EQUIFAX®

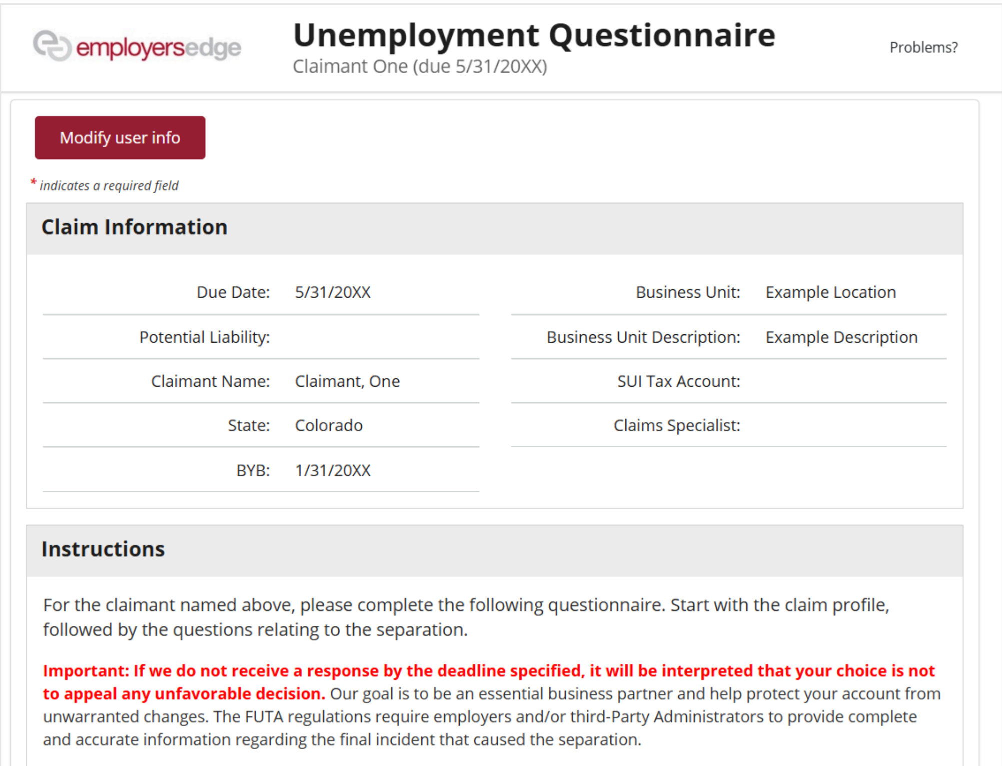
Client Training HQ

Responding to the Employers Edge Questionnaire

This document is intended to provide instructions for responding to the questionnaire with separation information.

Claim Information Section

Upon entering the questionnaire, the claim information, such as the due date, potential liability, claimant's name, state, and benefit year beginning date (the date the claimant filed for unemployment) will be listed at the top. After reading the instructions, continue down the page to review the **Claim Profile**.



employersedge

Unemployment Questionnaire

Claimant One (due 5/31/20XX)

Problems?

Modify user info

* *indicates a required field*

Claim Information

Due Date:	5/31/20XX	Business Unit:	Example Location
Potential Liability:		Business Unit Description:	Example Description
Claimant Name:	Claimant, One	SUI Tax Account:	
State:	Colorado	Claims Specialist:	
BYB:	1/31/20XX		

Instructions

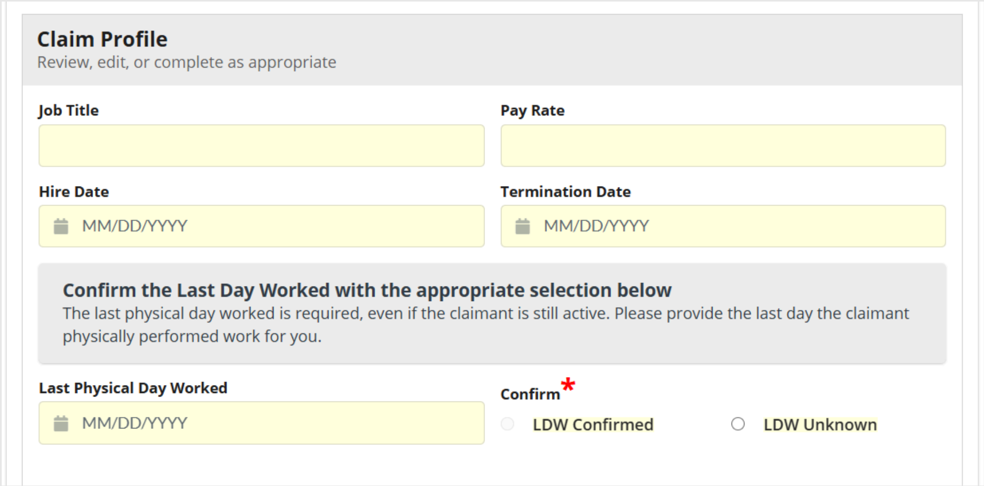
For the claimant named above, please complete the following questionnaire. Start with the claim profile, followed by the questions relating to the separation.

Important: If we do not receive a response by the deadline specified, it will be interpreted that your choice is not to appeal any unfavorable decision. Our goal is to be an essential business partner and help protect your account from unwarranted changes. The FUTA regulations require employers and/or third-Party Administrators to provide complete and accurate information regarding the final incident that caused the separation.

Images are examples and for information purposes only. It may vary across platforms and is subject to change.

Claim Profile Section

In the **Claim Profile** section, you can review the separation information and make any necessary edits.



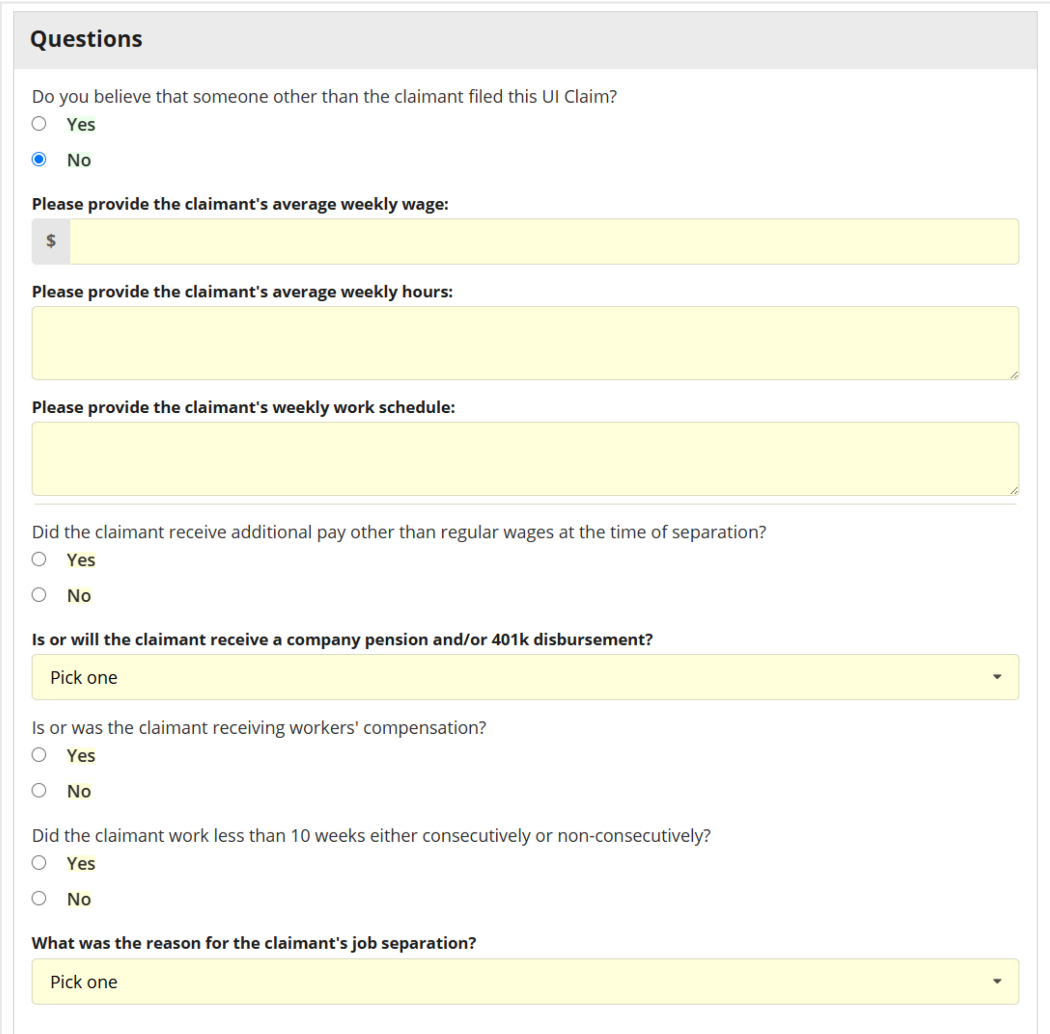
Note: The last day worked must be confirmed in this section. If you attempt to re-submit the questionnaire without confirming the last day worked, you will be prompted to do so (a case cannot be resubmitted without confirming the last day worked).

Claimant Statement Section

The **Claimant Statement** section will display any claimant statement as received from the claim form along with a place for you to provide a rebuttal. Please note that if no claimant statement is listed on the claim form, this section will not be displayed on the questionnaire.

Questions Section

In the **Questions** section, answer Yes/No questions followed by a drop-down menu where you can select the reason for separation.



Questions

Do you believe that someone other than the claimant filed this UI Claim?

- Yes
- No

Please provide the claimant's average weekly wage:

$

Please provide the claimant's average weekly hours:

Please provide the claimant's weekly work schedule:

Did the claimant receive additional pay other than regular wages at the time of separation?

- Yes
- No

Is or will the claimant receive a company pension and/or 401k disbursement?

Pick one

Is or was the claimant receiving workers' compensation?

- Yes
- No

Did the claimant work less than 10 weeks either consecutively or non-consecutively?

- Yes
- No

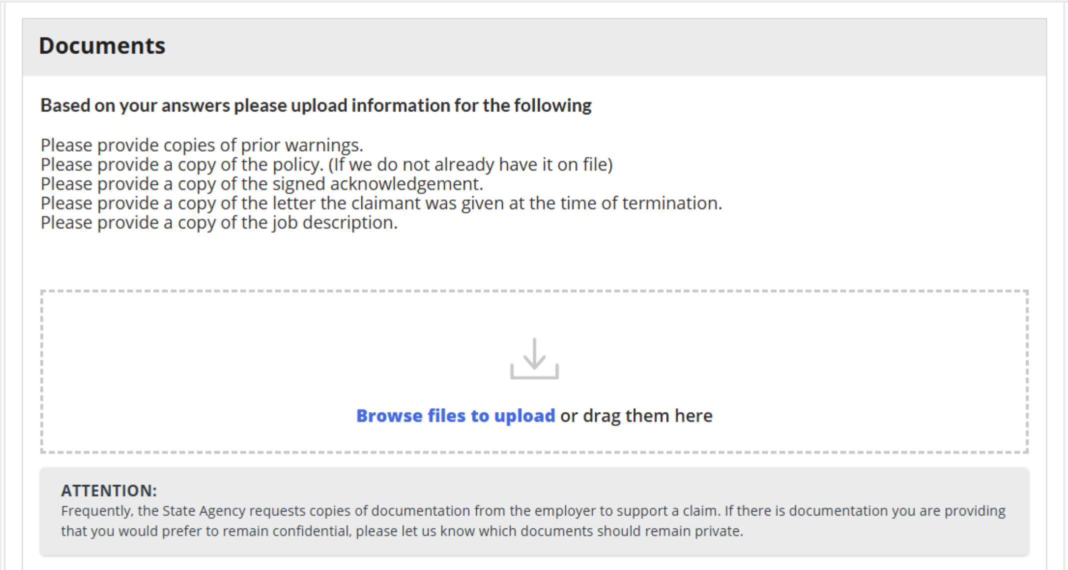
What was the reason for the claimant's job separation?

Pick one

Note: When you select a reason for separation, depending on the separation selected, additional questions may appear.

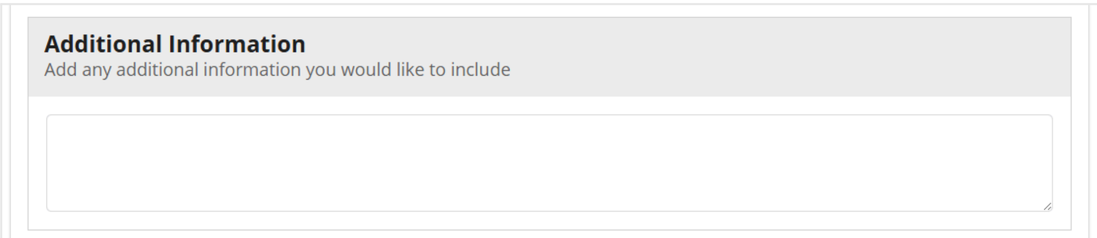
Uploading Documents

After answering the separation questions, the next section will allow you to upload documentation that supports your case. Here, you can find a list of suggested documentation to upload, as it pertains to the separation reason chosen.



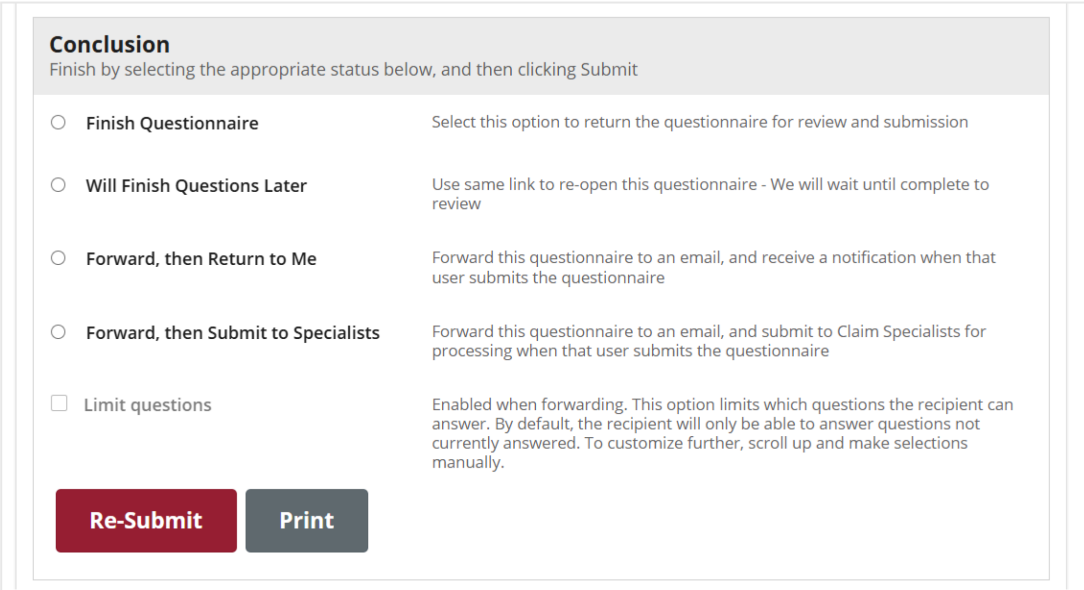
Additional Information

This **Additional Information** section allows you to provide any additional details that you would like for Employers Edge to pass along to the State Agency, if not provided above.

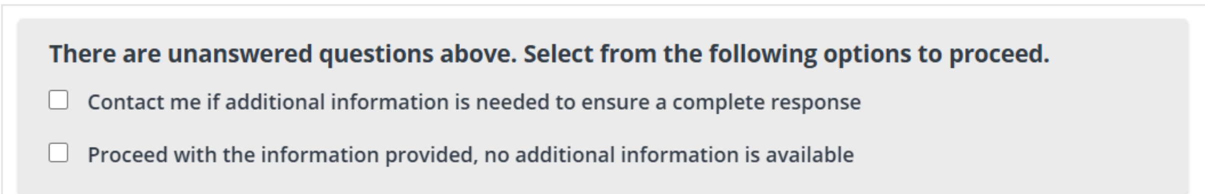


Conclusion Section

When you get to the bottom of the questionnaire, you can choose to finish the questionnaire and submit which will return it for review and submission or choose to finish the questions later for submission at a later time.



If you choose to finish the questionnaire without answering all of the questions, you will be prompted to select if you would like to be contacted if additional information is needed *or* if we are to proceed with the information provided as no additional information is available.



If you need to forward the questionnaire to someone else inside of your organization, you can do so by selecting **Forward, then Return to Me** or **Forward, then Submit to Specialists**. Both options allow you to forward the questionnaire by using an email address. **Forward, then Return to Me** will notify you when the recipient submits the case so that you can have a final review. If you do not want a final review, select **Forward, then Submit to Specialists**. You also have the option to limit questions when forwarding cases to someone else. Once you have made your selection, select the red **Submit** button.

More Training is Available!

More unemployment training is available on our Connections site.