

Unemployment Insurance Integrity

Top 10 Best Practices

Did you know, if you fail to meet a state's unique requirements for UI Integrity, you could lose the ability to apply for charge relief? This could result in benefit charges and a higher UI tax rating for that state, even if the claim itself should have been denied. Ensure UI integrity laws, and potentially even improve your state tax positions by following these best practices below.

1



Identify a **single point of contact** who is accountable for the unemployment response process as a continuous improvement initiative.

2



Create separate documentation and HR/management workflows for **voluntary quits and discharges** to address these very specific and different unemployment paths.

3



Establish **job performance metrics** based on response requirements for team members working with unemployment claims.

4



Make sure that your program utilizes **SIDES** (available in almost all states) for a more efficient exchange of information.

5



Be early!
Encourage standards that facilitate completion of claims/RFIs prior to the deadlines to help maintain important state agency relationships.

6



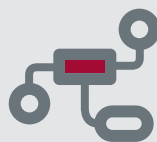
Provide proactive and **regular training** for all employees working on separation and unemployment cases.

7



Don't be stagnant! **Adjust your procedures** to help reinforce mandatory response to each and every claim.

8



Establish **onboarding and separation workflows** to help ensure correct documentation is consistently collected, as they will be critical to successful results.

9



Create and maintain a library of payroll information with employee schedule records, files, and current policies and procedures — **ideally 18-months post-separation.**

10



Anticipate response needs by separation type and state-defined requirements to **create a response guidelines checklist** for common separations in your organization.

Don't Forget: Include both separation date and last day worked!

We Can Help!

With the **Unemployment Cost Management** program from Equifax, you'll have access to innovative technology and expert consultants to help maximize case management productivity and compliance, while minimizing costs and tax liability. We provide the tools you need to help reduce UI integrity risk with our built-in alerts. We even have an interactive map that offers access to pattern of failure and response descriptions.

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Sign-up for a **live demo** today to see how we make it easy!

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