INTRODUCTION

This edition of the Unemployment Insurance Reports (UIR) User Manual - web Version reflects UIR's new web-based software. The conversion to a web-based design allows for easy access to information and for faster data entry. The web-based design also allows for improved performance and security measures. The functionality of these applications remains the same. The UIR web applications can be accessed from the state's UI SUN server.

All state workforce agencies (SWAs) regularly report data to the Office of Workforce Security (OWS) in the U.S. Department of Labor. The National Office (NO) has developed a sophisticated entry and reporting system in a web environment. This manual provides instructions for operating the UIR web applications.

UIR data entry is important. The data entered into this system will be used in a variety of ways, both nationally and state-wide. For example, the data will be used to:

- monitor and evaluate the performance of state agencies;
- reimburse states for administering their programs;
- provide economic indicators; and
- provide information to the public.

The UIR system provides the ability to report UI program data electronically. Users of the UIR data include the SWAs, the ETA National and Regional Offices, Congress, Executive Branch Agencies, the press, and the general public.

What Is the Purpose of This Handbook?

An automated system using web screens has been developed for the entry of program data. This handbook explains the UIR system — what it is and how to use it.

A Quick Tour of the Contents

The user's guide is divided into the following chapters:

> *Chapter 1 - Getting Started* provides an introduction to the computer equipment needed to run the data entry software and the software necessary to support the system. Also described are the setups needed to allow users permission to enter data. Instructions are given for global procedures — such as cursor movement, menus, menu bars and the mouse — that are used in all data entry sessions.

> *Chapter 2 - Data Entry/ Query/Update/Output* provides detailed instructions on how to add, query, update, print, and transmit reports.

> *Chapter 3 - Report Timeliness* provides information on how the state can keep track of the timeliness status of reports submitted to the NO.

> *Chapter 4 - Automatic Transmittal* provides further instructions on how to send reports from the state's database to the NO.

> *Chapter 5 - ASCII-Load* provides information on how to electronically upload data from a file to the UIR system eliminating the need to manually enter data.

> *Chapter 6 - Quality Reports* provides detailed information on the UIR applications which allow states to store and transmit electronically the results of quality reviews of the nonmonetary determination process and lower authority appeals.

> *Chapter 7 - Reports* provides the capability to generate reports without having to go through the Data Entry application. After entering the query parameters, the UIR data is displayed in a formatted report.