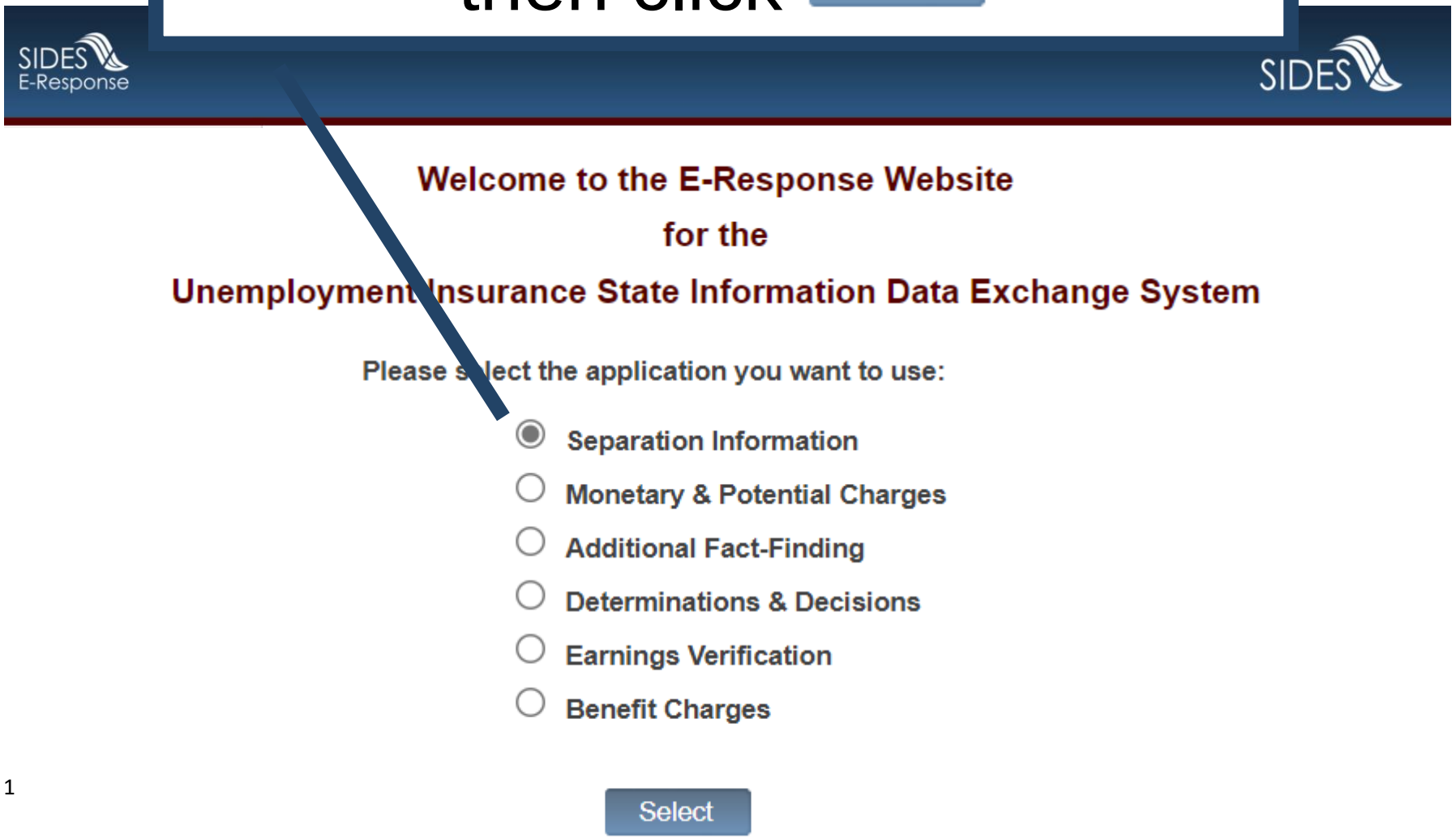
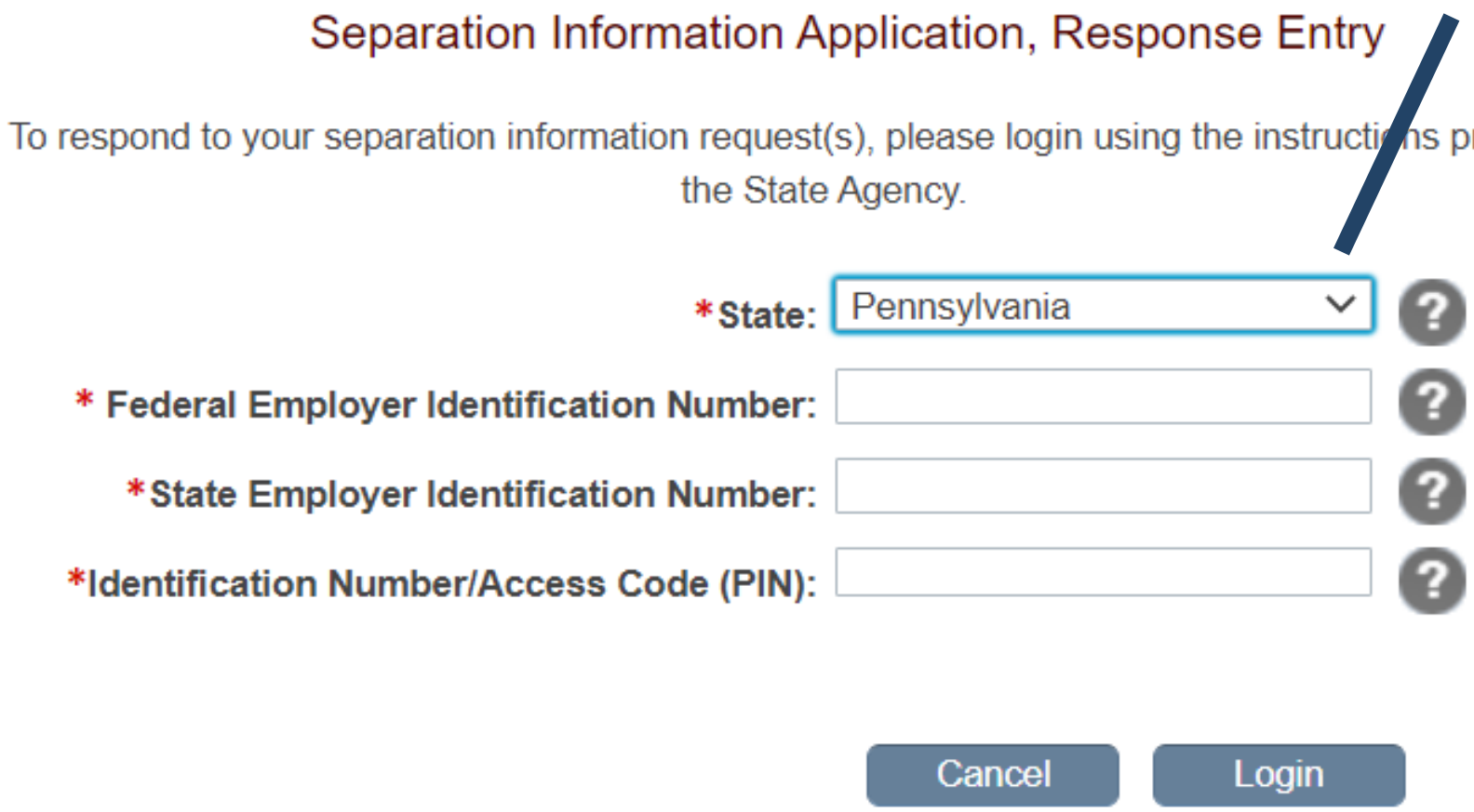
How Employers can use SIDES E-Response to notify the Office of UC Benefits about fraudulent claims

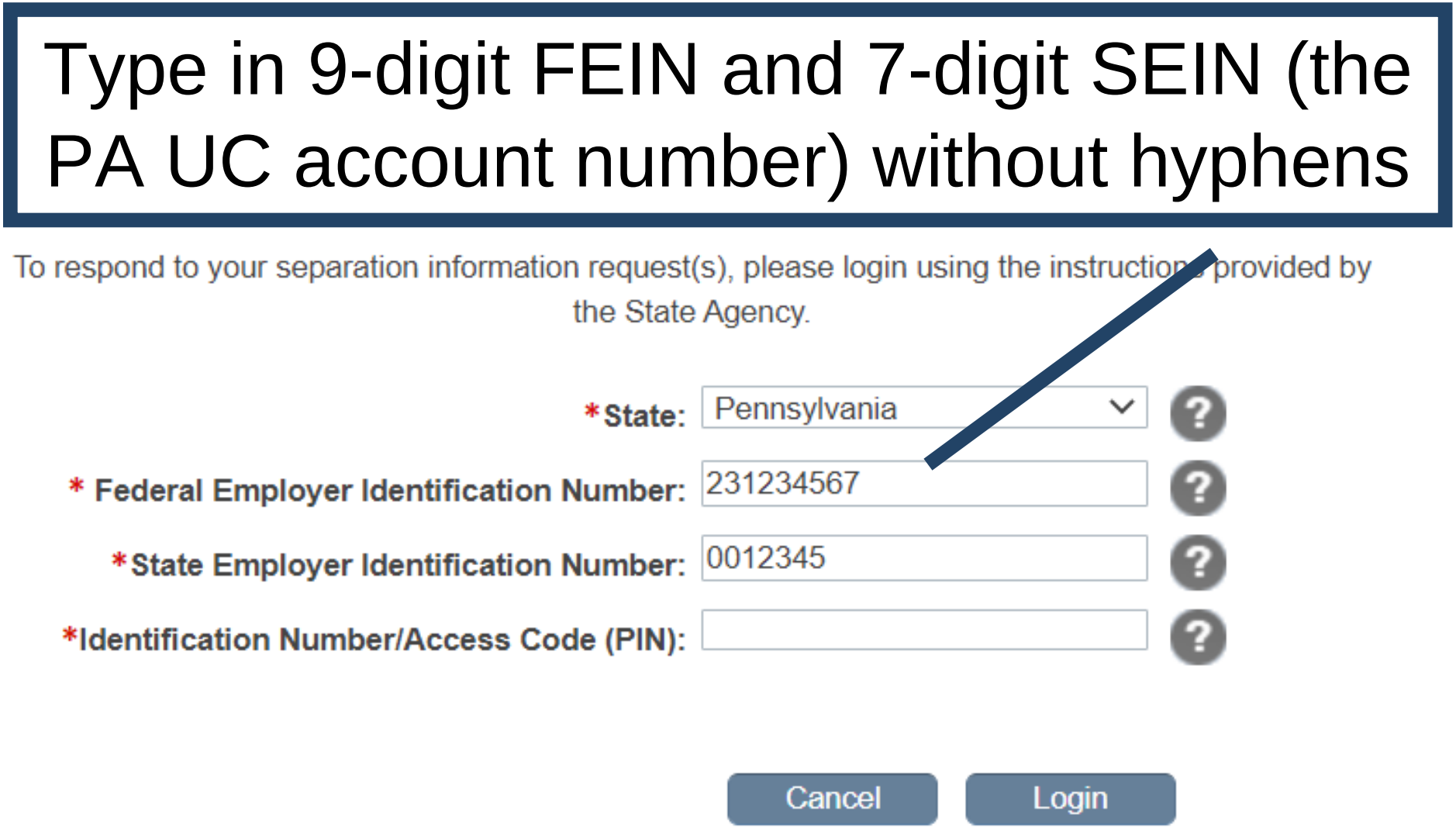
Go to https://uisides.org and click “Separation Information”, then click Select



Select “Pennsylvania” from the drop-down list of states



Type in 9-digit FEIN and 7-digit SEIN (the PA UC account number) without hyphens



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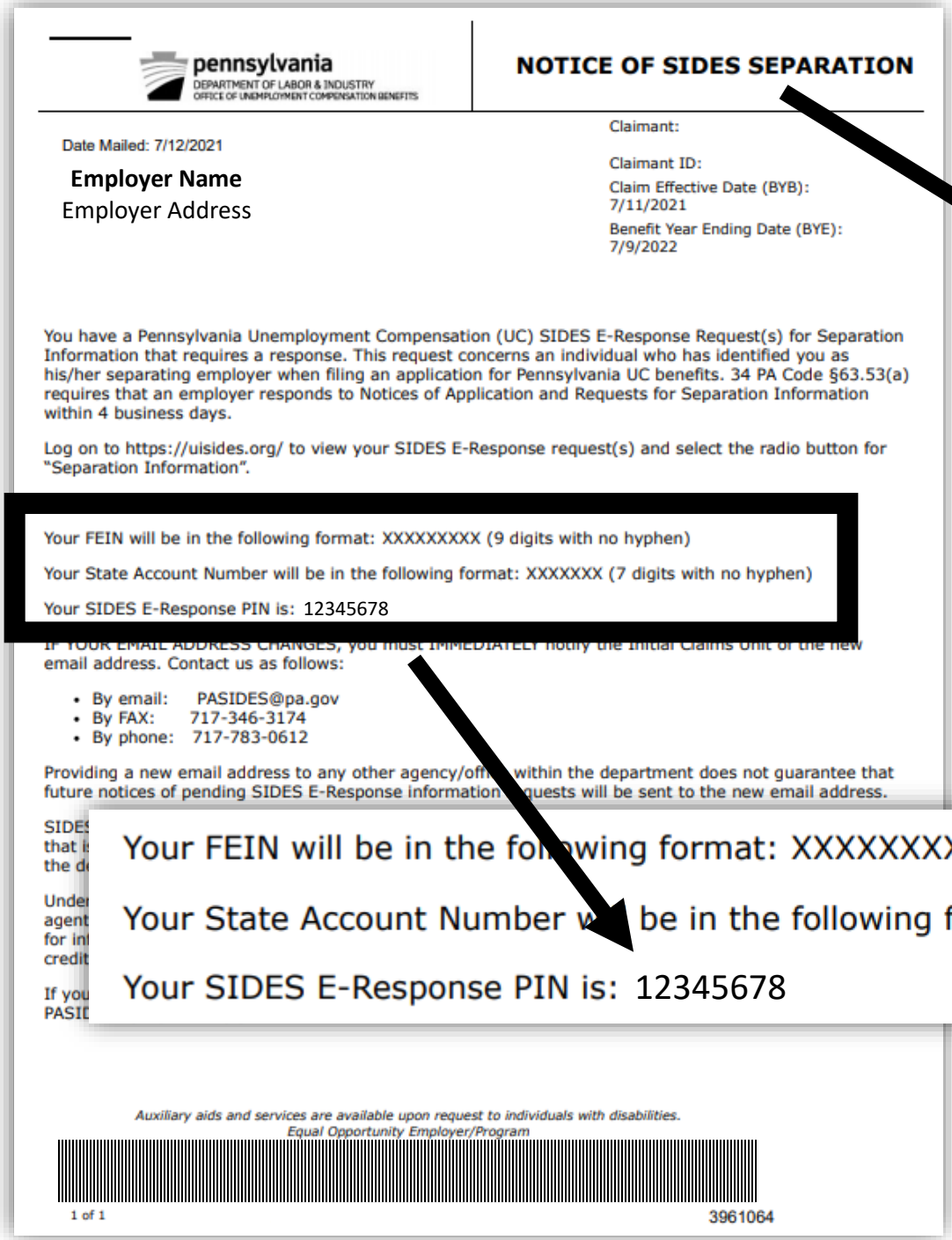

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS

NOTICE OF SIDES SEPARATION

Date Mailed: 7/12/2021

Employer Name
Employer Address

Claimant:

Claimant ID:

Claim Effective Date (BYB): 7/11/2021

Benefit Year Ending Date (BYE): 7/9/2022

You have a Pennsylvania Unemployment Compensation (UC) SIDES E-Response Request(s) for Separation Information that requires a response. This request concerns an individual who has identified you as his/her separating employer when filing an application for Pennsylvania UC benefits. 34 PA Code §63.53(a) requires that an employer responds to Notices of Application and Requests for Separation Information within 4 business days.

Log on to https://uisides.org/ to view your SIDES E-Response request(s) and select the radio button for "Separation Information".

Your FEIN will be in the following format: XXXXXXXXX (9 digits with no hyphen)

Your State Account Number will be in the following format: XXXXXXX (7 digits with no hyphen)

Your SIDES E-Response PIN is: 12345678

IF YOUR EMAIL ADDRESS CHANGES, you must IMMEDIATELY notify the Initial Claims Unit of the new email address. Contact us as follows:

- By email: PASIDES@pa.gov
- By FAX: 717-346-3174
- By phone: 717-783-0612

Providing a new email address to any other agency/office within the department does not guarantee that future notices of pending SIDES E-Response information requests will be sent to the new email address.

SIDES that is the de

Under agent for in credit

If you PASID

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program

1 of 1

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Find the 8-digit PIN from the Notice of SIDES Separation

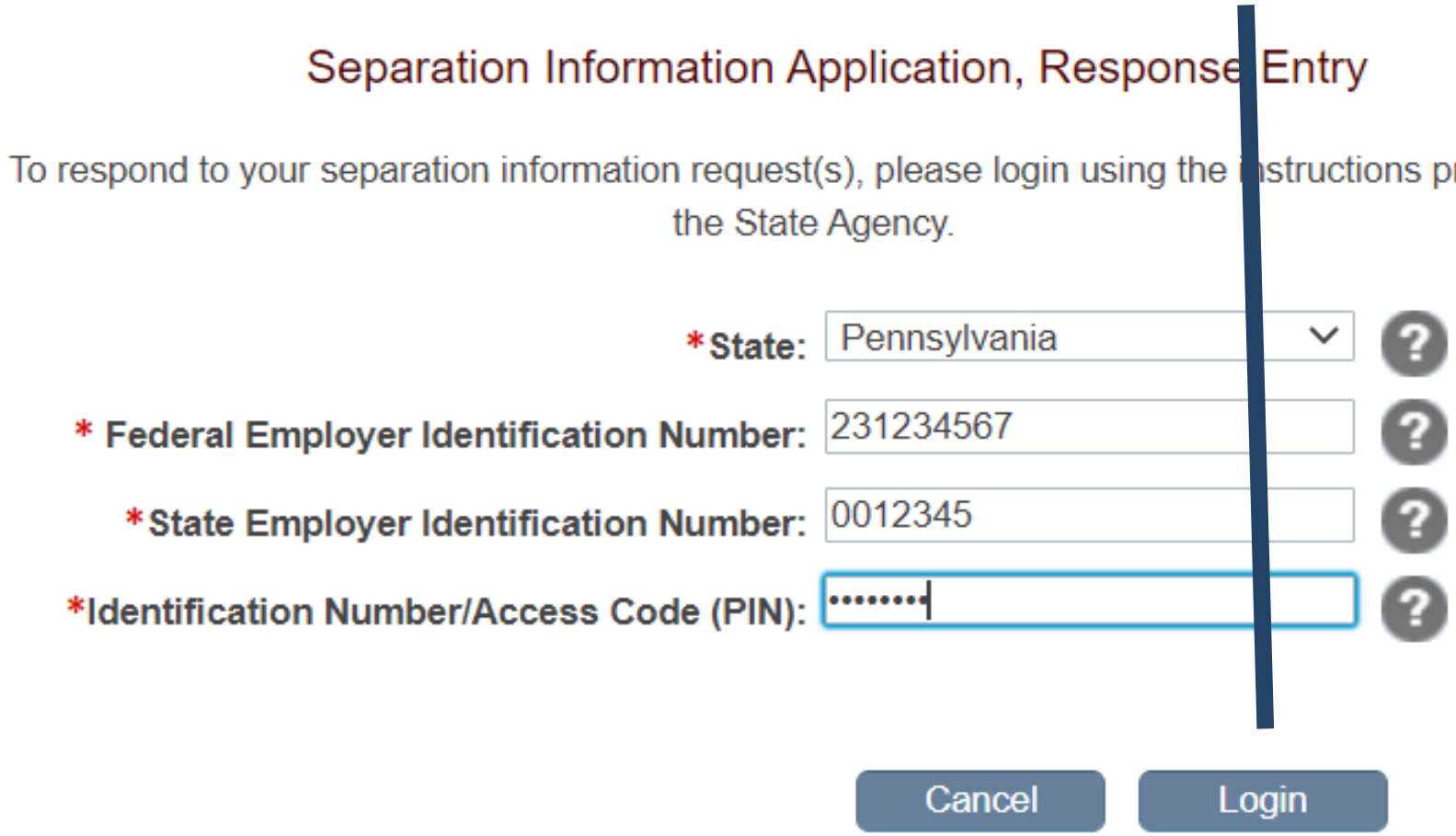
Your FEIN will be in the following format: XXXXXXXXX (9 digits with no hyphen)

Your State Account Number will be in the following format: XXXXXXX (7 digits with no hyphen)

Your SIDES E-Response PIN is: 12345678

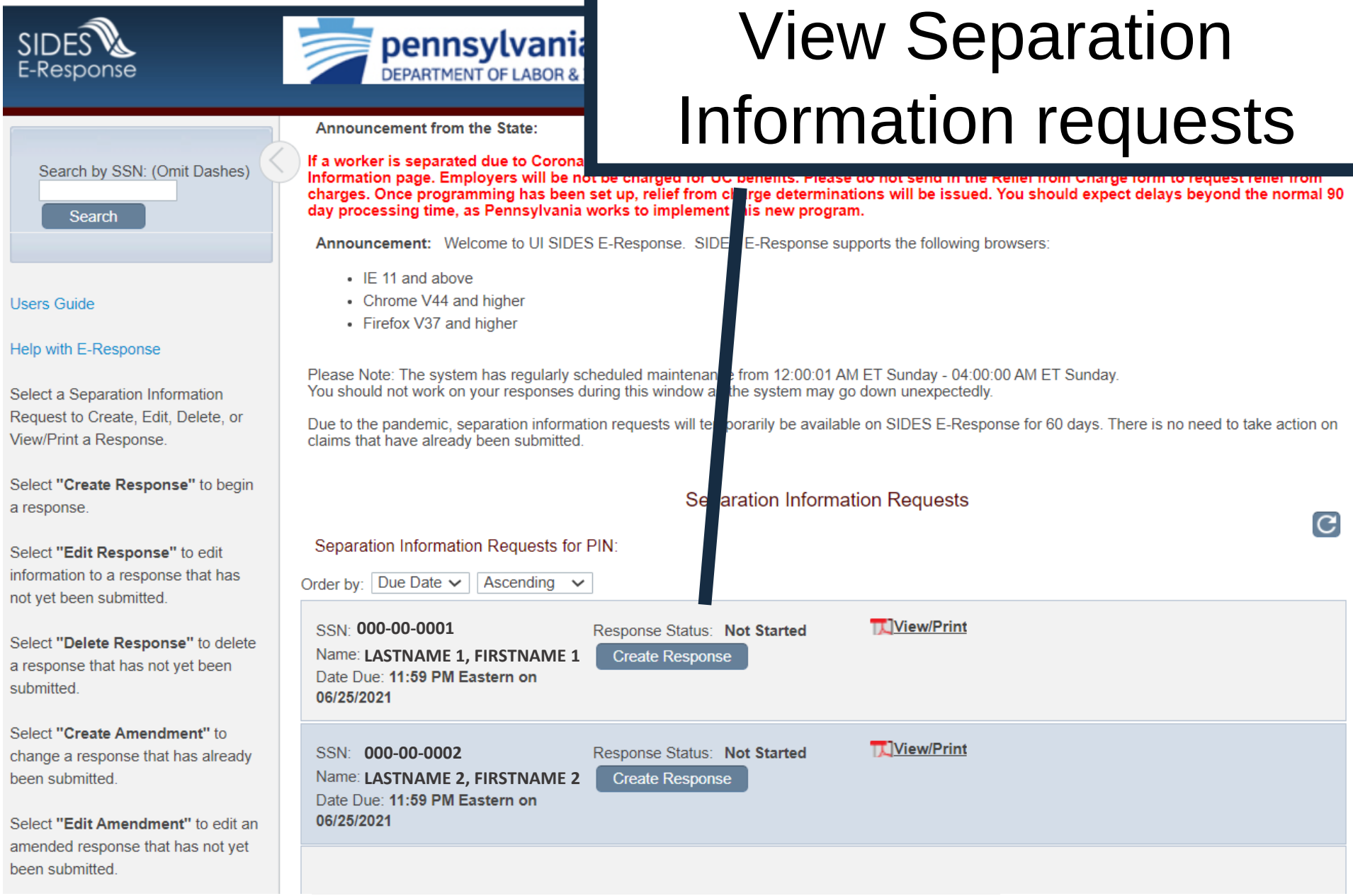
How Employers can use SIDES E-Response to notify the Office of UC Benefits about fraudulent claims

Type in PIN and click Login



How Employers can use SIDES E-Response to notify the Office of UC Benefits about fraudulent claims

View Separation Information requests



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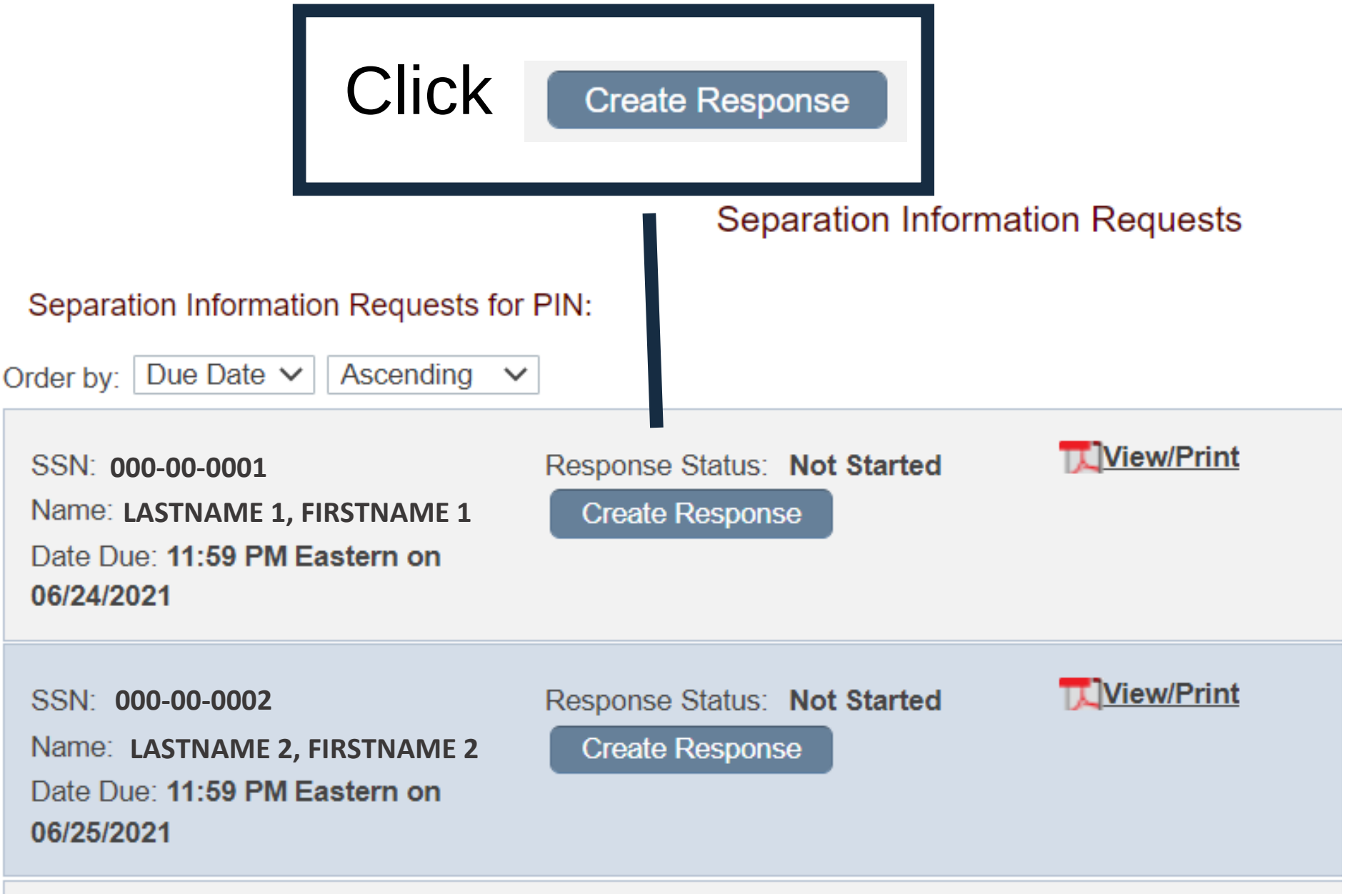

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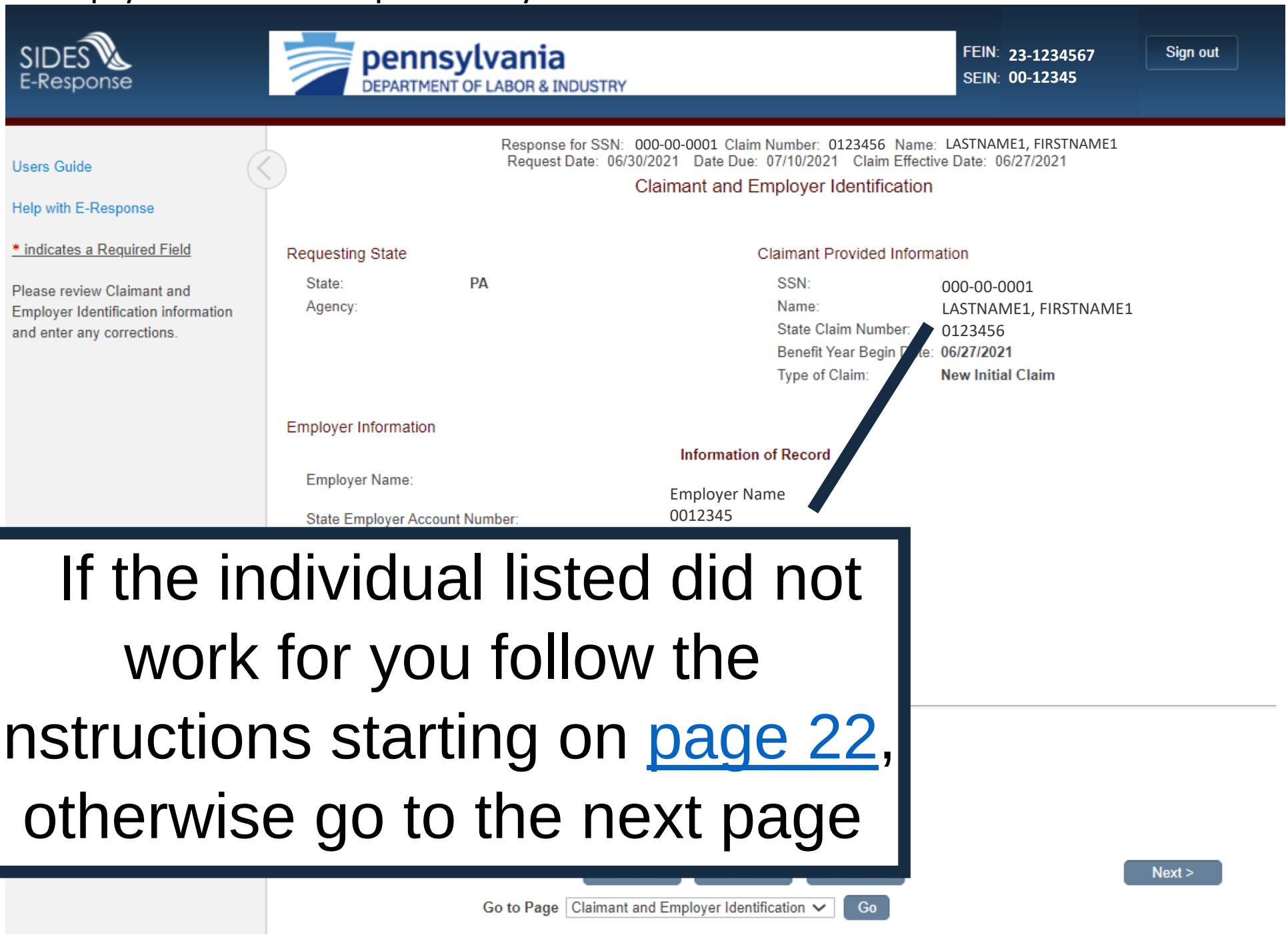
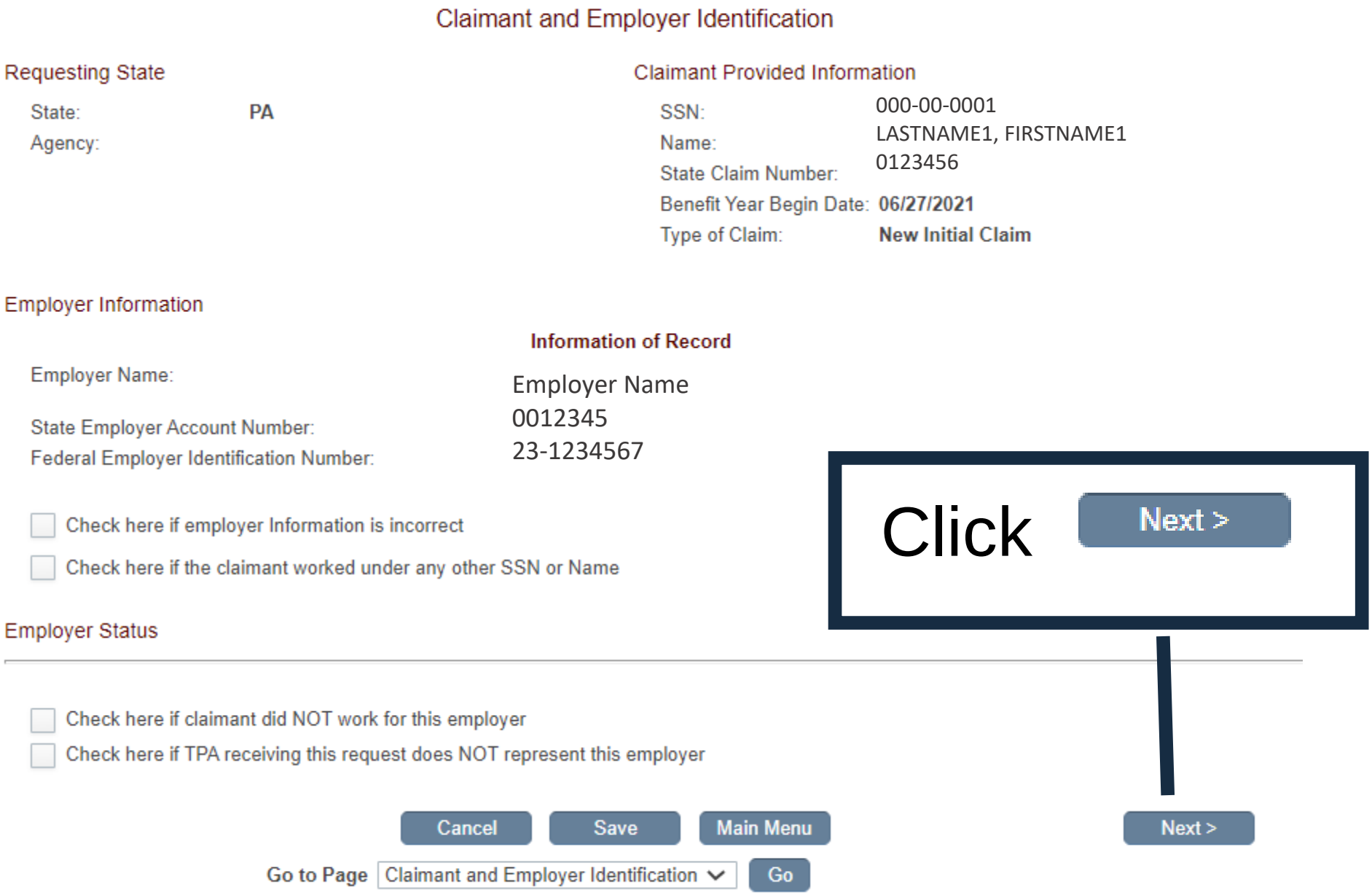
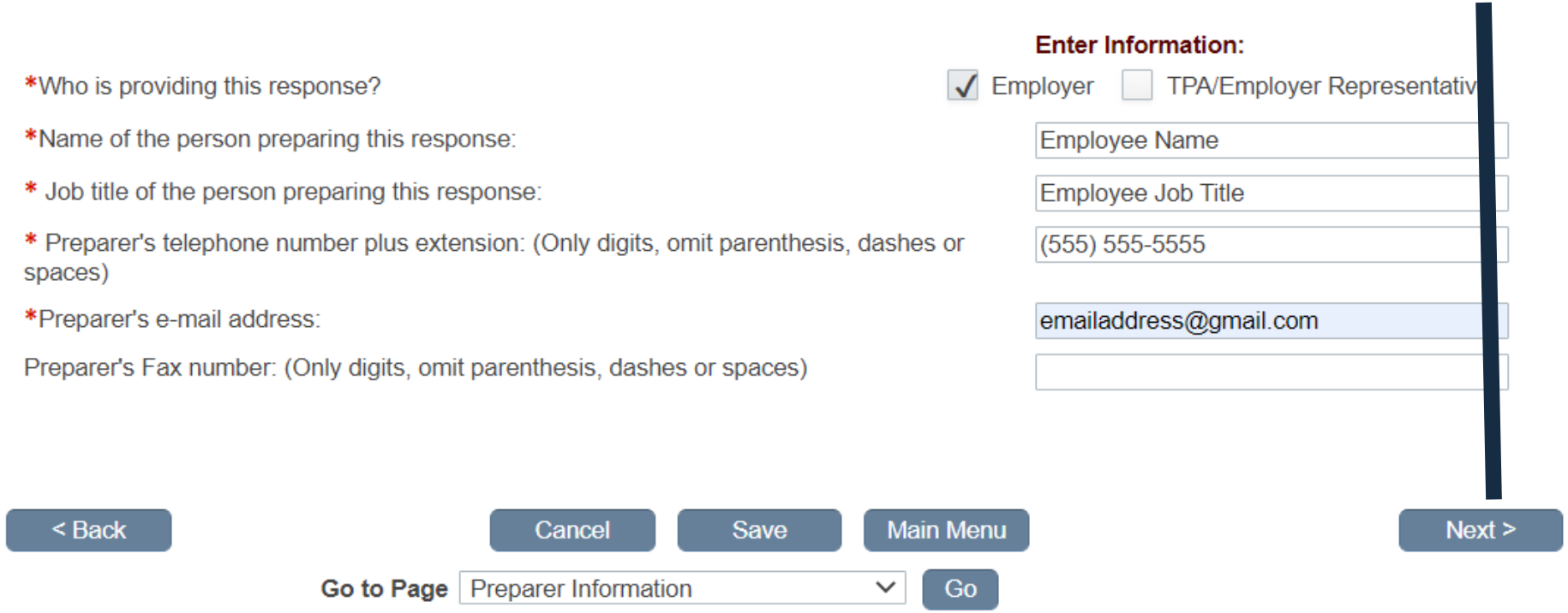


If the individual listed did not work for you follow the instructions starting on page 22, otherwise go to the next page

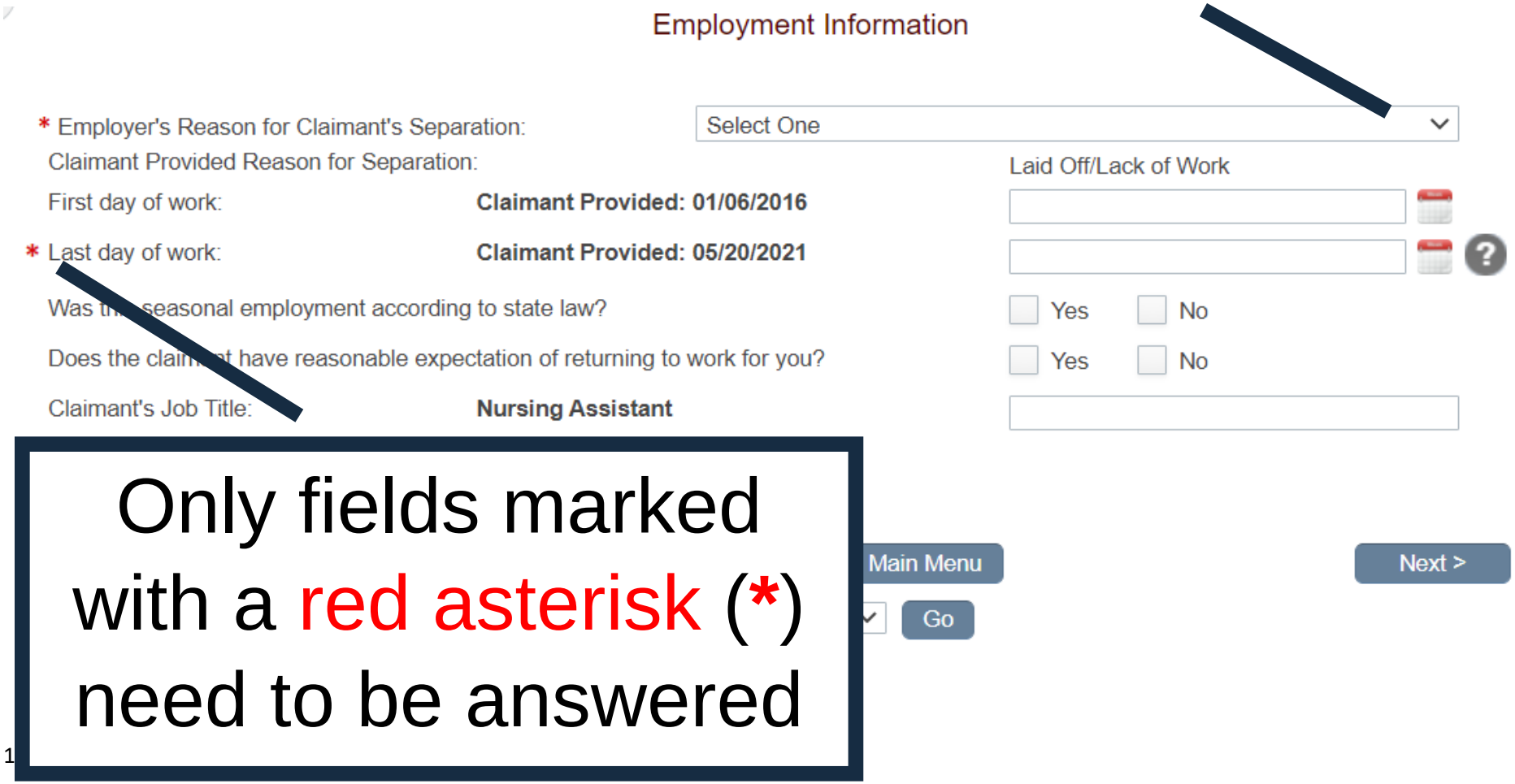
How Employers can use SIDES E-Response to notify the Office of UC Benefits about fraudulent claims



Select the “Employer” checkbox, enter your name, job title, phone number, email address, and click Next >

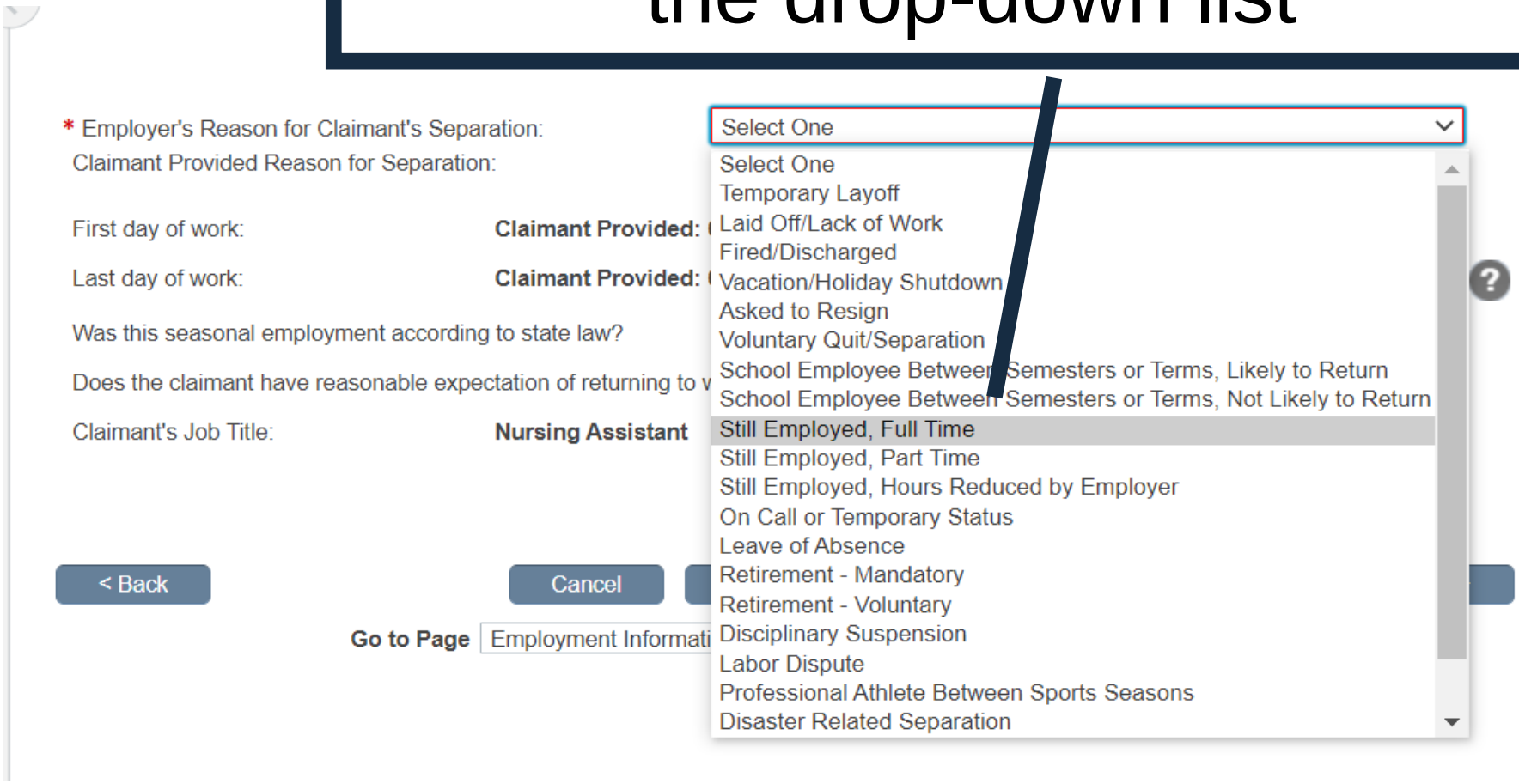


Complete the “Employer’s Reason for Claimant’s Separation” and “Last day of work” fields only

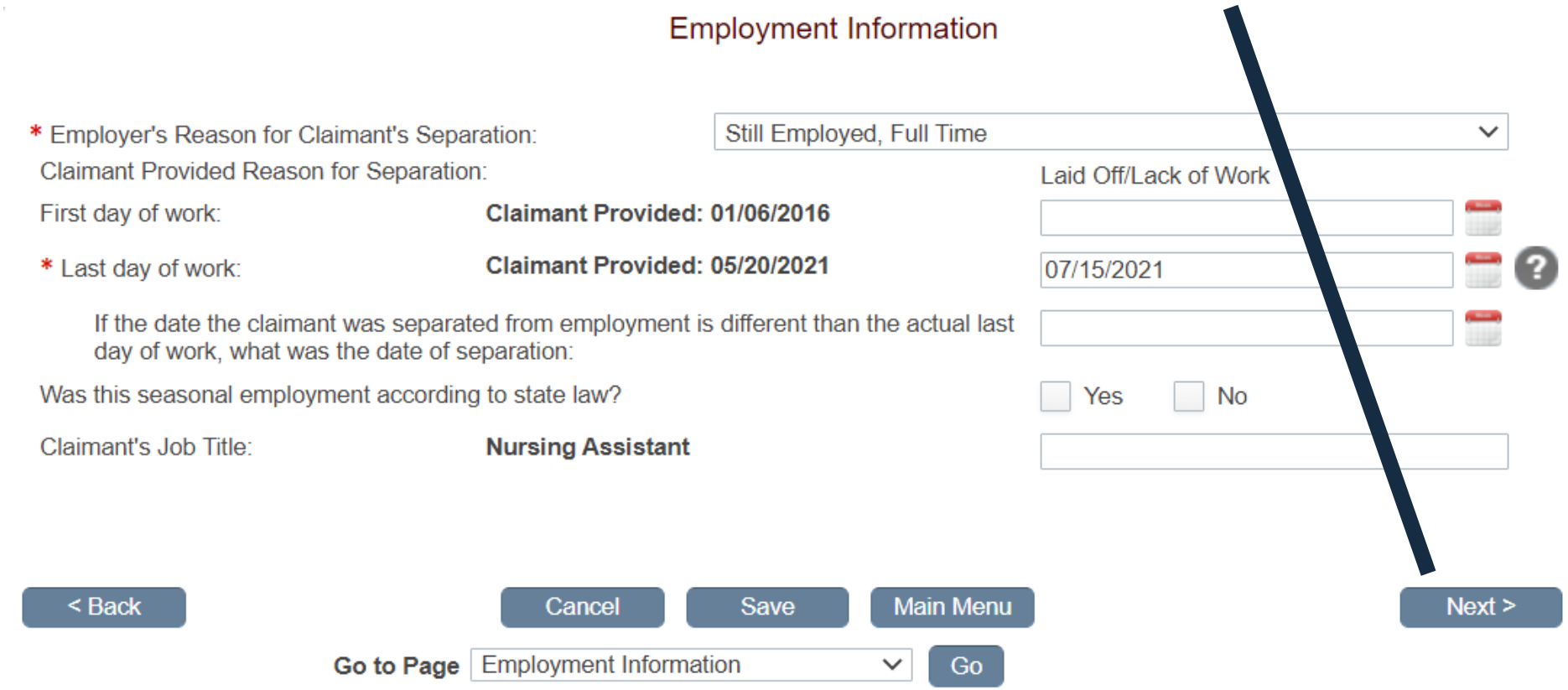


Only fields marked with a red asterisk (*) need to be answered

Select “Still Employed, Full Time” as the reason for separation from the drop-down list



Enter today's date in the "Last day of work" field and click Next >



Select “Wages are not currently available” from the drop-down list

Select “Weeks are not currently available” from the drop-down list and click Next >

Answer the questions as shown and click Next >

What was the claimant's average weekly wage?

What was the average number of hours the claimant worked per week?

If the claimant is still working, is the claimant working all available hours? ☑ Yes ☐ No

* Will or is the claimant receiving a company pension? ☐ Yes ☑ No

* Will the claimant receive any of the following compensation on or after the last day of work: ☑ No to all

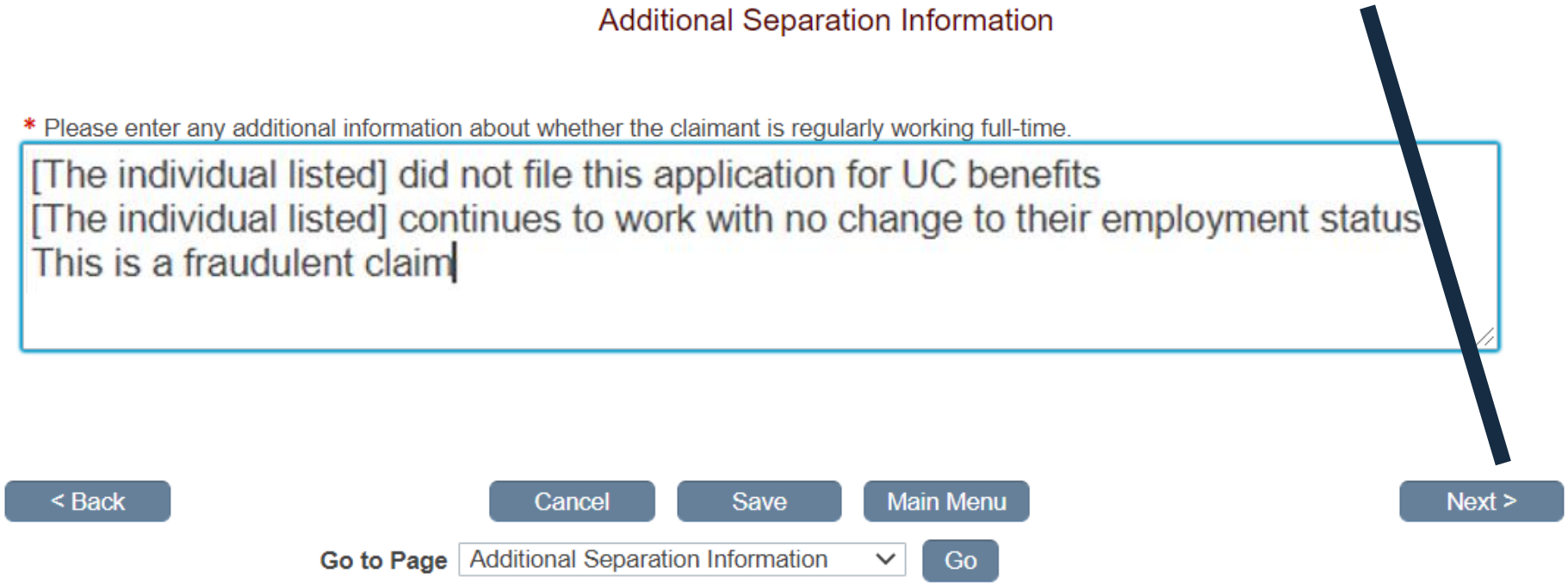
Severance	☐ Yes	☑ No	Bonus Pay	☐ Yes	☑ No
Separation Pay	☐ Yes	☑ No	Residual Pay	☐ Yes	☑ No
Vacation	☐ Yes	☑ No	Commissions	☐ Yes	☑ No
Holiday	☐ Yes	☑ No	Sick Pay	☐ Yes	☑ No
Profit Sharing	☐ Yes	☑ No	Disability	☐ Yes	☑ No
Wages In Lieu of Notice	☐ Yes	☑ No	Back Pay	☐ Yes	☑ No
Not Listed Above	☐ Yes	☑ No			

< Back | Cancel | Save | Main Menu | Next >

Go to Page Compensation Paid After Separation Go

Mark the “No” checkbox and click Next >

Fill out the “Additional Separation Information” textbox as shown and click Next >



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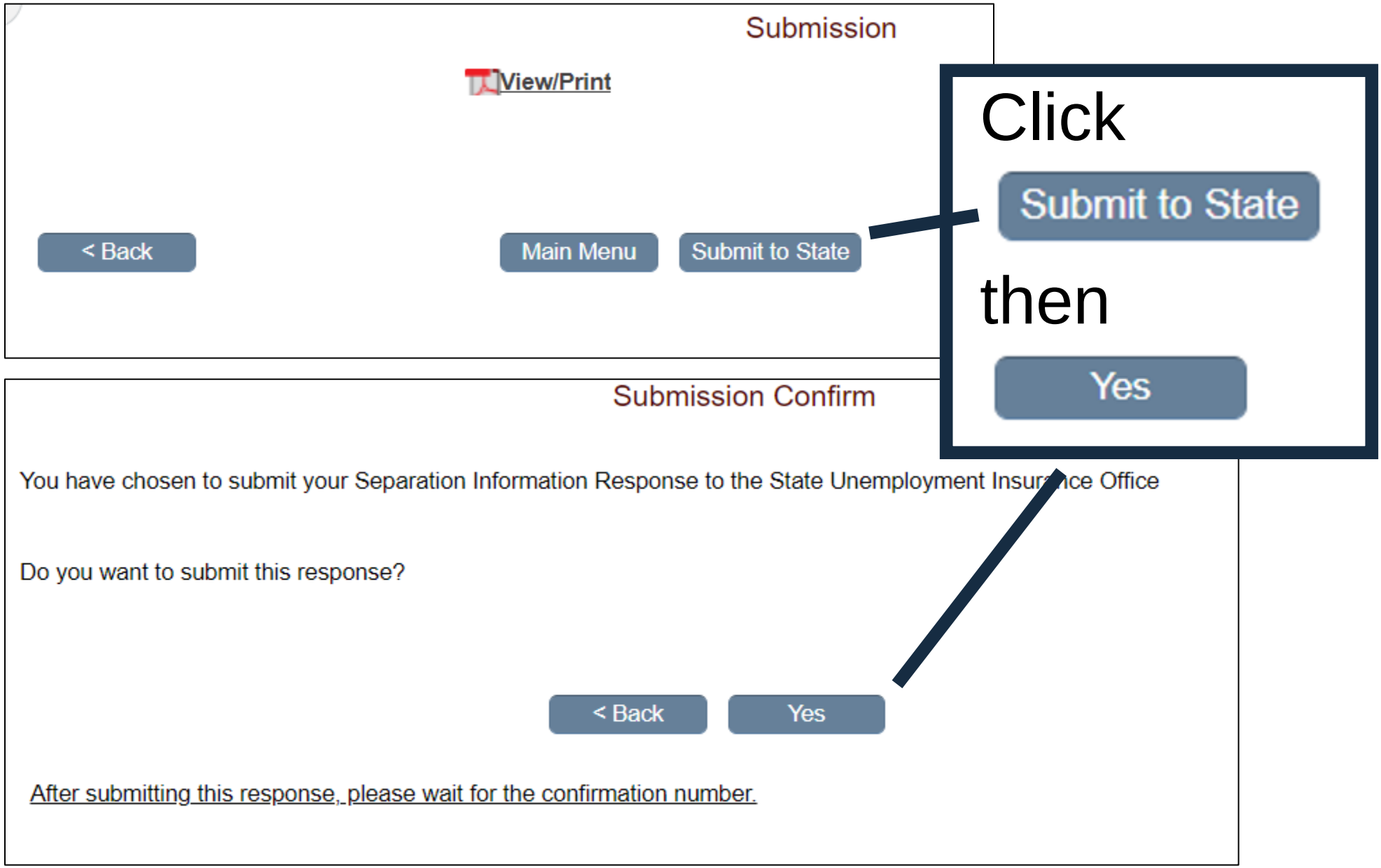

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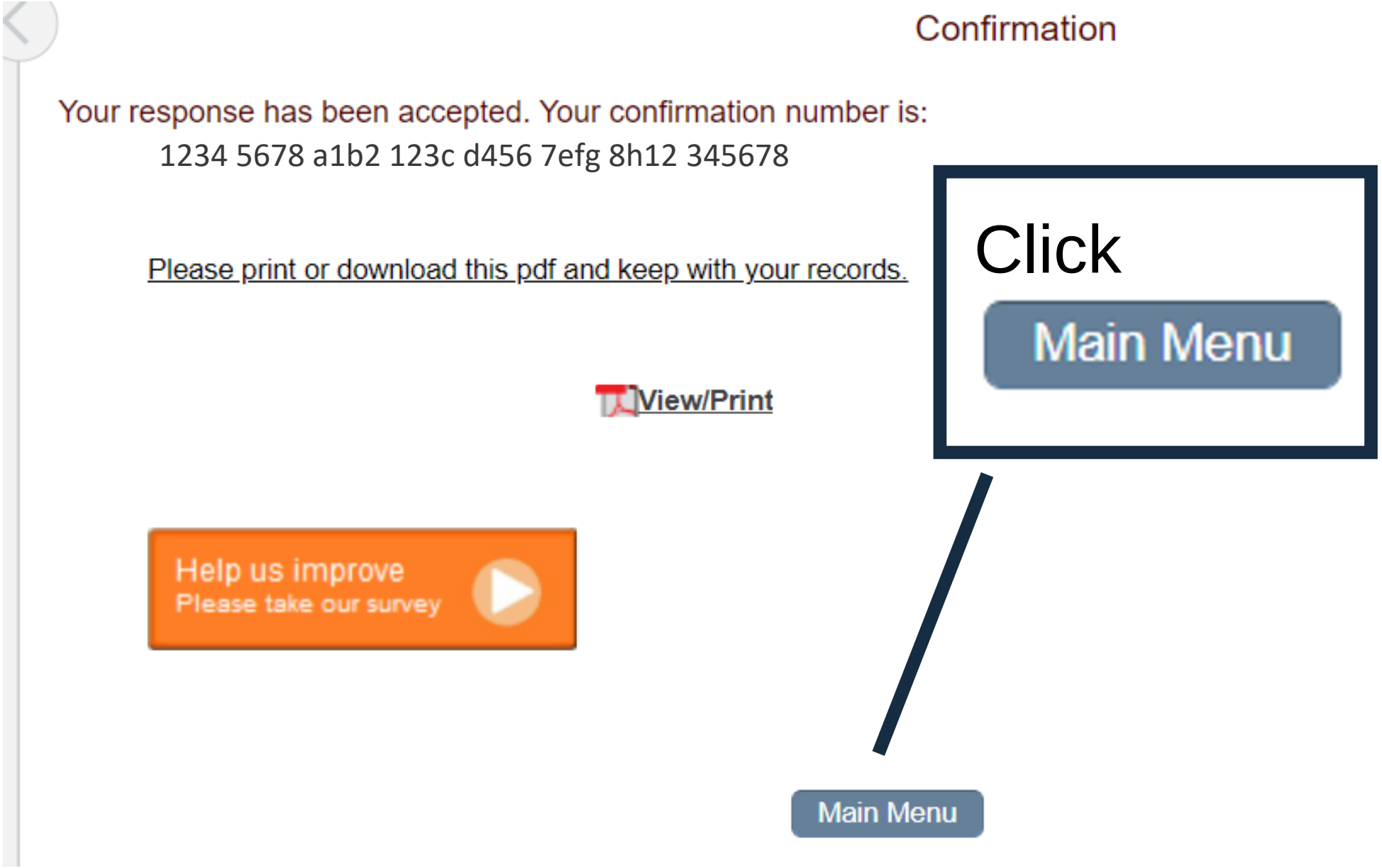
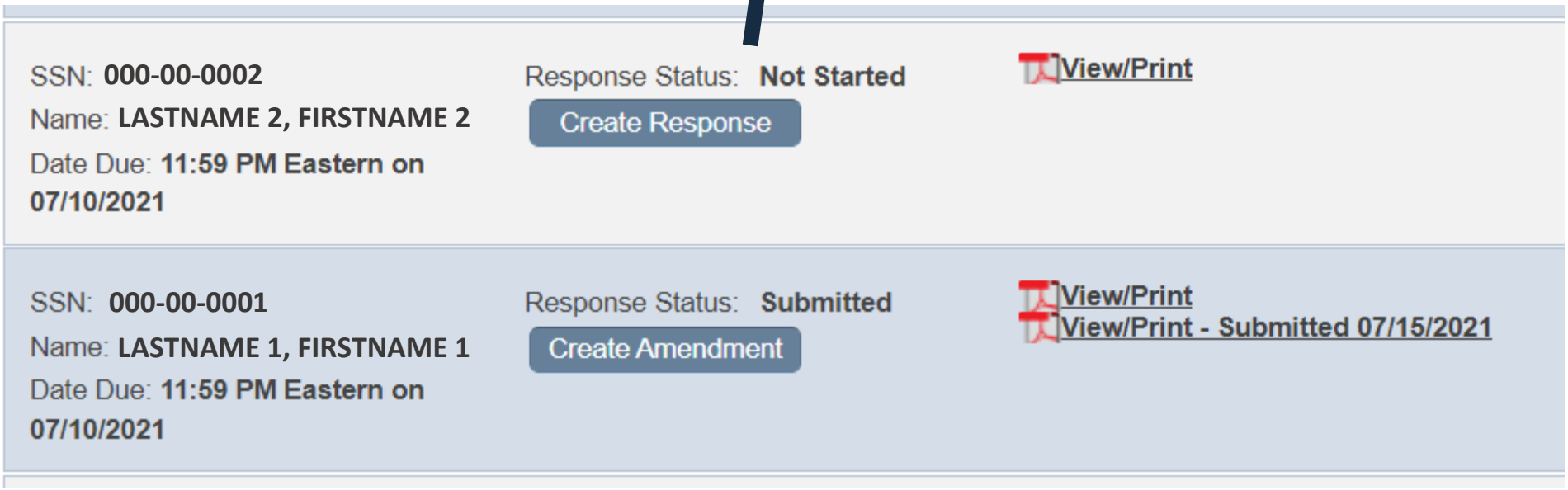


Click Create Response to respond to any other requests and follow the same instructions starting at page 7



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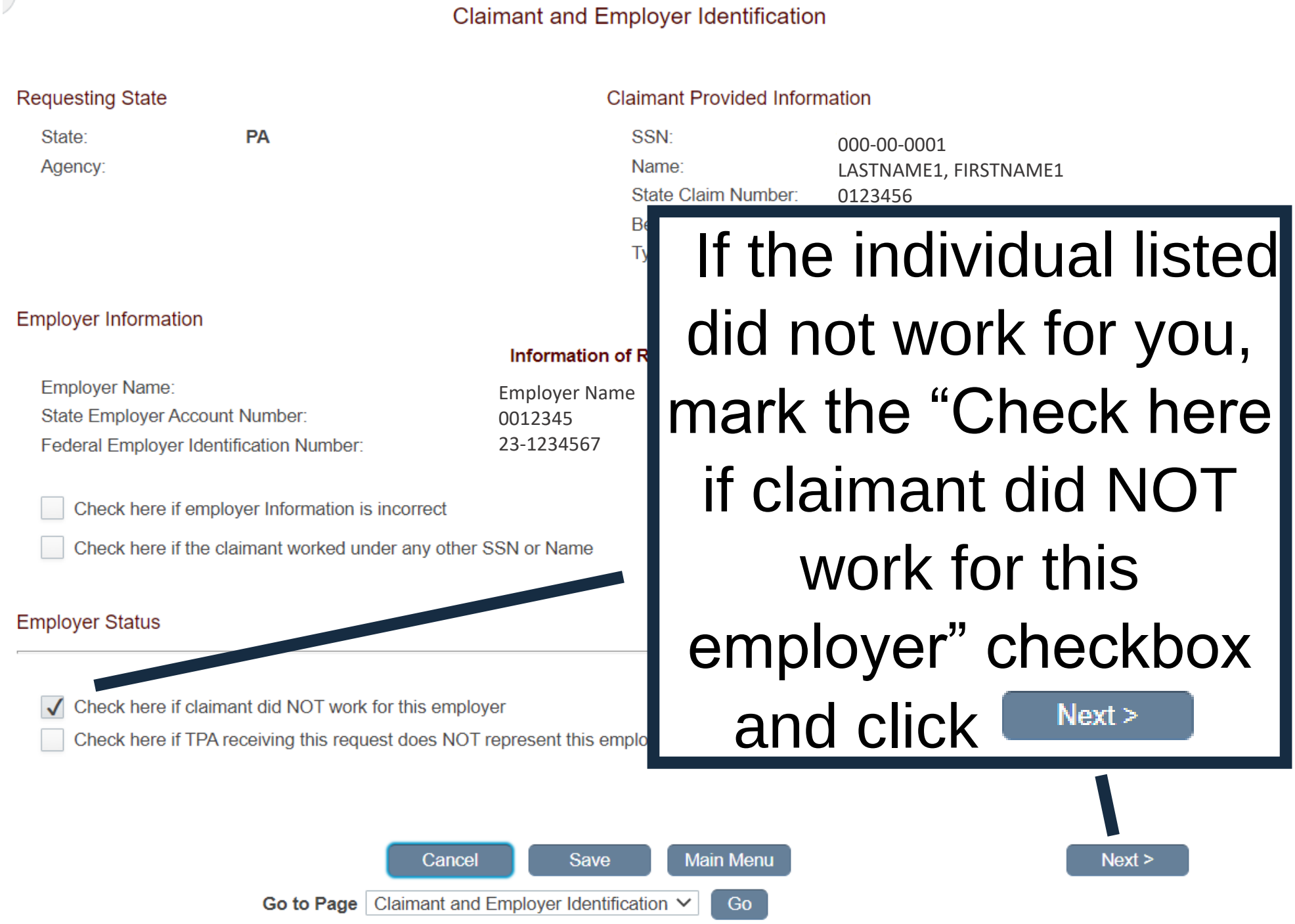

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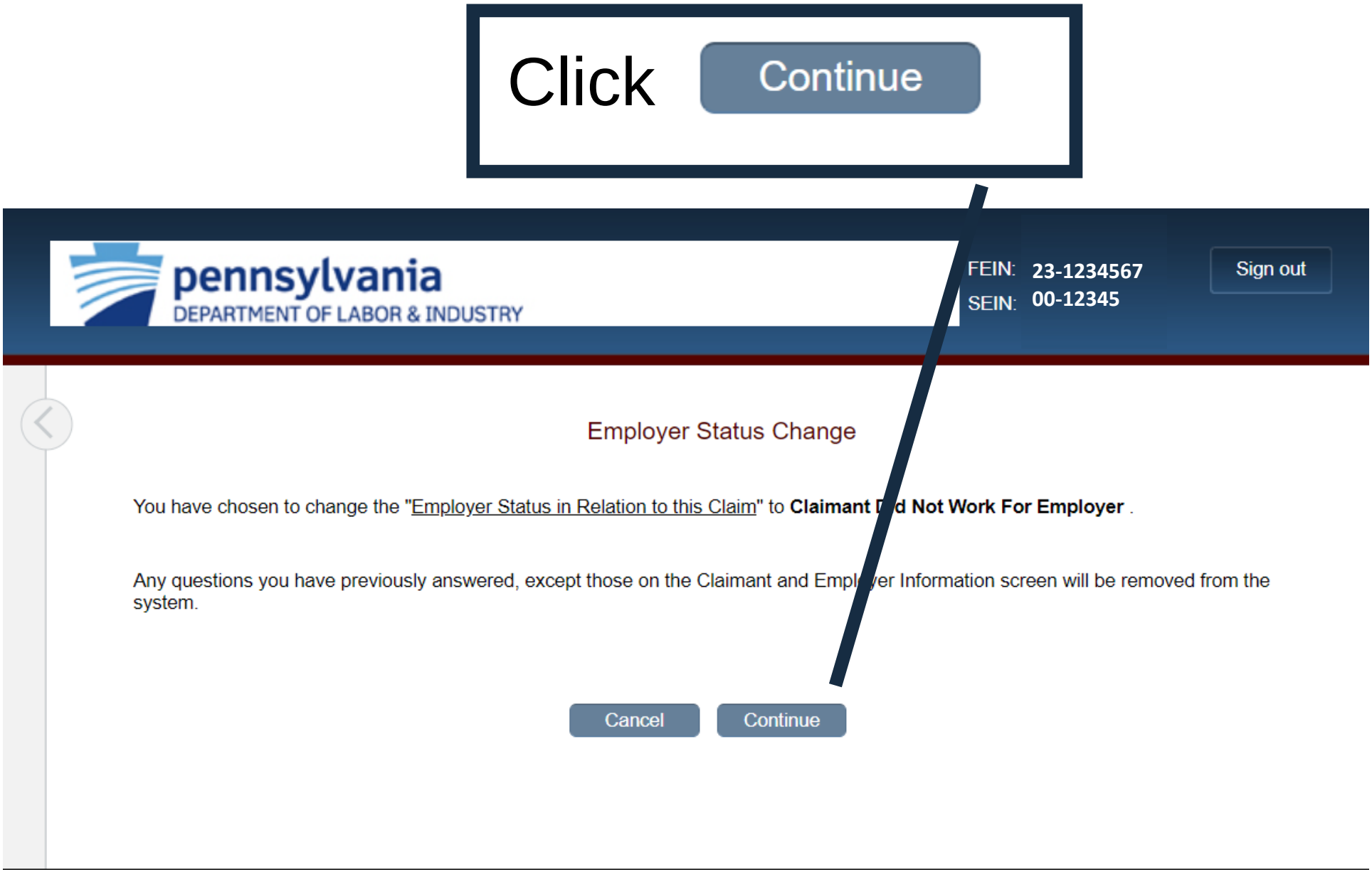
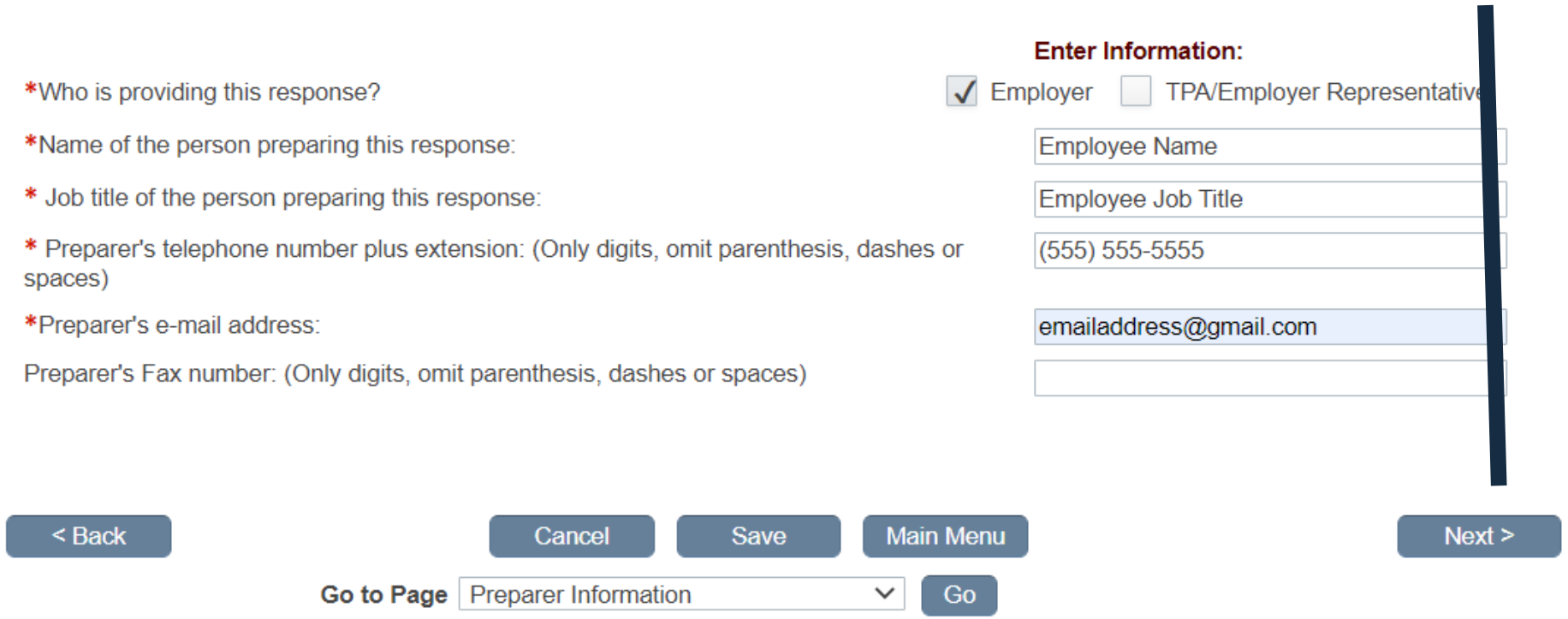


Select the “Employer” checkbox, enter your name, job title, phone number, email address, and click Next >



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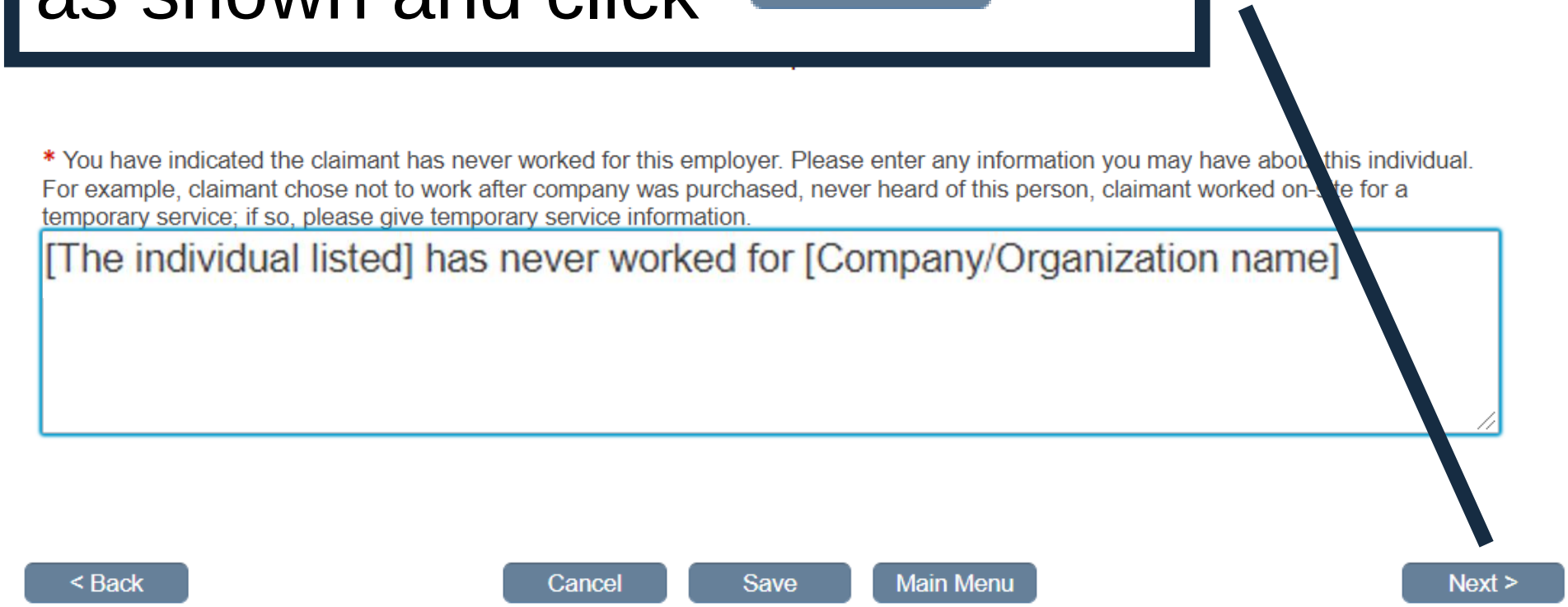

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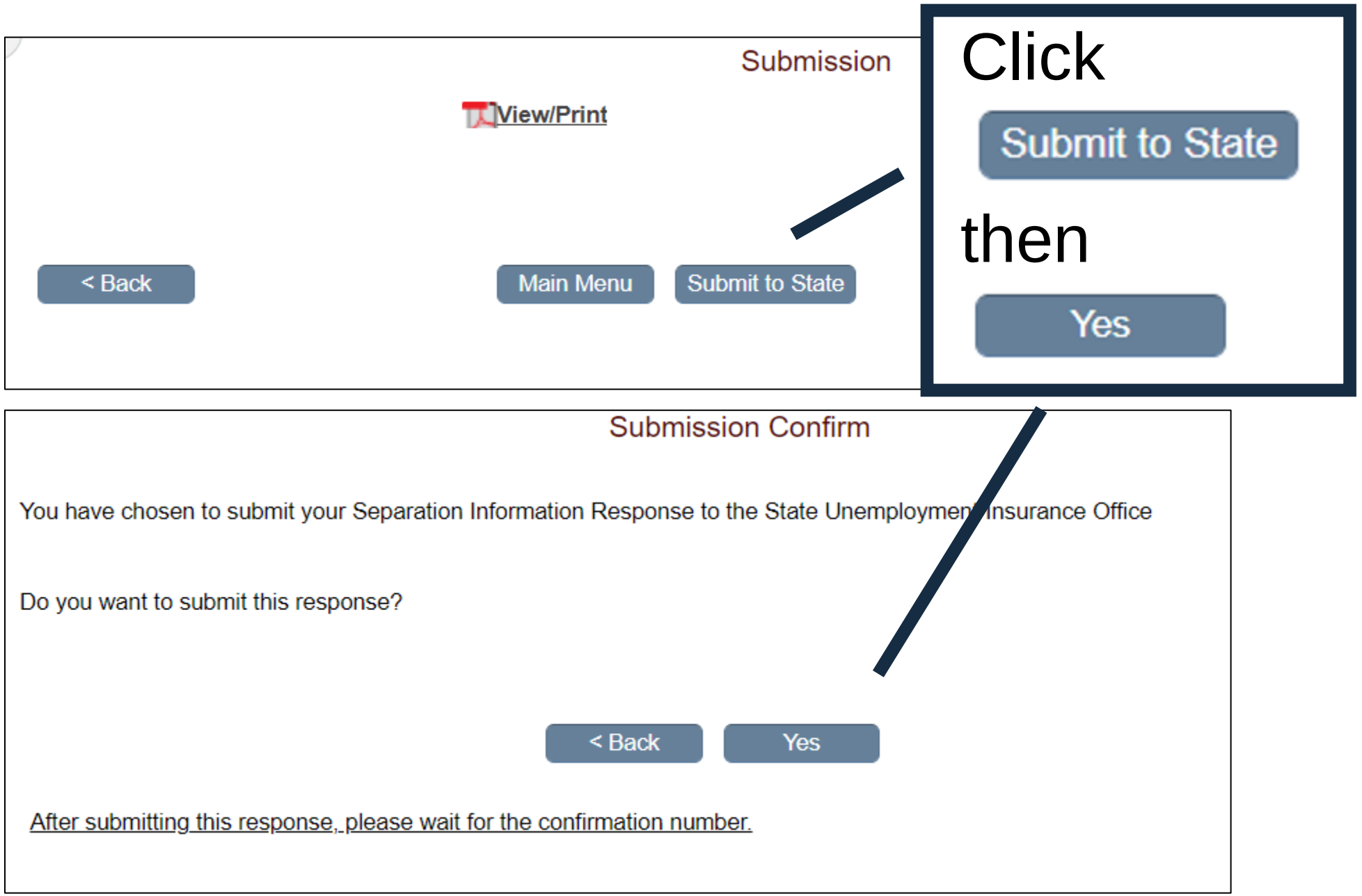

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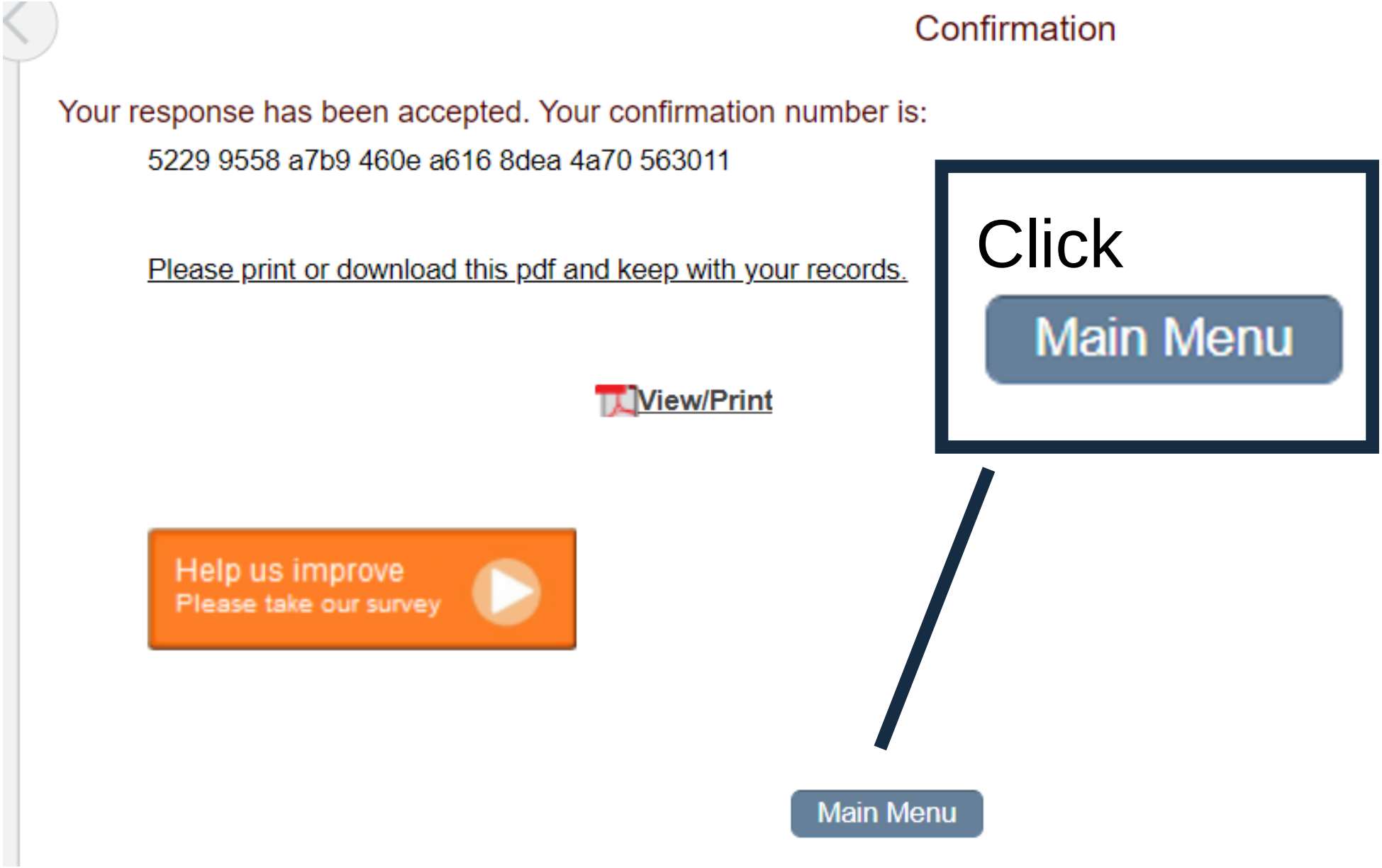
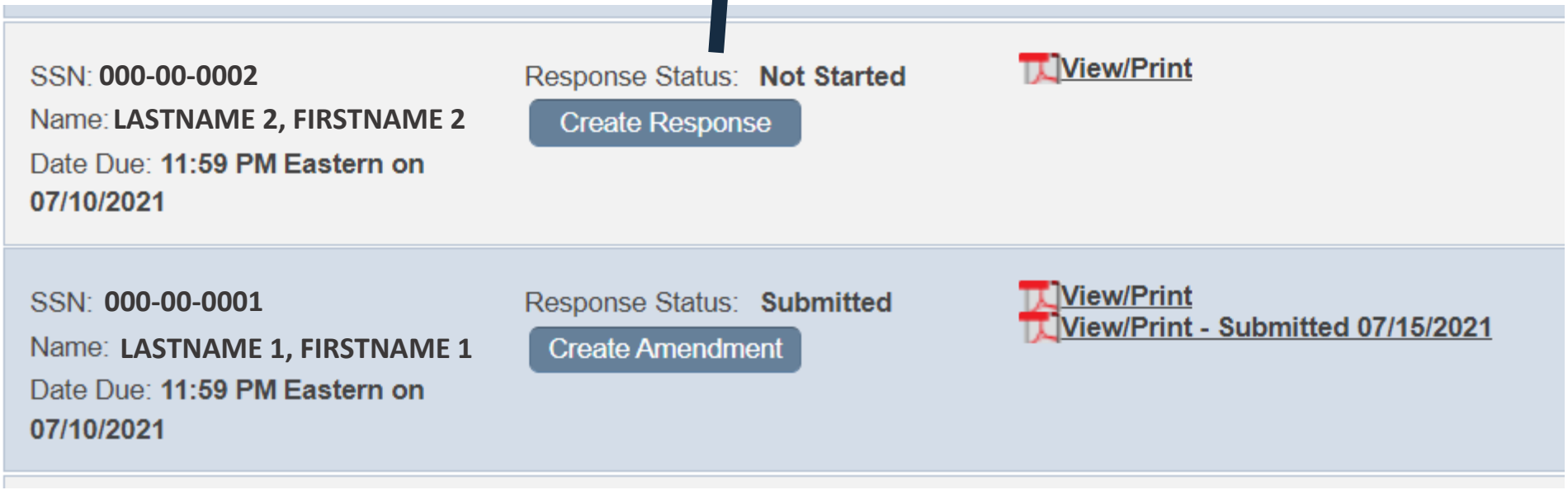
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