

## Unemployment Claims 10R2

In Tempworks Unemployment Claims are created in the **Interview** tab under the *Unemploy* button. If an Employee has a claim submitted on their record, the *UnemClaim* field on the **Visifile** will be populated with the date that the claim was entered into Tempworks. If the field is empty, a claim has not yet been entered (as shown below).

The screenshot shows the Tempworks software interface. At the top, there is a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar with various icons. Below the toolbar, there are status indicators for 'CredChk:36', 'NeedScreen:0', 'AsgWarning:9', and 'W4Alert:9'. A search bar contains the name 'Barker, Bob' and other identifying information like '(493) 495-3459' and 'SSN:324-72-3577'. The 'Visifile' tab is selected, showing a form with fields for 'TxnHist', 'ChkHist', 'DNA', 'Cand', 'OrdMatch', 'Prof/DH', 'Refresh', 'ResGen', 'Resumes', 'ResCorr', 'PastJob', 'GetMap', 'SyncOutlook', 'Name', 'OrderType', 'Email', 'UnemClaim', 'HomeArea', 'RateDesired', and 'Loc/Memo'. The 'UnemClaim' field is circled in red. Below the form is a table of interest codes.

Customer	JobTitle	OrigStart	Start	End	Bill	Pay	Order	Prf
Human Resource Assista								
Human Resource Assista	Human Resourc	01/08/07	01/08/07		20.30	14.00	4608	
American Banks	Data Entry	11/29/06	11/29/06		15.00	14.50	4389	

To enter a new Unemployment claim go to the **Interview** tab and click on the *Unemploy* button (as circled below).

The screenshot shows the Tempworks software interface with the 'Interview' tab selected. The 'Unemploy' button is circled in red. Below the main form is a table of interest codes.

PastJobs	WorkInterests	WorkExp	Interpersonal	Education	Detail AVL	Fixed AVL	Specialty
Testing	Visa	Unemploy	FormLetter	Interest Codes	BackGround	Req Docs	Evaluations
							Training

\*Note – Any time a new claim is added to an employee record it is a good idea to also log an “Unemployment claim” message in their **Msg** tab; this will also allow the user to utilize the *Standard Search for Unemployment claims and a skill*.

The following form will appear:

The screenshot displays the TempWorks software interface. At the top, there is a menu bar with options: File, Edit, View, Insert, Format, Records, Tools, Window, Help. Below the menu bar is a status bar showing various metrics: Update, CredChk:36, NeedScreen:0, AsgWarning:9, W4Alert:9, Unfiled:99, AsgWarn:0, 1stDay:0, 2ndDay:0, Conf:27, WklyCalls:114, I9Now:8, POWarn:4, Activity:19. The main header area includes fields for Name Lkp, SSN# Lkp, and ID# Lkp, with the employee name 'Barker, Bob (493) 495-3459 SSN:324-72-3577 Id:11971' displayed. Below this is a navigation bar with tabs: Visifile, Address, Pay, Asg, Msg, Interview, Report, Search, Switch. The main content area is divided into several sections: PastJobs, WorkInterests, WorkExp, Interpersonal, Education, Detail AVL, Fixed AVL, Specialty, Testing, Visa, Unemploy, FormLetter, Interest Codes, BackGround, Req Docs, Evaluations, Training. The 'Unemployment Claims' section is highlighted, showing a 'New Record' button circled in red. The form fields include: AIDENT (11971), Name (Barker, Bob), Claim Date (01/05/07), Last charge Date, Total Charge Amt, Appeal Pending (checked), status (Pending), Weekly Benefit Amt, Chargeable Amt, Remaining Liability, Asg Lkp, Last Day Worked, Pay Rate, Job Title, Reason Left Assignment, Refused Job (checked), and Filed By (alisha). A 'Track Charges' table is also visible with columns for ChargeDate, ChargeAmount, and RepName. The bottom of the form shows a record navigation bar with 'Record: 1 of 1'.

Create a new Unemployment Claim by clicking on the *New Record Button* (as circled above). This will populate today's date in the *UnemClaim* field on the **Visifile**. In the *Status* field select the current status of the claim (the default is "Pending"). In the *Weekly Benefit Amt* field enter the amount that the employee will receive each week while collecting unemployment. In the *Chargeable Amt* field enter the amount that your company is liable for.

The next step is to select the employee's most recent assignment from the *AsgLkp* drop down menu. This menu will list all of the employee's previous assignments. Select the most recent, and the *Last Day Worked*, *Pay Rate*, and *Job Title* fields will automatically be populated. Make any notations about the most recent assignment in the *Reason Left Assignment* free form field. Any other research or notes about this claim should be logged in the employee's **Message** area.

Check the employee's **Messages** or view their *Cand* button from the **Visifile** to determine if they have refused any positions offered to them since the claim was filed. If they have, click in the *Refused Job* check box to indicate that you may be able to fight or appeal the claim. If an appeal has been submitted click in the *Appeal Pending* check box, which is located above the *Status* field. The *Filed By*: field will automatically be populated with the username of the user who created the claim. If this claim should be associated with a different user, select their username from the drop down menu.

File Edit View Insert Format Records Tools Window Help

Update CredChk:36 NeedScreen:0 AsgWarning:9 W4Alert:9

Update Unfilled:99 AsgWarn:0 1stDay:0 2ndDay:0 Conf:27 WklyCalls:114 I9Now:8 POWarn:4 Activity:19

Inactives:  **Name Lkp:** **SSN# Lkp:** **ID# Lkp:** **Barker, Bob (493) 495-3459 SSN:324-72-3577 Id:11971**

EN Imp

Visifile Address Pay Asg Msg **Interview** Report Search Switch

PastJobs WorkInterests WorkExp Interpersonal Education Detail AVL Fixed AVL Specialty

Testing Visa Unemploy FormLetter Interest Codes BackGround Req Docs Evaluations Training

**Unemployment Claims High Tech Staffing** Refresh **View All**

**AIDENT** 11971 **Appeal Pending**

**Name** Barker, Bob **status** Pending

**Claim Date:** 01/05/07 **Weekly Benefit Amt** \$150.00

**Last charge Date:** 01/08/07 **Chargeable Amt** \$75.00

**Total Charge Amt** \$50.00 **Remaining Liability** \$25.00

**Asg Lkp:** **Last Day Worked** 01/08/07 **Pay Rate** \$14.00 **Job Title** Human Resource Assistant

**Reason Left Assignment** **Refused Job**  **Filed By:** alisha

**Track Charges:**

ChargeDate	ChargeAmount	RepName
01/08/07	\$25.00	alisha
01/08/07	\$25.00	alisha
* 01/08/07		

Record: 1 of 2

The *Track Changes* area allows a user to enter the amounts for liability payments that have been made to this employee's unemployment account. Enter the payment into the *ChargeAmount* column and Tempworks will automatically calculate the *Total Charge Amt* and *Remaining Liability* fields.

To see all of the Unemployment claims logged in Tempworks click on the *View All* button as circled above. The following view will be displayed:

The screenshot shows the 'Unemployment Claims' window. At the top, there is a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a status bar with various indicators like 'CredChk:36', 'NeedScreen:0', 'AsgWarning:9', 'W4Alert:9', 'Unfilled:99', '1stDay:0', '2ndDay:0', 'Conf:27', 'WklyCalls:114', 'I9Now:8', and 'POWarn'. Below the menu is a header area with 'Unemployment Claims' and 'High Tech Staffing' tabs, and a 'Requery' button circled in red. The 'Filter By:' section contains three fields: 'AIDENT:' (empty), 'Status:' (dropdown menu), and 'Branch:' (dropdown menu). Below the filters is a table of claims:

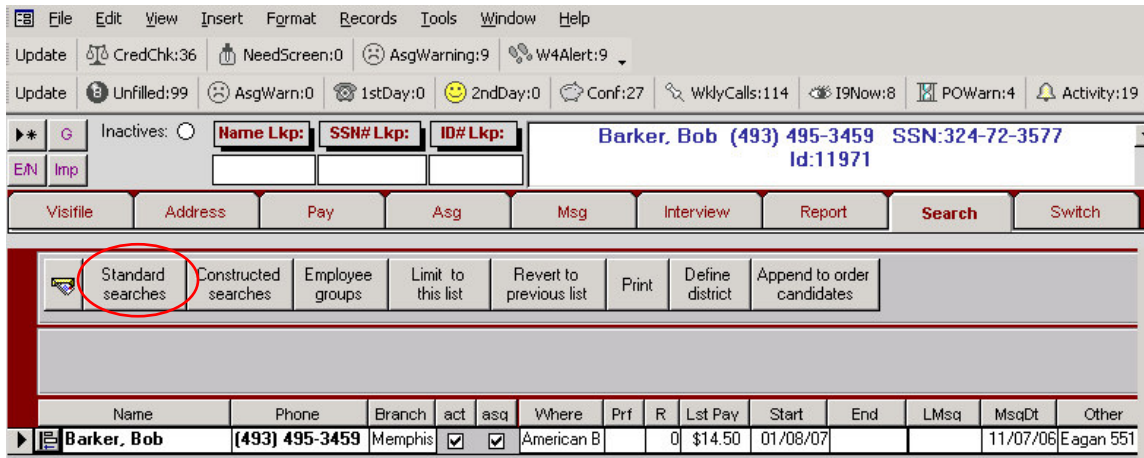
Date Filed	SSN	Emprname	Branch	Status	Appeal Pending
09/18/02	787878777	Marshall, Mathew	Memphis NE	Pending	<input checked="" type="checkbox"/>
06/30/03	5209	Mel, Mel	Memphis NE	Pending	<input type="checkbox"/>
12/21/04	120565354	Newman, Phil	Memphis NE	Pending	<input type="checkbox"/>
02/07/05	5024	Adams, Cindy	Memphis NE	Pending	<input type="checkbox"/>
02/07/05	787878777	Marshall, Mathew	Memphis NE	Pending	<input checked="" type="checkbox"/>
02/07/05	363486889	Farmer, Steve	Memphis NE	Pending	<input type="checkbox"/>
02/07/05	787878777	Marshall, Mathew	Memphis NE	Allowed	<input checked="" type="checkbox"/>
02/07/05	5208	Masters, Paige	Memphis NE	Pending	<input checked="" type="checkbox"/>
02/07/05	5209	zzMel, Mel	Memphis NE	Pending	<input type="checkbox"/>
05/05/05	5412	Abbott, Willy	Memphis NE	Pending	<input type="checkbox"/>
05/05/05	5412	Abbott, Willy	Memphis NE	Pending	<input type="checkbox"/>
05/05/05	5412	Abbott, Willy	Memphis NE	Pending	<input type="checkbox"/>
05/11/05	472920388	Hanks, Tom	Memphis NE	Pending	<input type="checkbox"/>
05/12/05	546546541	Barker, Shannon	Memphis SE	Pending	<input checked="" type="checkbox"/>

Filter the results by entering the employee's Associate ID (Aident) in the *AIDENT:* field. Or view Unemployment claims by branch by selecting the correct location from the *Branch:* drop down menu. The last way to filter the claims is by selecting a *Status* from the drop down menu. Once the appropriate filter fields have been populated, click on the *Requery* button as circled above. The results will be filtered as shown below:

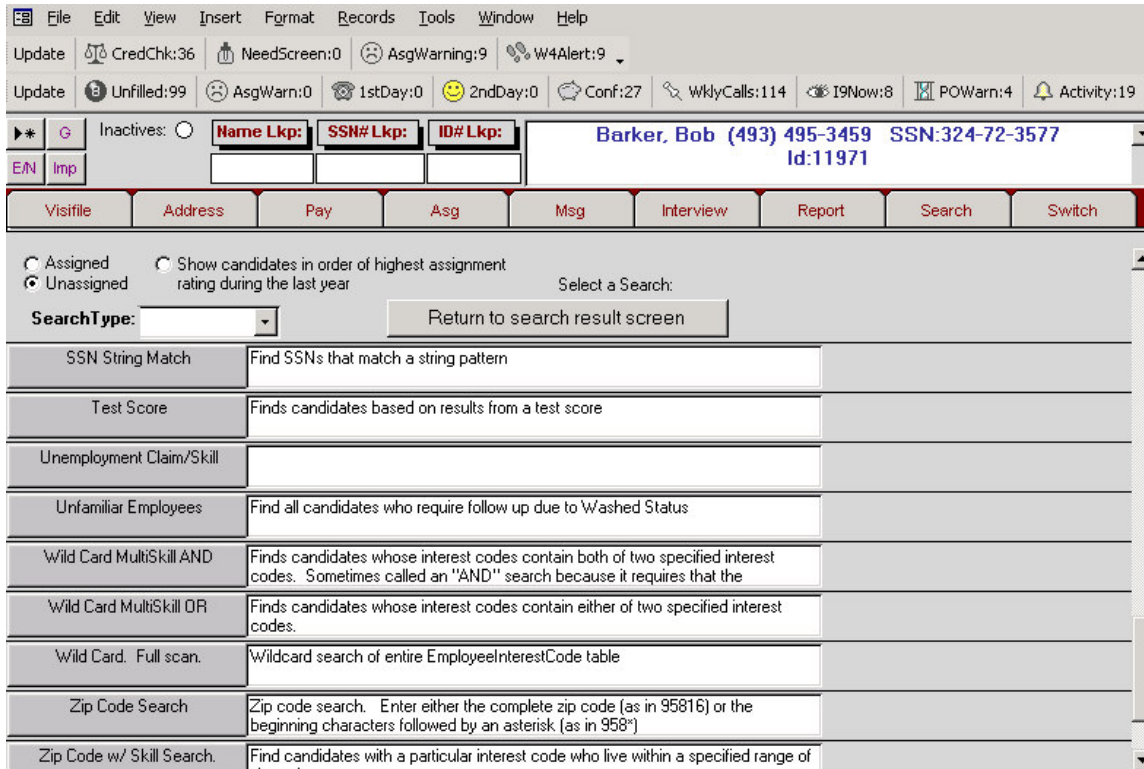
This screenshot shows the same software interface after filtering. The 'Status:' dropdown menu is now set to 'Allowed'. The 'Requery' button is no longer circled. The table below shows only the claim with a status of 'Allowed':

Date Filed	SSN	Emprname	Branch	Status	Appeal Pending
02/07/05	787878777	Marshall, Mathew	Memphis NE	Allowed	<input checked="" type="checkbox"/>

The best way to reduce the company's liability on Unemployment claims is to return these employee's to work as quickly as possible. Tempworks makes this easy by giving users a *Standard Search* that they can use to match employee's with an "Unemployment Claim" action code message and a specific *Interest Code* listed on their record. To utilize this functionality navigate to the **Search** tab in the **Associates** area of Tempworks as shown below.



Once in the **Search** tab, click on the *Standard Searches* button (as circled above), to view the list of all *Standard Searches* in Tempworks. Clicking on this button will navigate the user to a view like the one below.



You may have to scroll down the list or enter a *Search Type* in the drop down menu to locate *Unemployment Claim/Skill*. Once you find the *Standard Search* called *Unemployment Claim/Skill*, click on this button. A window will be displayed that will ask you to input "Filed claim since how many days ago?" as shown.

Enter the required information in and click the *OK* button to bring up the next prompt. (In this instance the number of days back that Tempworks is going to search is 60.)

Enter the first few letters of the *Interest Code* in this field and click the *OK* button to complete the search criteria. (In this instance the first few letters of the *Interest Code* is "dat" which would find *Interest Codes* like "data entry", "database" "data entry clerk", etc.)

Tempworks will locate any employee's who meet the search parameters and return them in a list like the one shown below:

Count: 5 on search WHERE ((EmployeeMessage.Action Like ""Unemploy"")) AND (EmployeeMessage.Date>DateAdd("d",-[Filed claim since how many days ago?],Date())) AND (EmployeeInterestCode.InterestCode Like [enter interest code] & "") AND Employee.[Assigned]=False

Name	Phone	Branch	act	asq	Where	Prf	R	Lst Pay	Start	End	LMsq	MsqDt	Other
Barker, Bob	(493) 495-3459	Memphis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crom Equip	CX	0	\$14.00	01/08/07	01/08/07	Unempl	01/05/07	Eagan 551
Marshall, Mathew D	(639) 485-3405x	Memphis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tamarack H	CO	9	\$15.00	04/08/03	01/01/07	Unempl	01/05/07	Fort Pierce
Masters, Paige	(555) 555-5555	Memphis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Iverson Tec	CO	9	\$10.00	01/01/07	01/01/07	Unempl	01/05/07	Eagan 551
Ventura, Jessi		Memphis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crom Equip	CO	0	\$13.00	12/04/06	01/01/07	Unempl	01/05/07	
Victorson, Mike	(555) 555-5555	Memphis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barry's Dorr	DE	4	\$8.00	06/05/06	01/05/07	Unempl	01/05/07	Eagan 551