IB6

Statement of Benefit Charges

August 25 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.**

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 (continued)

IB4 request-form name 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

IB4 response-form name used by the Transferring State to transfer wages earned to the Paying State for their use in a Combined Wage Claim (CWC)

IB5-form name used by Paying State to inform the Transferring State of the disposition of wages transferred.

Note: IB5s incoming and outgoing must be retained for several years because the IB5 Key Date and Time are required in the IB6 process.

Purpose of IB6

The IB6 is used by the Paying State to notify the Transferring State of:

Charges
- ✓ For benefits paid (during the prior calendar quarter) to claimants under the wage-combining arrangement

Credits
- ✓ For adjustments to charges previously reimbursed (must have "x" in the adjustment field)

Per ETA 399 CWC handbook the IB6 s/b sent within 45 days of the end of the billing quarter

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Training Purpose

This training will provide a thorough understand of the quarterly IB6 billing system

- What it is
- What it is used for
- Where to find additional information

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TOPICS

What is an IB6?

When and why use an IB6?

Sample screens

Interaction with other applications

Each State's responsibility

Additional References

- **ETA Handbook 399 CWC**
- **Code of Federal Regulations-20 CFR Part 616**
- **Unemployment Insurance Program Letters**
  - 34-95, 04-04 Change 1

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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Additional References (cont'd)

- **UI-ICON INFO Website (manuals)**
  - IB6 Users Guide
  - IB6 Subsystem Installation Guide
  - IB6 Claimant Detail Installation Guide
  - IB6 Non-Model Code Guide
  - IB6 Flowcharts

BASIC INFORMATION

Per ETA 399 - At the end of each calendar quarter, the paying State must send a Statement of Benefit Charges, Form IB-6, to each transferring State showing the charges to such State for benefits paid on all combined-wage claims **in the preceding calendar quarter**.

- The IB6 may also include credits and these credits must be identified as "Adjustments" in the IB6 record

- Each State must write their own program(s) to extract CWC charges and credits

BASIC INFORMATION (cont'd)

- IB6's are transmitted to the ICON HUB for the "**current processing quarter**" which is defined as the **last completed quarter**.

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IB6 Basic Functionality

➢ **Edit/Reconciliation** - Its primary purpose is to provide a software solution for comparing IB6s with IB5s on file to ensure correctness and to identify discrepancies.

➢ **Discrepancy Handling** - On-line transactions that allow the viewing and correction of errors identified in the edit/reconciliation process.

➢ **Export/Import** – This module supports the preparation of IB6 records for export and facilitates the inbound processing (import) of IB6 data.

TIPS ON EDITING IB6 CHARGES

Verify benefits paid and charges:

- ✓ Total Benefits paid times percentage on IB5 must equal Amount Charged **unless** IB6 is marked as Adjustment. **NOTE**: An adjustment may be a credit or debit to adjust a prior IB6 charge

- ✓ Verify current year/qtr charges when combined with all prior year/qtr charges (same SSN/BYE/State/Type) do NOT exceed maximum chargeable on identified IB5

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TIPS ON EDITING IB6 CHARGES
(cont'd)

Verify benefits paid and charges:

✓ Verify current year/qtr benefits paid do NOT exceed Total Benefits Payable on identified IB5

NOTE: when editing IB6 charges you must use the IB5 key date and time identified in the IB6 record

TIPS ON EDITING IB6 CHARGES (cont'd)

➢ When editing <u>incoming</u> IB6s you need a system in place to automatically request an IB5 when you do not have the IB5 that matches the one identified (key date and time) in the IB6.

➢ **Missing IB5s:**

  ▪ Will be requested via IB13. <u>Every State needs to be able to process these IB13s and send the IB5s</u>

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TIPS ON EDITING IB6 CHARGES (cont'd)

➢ **Disputed charges:**
  ▪ <u>Should be sent on IB13s</u>. Every State needs to be able to process these IB13s

IB6 Main Menu

```
08/11/22                    IB6 AUTOMATED BILLING SYSTEM                    09:37
                               IB6 TRANSACTION MENU
            USERID:  _____
          PASSWORD:
            OPTION:  __    YEAR/QUARTER:  ____ / _  STATE:  __   SSN:  ___ - __ - ____


 OUTGOING: (1)   VIEW/MODIFY OUTGOING IB6 TRANSACTIONS (EXCLUDING DISCREPANCIES)
           (2)   VIEW OUTGOING IB6 TOTAL CHARGES BY STATE
           (3)   OUTGOING IB6 DATA ENTRY
           (4)   OUTGOING CLAIMANT DETAIL (EXCLUDING FIRST CHARGE DISCREPANCIES)
           (5)   VIEW/RESOLVE OUTGOING IB6 DISCREPANCIES
           (6)   SET PARAMETERS FOR TOTALS AND EXPORT


 INCOMING: (7)   VIEW INCOMING IB6 TRANSACTIONS  (EXCLUDING DISCREPANCIES)
           (8)   VIEW INCOMING IB6 TOTAL CHARGES BY STATE
           (9)   INCOMING IB6 ENTRY
          (10)   STATES THAT DID NOT RECONCILE
          (11)   IB6 RECONCILIATION AND PAYMENT
          (12)   INCOMING CLAIMANT DETAIL (EXCLUDING FIRST CHARGE DISCREPANCIES)
          (13)   VIEW/RECONCILE INCOMING IB6 WITH DISCREPANCIES


        ENTER OPTION (STATE  YEAR  QUARTER  SSN OPTIONAL)
        PRESS ENTER TO CONTINUE        PRESS CLEAR TO EXIT
```

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OUTGOING IB6s

Getting Started
Outgoing IB6 Charges

➢ Outgoing CWC quarterly charges must be extracted from your benefits or tax system and imported to the IB6 system

➢ In addition to dollar amounts of benefits paid and amount charged each IB6 record must include the SSN, BYE & IB5 key date/time from the "most recent" IB5 prior to the end of the processing quarter

Outgoing IB6 Charges (cont'd)

➢ **IB6 charges must be edited before export**

➢ **Discrepancies are identified in the edit process**

➢ **Discrepancies must be investigated and corrected or explained in comments**

➢ **Discrepancy-free IB6 bills may be exported to the HUB (per ETA 399 handbook this s/b within 45 days of the end of the qtr)**

➢ **Bills w/discrepancies will be exported <u>only</u> if marked as resolved & explained in comments**

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Outgoing IB6 Charges (cont'd)

Each State must provide the ability to:

> ➢ View and Resolve IB6 discrepancies

In order to resolve discrepancies, staff need to be able to:

> ➢ Delete an IB6 record
> ➢ Add a new IB6 record
> ➢ Change a charge or credit on an existing IB6 record
> ➢ View all prior IB6 records for a particular SSN/BYE/Type/State
> ➢ View IB4s & IB5s (including date and time sent)

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Outgoing IB6 Charges (cont'd)

➢ Bill Federal/Military Wage Charges directly to the Federal Government, NOT the transferring state.

➢ Bill Extended Benefits Charges directly to the Federal Government,
NOT the transferring state.

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Outgoing IB6 Charges (cont'd)

2nd quarter 2022 IB6 data was due at UI-ICON HUB by Aug 14, 2022

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HELPFUL HINTS

Monitor US Treasury Direct Website
   http://www.treasurydirect.gov/govt/reports/tfmp/tfmp_utf.htm

Make comments on IB-6 when needed to aid the transferring state in processing your bill

Check Option 2 (View Outgoing IB6 Total Charges by State) to be sure you exported your bill to each transferring State

It is a good idea to send an email to States to let them know when you've exported your bill

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Option 3
Outgoing IB6 Data Entry

```
INM0603              IB6 AUTOMATED BILLING SYSTEM              08/11/22
                        OUTGOING IB6 DATA ENTRY

 COMMAND ENTRY===>
 SSN: 123 - 45 - 6789   YEAR/QTR: 2022 / 2  BENEFITS PAID: 1536.00
 TYPE CLAIM: __         BYE DATE: 08 / 11 / 2023 EFF DATE: __ / __ / ____


 FIRST INL: _   MI: _   LAST NAME: _____
 IB5 KEY DATE: _____   TIME: _____                    ADJUSTMENT: _


         AMOUNT CHARGED  REGULAR        EB/RS        DEPENDANT
 STATE   REG/EB/FBE/AB   SHARE          1ST PYMT     ALLOWANCE    PERCENT


  FL     _____    _____    _____    _____   _____


 COMMENTS FOR IB6:

 _____
 _____



 PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL
 06020 - ENTER SSN  YEAR/QTR AND BENEFITS PAID
```

Option 3
Outgoing IB6 Data Entry

System generated fields shown on this screen in RED

If record is an adjustment to a prior qtr charge make sure the Adjustment field is "X"

```
INM0603                 IB6 AUTOMATED BILLING SYSTEM              08/11/22
                          OUTGOING IB6 DATA ENTRY

 COMMAND ENTRY===>
 SSN: 123 - 45 - 6789    YEAR/QTR: 2022 / 2  BENEFITS PAID: 1536.00
 TYPE CLAIM: 0           BYE DATE: 08 / 11 / 2023 EFF DATE: 08 / 13 / 2022


 FIRST INL: K   MI: A   LAST NAME: FLYNN
 IB5 KEY DATE: 082122   TIME: 154653                    ADJUSTMENT: Z

        AMOUNT CHARGED REGULAR            EB/RS            TENDANT
 STATE REG/EB/FBE/AB  SHARE              1ST PY           ALLOWANCE      PERCENT

  GA       675.84          .00             .00               .00      43.9998


 COMMENTS FOR IB6
 _____
 _____


 PF1=HELP  PF2=REFRESH   PF3=SEND   PF4=CANCEL
 06020 - ENTER SSN   YEAR/QTR AND BENEFITS PAID
```

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Option 4
Outgoing Claimant Detail

Claim info

Current yr/qtr discrepancy

Billing history for SSN/BYE broken down by yr/qtr

```
INM0612              IB6 AUTOMATED BILLING SYSTEM                08/11/22
                 OUTGOING IB6 CHARGE AND PAYMENT DETAIL           PAGE 0001
COMMAND ENTRY===>
SSN: 001 - 22 - 3333 BYE DATE:  09 / 02 / 2023        STATE: NY
TYPE CLAIM: 0          EFF DATE:  09 / 04 / 2022
FIRST INL: K MI:      LAST NAME:    FLYNN

TOTAL BENEFITS W/ CURR AMT      10118.00  TOTAL CHARGED W/ CURR AMT  9972.30
CURR QTR    BEN PAID      PCT         CHARGED       MBA        MAX CHG     ADJ
2022/2       3636.00   98.56000       3583.64     9386.00      9250.84      Z


TOTAL BENEFITS PAID TO DATE   6482.00 TOTAL AMOUNT CHARGED TO DATE    6388.66
              BENEFITS                                      MAX
YR/QTR        PAID          PCT         CHARGED       MBA        CHARGE      ADJ
2021/4        361.00    98.56000        355.80      9386.00     9250.84
2022/1       6121.00    98.56000       6032.86      9386.00     9250.84



PF4=RETURN    PF7=PREVIOUS PAGE   PF8=NEXT PAGE
```

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Option 5-View/Resolve Outgoing IB6 Discrepancies

```
INM0611              IB6 AUTOMATED BILLING SYSTEM                08/11/22
                  VIEW/ RESOLVE OUTGOING IB6 TRANSACTIONS
COMMAND ENTRY===>
SSN: 013 - 33 - 4444 YEAR/QUARTER: 2022 / 2 STATE: MA
TYPE CLAIM: 0        BYE DATE:  01 / 20 / 2023    EFF DATE: 01 / 22 / 2022
                                                  ADJUSTMENT: _

FIRST INL: K MI: _  LAST NAME: MASSEY
IB5 KEY DATE:           TIME:


BENEFITS PAID:  3636.00 PERCENT: 72.22100  AMOUNT CHARGED: 2625.96


REGULAR SHAREABLE:           .00
EB/RS 1ST PAYMENT:           .00
DEPENDENT ALLOWANCE:         .00


COMMENTS FOR IB6:

_____

_____


DISCREPANCY CODE:     01  __ __ __ __ __ __ __ __
DISCREPANCY RESOLVED: _   _  _  _  _  _  _  _  _  _      (YES/NO)
DELETE: _    (YES/NO)
PF1=HELP  PF2=REFRESH   PF3=SEND   PF4=CANCEL   PF5=CLAIMANT DETAIL   PF9=DELETE
```

PF1 HELP DISCREPANCY CODES

```
INM0618                    IB6 AUTOMATED BILLING SYSTEM
                   IB6 DISCREPANCY CODE AND PF KEY HELP SCREEN


OUTGOING DISCREPANCY CODES          INCOMING DISCREPANCY CODES
SPACE = NO DISCREPANCY              SPACE = NO DISCREPANCY
01 = NO IB5 FOUND FOR THE CLAIM     01 = MATCHING IB5 NOT FOUND  IB13 SENT
02 = INDICATED IB5 RETURNS WAGES    02 = INDICATED IB5 RETURNS WAGES
03 = BYE DOES NOT MATCH IB5         03 = BYE DOES NOT MATCH IB5
04 = EFFECTIVE DOES NOT MATCH IB5   04 = EFFECTIVE DOES NOT MATCH IB5
05 = AMOUNT CHARGED NOT WITHIN $1.00   05 = AMOUNT CHARGED NOT WITHIN $1.00
06 = TOTAL BENEFITS PAID EXCEEDS MBA   06 = TOTAL BENEFITS PAID EXCEEDS MBA
07 = TOTAL AMOUNT CHARGED EXCEEDS   07 = TOTAL AMOUNT CHARGED EXCEEDS
        MAXIMUM FOR STATE                   MAXIMUM FOR STATE
08 = TRANSFER STATE IS NOT ON IB5   08 = TRANSFER STATE IS NOT ON IB5
09 = IB5 SHOWS UCFE OR UCX          09 = IB5 SHOWS UCFE OR UCX
10 = CREDIT EXCEEDS AMOUNT CHARGED  10 = CREDIT EXCEEDS AMOUNT CHARGED
11 - 40 = INPUT DATA ERRORS SEE REPORT
PF KEYS
PF1 = DISCREPANCY CODE AND PF KEY HELP PF5 = CLAIMANT DETAIL
PF2 = REFRESH DATA ENTRY FIELDS     PF7 = PREVIOUS PAGE
PF3 = WRITE TO THE FILE             PF8 = NEXT PAGE
PF4 = CANCEL AND RETURN TO PREVIOUS PF9 = DELETE OUTGOING RECORD
        SCREEN
PRESS PF4 TO CANCEL AND RETURN TO PREVIOUS SCREEN
```

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Option 6
Set Parameters for Totals & Export

```
INM0610              IB6 AUTOMATED BILLING SYSTEM                08/11/22
                 VIEW/MODIFY PARMS FOR TOTALS AND EXPORT
   COMMAND ENTRY===>
                        YEAR/QUARTER:    ____ / _  STATE: __


   TOTAL   OUTGOING IB6 CHARGES: _  (X=YES)


   EXPORT OUTGOING IB6 RECORDS: _   (X=YES)


   STATES MARKED FOR TOTAL:   _____
   _____
   _____


   STATES MARKED FOR EXPORT:  _____
   _____
   _____


   SPACES IN STATE WILL SELECT ALL STATES FOR THE YEAR/QTR


   NOTE: SETTING THE PARAMETERS DOES NOT TOTAL THE STATES BILLS OR
         EXPORT RECORDS UNTIL THE BATCH PROGRAM IS RUN.


   PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL
   06018 – ENTER YEAR  QUARTER AND STATE
```

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Option 6
Set Parameters for Totals & Export

```
INM0610              IB6 AUTOMATED BILLING SYSTEM                 08/11/22
                 VIEW/MODIFY PARMS FOR TOTALS AND EXPORT
   COMMAND ENTRY===>
                        YEAR/QUARTER:    2022 / 2  STATE: __


   TOTAL   OUTGOING IB6 CHARGES:    (X=YES)


   EXPORT OUTGOING IB6 RECORDS: _  (X=YES)


   STATES MARKED FOR TOTAL:    AK AL AR AS AZ CA CO CT DC DE FL GA HI IA
   ID IL IN KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NV NY OH OK
   OR PA PR RI SC SD TN TX UT VA VI VT WA WI WV WY


   STATES MARKED FOR EXPORT:   AK AL AR AS AZ CA CO CT DC DE FL GA HI IA
   ID IL IN KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NV NY OH OK
   OR PA PR RI SC SD TN TX UT VA VI VT WA WI WV WY


   SPACES IN STATE WILL SELECT ALL STATES FOR THE YEAR/QTR


   NOTE: SETTING THE PARAMETERS DOES NOT TOTAL THE STATES BILLS OR
         EXPORT RECORDS UNTIL THE BATCH PROGRAM IS RUN.


   PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL
   61420 - FILE WAS SUCCESSFUL, ENTER NEXT YEAR/QTR/STATE
```

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CHECK EXPORT DATE - Option 2

```
INM0615                 IB6 AUTOMATED BILLING SYSTEM                08/22/22
                      OUTGOING IB6 TOTAL CHARGES BY STATE           PAGE 0001
COMMAND ENTRY===>
                      YEAR/QUARTER:    2022 / 2      STATE:
OPTIONS:
    S: SELECT TO VIEW OUTGOING TOTAL CHARGES FOR SELECTED STATE
       AND  TOTAL AMOUNT  BILLED  TO ALL STATES
                        TOTAL AMOUNT                     EXPORT
OPT      STATE          CHARGED      RESOLVED            DATE
 _        NJ            10742.91        Y             07/10/2022
 _        NV            23697.17        Y             00/0
 _        NY           123456.23        N             00/00/0000
 _        OH            20742.11        N             00/00/0000
 _        OR              742.23        Y             07/10/2022
 _        PA             3456.33        Y             00/00/0000
 _        SC               56.78        Y             00/00/0000
 _        TN             3226.62        Y             00/00/0000
 _        TX           153456.90        N             00/00/0000
 _        UT               56.25        Y             07/10/2022
 _        VA             1456.75        Y             07/10/2022
 _        VT              256.28        Y             07/10/2022
 PF1=HELP   PF4=CANCEL   PF7=PREVIOUS PAGE   PF8=NEXT PAGE
```

INCOMING IB6s

INCOMING IB6 Charges

➢ IB6 charges must be edited after import

➢ Discrepancies are identified in the edit process

➢ Discrepancies can be reconciled, disputed via IB13 but must be paid in full within 45 days of receipt

➢ States need a process to track disputed charges so that they can check subsequent IB6s for credit

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View/Reconcile Incoming IB6

```
INM0613              IB6 AUTOMATED BILLING SYSTEM            08/11/22
                  VIEW/RECONCILE INCOMING IB6 TRANSACTIONS
COMMAND ENTRY===>
SSN: 041 – 22 - 4444 YEAR/QUARTER:  2022 / 2  STATE: WV
TYPE CLAIM: 0       BYE DATE:   01 / 20  / 2023 EFF DATE: 01 / 22 / 2022
                                              ADJUSTMENT:

FIRST INL: M   MI:   LAST NAME: BROWN
IB5 KEY DATE: 20220822   TIME: 190649
BENEFITS PAID:  4444.00        PERCENT:   49.98999   AMOUNT CHARGED: 4200.10


REGULAR SHAREABLE:
EB/RS 1ST PAYMENT:
DEPENDENT ALLOWANCE:
DISCREPANCY CODE:      05   __  __  __  __  __  __  __  __  __
DISCREPANCY RESOLVED: YES __  __  __  __  __  __  __  __  __      (YES/NO)
COMMENTS ON INCOMING IB6:
_____
_____
SEND IB13: X (X=YES)  COMMENTS FOR IB13:
AMOUNT CHARGED BEYOND MAX CHARGEABLE ON INDICATED IB5. PLEASE SEND CREDIT
of $1978.54 NEXT QUARTER.
PF1=HELP  PF2=REFRESH  PF3=SEND  PF4=CANCEL  _____
```

TIPS FROM IB6 USER GUIDE

Guide to the Combined Wage Claim TC-IB6
Processing Instructions for the IB6

G. Outgoing IB6 Processing

1. **Information/Instructions for User.**

   a. Quarterly charges must be extracted from your benefits system to be input to the UI-ICON Model Code. Check with your Information Technology (IT) Division to ensure this has been done.

   b. Programs INPB0617 and INPB0601 must be run to process the data to the IB6 files. Once again, check with IT. Each program will generate a report with a list of discrepancies. No discrepancies = no report.

   c. Use Option 6 and enter an 'X' in the Total Outgoing IB6 Charges.

   d. Contact your IT staff to run the Outgoing Totals and Export program (INPB0607). This will create the data displayed in Option 2.

   e. Start working your outgoing discrepancies. Use the outgoing discrepancies report in conjunction with Option 5. See detailed instructions for Option 5.

   f. Discrepancy free records may be modified using Option 1, if necessary.

   g. If you need to data enter an additional charge or credit, use Option 3. See detailed instructions for Option 3.

   h. Once you think all discrepancies have been resolved, request IT staff run program In Progress Report program (INPB0618). This is a check to ensure there are no outstanding discrepancies.

   i. Once all discrepancies have been resolved, use Option 6 and enter an 'X' in the Export

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TIPS FROM IB6 USER GUIDE

e. Tips for Resolving Discrepancies on Outgoing IB6, Outgoing Discrepancy Codes, and Descriptions

(1) **Identifying the IB5 used by outgoing batch program.** The outgoing batch program looks for the most recent matching IB5 with a create date prior to the end of the processing quarter. A matching IB5 is one that has the same SSN, BYE, Transferring State and Type Claim as the IB6 record. An IB5 created after the end of the processing quarter may be used, if appropriate.

(2) **Initiating a re-edit of the IB6 after changes have been made.** After making changes to the IB6 using Option 5, press ENTER and the record with be re-edited. If there are no new errors displaying after re-editing (error message will display at the bottom of the screen), enter a 'Y' in the 'Discrepancy Resolved' field and press 'PF3' to write the corrected record to Option 1.

(3) **Shortcut to Option 4 from Option 5.** Pressing PF5 will take you from Option 5 to Option 4 (directly to the outgoing IB6 charge and payment detail screen INM0612) by-passing the initial Option 4 screen (INM0609). The data for the year and quarter that you are resolving will be displayed in the second section of the INM0612 screen. This is different than accessing Option 4 from the IB6 Transaction Menu where screen INM0609 displays all claims (current and prior) for the SSN and the desired BYE has to be selected.

(4) **Obtaining an up-to-date discrepancy report.** To obtain an up to date discrepancy report, ask the IT staff to run batch program INPB0618 – In Progress Report Program.

(5) **Reviewing to ensure all discrepancies resolved.** When viewing the transferring state's outgoing IB6 under Option 1, there should be an 'N' in the 'Discrepancies?' field. When viewing the outgoing transferring state's IB6 total charges under Option 2, there should be a 'Y' in the 'Resolved field'. When the review shows all discrepancies for the transferring state are resolved, the state's IB6 is ready for export. (Refer to Option 6 for further information on exporting.)

Messages:

(6) **Message 01 - NO IB5 FOUND FOR THE CLAIM.** Review the IB5 file looking for a matching IB5 for the claim. If found, make note of the key date and time and enter on the Option 5 screen. If not found, enter an IB5, make note of the key date and time and enter on the Option 5 screen.

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Helpful Tips

TIPS FROM IB6 USER GUIDE

**Guide to the Combined Wage Claim TC-IB6
Processing Instructions for the IB6**

H. **Incoming IB6 Processing.**

1. **Information/Instructions for User.**

   a. Start reconciling your incoming IB6s for states that did not reconcile using the inc discrepancy report along with the online transaction to reconcile the discrepancies and authoriz payment of the IB6.

   b. When the discrepancies involve missing IB5s, ensure that the incoming batch edit program (INPB0602) is being run daily to look for resent IB5s. This program also has to run to edit any new incoming IB6s.

   c. Once an incoming IB6 has been reconciled, follow your state's procedures to ensure payment is issued.

2. **Processing Sequence for IT.**

   a. Receive your IB6 Data from the Affiliated Computer Services Hub.

   b. In order to import data from the hub, you must run your IB6 export. Schedule this to run weekly to receive IB6 bills from the hub. If there is an outgoing IB6 ready for export, send it to the hub. If you have no outgoing IB6 ready for export, send an empty dataset.

   c. Run the IB6 Import batch program (INPB0615) to re-block the 80 byte segments and write the incoming records to the IB6 File (INFL0600).

   d. Run the Edit and Reconcile Incoming IB6 Base Records batch program (INPB0602) to edit the incoming IB6 records, create the Claimant Detail records and Reconciliation records (INFL0601) and create the Incoming Discrepancy report (INRP0602). (This report can also be

Helpful Tips

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TIPS FROM IB6 USER GUIDE

Guide to the Combined Wage Claim TC-IB6
Discrepancy Codes, Descriptions, and Tips for
Reconciling Discrepancies on Incoming IB6

e. Tips for Reconciling Discrepancies on Incoming IB6, Discrepancy Codes and Descriptions. The transferring state may not change the incoming IB6. The amount charged is the amount that must be paid upon receipt of the IB6. Discrepancies are questioned by sending an IB13 to TALKIB6. The transferring state should follow-up to ensure that the questionable charges or credits are resolved by acceptable explanation or adjustment on subsequent IB6.

(1)   When an IB6 is received, the incoming batch program (INPB0602) looks for the IB5 specified in the IB6. The program will attempt to find the IB5 by key date in the IB6 record.

(2)   The program will only use the key time specified in the IB6 if there are multiple IB5s for the key date. If an IB5 is not found, the program will create an IB13 to the paying state requesting the IB5 to be resent.

(3)   Every time the batch program is run, it will re-edit all records with discrepancy code 01 'Matching IB5 Not Found, IB13 Sent' checking to see if the IB5 has been received.

(4)   The transferring state should review the IB6 to determine if the charge/credit is correct.

- If the charge/credit is determined to be correct, indicate that the incoming IB6 reconciles by entering a 'Y' in the Discrepancy Resolved field and press PF3 to transfer to base file and claimant detail file.

- If the charge/credit is determined to be incorrect, reconcile the incoming IB6 by entering 'Y' in the discrepancy resolved field, enter an 'X' in the send IB13 field and enter comments raising an issue with the paying state for the IB13 and press PF3 to send. Authorize payment for the amount charged.

Helpful Tips

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TIPS FROM IB6 USER GUIDE

Guide to the Combined Wage Claim TC-IB6
Discrepancy Codes, Descriptions, and Tips for
Reconciling Discrepancies on Incoming IB6

(13)   **06 - TOTAL BEN PAID EXCEEDS MBA.** This message means that the total of the amount of benefits paid including the amount of the current quarter charges exceeds the maximum amount chargeable shown on the IB5 being used by the IB6.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge.

(14)   **07 - TOTAL AMOUNT CHARGED EXCEEDS MAX FOR STATE.** This message means that the total amount charged to the transferring state exceeds the maximum amount chargeable shown on the specified IB5.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge.

(15)   **08 – TRANSFER STATE IS NOT ON IB5.** This error can result from the transferring state being identified as the transferring state (destination) for the IB5 but not shown as a transferring state for wages used in the determination of the claim.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge.

(16)   **09 – IB5 SHOWS UCFE OR UCX.** This message means that the paying state is charging transferring state directly for UCFE or UCX benefits.

- Reconcile the incoming charge and send an IB13 to the paying state questioning the charge. These benefits should be charged directly to the federal government by the paying state. The transferring state should expect to receive a credit for these charges on a subsequent IB6.

Helpful Tips

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Communication Options

- NJE
- FTPS
- sFTP
- Web Services

NJE, FTPS and sFTP Testing

First Step – State Internal Testing

- Your State receives and sends production data *on a regular basis* in the UI-ICON common carrier formats. You can take this data and run it into your test system.

- Compare outgoing data created by your test system with your outgoing production data.

- You can change the data you create from your test system to say it has a destination of your State (example FL.IB6) and you can run it into your test system.

NJE, FTPS and sFTP Testing

Second Step – Testing with the UI-ICON Hub

- Contact the UI-ICON Support Team and let them know you want to test and how (i.e. NJE or FTPS and sFTP).

- Test procs will be set up at the Hub based on the way you wish to communicate.

- You will still send JCL to the Hub and it will kick off the test proc to catalog your data for NJE or FTPS.

- You will just drop off/pick up files if sending sFTP.

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NJE, FTPS and sFTP Testing

- 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 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.

Web Services Testing

- Web Services batch applications are via SOAP.

- ICON WSDL is provided (used for all applications)

- IB6 Schema is provided.

- Test server exists. URL and translated IP address must be exchanged for testing.

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

- The data must adhere to the Schema formats

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Web Services 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.

Hints & Tips

- You can send data to the HUB multiple times in a quarter, but you can only send to a particular State once per quarter

- All IB6s and adjustments sent should have the current processing year/quarter in the year/quarter fields

- Make sure all discrepancies have been resolved and data is correct before setting a State to export

Hints & Tips

- Pick up data from the HUB on a regular basis. States send IB6 data all quarter and if you pick up only once, you will not receive all IB6 data sent to you.

Model Code Users:

- Run your incoming edit (INPB0602) daily even if you did not pick up any additional IB6 data from the hub. If you are using the model code, the incoming edit will look for resent IB5s. If you are not using the model code, ensure that you do the equivalent of the incoming edit.

- Run one of the payment authorization reports after each import of IB6 data

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Hints & Tips

- 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.)

How to Create/Send

- Get the data you need to create the outgoing bill.
  - **Model Code** – Create INFL0604 input file
- Edit that data
  - **Model Code** – Run INPB0617
- Find the IB5 and edit the data against the IB5
  - **Model Code** – INPB0601
  - Matching IB5 – most recent prior to end of the Quarter
    - SSN
    - BYE
    - Claim Type
    - Pay State (i.e. your State)
    - Transfer State

How to Create/Send

IB5 Edits
- Is there an IB5?
- IB5 does not return wages
- Transfer State on IB5
- MBA not exceeded
- Max Chargeable not exceeded
- Amount billed is within $1 of state's obligation based on Benefits Paid and Transfer State's percent from IB5
- Not UCFE or UCX
- Credit does not exceed Amount Charged

- Give a list of the discrepancies to the user

- User uses online programs to resolve discrepancies

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How to Create/Send

➢Perform whatever step to indicate that a Total Record can be created

- **Model Code** – Set Parameters for Total and Export (INPO0614)
- Keeping a running total involves deleting the current charge and adding the new

➢Perform whatever step to indicate that a specific state can be exported

- A state cannot be exported until all discrepancies are resolved
- **Model Code** – Set Parameters for Total and Export (INPO0614)

How to Create/Send

➢Create/Update the Total Record
- **Model Code** - INPB0607

➢Create the Export Record
- **Model Code** creates Export Pending Record – INPB0607

➢Export the data
- **Model Code** - $EXPORT
  - INPB0613
  - INPB0614

➢Recover data if necessary
- **Model Code** - INPB0616

What to do with Incoming Bills

- Import the data
  - **Model Code-** Run the JCL in member $IMPORT.
- Edit the incoming Data
  - **Model Code** - INPB0602/$INPB602
  - Edit against the specified IB5
    - See Incoming IB5 matching from "Keep in Mind" section
  - Send AutoIB5 IB13s If you cannot find the specified IB5
  - Check for resent IB5s
- Keep track of the amount that is not in dispute
  - Amount Reconciled

What to do with Incoming Bills

➢ **User uses online programs to reconcile discrepancies**
- User cannot change the data
- Pay what you are billed and dispute it for the next quarter

➢ **Have something in place to indicate if a State came in discrepancy free**
- **Model Code**
  - Payment Authorization Report - $INPB603
  - Payment Authorization by Year/Qtr - $INPB606

What to do with Incoming Bills

➢ **Make sure you can send/receive/process all IB13s (more info in Keep in Mind section)**
- AUTOIB5
- TALKIB6

➢ **Mark a State as Authorized for Payment**
- Came in with no discrepancies
- The user resolves the last discrepancy
- If a resent IB5 resolves the last discrepancy

Incoming Edit Model Code

Model Code Batch Program INPB0602

- Incoming IB6s are written to the INFL0603 (In Progress) File to be edited

- If a discrepancy is identified by the incoming edit program, the In Progress record is updated with the discrepancy code(s) and rewritten to the file

- If there are no discrepancies, the record is deleted from the In Progress File, written to the IB6 File, written to the Claimant Detail File, and the Incoming Reconciliation Record is updated

Incoming Edit

- When an incoming IB6 is flagged with an "IB5 not found" discrepancy
  - In Progress Record is updated with a discrepancy code indicating that the IB5 was not found
  - An IB13 is sent to the Pay State requesting that the IB5 be resent (AUTOIB5)
- After that, every time the Incoming Edit runs, it will edit any new Incoming IB6s AND any IB6 that has an "IB5 not found" discrepancy
- *IF* the IB5 has been resent, the IB6 is edited against the IB5

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Keep in Mind

- The IB6 is an On Demand system

- Keep IB5s for at least two years.

- Year & Quarter must be Current Processing Year/Qtr.

  - Current Processing Quarter is the last completed quarter

- Make sure you process the AutoIB5 requests

- Keep track of IB5s requested but not found

Keep in Mind

- **You must send ALL the IB13s associated with the IB6**
  - AutoIB5
    - Requests for missing IB5s *only*. Must be formatted properly.
    - Ensure that you have a program to process these requests and resend the IB5s
  - TalkIB6
    - Reconciliation and Payment
    - Request for information regarding a specific IB6
    - Have somebody read these IB13s or forward them to another userID for somebody that works on the IB6
  - **Make sure both UserIDs are defined in your state**

Keep in Mind

IB5 Matching

- **Incoming**
  - If you cannot find the specified IB5, try matching on the date only. If there is only one IB5 for the specified Create Date, use it. If there are multiple IB5s, send the AUTOIB5 IB13.
- **Outgoing**
  - **IB5 must have the same SSN, BYE Date, Pay State, Transfer State, Claim Type**

Keep in Mind Outgoing

- Adjustments must have an 'X' in the Record Type/Adjustment field.

- Regular IB6 charges have a 'Z' in the Record Type/Adjustment field.

- For each claim there can be only *one* charge and *one* adjustment. Multiple adjustments should be lumped together.

- No Decimal Points.

- Data ***must be*** UPPERCASE

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Keep in Mind Outgoing

- No special characters
- No commas or special characters in the Name
  - SMITH,JR should not be used instead use SMITH JR
  - No accent marks
  - No '~' over N's
- Amounts are not signed. You must use the Amount Indicators to determine if the amount is positive or negative
- The Benefits Paid Amount can **ONLY** be zero if the Type Claim (i.e. Adjustment) is 'X'

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Keep in Mind Outgoing

- Make sure your Detail Records Amounts add up to the Total Record Total Amounts

- A State's bill cannot be exported until all discrepancies are cleared.

- You cannot export to a State more than once per quarter.

- Message IDs must be unique – even on the Total Record

- Make sure dates are formatted correctly

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Keep in Mind Outgoing

- On the **Total Record**:
  - SSN is all 9's – i.e. 999999999
  - Type Claim is a space
  - Benefit Year End Date is zeroes
  - Record Type (Adjustment) is 'Z'
  - First Name and Middle Initial are spaces
  - Last Name is 'TOTAL RECORD'
  - Effective Date is zeroes
  - IB5 Key Date and Time is not entered. Replaced by a filler field that is *spaces*.

Keep in Mind

- You have to match an IB6 to the specified IB5

- Decide how you are going to handle incoming data that is not correct

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

IB6 FAQ

- ***What is the Current Processing Quarter?***
  - The Current Processing Quarter is the calendar quarter that just ended. The HUB will only accept data for the current processing quarter.

- ***When do I send my data?***
  - When it is ready to go. You can send individual States as their discrepancies are resolved or all States at once.

- ***Can I resend my data?***
  - No. Once the data for a State is sent you cannot change the data or send additional data for that State. Any changes/additions must be sent the following quarter as an adjustment.

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IB6 FAQ

- *What if I sent the wrong data? (i.e. included TEUC, bad data, etc.)*
    - Contact The ICON Support Staff ASAP. If possible we will prevent the data from going out to other States. If we cannot stop the data, you will need to send adjustments the following quarter
- *What if a State says they did not get our data?*
    - Contact The ICON Support Staff
- *What if there is no IB5 for an outgoing claim?*
    - The user will need to create and send the IB5 to the Transfer State.

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IB6 Updates (Model Code)

- Check BYE Date and Claim Type when reading next claimant detail record (7/11/11)

- If all 5 occurrences of claimant detail are used, use the max charge from the last occurrence (7/12/11)

- Display all states that have been marked for total and all states marked for export on the set parameters screen *IF* spaces are entered in the state field (5/04/07)

How to Support

Model Code Specific

- Delete/Define the input file each time it is processed (INFL0604)

- Regularly back up and re-org your IB6 VSAM files

- Check the output from job INPB0610 (Process IB13s Requesting IB5s)

  - IB5s requested and resent

  - IB5s requested but not found

- Make sure you have the most recent code

Questions?

Contact Information:
icon@naswa.org or

UI-ICON Customer Support
ui-support@conduent.com
1-800-327-9250, Option 2

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