB 3                         MANAGER
WASHINGTON  DC  20233-0000             TELEPHONE NUMBER  301 - 7634055
                                        DATE CERTIFIED    01 11 90
MAILING INFO:
THIS ADDRESS IS FOR
CENTRAL LOUISIANA
CHALMETTE  LA  70043-0000


ENTER=NEXT SCREEN   PF1=MENU   PF6=REMARKS INDEX   PF9=STORE ALL REMARKS
```

Figure 45. Change ES–931A Document (second screen)

```
UC04301M                   CHANGE ES-931A DOCUMENT

SSN  777777777    EMPLOYEE NAME  DOE          LINDA      B
SON  1661  DEPT  CM  AGCY  63  ORG STRU  57 21 7500 01 01 01 01  DOB  00 00 00

REASON FOR SEPARATION OR NONPAY STATUS RESIGNATION




RMKS NUMBER  389      RMKS TYPE   K    RMKS SECURITY        RMKS USAGE   N
     TRANSFER FEHB ENROLLMENT TO OPM




ENTER SEQ.  01  FOR DISPLAY OR '00' TO ADD RMKS,  PRESS ENTER; "OR"
PF1=MENU; PF4=REFRESHED PRELIM SCREEN; PF6=INDEX; PF9=STORE
```

Figure 46. Change ES–931A Document (third screen)

```
 UC04601M                        DELETE ES-931A DOCUMENT

 SSN  000000000 1

 DATE A/C FILED  00 00 00 2 DATE CLAIM FILED  00 00 00 3 PROCESSING STATE 4












      *****  ENTER ABOVE INFORMATION,   PRESS ENTER
         ENTER=NEXT SCREEN   PF1=MENU   PF3=931A MENU
```
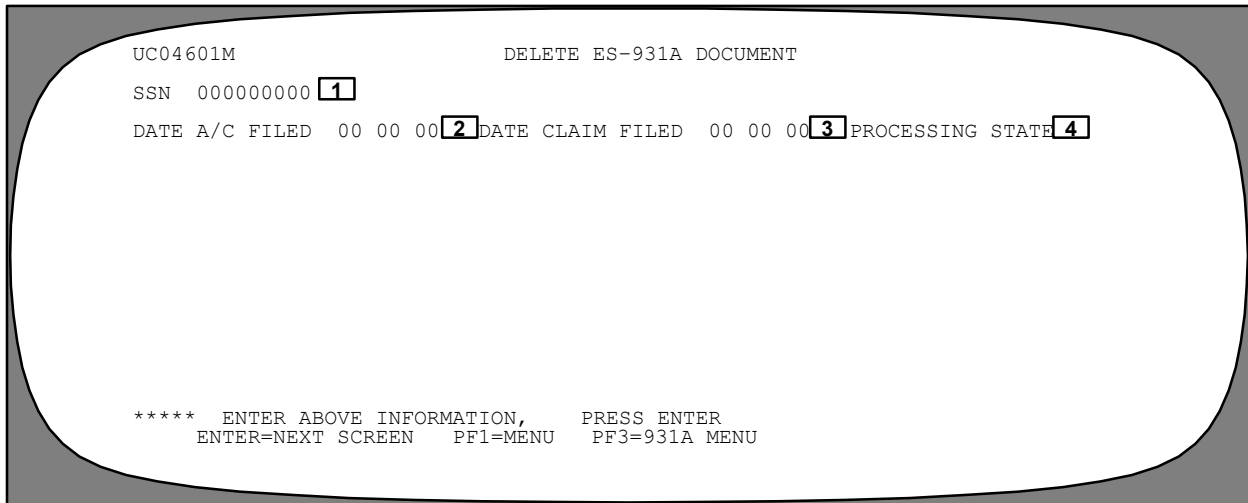
Figure 47. Delete ES–931A Document (first screen)

3 **Date Claim Filed** (*required, numeric field; 6 positions)*. Key in the date (MMDDYY) of the claim to be deleted.

4 **Processing State** (*required, alpha field; 2 positions*). Key in the GSA geographic location code of the state responsible for processing the claim.

Press [Enter]. The second screen for Record Type 2, Delete ES–931AR (**Figure 48**), is displayed.

If the ES–931AR is to be deleted, key in *Y* at the Do You Wish To Delete The Above ES931AR Record prompt.

The message *ES931R/Claim Record Deleted* is displayed at the bottom of the screen to indicate the ES-931R has been successfully deleted.

If the incorrect data has been entered, the message *ES–931A Does Not Exist On Database* is displayed at the bottom of the screen.

• To return to the UCFE Menu screen, press [PF1].

• To change another employee's record, press [PF4]. Key in the social security number and press [Enter].

• To perform another function or to exit, press the applicable key at the bottom of the screen.

```
 UC04701M                        DELETE ES-931A DOCUMENT

 SSN  777777777    NAME        DOE        LINDA       B
 POI  5317  DEPT  AG  AGCY  90  ORG STRU  70 30 0070 20 00 00 00 DOB 08 21 60

 DATE A/C FILED  12 12 89  DATE CLAIM FILED  12 12 89  DATE REQUEST 00 00 00


 PROCESSING STATE  LA      BILLING STATE  LA        LOCAL OFFICE ID




 DO YOU WISH TO DELETE THE ABOVE ES931AR RECORD? ====> N    (Y=YES, N=NO)



 ENTER=NEXT ENTRY;  PF1=MENU;  PF4=PRELIM SCREEN
```
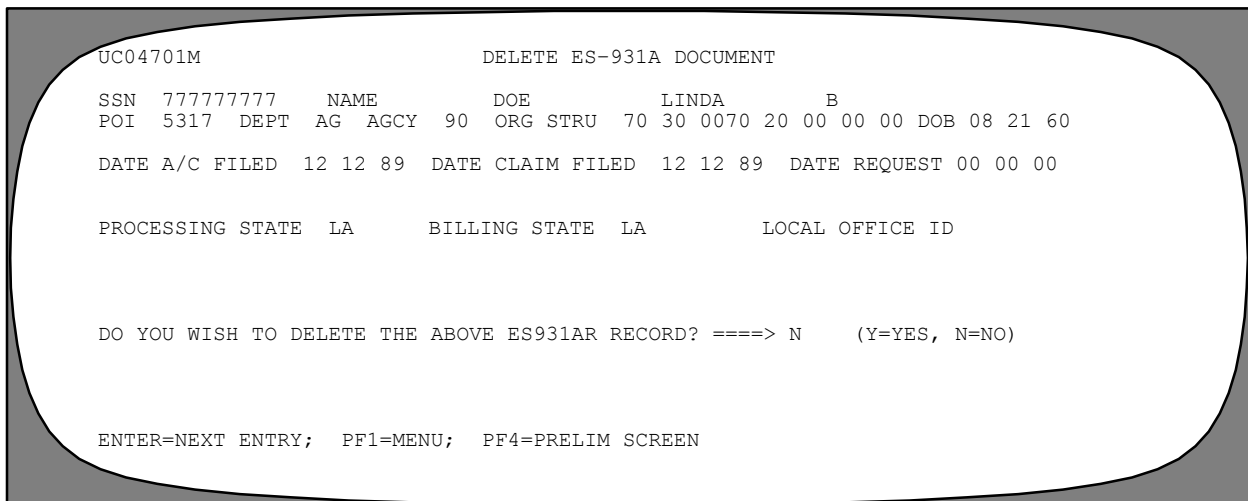
Figure 48. Delete ES-931A Document (second screen)

Record Type 3, Claim Record

Record Type 3, Claim Record, is used to change or delete data for an employee's claim record. A claim record is established for each ES–931R entered for an employee. In addition, a separate claim record is established whenever an ES–931AR is processed for a claim that does not have a corresponding ES–931R. If more than one claim record exists for an employee, the user has the option of displaying all of the existing claim records.

Changing Record Type 3, Claim Record. To change Record Type 3, Claim Record, key in *IN* at the Select Function field on the UCFE Menu screen (**Figure 4**). The cursor is positioned in the Record Type field. Key in *3.* The cursor moves to the Action field. Key in *C*. Press [Enter].

The first screen of Record Type 3, Change Claim Record (**Figure 49**) is displayed. There are two methods to access the next screen, Change Claim Record Index screen (**Figure 50**).

If the date and the processing state of a particular claim is not known, key in the employee's social security number and press [Enter]. The Change Claim Record index screen (**Figure 50**) is displayed. The claim records are displayed in descending order. The cursor is positioned at the bottom of the screen in the Enter Seq field. Key in the 2-position sequence (Seq) number of the desired claim record. Press [Enter]. The second screen for the Change Claim Record (**Figure 51**) is displayed.

OR

```
UC02201M                    CHANGE CLAIM RECORD

SSN  000000000

DATE CLAIM FILED  00 00 00     PROCESSING STATE






         *****  ENTER ABOVE INFORMATION,    PRESS ENTER
         ENTER=NEXT SCREEN    PF1=MENU
```

Figure 49. Change Claim Record (first screen)

```
UC05205M                       CHANGE CLAIM RECORD
SSN  123456789    EMPLOYEE NAME    DOE          JOHN          G
POI  5317  DEPT  AG   AGCY  90   ORG STRU  70 30 0080 10 00 00 00  DOB 07 22 52
                                 INDEX

        DATE         DATE              BILLING  PROCESS       LOCAL
SEQ    FILED        REQUEST    AGCY    STATE    STATE     OFFICE  ID

01.   04 01 95     00 00 00     90      LA       LA
02.   04 15 95     00 00 00     90      LA       LA
03.   04 05 95     04 08 95     90      LA       LA
04.   03 24 95     00 00 00     90      LA       LA





   ENTER SEQ.  00  TO ACCESS CLAIM RECORD TO BE CHANGED,  PRESS ENTER; "OR"
   PF1=MENU; PF4=REFRESHED PRELIM SCREEN, PF8=NEXT INDEX SCREEN
```

Figure 50. Change Claim Record (Index Screen)

If the date and the processing state is known, the user may go directly to that particular claim and change that record. Key in the employee's social security number, date claim filed, and the 2-letter GSA geographic location code of the processing state. Press [Enter]. The Change Record Index screen (**Figure 50**) is displayed. The cursor is positioned at the bottom of the screen in the Enter Seq field. Key in the 2-position sequence number of the desired claim record. Press [Enter]. The second screen for the Change Claim Record (**Figure 51**) is displayed.

The following fields on the Second Screen Claim Record may be changed. Press [Tab] to advance to each field.

1 **Date ES934 Recv.** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the ES-934 was received by the agency.

2 **ES934 Req Type** (*optional, alpha field; 1 position*). Identifies the type of information the ES-934 is requesting. Key in one of the following codes. Valid codes are:

S – Separation

P – Payroll data

B – Both separation and payroll data

3 **Date ES931 Sep Dte** (*optional, numeric field; 6 positions*). Key in the separation date (MMDDYY) reported by the employee on the ES-931.

4 **Date Sys Sep Dte** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) of the separation action recorded on the personnel action.

5 **Agcy Deter** (*optional, alpha field; 1 position*). Key in the code which indicates the agency's determination as to whether a claimant is eligible for unemploy-

ment benefits. Key in one of the following codes. Valid codes are:

E –Eligible

I – Ineligible

6 **SF–8 Recv** (*optional , alpha field; 1 position*). Key in the code which indicates the employee's reply to receiving an SF-8, Notice To Federal Employee About Unemployment Compensation, at the time of separation. Valid codes are:

Y (yes)

N (no)

7 **Agcy Last Empr** (*optional , alpha field; 1 position*). Key in the code which indicates if the agency processing the claim is the last employer of the claimant. Valid codes are:

Y (yes)

N (no)

8 **Date Disq Start** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) that a disqualification period begins. This date is furnished to the agency by the state employment security office.

9 **Date Disq End** (*optional, numeric field; 6 positions)*. Key in the date (MMDDYY) that a disqualification period ends. This date is furnished to the agency by the state employment security office.

10 **Date Bene Start** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) unemployment compensation benefits begin.

11 **Bene Dept Pc**t (*optional, numeric field; 8 positions*). Key in the percent of the total unemployment benefits paid to the employee which are billed to the agency.


```
UC05301M                    CHANGE CLAIM RECORD

   SSN   123456789    EMPLOYEE NAME  DOE          JOHN       G
   POI   5317   DEPT  AG   AGCY  90  ORG STRU  70 30 0080 10 00 00 00   DOB 07 22 52
   DUTY STATE LOUISIANA            PAY PLAN  GS            FECA CODE  000
   TYPE EMPL   FULL TIME                   TITLE  PROG ANAL
   DATE CLAIM FILED  04 01 95   DATE REQUEST      00 00 00
   DATE ENTRY UCFE   04 24 95   USERID ENTRY       NF443
   DATE ES931  RECV  00 00 00   DATE ES931R PROD   00 00 00   ES931R   STATUS      R
   DATE ES931A RECV  00 00 00   DATE ES931AR PROD  00 00 00   ES931AR STATUS
   DATE ES934  RECV  00 00 00   ES934 REQ TYPE  [2]
                          [1]
   BILLING STATE     LA                           DATE ES931 SEP DTE 00 00 00  [3]
   PROCESS STATE     LA                           DATE SYS SEP DTE   00 00 00  [4]
   LOCAL OFFICE ID                                AGCY DETER  [5]
   SF-8 RECV  [6]                                 AGCY LAST EMPR  [7]

   DATE DISQ START [8] 00 00 00    DATE DISQ END     [9] 00 00 00
   DATE BENE START [10] 00 00 00   BENE DEPT PCT    [11]    .0000
   BENE EST TOTAL  [12]    .00     BENE EST PER WEEK [13]      .00

      ENTER=NEXT SCREEN; PF1=MENU; PF4=REFRESHED PRELIM SCREEN
```

Figure 51. Change Claim Record (second screen)

12 **Bene Est Total** (*optional, numeric field; 7 positions*). Key in the estimated liability to the agency for the claimant's unemployment compensation benefits. The maximum amount is $17,000.00.

13 **Bene Est Per Week** (*optional, numeric field; 5 positions*). Key in the estimated liability per week to the agency for the claimant's unemployment compensation benefits. The maximum amount is $400.00.

After all data is keyed in, press [Enter]. The data in each field is edited for data entry errors. If there are no edit errors, the third screen of the claim record (**Figure 52**) is displayed.

The following fields on this screen **(Figure 52)** may be changed. Press [Tab] to advance to each field.

Pre-Determination Hearing Data

1 **Notif Recv** (*optional; alpha field; 1 position*). Key in the code indicating whether the agency received notification regarding a pre-determination hearing for a claimant's eligibility for unemployment compensation benefits. Valid codes are:

Y (yes)

N (no)

2 **Agcy Rep** (*optional, alpha field; 1 position*). Key in the code indicating whether the agency was represented at the pre-determination hearing. Valid codes are:

Y (agency represented)

N (agency not represented)

3 **Date Rec** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the agency received the

notification of the pre-determination hearing regarding the claimant's eligibility for unemployment compensation.

4 **Date Hearing** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the state will hold the pre-determination hearing to determine the claimant's eligibility for unemployment compensation benefits.

Initial Determination Data

5 **Results** (*optional, alpha field; 1 position*). Key in the code indicating the results of the initial determination. Valid codes are:

E (eligible)

I (ineligible)

6 **Date Deter** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) of the state's initial determination of the claimant's eligibility for unemployment compensation.

7 **Date Rec** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the agency received the results of the initial determination by the state.

8 **Cutoff Appl 1** (*optional, numeric field; 6 positions*). Key in the cutoff date (MMDDYY) for appealing the state's initial determination of the claimant's eligibility for unemployment benefits.

1st Appeal Data

9 **Date Filed** (*optional, numeric field; 6 positions*). Key in the actual filing date (MMDDYY) of the appeal of the state's initial determination of the claimant's eligibility for unemployment compensation benefits.


```
UC05401M                    CHANGE CLAIM RECORD

SSN  123456789    EMPLOYEE NAME  DOE          JOHN      G
POI  5317    DEPT  AG    AGCY  90   ORG STRU  70 30 0080 10 00 00 00   DOB 07 22 52
DUTY STATE LOUISIANA              PAY PLAN  GS            FECA CODE  000
TYPE EMPL  FULL TIME              TITLE  PROG ANAL PRE-
                       DETERMINATION HEARING DATA
NOTIF RECV  1         AGCY REP  2        DATE RECV 3 00 00 00  DATE HEARING 00 00 00  4
                        INITIAL DETERMINATION DATA
RESULTS      5         DATE DETER  6    00 00 00
DATE RECV  7 00 00 00  CUTOFF APPL 1 8  00 00 00
                            1ST APPEAL DATA
DATE FILED 9 00 00 00  DATE HEARIN 10 00 00 00    CLAIM INIT    11
AGCY REP  12           RESULTS    13             DATE RESULTS  14 00 00 00
DATE RECV 15 00 00 00  CUTOFF APPL 16 00 00 00
                            2ND APPEAL DATA
DATE FILED 17 00 00 00  DATE HEARIN 18 00 00 00   CLAIM INIT    19
AGCY REP  20            RESULTS    21             DATE RESULTS  22 00 00 00
DATE RECV 23 00 00 00
                            COMMENTS    24



ENTER=NEXT SCREEN; PF1=MENU; PF4=REFRESHED PRELIM SCREEN
```

Figure 52. Change Claim Record (third screen)

☐10 **Date Hearing** (*optional, numeric field; 6 positions*). Key in the actual date (MMDDYY) of the first appeal hearing of the state's initial determination of the claimant's eligibility for unemployment compensation benefits.

☐11 **Claim Init** (*optional, alpha field; 1 position*). Key in the code identifying who requested the first appeal. Valid codes are:

> *A* (agency)
> *C* (claimant)

☐12 **Agcy Rep** (*optional, alpha field; 1 position*). Key in the code indicating whether or not the agency was represented at the first hearing. Valid codes are:

> *Y* (agency represented)
> *N* (agency not represented)

☐13 **Results** (*optional, alpha field; 1 position*). Key in the code indicating the results of the first appeal hearing. Valid codes are:

> *E* (eligible)
> *I* (ineligible)

☐14 **Date Results** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the decision on the first appeal was made or mailed. This date is supplied by the state and is the date from which the state begins counting the allotted number of days to file an appeal on the decision.

☐15 **Date Recv** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the agency received the first appeal hearing results.

☐16 **Cutoff Appl 2** (*optional, numeric field; 6 positions*). Key in the cutoff date (MMDDYY) for appealing the results of the first appeal.

2nd Appeal Data

☐17 **Date Filed** (*optional, numeric field; 6 positions*). Key in the actual filing date (MMDDYY) of the first appeal's outcome for the claimant's eligibility for unemployment compensation, or the second appeal filing date.

☐18 **Date Hearing** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) of the hearing for the second appeal regarding the state's determination of the claimant's unemployment compensation.

☐19 **Claim Init** (*optional, alpha field; 1 position*). Key in the code identifying who requested the second appeal. Valid codes are:

> *A* (agency)
> *C* (claimant)

☐20 **Agcy Rep** (*optional, alpha field; 1 position*). Key in the code indicating whether or not the agency was represented at the second hearing. Valid codes are:

> *Y* (agency represented)
> *N* (agency not represented)
> *X* (representation not allowed by state
>   law or policy)

☐21 **Results** (*optional, alpha field; 1 position*). Key in the code indicating the results of the second appeal hearing.

> *E* (eligible)
> *I* (ineligible)

☐22 **Date Results** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) of the results for the second appeal.

☐23 **Date Recv** (*optional, numeric field; 6 positions*). Key in the date (MMDDYY) the agency received the second appeal hearing results.

☐24 **Comments** (*optional, alphanumeric field; max. of 70 positions*). Key in the comments on the particular claim record entered.

After the data is keyed in, press [Enter]. The data entered in each field is edited for data entry errors. If incorrect data was keyed in, key in the correct data and press [Enter]. The corrected data will also be edited for errors. Press [Enter] to modify the claim record.

• To return to the UCFE Menu screen, press [PF1].

• To change another employee's record, press [PF4]. Key in the social security number and press [Enter].

• To perform another function or to exit, press the applicable key at the bottom of the screen.

Deleting Record Type 3, Claim Record. To delete Record Type *3*, Claim Record, key in *IN* in the Select Function field on the UCFE menu screen **(Figure 4).** The cursor is positioned in the Record Type field. Key in *3*. The cursor moves to the Action field. Key in *D* and press [Enter].

The first screen of record Type 3, Delete Claim Record **(Figure 53)** is displayed. There are two methods to access the next screen, Delete Claim Record Index screen (**Figure 54**).

If the date and the processing state of a particular claim is not known, key in the employee's social security number and press [Enter]. The Delete Claim Record Index

screen (**Figure 54**) is displayed. The claim records are displayed in descending order. The cursor is positioned at the bottom of the screen in the Enter Seq field. Key in the 2-position sequence number of the desired claim record. Press [Enter]. The second screen for the Delete Claim Record (**Figure 55**) is displayed.

OR

If the date and the processing state of the claim to be deleted is known, the user may go directly to that particular claim and delete that record. Key in the employee's social security number, date claim filed, and the 2-letter GSA geographic location code of the processing state. Press [Enter]. The Delete Record Index screen (**Figure 54**) is displayed. This screen lists all claim records for an employee. The claim records are displayed in descending order. The cursor is positioned at the bottom of the screen in the Enter Seq field. Key in

the 2-position sequence number of the desired claim record. Press [Enter]. The second screen for the Delete Claim Record (**Figure 55**) is displayed.

If the claim record is to be deleted, key in *Y* in the Do You Wish To Delete The Above Claim Record? field.

The message *Claim Record Deleted* is displayed at the bottom of the screen to indicate the claim record has been successfully deleted.

• To return to the UCFE Menu, press [PF1].

• To delete another employee's record, press [PF4]. Key in the social security number and press [Enter].

• To perform another function or to exit, press the applicable key at the bottom of the screen.

```
UC02201M                    DELETE CLAIM RECORD

SSN  000000000

DATE CLAIM FILED  00 00 00     PROCESSING STATE







*****  ENTER ABOVE INFORMATION,    PRESS ENTER
ENTER=NEXT SCREEN    PF1=MENU
```

Figure 53. Delete Claim Record (first screen)

```
UC05205M                      DELETE CLAIM RECORD

SSN  123456789    EMPLOYEE NAME    DOE          JOHN          G
POI  5317  DEPT  AG  AGCY  90   ORG STRU  70 30 0080 10 00 00 00  DOB 07 22 52
                              INDEX

         DATE         DATE         BILLING  PROCESS       LOCAL
SEQ      FILED       REQUEST    AGCY   STATE    STATE    OFFICE  ID

01.    04 01 95    00 00 00     90     LA       LA
02.    04 15 95    00 00 00     90     LA       LA
03.    04 05 95    04 08 95     90     LA       LA
04.    03 24 95    00 00 00     90     LA       LA

ENTER SEQ.  00  TO ACCESS CLAIM RECORD TO BE CHANGED,  PRESS ENTER; "OR"
PF1=MENU; PF4=REFRESHED PRELIM SCREEN, PF8=NEXT INDEX SCREEN


ENTER=NEXT SCREEN; PF1=MENU; PF4=REFRESHED PRELIM SCREEN;
PF6=REMARKS INDEX; PF9=STORE DOC W/ALL REMARKS
```

Figure 54. Delete Claim Record (Index Screen)

```
UC05601M                          DELETE CLAIM RECORD

SSN  123456789    EMPLOYEE NAME   DOE           JOHN       G
POI  5317   DEPT  AG   AGCY  90   ORG STRU  70 30 0080 10 00 00 00   DOB 07 22 52
DATE CLAIM FILED  04 01 95         DATE REQUEST    00 00 00
BILING STATE      LA               PROCESS STATE   LA

LOCAL OFFICE ID



DO YOU WISH TO DELETE THE ABOVE CLAIM RECORD ? ====>   N     (Y=YES, N=NO)




 ENTER=NEXT ENTRY; PF1=MENU;  PF4=REFRESHED PRELIM SCREEN
```

Figure 55. Delete Claim Record (second screen)

Reports Function

Reports is the third function on the UCFE Menu (**Figure 4**). This function allows the user to print Forms ES–931R and ES–931AR. The printed Forms ES-931R and ES–931AR are the agency's official automated response to the state's employment security office.

To select the Reports function, key in **_RE_** at the Select Function prompt on the UCFE Menu (**Figure 56**). The cursor is positioned in the Record Type field. Tab to the Job Character field.

Key in the following fields:

1̲ **Job Character** (*required, alpha field; 1 position*). Key in any letter *(A–Z)* or number *(0–9)* to identify this report from others being specified. This character becomes the last character of the job name.

Note: It is recommended that a unique 6th digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered when two reports are requested, both jobs will have the same job name. Since duplicate jobs cannot execute at the same time, one job will have to be completed before the system can execute the other job. If the reports are given different job names, they will be executing simultaneously..

2̲ **Remote Site Dest** (*required, alphanumeric field; max. of 16 positions*). Key in the printer identifier where the form is to be printed.

3̲ **System Output Class** (*required, alpha field; 1 position*). Key **_A_** to generate a hard copy at the designated printer or **_X_** to hold output for viewing at the terminal.

Note: For detailed instructions on viewing reports before printing, see the Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2..

4̲ **Delivery Info** (*required, alphanumeric field; max. of 12 positions*). Key in data that identifies where forms are to be delivered (e.g., name, office number, etc).

5̲ **Number of Copies** (*required, numeric field; max. of 3 positions*). Key in the number of copies required.

Press [Enter]. The Reports Menu (**Figure 57**) is displayed with 3 options. The cursor is positioned at the Key In Desired Print Number Press Enter prompt.

Below is a brief description of each option on the Reports Menu:

1. 931R Documents. Gives the total number of 931R records on the print queue for the user's identification number. Each ES–931R to be printed is listed by sequence number.

2. 931AR Documents. Gives the total number of 931AR records on the print queue for the user's identification number. Each ES–931AR to be printed is listed by sequence number.

3. All Records On Print Queue. Gives the total number of ES–931R's and 931–AR's records on the print queue for the user's identification number.
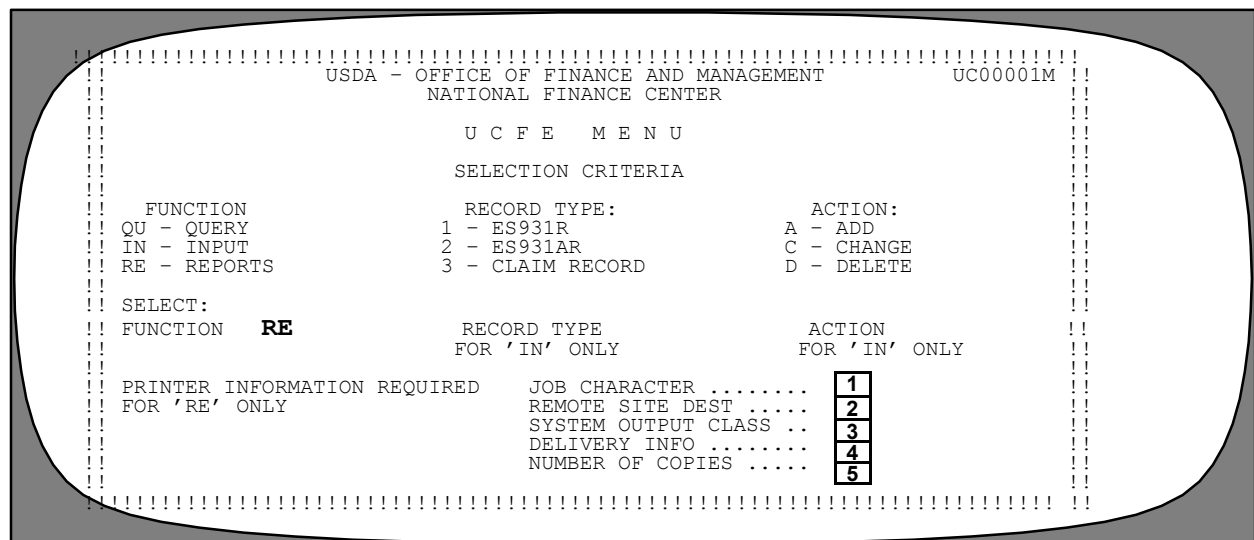
Figure 56. UCFE Menu

To select an option from the Reports Menu, key in the applicable print number and press [Enter].

The screen for the selected option is displayed with the applicable documents.

Instructions follow for using each option on the Reports Menu.

931R Documents

931R Documents is Option 1 on the Reports Menu (**Figure 57**). This screen(s) displays the total number of 931R records on the print queue for the user's identification number.

To select this option, key in *1* at the Key In Desired Print Number Press Enter prompt. Press [Enter]. The Print Queue – All Records screen (**Figure 58**) is displayed with only **ES–931R** documents on the print queue. **Note: Figure 57** is an example of Print Queue Records Option 3. Only 931R documents will display when Option 1 is selected, and only 931AR documents will display when Option 2 is selected.

Listed below are two methods for printing the ES–931R documents:

Complete the applicable field:

[1] **Print All.** To print all ES–931R documents listed, key in *S* in the Print All field. Press [PF6] to submit the job.

OR

[2] **Sel**. To print only selected ES–931R documents, [Tab] to the Sel field (located next to each sequence

number). Key in *S* under the Sel column next to each individual ES–931R to be printed. Press [PF6] to submit the job.

931AR Documents

931AR Documents is Option 2 on the Reports Menu. This screen(s) displays the total number of 931AR records on the print queue for the user's identification number.

To select this option, key in *2* at the Key In Desired Print Number Press Enter prompt. Press [Enter]. The Print Queue – All Records screen (**Figure 58**) is displayed with only **ES–931AR** documents on the print queue. **Note:** Figure 57 is an example of Print Queue Records Option 3. Only 931R documents will display when Option 1 is selected, and only 931AR documents will display when Option 2 is selected.

Listed below are two methods for printing the ES–931AR documents:

Complete the applicable field:

[1] **Print All.** To print all ES–931AR documents listed, key in *S* in the Print All field. Press [PF6] to submit the job.

OR

[2] **Sel**. To print only selected ES–931AR documents, [Tab] to the Sel field (located next to each sequence number). Key in *S* under the Sel column next to each individual ES–931AR to be printed. Press [PF6] to submit the job.
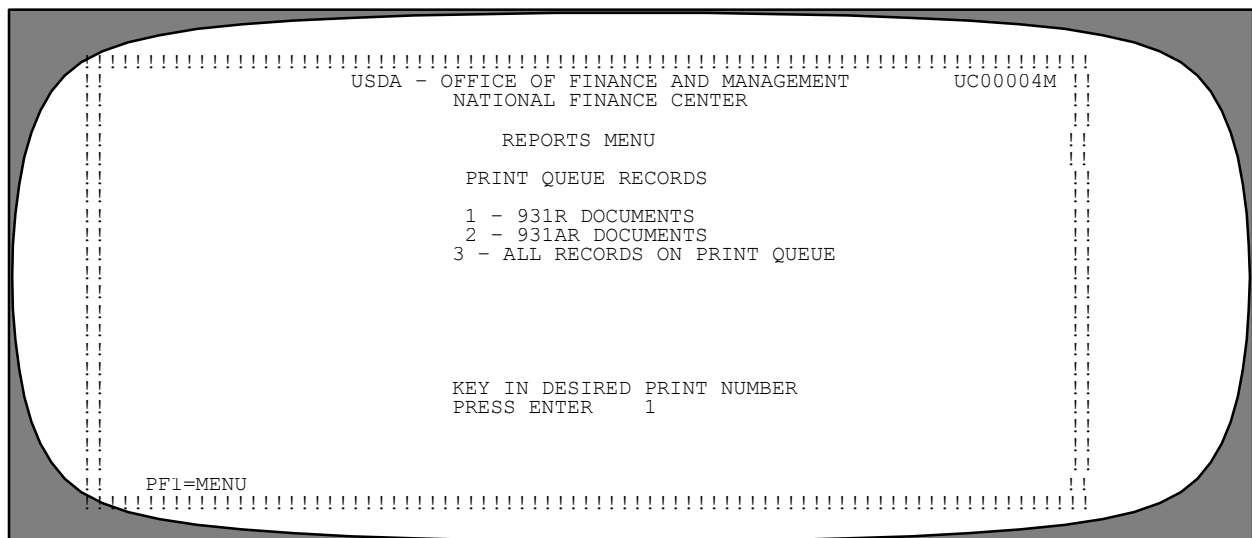
```
                         USDA – OFFICE OF FINANCE AND MANAGEMENT          UC00004M
                                    NATIONAL FINANCE CENTER

                                         REPORTS MENU

                                    PRINT QUEUE RECORDS

                                 1 – 931R DOCUMENTS
                                 2 – 931AR DOCUMENTS
                                 3 – ALL RECORDS ON PRINT QUEUE




                                 KEY IN DESIRED PRINT NUMBER
                                 PRESS ENTER    1


         PF1=MENU
```

Figure 57. Reports Menu

All Records On Print Queue

All Records On Print Queue is Option 3 on the Reports Menu (**Figure 57**). This screen(s) displays the total number of ES–931R and ES–931AR records on the print queue for the user's identification number.

To select this option, key in *3* at the Key In Desired Print Number Press Enter prompt. Press [Enter]. The Print Queue - All Records screen for ES–931R and ES–931AR documents (**Figure 58**) is displayed with both the **ES–931R and ES–921AR** documents listed on the print queue.

Listed below are two methods for printing the ES–931R and the ES–931AR documents.

Complete the applicable field:

1   **Print All.** To print all ES–931R and ES–931AR documents listed, key in *S* in the Print All field. Press [PF6] to submit the job.

OR

2   **Sel.** To print only selected ES–931R and ES–931AR documents, [Tab] to the Sel field (located next to each sequence number). Key in *S* under the Sel column next to each individual ES–931R and ES–931AR to be printed. Press [PF6] to submit the job.

• To return to the Reports Menu, press [PF1].

• To return to the Print Queue Menu, press [PF3].

• To perform another function or to exit, press the applicable key at the bottom of the screen.

```
UC08701M                    PRINT QUEUE – ALL RECORDS

THERE ARE 004  RECORDS ON THE PRINT QUEUE FOR USER ID NF443

PLACE AN "S" IN THE "SEL" COLUMN ON THE LINES FOR RECORDS TO BE PRINTED.
OR PLACE AN "S" ON THE "PRINT ALL" LINE TO PRINT ALL RECORDS IN THIS QUEUE.

PRINT ALL ........ S


          QUEUE                    EMPL            CLAIM     ADD
SEQ  SEL  TYPE        SSN          NAME      AG    DATE      CLAIM     ST
001       ES931R      000123456    LEWIS     90    950403    000000    LA
002       ES931R      000123456    DOE       90    950401    000000    LA
003       ES931AR     123456789    DOE       90    950415    950410    LA
004       ES931R      123456789    DOE       90    950405    000000    LA




PLACE AN "S" IN SEL COLUMN OR ON "PRINT ALL" LINE, THEN PRESS PF6 TO SUBMIT JOB
PF1=MENU; PF3=PRINT QUEUE MENU; PF4=REFRESH; PF6=SUBMIT JOB; PF8=NEXT SCREEN
```

Figure 58. Print Queue – All Records Screen

(reserved)

Appendixes

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Federal Agency Identification Code Numbers For Use On The SF-8

Federal Agency	Federal Agency Identification Code Number
ACTION (ACTION)	502
Appalachian Regional Commission (ARC)	509
Bureau Of Census (CEN)	909
U.S. Commission On Civil Rights (CCR)	539
Commission On Security And Cooperation In Europe (CSCE)	003
U.S. Department Of Agriculture (USDA)	445
Department Of Commerce (DoC)	450
Department Of Education (DoE)	480
Department Of Housing And Urban Development (HUD)	465
Department Of The Treasury (TREA)	410
Farm Credit Administration (FCA)	557
Federal Communications Commission (FCC)	570
Federal Deposit Insurance Corporation (FDIC)	575
Federal Emergency Management Agency (FEMA)	574
Federal Mine Safety And Health Review Commission (FMSHRC)	583
General Accounting Office (GAO)	020
Interagency Council On The Homeless (ICH)	626
U.S. Merit Systems Protection Board (MSPB)	628
National Endowment For The Arts (NEA)	646
National Gallery Of Art (NGA)	642
National Oceanic And Atmospheric Administration (NOAA)	630
Occupational Safety And Health Review Commission (OSHRC)	663
Small Business Administration (SBA)	700
Smithsonian Institution (Federal) (SIF)	705

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UCFE Edit Messages

UCFE Menu Screen

Record Type Required, Values Are 1–4
Action Required, Values Are "A" "C" "D"
Action Required, Values Are "C" "D"
Option Not Available At This Time
Option Not A Valid Selection
Must Enter Job Character For Option "RE"
Must Enter Remote Site For Option "RE"
Must Enter Output Class For Option "RE"
Must Enter Delivery Info For Option "RE"
Must Enter Number Of Copies For Option "RE"
Number Of Copies Must Be Numeric
Data Base Security Error – Check ID Security Status
Data Base In Error
Selection Not A Valid Choice

Add ES–931R Document, Preliminary Screen

SSNO Required
Date Claim Filed Is Required
Invalid Date Claim Filed
Invalid Date Of Request
Invalid Date ES931 Recv
Processing State Required
Unable To Find Processing State In Table 013
Unable To Find Billing State In Table 013
Invalid Date ES931 Sep
Y Or N Valid Values For SF–8 Recv
Mail Addr Required Enter I C Or L
Base Qtr Must Have A Value 1–4, Default Is 4
Base Yr Not Valid
No UCFE Record Found For This SSNO
Unable To Retrieve Claim Record
Unable To Retrieve First Claim Record
ES–931R Already Exists On Data Base
Cannot Access Current Employee Record
Cannot Access Duplicate Employee Record
Invalid Or Missing Key For Quarters Information
ES–931 Modified
Enter Above Information, Press Enter
Control Error ON Table 057–Contact NFC Info Center
Qtr Date Not In Table, Please Check
Record Inactive On Table 057–Contact NFC Info Center
Data Base Except On Table 057–Contact NFC Info Center
Record Already On Data Base–Table 057–Contact NFC Info Center
Space Filled On Table 057–Contact NFC Info Center
End Of Table On Table 057–Contact NFC Info Center
Request Not Complete On Table 057–Contact NFC Info Center
Unable To Obtain Rmks Rcd
Unable To Retrieve Sep Nopay Rcd
Unable To Find Sep Nopay Rcd

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UCFE Edit Messages (cont'd)

Add ES–931R Document, Preliminary Screen (cont'd)

Unable To Obtain Rmks Desc Rcd
Status Required, Enter H R Or C
Must Respond Y Or N For Use–931 Indicator
Values For Appeal Rights Entitlement Are Y Or N
Lump Sum Paid Amount Too Large
Lump Sum Paid Hours Too Large
Invalid Date Lump Sum Paid
Invalid Date Lump Sum From
Invalid Date Lump Sum To
Invalid Date Last Day Act Pay
Invalid Date Separated
Severance Pay Weekly Amount Too Large
Severance Pay Entitlement Too Large
Severance Pay Number Of Weeks Too Large
Severance Pay Start Date Invalid
Severance Pay End Date Invalid

Add ES–931R Document, Second Screen

Unable To Store Employee Record
Unable To Store Claim Record
Unable To Store 931R–Prt–Record
Unable To Store 931R–Rmks–Record
Unable To Store User Record Unable
To Store Queue Record Unable To
Find Quarter Pay Record Unable To
Modify Employee Record

Add ES–931R Document, Third Screen

Unable To Store Employee Rcd
Unable To Store Claim Rcd
Unable To Store 931R–Prt–Rcd
Unable To Store 931R–Rmks–Rcd
Unable To Store User Rcd Unable
To Store Queue Rcd Unable To
Find Quarter Pay Rcd Unable To
Modify Employee Rcd

Add ES–931R Document, Fourth Screen

No Separation Information For Employee, Press PF9 To Add ES–931
No Separation Information For Employee, Press PF9 To Add Remark Information, Press Enter To Store
Unable To Find Sep Nopay Record
Unable To Find Rmks Desc Rcd
Unable To Store Claim Rcd
Unable To Store 931R Prt Rcd
Unable To Obtain Rmks Rcd Unable
To Obtain Sep Nopay Rcd Unable To
Obtain Rmks Desc Rcd Sequence
Number Must Be Numeric
Remark Information Cannot Be Added, Separation Record Does Not Exist
Seq Selection Not Valid
Unable To Store User Rcd

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UCFE Edit Messages (cont'd)

Add ES–931R Document, Fourth Screen (cont'd)

Unable To Store Queue Rcd
Unable To Find Qtr Pay Rcd
Unable To Find Empl Rcd

Add ES–931R Document, Fifth Screen

No Separation Information, Press PF9 To Add ES–931
Enter Remark Information, Press Enter
Unable To Obtain Rmks Rcd
Seq Selection Not Valid
Unable To Obtain Rmks Desc Rcd
Sequence Number Must Be Numeric
Space Not Available To Move Information Into ES–931
This Remark Already Exists On The Data Base
Error On Duplicate Remarks
Unable To Store Rmks Rcd
Unable To Store Rmks Desc Rcd
Must Enter Description Information
Add Additional Information, Press Enter To Store
Unable To Store Empl Rcd Unable
To Obtain Empl Rcd Unable To
Index Sep Nopay Rcd Unable To
Obtain Sep Nopay Rcd Unable To
Store Claim Rcd Unable To Store
931R Prt Rcd Unable To Store
931R Rmks Rcd Unable To Store
User Rcd
Unable To Store Queue Rcd
Unable To Obtain Qtr Pay Rcd
Secure Remark Exist In Data Base, Modify Description, Press Enter
Add Secure Remark Information, Press Enter
Unable To Obtain Sec Rmks Rcd
Unable To Obtain Sec Rmks Desc Rcd
Error On Duplicate Remarks
Unable To Find UC–Empl–Rcd
Unable To Store Description Rcd

Change ES–931R, Preliminary Screen

ES–931–Modified
Enter Above Information, Press Enter
SSNO Must Be Numeric
SSNO Required
Date Claim Filed Is Required
Invalid Date Claim Filed
Processing State Code Required
No UCFE Record Found For This SSNO
No Match On ES–931R
Unable To Obtain Claim Record
Unable To Obtain ES–931R Record
Press Enter To View Or PF9 To Modify

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UCFE Edit Messages (cont'd)

Change ES–931R, Preliminary Screen (cont'd)
Values For Appeal Rights Entitlement Are Y Or N Or Blank
Must Respond Y Or N For Use–931R Indicator
Status Required, Enter H R Or C
Lump Sum Paid Amount Too Large
Invalid Date ES931 Sep
Y Or N Are Valid Values For SF–8 Recv
Mail Addr Required Enter I C Or L
Base Qtr Must Have A Value 1–4, Default Is 4
Base Yr Not Valid
Number Lag Qtrs Must Be 0–2, Default Is 2
Invalid Date Of Request
Invalid Date ES931 Recv
Lump Sum Paid Hours Too Large
Invalid Date Lump Sum Paid
Invalid Date Lump Sum From
Invalid Date Lump Sum To
Invalid Date Last Day Act Pay
Invalid Date Separated
Severance Pay Weekly Amount Too Large
Severance Pay Entitlement Too Large
Severance Pay Number Of Weeks Too Large
Severance Pay Start Date Invalid
Severance Pay End Date Invalid
Cannot Access Current Employee Record Cannot
Access Duplicate Employee Record Invalid Or
Missing Key For Quarters Information
Control Error On Table 057–Contact NFC Info Center
Qtr Date Not In Table, Please Check
Record Inactive On Table 057–Contact NFC Info Center
Data Base Except On Table 057–Contact NFC Info Center
Record Already On Data Base–Table 057–Contact NFC Info Center
Space Filled On Table 057–Contact NFC Info Center
End Of Table On Table 057–Contact NFC Info Center
Request Not Complete On Table 057–Contact NFC Info Center

Change ES–931R, Second Screen
Unable To Find Claim Record
Unable To Modify Claim Record
Unable To Find ES–931R Record
Unable To Modify ES–931R Record
Unable To Modify Empl Record
Unable To Find Empl Record
Unable To Find Queue Record
Unable To Store Queue Record
Unable To Store User Record
Unable To Find User Record

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UCFE Edit Messages (cont'd)

Change ES–931R, Third Screen
Unable To Find Claim Record
Unable To Modify Claim Record
Unable To Find ES–931R Record
Unable To Modify ES–931R Record
Unable To Modify Empl Record
Unable To Find Empl Record
Unable To Find Queue Record
Unable To Store Queue Record
Unable To Store User Record
Unable To Find User Record

Change ES–931R, Fourth Screen
Sequence Number Must Be Numeric
Remark Information Cannot Be Added, Separation Record Does Not Exist
Selection Choice Not Valid Unable
To Find Claim Record Unable To
Modify Claim Record Unable To
Find ES–931R Record Unable To
Modify ES–931R Record
Unable To Find ES–931R Remark Record
Unable To Modify ES–931R Remark Record
Unable To Store UC–931R–Rmks Record
Unable To Erase UC–931R–Rmks Record
Unable To Modify UC–Empl–Record
Unable To Find UC–Empl–Record
Unable To Find User Record
Unable To Store User Record
Unable To Find Queue Record Unable To Store Queue Record

Change ES–931R, Fifth Screen
Remark Exist In Data Base For Employee
Error On Duplicate Remarks
Unable To Find UC–Empl–Rcd
Unable To Store Rmks Rcd
Unable To Obtain Rmks Rcd
Unable To Store Description Record
Must Enter Description Information
Add Additional Remarks Description, Press Enter To Store

Delete ES–931R
Enter Above Information, Press Enter
ES931R/Claim Record Deleted
SSNO Must Be Numeric
SSNO Required
Date Claim Filed Must Be Numeric
Date Claim Filed Required
Processing State Code Required
No UCFE Record Found For This SSNO
Unable To Obtain Claim Rcd
No Match On ES931R
Unable To Find ES931R Rcd

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UCFE Edit Messages (cont'd)

Delete ES–931R (cont'd)
Date Claim Filed Is Invalid
Date Of Request Is Invalid
Unable To Obtain User Rcd
Unable To Find User Rcd
Invalid Selection
Unable To Obtain Queue Rcd
Unable To Erase Queue Rcd
Add ES–931AR, Preliminary Screen
Enter Above Information, Press Enter
ES931–A Stored
UCFE Error Messages
SSNO Required
SSNO Must Be Numeric
Date Add Claim Filed Is Required
Invalid Date Add Claim Filed
Date Claim Filed Is Required
Invalid Date Claim Filed
Invalid Date Of Request
Invalid Date ES931A Recv
Processing State Required
Unable To Find Processing State In Table 013
Unable To Find Billing State In Table 013
Mail Addr Required Enter I C Or L
No UCFE Record Found For This SSNO
Matching ES–931A/Claim Does Not Exist, Press PF9 To Continue, PF9 To Store
Unable To Obtain Claim Record
Unable To Obtain First Claim Record
ES–931A Already Exist
Unable To Obtain ES–931A Rcd
Cannot Access Current Employee Record
Invalid Or Missing Key For Sever Pay Information
Invalid Or Missing Key For Sep Nopay Information
Unable To Obtain Rmks Rcd
Unable To Obtain Sep Nopay Record
Unable To Obtain Rmks Desc Rcd
Status Required, Enter H R Or C
Must Respond Y Or N For Use–931R Indicator
Values For Appeal Rights Entitlement Are Y Or N
Lump Sum Paid Amount Too Large
Lump Sum Paid Hours Too Large
Invalid Date Lump Sum Paid
Invalid Date Lump Sum From
Invalid Date Lump Sum To
Invalid Date Last Day Act Pay
Invalid Date Separated
Severance Pay Weekly Amount Too Large
Severance Pay Entitlement Too Large
Severance Pay Number Of Weeks Too Large
Severance Pay Start Date Invalid
Severance Pay End Date Invalid

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UCFE Edit Messages (cont'd)

Add ES–931AR, Second Screen

Unable To Store Empl Rcd
Unable To Obtain Claim Rcd
Unable To Modify Claim Rcd
Unable To Store Claim Rcd
Unable To Store 931AR Prt Rcd
Unable To Store 931AR Rmks Rcd
Unable To Store User Rcd
Unable To Store Queue Rcd
Unable To Modify Empl Rcd
Unable To Obtain Empl Rcd

Add ES–931AR, Third Screen

No Separation Information For Employee, Press PF9 To Add ES931A
Unable To Obtain Sep Nopay Record
Unable To Obtain Rmks Rcd Unable
To Obtain Rmks Desc Rcd Sequence
Number Must Be Numeric
Remark Information Cannot Be Added, Separation Does Not Exist
Selection Not Valid
Unable To Store Empl Rcd
Unable To Obtain Claim Rcd
Unable To Modify Claim Rcd
Unable To Store 931AR Prt Rcd
Unable To Store User Rcd
Unable To Store Queue Rcd
Unable To Obtain Empl Rcd
Unable To Modify Empl Rcd
No Separation Information For Employee, Press PF9 To Add ES931A
Unable To Obtain Sep Nopay Record
Unable To Obtain Rmks Rcd
Unable To Obtain Rmks Desc Rcd
Sequence Number Must Be Numeric
Remark Information Cannot Be Added, Separation Does Not Exist
Selection Not Valid
Unable To Store Empl Rcd
Unable To Obtain Claim Rcd
Unable To Modify Claim Rcd
Unable To Store 931AR Prt Rcd
Unable To Store User Rcd
Unable To Store Queue Rcd
Unable To Obtain Empl Rcd
Unable To Modify Empl Rcd

Add ES–931R, Fourth Screen

No Separation Information For Employee, Press PF9 To Add ES–931
No Separation Information For Employee, Press PF9 To Enter Remark Information, Press Enter To Store
Unable To Obtain Rmks Rcd
Selection Not Valid
Unable To Obtain Rmks Desc Rcd

UCFE Edit Messages (cont'd)

Add ES–931R, Fourth Screen (cont'd)

Sequence Number Must Be Numeric
Enter Remark Information, Press Enter
Space Not Available To Move Information Into ES–931
This Remark Already Exists On The Data Base
Error On Duplicate Remarks
Unable To Store Rmks Rcd
Unable To Store Rmks Desc Rcd
Must Enter Description Information
Add Additional Information, Press Enter To Store
Unable To Store Empl Rcd Unable
To Obtain Empl Rcd Unable To
Find Sep Nopay Record Unable To
Obtain Claim Rcd Unable To
Modify Claim Rcd Unable To Store
Claim Rcd
Unable To Store 931AR Prt Rcd
Unable To Store 931AR Rmks Rcd
Unable To Store User Rcd
Unable To Store Queue Rcd
Unable To Obtain Sep Nopay Rcd
Secure Remark Exist In Data Base, Modify Description, Press Enter
Add Secure Remarks Information, Press Enter
Unable To Obtain Sec Rmks Rcd
Unable To Obtain Sec Rmks Desc Rcd
Problem With Secure Remarks
Error On Duplicate Remarks Unable
To Find UC–Empl–Rcd Unable To
Store Sec Rmks Rcd Unable To Store
Sec Rmks Desc Rcd Unable To
Modify Sep Nopay Rcd

Change ES–931AR, Preliminary Screen

Enter Above Information, Press Enter
ES–931–Modified
SSNO Required
SSNO Must Be Numeric
Date Add Claim Filed Is Required
Invalid Date Add Claim Filed
Date Claim Filed Is Required
Invalid Date Claim Filed
Processing State Required
No UCFE Record Found For This SSNO
No Match On Claim/931AR
Unable To Obtain Claim Rcd
Unable To Obtain ES–931A Rcd
Invalid Or Missing Key For Qtrs Pay Information
Invalid Or Missing Key For Lump Sum Information
Invalid Or Missing Key For Sever Information

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UCFE Edit Messages (cont'd)

Change ES–931AR, Preliminary Screen (cont'd)
Invalid Or Missing Key For Sep Nopay Information
Press Enter To View Or PF9 To Modify
Values For Appeal Rights Entitlement Are Y N Or Blank
Must Respond Y Or N For Use Reason Indicator
Unable To Obtain Rmks Rcd
Unable To Obtain Sep Nopay Rcd
Unable To Obtain Rmks Desc Rcd
Status Required, Enter H R Or C
Lump Sum Paid Amount Too Large
Lump Sum Paid Hours Too Large
Invalid Date Lump Sum Paid
Invalid Date Lump Sum From
Invalid Date Lump Sum To
Invalid Date Last Day Act Pay
Invalid Date Separated
Severance Pay Weekly Amount Too Large
Severance Pay Entitlement Too Large
Severance Pay Number Of Weeks Too Large
Severance Pay Start Date Invalid
Severance Pay End Date Invalid
Invalid Date ES931A Recv
Mail Addr Required Enter I C Or L

Change ES–931AR, Second Screen
Unable To Obtain Claim Rcd
Unable To Modify Claim Rcd
Unable To Store Claim Rcd
Unable To Store 931AR Prt Rcd
Unable To Store 931AR Rmks Rcd
Unable To Store User Rcd
Unable To Store Queue Rcd
Unable To Modify Empl Rcd
Unable To Obtain Empl Record

Change ES–931AR, Third Screen
No Separation Information For Employee, Press PF9 To Modify ES931A
Unable To Obtain Empl Rcd
Unable To Obtain Sep Nopay Record
Unable To Obtain Rmks Rcd Unable
To Obtain Rmks Desc Rcd Sequence
Number Must Be Numeric Selection
Not Valid
Unable To Store Empl Rcd
Unable To Obtain Claim Rcd

Change ES–931AR, Fourth Screen
No Separation Information For Employee, Press PF9 To Modify ES931A
No Separation Information, Enter Remark Information, Press Enter To Store
Selection Not Valid
Sequence Number Must Be Numeric
Enter Remark Information, Press Enter

UCFE Edit Messages (cont'd)

Change ES–931AR, Fourth Screen (cont'd)
Unable To Obtain Claim Rcd
Space Not Available To Move Information Into ES931A
This Remark Already Exists On The Data Base
Error On Duplicate Remarks
Unable To Obtain Empl Rcd
Unable To Obtain Claim Rcd
Unable To Obtain 931AR Rmks Rcd
Unable To Obtain 931AR Rcd
Unable To Obtain Rmks Rcd
Unable To Obtain Rmks Desc Rcd
Unable To Obtain Sep Nopay Record
Must Enter Description Information
Add Additional Information, Press Enter To Store
Unable To Store Empl Rcd
Unable To Store Rmks Rcd
Unable To Store Rmks Desc Rcd
Unable To Modify Claim Rcd
Unable To Store Claim Rcd
Unable To Store 931AR Prt Rcd
Unable To Store 931AR Rmks Rcd
Unable To Store User Record
Unable To Store Queue Record
Secure Remark Exist In Data Base, Modify Description, Press Enter
Add Secure Remarks Information, Press Enter
Unable To Obtain Sec Rmks Rcd
Unable To Obtain Sec Rmks Desc Rcd
Problem With Secure Remark
Unable To Find UC–Empl–Record
Unable To Store Sec Rmks Rcd
Unable To Store Sec Rmks Desc Rcd
Unable To Modify Sep Nopay Rcd
UCFE Delete ES–931AR
Enter Above Information, Press Enter
ES931R/Claim Record Deleted
SSNO Must Be Numeric
SSNO Required
Date Add Claim Filed Must Be Numeric
Date Add Claim Filed Required
Date Add Claim Filed Is Invalid
Date Claim Filed Must Be Numeric
Date Claim Filed Required
Date Claim Filed Invalid
Date Of Request Is Invalid
Processing State Code Required
No UCFE Record Found For This SSNO
Unable To Obtain Claim Rcd
No Match On ES931AR
Unable To Obtain ES931AR Rcd
Invalid Selection
Unable To Obtain Claim Rcd

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UCFE Edit Messages (cont'd)

UCFE Delete ES–931AR (cont'd)

Unable To Obtain User Rcd
Unable To Obtain Queue Rcd
Unable To Erase Queue Rcd

Change Claim Record, First Screen

SSNO Must Be Numeric
SSNO Required
UCFE State Code Process Required
No UCFE Record Found For This SSNO
No Claims For Employee
Bad Find On Claim Record
Date Claim Filed Must Be Numeric
Date Claim Filed Is Invalid
Date Of Request Must Be Numeric
Date Of Request Is Invalid

Change Claim, Second Screen

Claim Modified
No UCFE Record Found For This Employee
Bad Find On Claim Record
Sequence Number Must Be Numeric
Selection Not Valid Choice

Change Claim, Third Screen

Bad Obtain On Claim Record
Selection Not A Valid Choice
Date ES–934 Recv Must Be Numeric
Invalid Date ES–934 Recv
S P B Are Valid Values For ES–934 Req Type
E Or I Are Valid Values For Agcy–Deter
Y Or N Are Valid Values For SF–8 Recv
Y Or N Are Valid Values For Agcy–Last–Empr
Date–Disq–Period–Start Must Be Numeric
Invalid Date–Disq–Period–Start Date–Disq–
Period–End Must Be Numeric Invalid Date–
Disq–Period–End Date–Benefits–Start Must Be
Numeric
Invalid Date–Benefits–Start
Bene–Dept–Pct–Amount Too Large
Bene–Est–Total Amount Too Large
Bene–Est–Per–Week Amount Too Large

Change Claim, Fourth Screen

Bad Find On Claim Record
Bad Find On Claim Comment Record
Y Or N Are Valid Values For Notify–Recv
Date–Pre–Det–Notif–Recv Must Be Numeric
Invalid Date–Pre–Det–Notif–Recv Date–Pre–
Det Hearing Must Be Numeric Invalid Date–
Pre–Det Hearing
I Or E Are Valid Values For Results Init–Det

UCFE Edit Messages (cont'd)

Change Claim, Fourth Screen (cont'd)

Date–Init–Det Must Be Numeric Invalid
Date–Init–Det Date–Init–Det–Recv Must
Be Numeric Invalid Date–Init–Det–Recv
Date–Cutoff–1st–Appl Must Be Numeric
Invalid Date–Cutoff–1st–Appl
Date–Cutoff–1st–Appl–Filed Must Be Numeric
Invalid Date–Cutoff–1st–Appl–Filed Date–
1st–Appl–Hearing Must Be Numeric
Invalid Date–1st–Appl–Hearing
A Or C Are Valid Values For Claim In It–1st–Appl
Y Or N Are Valid Values For Agcy–Rep–1st–Appl
I Or E Are Valid Values For Results–1st–Appl
Date–1st–Appl–Results Must Be Numeric
Invalid Date–1st–Appl–Results
Date–1st–Appl–Results–Recv Must Be Numeric
Invalid Date–1st–Appl–Results–Recv Date–
Cutoff–2nd–Appl Must Be Numeric Invalid
Date–Cutoff–2nd–Appl Date–2nd–Appl–Filed
Must Be Numeric
Invalid Date–2nd–Appl–Filed Date–2nd–
Appl–Hearing Must Be Numeric Invalid
Date–2nd–Appl–Hearing
A Or C Are Valid Values For Claim In It–2nd–Appl
Y Or E Are Valid Values For Agcy–Rep–2nd–Appl
I Or E Are Valid Values For Results–2nd–Appl
Invalid Date–2nd–Appl–Results Date–2nd–Appl–
Results–Recv Must Be Numeric Invalid Date–2nd–
Appl–Results–Recv
Bad Modify On Claim Record
Problem Processing Claim Comment Record
Bad Find On User Record
Bad Find On Queue Record
Bad Store On Queue Record

Delete Claim Record

SSNO Must Be Numeric
SSNO Required
UCFE State Code Process Required
No UCFE Record Found For This Employee
No Claims For Employee
Bad Find On Claim Record
No Match On Claim
Date Claim Filed Must Be Numeric
Date Claim Filed Is Invalid
Date Of Request Must Be Numeric
Date Of Request Invalid
Sequence Number Must Be Numeric
Selection Not Valid Choice

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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