IB4

June 29 Tech Talk

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- **PLEASE NOTE: If you are a contractor attending these calls, you must have your State present during your attendance. Vendors are not allowed to attend the remainder of these sessions.**

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Definitions

Paying State (definition amended January 2009)-A single State against which a claimant files a CWC, if the claimant has employment and wages in that State's base period and the claimant qualifies for Unemployment Compensation in that State using the combined employment and wages.

Transferring State- A State in which a Combined-Wage Claimant had covered employment and wages in the base period of a Paying State, and which transfers such employment and wages to the Paying State for its use in determining the benefit rights of such claimant under its law

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Definitions (cont'd)

Combined Wage Claimant. **A claimant who has covered wages under the unemployment compensation law of more than one State and who has filed a claim under this arrangement**

IB4 is used by the Paying State to request a transfer of wages for use in a Combined Wage Claim (CWC) when someone has worked in two or more States

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Responsibilities of Paying State

✓ **CWC's must include ALL wages earned in ALL States during the Paying State's base period**

- **SID is critical for identifying where wages are earned, existing claims and outstanding overpayments**

- **IBIQ is helpful to provide claimant choices**

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Responsibilities of Paying State (cont'd)

✓ **If UCFE or UCX wages involved:**

*Send Type 1 request to Federal Claims Control Center (FCCC) to see if a benefit year has already assigned wages and for UCX, to request the wages

*Determine State of Assignment for UCFE or UCX
  *If State of Assignment is Paying State, then the Pay State sends an ETA 931 for UCFE wages
  *If State of Assignment is a State other than the Paying State, send an IB4 request with comments
  *Possibly send FCCC a Type 6 to cancel an FCCC pending record

PAYING STATE TIPS

IB4 Outgoing Request

❖ **When filing a Combined Wage Claim, it's important to include IB4 required fields in your UI benefit system and possibly trigger an IB4 request screen prefilled with information available from your benefit system.**

❖ **Use the State Characteristics file or your State equivalent file to determine which employers, if any, the transferring State requires on an IB4 request (see Insight on ICON for additional tips.)**

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PAYING STATE TIPS (cont'd)

IB4 Incoming Responses

- Edit responses (see Insight on ICON for tips)
- Provide claimant options/choices
- If changing to an Alternate B/P or changing the effective date you must return the wages via IB5 and re-request with correct effective & B/P
- Generate IB5 for every incoming IB4 response that includes transferred wages
  (match Effective date, BYE & B/P end date)
- Depending on the response and your state law, you may have to cancel your claim and Add a WIC2 record

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TRANSFERRING STATE TIPS

IB4 Incoming Request

❖ **Incoming IB4 Requests can and should be processed automatically to create an IB4 Response**

       (except when the request includes a comment)

❖ **Responses created automatically may be placed in the RIP file to be reviewed by Staff to be sure they are correct**

❖ **Once wages have been transferred to another State the wages should be marked as "used" to avoid duplicate use. Upon receipt of an IB5 the wages will remain "used" or if IB5 returns wages they should be marked as "available" for use.**

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IB4 Basic Functions

- ❖ **Request entry (Paying State)**
- ❖ **Request entry locally (Transferring State)**
- ❖ **View request records (incoming/outgoing)**
- ❖ **An incoming request should be a trigger to initiate a State built interface to create an outgoing response**
- ❖ **Response entry**
- ❖ **Accepts output from a State built interface (RIP-response-in-progress record)**

IB4 Basic Functions (continued)

❖ **Provides for reviewing of the RIP record prior to release as an exportable response**

❖ **View response records (incoming/outgoing)**

❖ **Purging of IB4's only when IB4 marked as complete**

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IB4 Main Menu

OPTION:__   **SSN: ___ -__ -____**

(1) IB4 REQUEST ENTRY   **(SSN OPTIONAL)**
(2) IB4 REQUEST ENTRY-LOCAL
(3) IB4 REQUEST VIEWING - IN-BASKET   **(SSN OPTIONAL)**
(4) IB4 REQUEST VIEWING - OUT-BASKET   **(SSN OPTIONAL)**

(5) IB4 RESPONSE ENTRY   **(SSN REQUIRED)**
(6) IB4 RESPONSE VIEWING - IN-BASKET   **(SSN OPTIONAL)**
(7) IB4 RESPONSE VIEWING - OUT-BASKET   **(SSN OPTIONAL)**
(8) IB4 RESPONSE IN PROGRESS

(9) IB4 VIEWING BY SSN   **(SSN REQUIRED)**
(10) IB4 DATE ROUTINES

ENTER OPTION
PRESS ENTER TO CONTINUE
PRESS CLEAR TO EXIT

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Detailed Outgoing IB4 Response

This info is from IB4 request + cannot be changed.

If you mark the response as More information to follow you must send an amended IB4 response

```
IB 4           ICON PANEL      INM0406-------------------------           TODAY IS  06/08/22
COMMAND  ENTRY ===>                                                       WEDNESDAY
============================== IB4 RESPONSE ENTRY ==============================
SSN  111223333      TYPE:  ORIGINAL
NAME: 1ST JOSE               MI R       LAST BROWN                        TRANS ST 12
PAY ST 43     BASE PERIOD:  BEGINS 010122  ENDS 123122         EFFECT DATE 060522
MONETARILY ELIGIBLE? _     W.B.A._____      M.B.A._____        WKS DUR__
              EXISTING BY? _    BY  END _____      BAL _____        AVAIL? _
              EXISTING IB4? _    BP BEGIN _____  END _____ FOR __ EFF DATE_____
_IB4 RESPONSE COMPLETED
_NO WAGES FOUND
_WAGES UNAVAILABLE
_MORE INFORMATION TO FOLLOW
_OVERPAYMENT - DOCUMENTS WILL BE MAILED
_HOLDING UNTIL_____TO PROCESS REQUEST
_INDEFINITE DISQUALIFICATION
COMMENTS _____
_____
_____
_____
_____

PF3=SEND PF4=CANCEL PF5=FILE
```

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Option 10-IB4 Date Routines

```
IB 4                 ICON PANEL        INM0414----------------------------- TODAY IS  06/08/22
COMMAND ENTRY ===>                                                          WEDNESDAY
======================= IB4 DATE  ROUTINE =========================


    STATE:  __
    CURRENT/EFFECTIVE DATE:  060822

                          >>>>  RESPONSES  <<<<


    EFFECTIVE DATE:


    BENEFIT YEAR
       BEGIN DATE:
         END DATE:


    BASE PERIOD
       BEGIN DATE:
         END DATE:
    CHANGE DATE:




    PF4=END
```

Sample Date Routines

```
IB 4              ICON PANEL        INM0414----------------------------- TODAY IS  06/08/22
COMMAND ENTRY ===>                                              WEDNESDAY
======================= IB4 DATE  ROUTINE =========================

   STATE: RI
   CURRENT/EFFECTIVE DATE:  060822

                      >>>>  RESPONSES  <<<<

   EFFECTIVE DATE:   060522

   BENEFIT YEAR
      BEGIN DATE:      060522
        END DATE:      060323

   BASE PERIOD
      BEGIN DATE:      010121
        END DATE:      123021
   CHANGE DATE:       070322



      PF4=END
```

Sample Date Routines

```
IB 4              ICON PANEL      INM0414------------------------------- TODAY IS  06/10/22
COMMAND ENTRY ===>                                                    WEDNESDAY
========================= IB4 DATE  ROUTINE =========================


   STATE: NV
   CURRENT/EFFECTIVE DATE:  032222


                    >>>>  RESPONSES  <<<<


   EFFECTIVE DATE:   032022


   BENEFIT YEAR
      BEGIN DATE:      032022
        END DATE:      021823


   BASE PERIOD
      BEGIN DATE:      100120
        END DATE:      093021
    CHANGE DATE:      040322


     PF4=END
```

Responsibilities of Paying State

✓ **Promptly**

- **Send IB4 requests**
- **Review IB4 responses**
- **Send IB5 with disposition of wages.**

<u>**NOTE:**</u> **Effec date, b/p end date & wages must match IB4 response. If you pay dependent allowance, it must be included in the IB5 MBA to avoid discrepancies on IB6**

- **At end of each quarter, send Transferring State all benefit charges (IB6)**

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Responsibilities of Transferring State

✓Promptly

- **Respond to IB4 request**

- **Flag Transferred wages as "used" unless wages returned via IB5**

- **Reimburse Paying State for ALL benefit charges (IB6). Disputes are handled via IB13 and subsequent IB6 adjustment**

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Additional References

- [UI-ICON INFO Website](#)

- [ETA Handbook 399 CWC](#)

- [Code of Federal Regulations-20 CFR Part 616](#)

- [Unemployment Insurance Program Letters](#)
  - 25-90, 34-95, 05-97, 04-04 Change 1, 01-09

Note: UIPL 34-95 requests States to use a 3 position decimal when calculating CWC charges and to provide for a plus or minus $1.00 tolerance.

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Reference Material and Documentation

- IB4 Tech Talk presentation ☺
- IB4 System Users Guide
- IB4 Variable Description
- IB4 Install Guide
- UI-ICON Web Services Info Document
- Insight on ICON Document

- IB4 Schema will be sent to you upon request

IB4/IB5/IB6 Relationship

- **IB4 – Request for wages (1989) Pay State**

- **IB4R – Sends wages (1989) Transfer State**

- **IB5 –Determination/Redetermination/Return Wages (1990) Pay State**

- **IB6 – Actual quarterly bill (1997) Pay State**

IB4/IB5/IB6 Relationship

- **Fields**
  - **SSN**
  - **BYE Date**
  - **Effective Date**
  - **Base Period Begin (IB4 and IB4R)**
  - **Base Period End Date (IB4, IB4R, IB5 and IB6)**
  - **Type Claim**
  - **Sender**
  - **Receiver**

IB4 Application

How to support:

- Write interface programs to create records.

- If modernizing, create an <u>audit trail</u> to know exactly what was sent to another State and exactly what your State received.

- If <u>resending</u> an IB4/IB4R, update the Create Date/Time and Message ID so the receiving State will get it

- Research being able to send/receive IB4 and IB4R (response) records real-time (with web services)

- If using model code, run purge INPB0400 regularly along with backup/reorg IB4 file

- If using model code and not using INFL0403, delete file and comment out code that writes to it in INPO0402 and INPOSW08.

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Things to keep in Mind as You Modernize (CWC)

- **On Demand System**
- **Allow Users to manually enter IB4s and IB5s – both incoming and outgoing**
- **Make sure your messageIDs are unique**
- **Do something equivalent to State Characteristics**
  - **Base Period Dates**
  - **Effective Date**
  - **BYE Date**
  - **Employer Requirements**
- **Release "clean" records created by interface programs**
- **Make sure there is some sort of purge**

NJE, FTPS and sFTP IB4 Testing

- Batch data being sent via SNA or FTPS is EBCDIC.
- Batch data being sent via SFTP is ASCII.

- Data being sent via Web Services is ASCII and is converted to EBCDIC at the Hub.

- The data *MUST* be sent in the agreed-upon common carrier formats!!!

- The data *MUST* be UPPER CASE ONLY!!!

- The UI-ICON Hub can create some test IB4/IB4R data for your State to pick up when testing.

The UI-ICON Hub can send your production data thru the test system also so you can compare the test processing and production processing in your state

- Test cases and data should be created in your own State.

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Things to keep in Mind as You Modernize (CWC)

- **Check your transmission counts**
- **The SSN, Sender, Receiver, Effective Date, BYE Date, Type Claim and Base Period Dates (only END Date on IB5/6) *MUST* be the same on the IB4, IB4R, IB5 and IB6.**
- **Make sure your dates are formatted correctly.**
- **Make sure you are not sending records to yourself**
- **Decide how you are going to handle incoming incorrect data**

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Things to keep in Mind as You Modernize (IB4)

- Match an incoming IB4R to the outgoing IB4

- Mark the Outgoing IB4 when the response is received

- Do not purge an Outgoing IB4 Request if there is not an incoming Response

- If an IB4R is not received in a reasonable amount of time, resend the IB4 Request. (Model code is 14 days)

- If IB4R Wages Transferred is marked, you must enter the Base Period Dates, State the wages were sent to and Effective Date.

Things to keep in Mind as You Modernize (IB4)

- **If an IB4 claim is identified as UCFE, fill in the required data – SF8?, SF8 Issued?, Date of Birth, Full/Part Time and Covered Employment in Filing state.**

- **Make sure you can (and do) process the UCFE information on an incoming IB4**

- **Do not put in inane comments that are going to force somebody in the other state to look at that IB4R Response or IB5. Comments should be meaningful.**

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Things to keep in Mind as You Modernize

- **No commas or special characters Name**
  - **SMITH,JR should not be used instead use SMITH JR**
  - **No accent marks**
  - **No '~' over N's**
  - **Quote mark is only OK in the last name**
    - **WILLIAM D'ANGELO is OK**
    - **D'ANGELO WILLIAMS is not**

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Things to keep in Mind as You Modernize

- **The first step of your import should be to save the data you received from the hub so you can see what you received.**

- **When modernizing, take the common carrier record layout and compare it against your production data to see which fields are populated. (You can do this on outgoing or incoming data as it's in the same format for current NJE/FTP/SFTP/FTPS States.)**

- **Make sure you are not sending records to yourself**

- **Decide what you are going to do with incoming invalid data**

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Questions?

Contact information:

icon@naswa.org or

UI.Support@conduent.com

1-800-327-9250, Option 2