

Separation Entry Enhancements

Effective January 10, 2013, our online Separation Entry application was updated to provide you with additional functionality, as well improve your overall user experience. These updates will provide you with an opportunity to provide full separation details, first hand witness information, and upload documentation before a claim is ever filed.

The first screen you will see after accessing the enhanced application is displayed below.

CaseBuilder
Company: TEST ONLY - SYSOPS... Locations: Default (ALL) [Change](#)
Super User (All): On Off

Separations

Create New Separation
Submitted Separations

Create New Separation

Fill in the information below. Once you have answered all the Questions, Click Submit. [How to Create a Separation](#)

* Required Field

Employee Information

*Inhouse: UCM TEST ACCOUNT-GD00

*Employee SSN:

Claimant First Name:

Claimant Last Name:

*State:

Work Location:

Special Pay

If the claimant received any special pay types(Bonus, Holiday, Vacation etc), please click the button below to enter that information.

+ Add Special Pay

Key Witness Information

Click to add, edit, or view key witness information.

Name	Phone	Email Address	Edit	Delete

After submitting the employee identification information, you will be given the opportunity to provide a reason for separation, along with the specific details associated with that separation. Providing more details up front on protestable separation issues results in more claims being won at the initial level of protest.


Separation Reason

Select a category that best fits the claimant's reason for separation or employment status: [What's this?](#)

Based on -Voluntary- What best fits the claimant's reason for separation or employment status:

Based on -For Another Job- What best fits the claimant's reason for separation or employment status:

Questions

First Day Worked? 

Progress:

Once all of the details of the separation have been provided, you will be asked for first hand witness information to be used should this separation eventually result in the scheduling of an unemployment hearing.

Key Witness Information

Click to add, edit, or view key witness information.

Name	Phone	Email Address	Edit	Delete
No records to display.				

After providing all of the necessary details and clicking on the "submit" button, you will then have the option to provide any available documentation relating to the separation. Documentation can be directly uploaded as part of this process or you may indicate you will be sending documentation through a different means.

Documentation

Select 'Browse' to locate a document. You may select multiple documents before you click 'Upload'. Once you click 'Upload', all selected documents will be converted to a single master Tiff document. This image will be available within a few minutes. For more information, view [supported file formats](#), or the demo on [How to Add Documentation](#).

Upload Documents:

I will fax documentation.

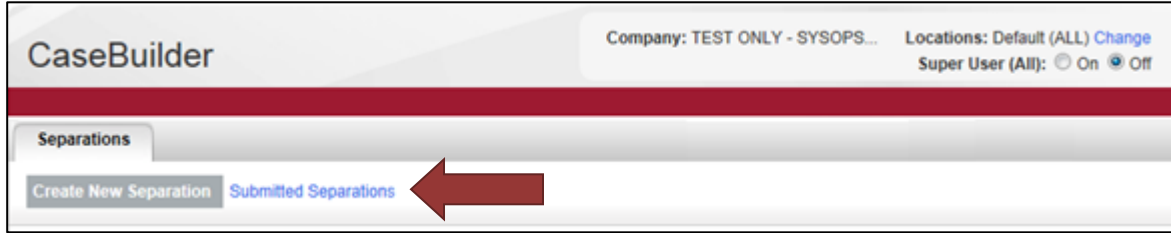
I will Email documentation.

There are documents on this case, but they are not available at this time.

No documents are available.

Once you are satisfied you have provided all of the information needed in relation to this separation, you can click on 'Finished' and the separation will be added to our system.

You will be immediately notified that your separation has been successfully submitted.



Should you wish to go back and review completed separations, simply click on "Submitted Separations". If you'd like to receive a confirmation, we have included the option to have one sent via email. Confirmations can be sent on an individual basis or you may select multiple entries and have them sent as a group.

The screenshot shows a table of submitted separations. The table has three columns: 'First / Last Name', 'SSN', and 'Date/Time Submitted (CT)'. The first row is highlighted in yellow and contains 'BROWN BROWN' in the first column and '05/08/2013 03:33 PM' in the third column. A checkbox is checked in the first column of this row. Below the table, there are buttons for 'Export To Excel', 'Send Confirmation Email', and 'Send Group Confirmation Email'. A pagination bar shows 'Showing 1-10 of 92' with page numbers 1 through 10.

<input type="checkbox"/>	First / Last Name	SSN	Date/Time Submitted (CT) ▼
<input checked="" type="checkbox"/>	BROWN BROWN		05/08/2013 03:33 PM

Export To Excel Showing 1-10 of 92 1 2 3 4 5 6 7 8 9 10

Send Confirmation Email Send Group Confirmation Email

Details of individual separations can be reviewed by clicking on the appropriate entry. Once retrieved, separation details can then be exported, individually or as a group, into either PDF or Excel.

Should you have questions, please do not hesitate to contact your Client Relationship Manager or access the "How to Create a Separation" video available on the "Create Separation Screen".