



A Guide to Filing Employer Reply to Unemployment Claim (NET-101) Online

SCBOS is now the South Carolina Department of Employment & Workforce (DEW) recommended method for businesses to respond to unemployment claims. In the past DEW sent paper forms to businesses to get a response. Going forward, DEW will be communicating with businesses through SCBOS via email and/or automated phone calls.

Your business must complete the SCBOS eNotify registration process so you are notified when you need to respond to claims.

Prerequisites

Prior to responding to an unemployment claim on SCBOS you must complete or have the following:

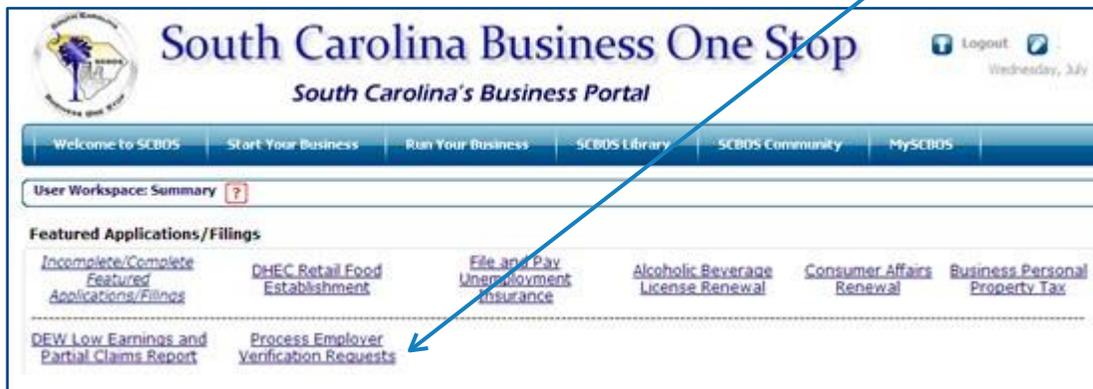
- Have a valid SCBOS or DOR (ePay – eWithholding) account
 - If you do not have an SCBOS account you must create one by visiting www.scbos.sc.gov and selecting sign up in the upper right hand corner of the site
- Complete the eNotify Registration Process.
 - If you have not set yourself up as an eNotify contact do it now. The eNotify checklist and frequently asked questions can be found on the right hand side of this [page](#), under what to do.
- Have a valid DEW account number and PIN for your business
 - If you do not have a PIN you can setup a PIN in the workflow providing you know the DEW account number and FEIN for your business.

Once you have completed the pre-requisites above you can begin respond to unemployment claims.



Initiating Unemployment Claim Response Workflow

Step 1 – Once you log into your SCBOS account you will see the page below. Select the “Process employer verification request” link”



Step 2 – You will see the introduction page below. Select Continue.





Step 3 – Provide your DEW Account and PIN. If you do not have a PIN leave the field blank and choose continue. If you have a PIN go on to [step 5](#).

South Carolina Business One Stop
South Carolina's Business Portal

DEW Account Information

Tom Thumb

Enter your DEW Account # and DEW PIN # below. Your DEW Account # must be 6 digits in length. If the DEW Account # you have is less than 6 digits add zeros ('0') to the beginning of the number you have until it is 6 digits in length.

The DEW PIN # is setup with the Department of Employment and Workforce the first time you login.

* DEW Account #:

DEW PIN #:

Note: If you have not established a PIN # with your DEW Account # then leave it blank and you will be asked to set your PIN # on the next step.

* denotes field requires entry

<< Previous || Save & Stop X Delete Application >> Continue

Step 4 – You can create your PIN on this page if a PIN doesn't exist for the account.

South Carolina Business One Stop
South Carolina's Business Portal

Create Pin

Enter a four (4) digit Pin # that will be associated with your DEWAccount #. The Pin # entered will be used for all subsequent attempts to communicate with DEW through SCBOS.

* DEW Pin #:

* Confirm DEW Pin #:

* denotes field requires entry

<< Previous || Save & Stop X Delete Application >> Continue



Step 5 – Verify your business information



South Carolina Business One Stop

South Carolina's Business Portal

Verify DEW Business Data

Tom Thumb

Based on the information provided, we have located the following business at DEW. If this information is correct then select "Yes", if this information is not correct then select "No".

Roadmap	DEW Account #: 0454675
DEW NET-101 Employer Reply to Unemploye	Business Name: ARNOLD TRASPORTATION SERVICES INC
View Icon Legend	Mailing Address: PO BOX 280100 NASHVILLE TN 37228 USA

* Is this information correct?

Yes
 No



Responding to a Claim

Step 6 – You can begin responding to an unemployment claim by clicking on the claimants name on the page below. Read the text on this page as it provides valuable details regarding the processing of your claims.

South Carolina Business One Stop
South Carolina's Business Portal

Select NET-101 Request to Verify ?

You are asked to respond to claim(s) made by individuals who have indicated that they are or were at one time employees of a business in which you are a contact. To respond to a claim, click on the claimant's name.

Once claims are ready to be submitted to DEW they will have a check mark next to the claim under the ready to submit column. Please be aware that claims are not submitted to DEW until you select continue on this page and complete the SCBOS checkout process. You can complete the SCBOS checkout process for all claims that are ready to submit.

Be sure to respond by the due date; else, the claim will be paid.

?
Previous Save & Stop Delete Application

Edit	Del	Claimant Name	SSN	Response Due Date	Users Processing Request	Ready to Submit
		Employee E Smith 4	XXX-XX-3333	5/15/2011 12:00 AM		
		Employee E Smith 7	XXX-XX-3333	5/15/2011 12:00 AM		
		Employee E Smith 8	XXX-XX-3333	5/15/2011 12:00 AM		

Step 7 – Once you select the claim, you must select the separation reason (reason the claimant was let go). The separation reason you select is what will drive the questions you are asked and the information you will need to provide. Definitions for each separation reason and the associated questions and data you will need to provide/answer can be found in [Appendix A](#) later in this document.

South Carolina Business One Stop
South Carolina's Business Portal

Employee Information

Smith 13 XXX-XX-3333 **Please note: This verification must be completed on or before *Sunday, May 15, 2011 11:59pm.***

Claimant's Last Name: Smith 13

Claimant's SSN: XXX-XX-3333

* Separation Reason:

- Lack of Work
- Discharged
- Voluntary Quit
- Still Working
- Retirement
- Not My Employee

Roadmap
DEW NET-101 Employer Reply to Unemployment
[View Icon Legend](#)



Official SCBOS User Guide

Step 8 – The workflow will guide you through each question depending on the separation reason you have selected. For information on the questions that will be asked or the information you will need to provide please review [Appendix A](#).

Step 9 – Once you have finished answering all the questions for the claim you are working on you will come back to the NET-101 overview page below but the claim you processed will now show up as ready to submit. You have the option of either responding to another claim (if you have more pending) or continuing with the checkout process by clicking Continue. Your claims are not submitted to DEW until you have completed the SCBOS checkout process and received a receipt from SCBOS.



South Carolina Business One Stop

South Carolina's Business Portal

Select NET-101 Request to Verify ?

You are asked to respond to claim(s) made by individuals who have indicated that they are or were at one time employees of a business in which you are a contact. To respond to a claim, click on the claimant's name.

Once claims are ready to be submitted to DEW they will have a check mark next to the claim under the ready to submit column. Please be aware that claims are not submitted to DEW until you select continue on this page and complete the SCBOS checkout process. You can complete the SCBOS checkout process for all claims that are ready to submit.

Be sure to respond by the due date; else, the claim will be paid.

?

Edit	Del	Claimant Name	SSN	Response Due Date	Users Processing Request	Ready to Submit
		joe schmo	XXX-XX-9733	7/25/2011 12:00 AM		
		jo_shmo3129	XXX-XX-3129	7/25/2011 12:00 AM		



Appendix A – Separation Reasons

Separation Reason Definitions

The separation reason you select needs to be specific to the reason the claimant has been released from work. Below is a definition of each separation reason available through the workflow. You can only select one separation reason per claim. You can select the appropriate link below based on your separation reason to be redirected to the questions you will be asked and information/data you will need to provide.

- [Lack of work](#) - Released due to lack of work being available
- Discharged
 - Absenteeism
 - [General](#) – Discharged due to a absenteeism for a non-medical reason
 - [Medical](#) – Discharged due to absenteeism caused by medical reasons
 - [Leave of Absence](#) – Discharged due to absenteeism while on Leave of Absence
 - [Drug Test](#) – Discharged due to drug use
 - [Other](#) – Discharged for reason not listed
 - [Unsatisfactory Work](#) – Discharged because claimant did not perform satisfactorily
 - [Insubordination](#) – Discharged because claimant was insubordinate
- Voluntary Quit
 - [In lieu of termination](#) – Voluntary quit in lieu of termination
 - [Permanent transfer of military spouse](#) – Voluntary quit due to permanent transfer of military spouse
 - [Working-related reason](#) – Voluntary quit because of working-related reason
 - [Take care of family member](#) – Voluntary quit due claimant taking care of a family member
 - [Harassment/ unfair treatment](#) – Voluntary quit because of harassment and or unfair treatment
 - [Other reasons](#)- Voluntary quit due to other reasons
- [Still Working](#) – Claimant is still working but was temporarily released
- [Retirement](#) – Claimant retired
- [Not My Employee](#) – Employee did not work for your business



Separation Reason Questions

1. Separation Reason -- Lack of Work

- Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? --Yes/No
- If Yes, Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the title of this contact?
 - What is the email address of this contact? (pre-filled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

2. Separation Reason – Discharged – Absenteeism – General

- General Non-Medical – Dates Absent
 - What were the dates the claimant was absent or tardy?
 - Why was the claimant absent or tardy?
- General Non-Medical – Warnings Given
 - Was the claimant warned about absenteeism and/or tardiness? Yes/No
- If Yes, General Non-Medical – Warning Given Data Collection
 - Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.
- General Non-Medical – Company Policy
 - Does your company have a policy regarding absenteeism and/or tardiness? Yes/No
- If Yes, General Non-Medical – Company Policy Data Collection
 - What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.
- General Non-Medical – Return to Work
 - Did the claimant attempt to return to work? Yes/No
 - If Yes, the details of the claimant attempting to return to work
- General Non-Medical – Final Incident
 - Did the claimant attempt to return to work? Yes/No
 - If Yes, the details of the claimant attempting to return to work
- General Non-Medical – Dates of Employment



Official SCBOS User Guide

- Dates of Employment
- During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
- If No, how much have you paid the claimant during all terms of employment?
- General Non-Medical – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- If Yes, General Non-Medical – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- General Non-Medical – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

3. Separation Reason – Discharged – Absenteeism – Medical

- Medical – Medical Excuse Given
 - Did the claimant present a medical excuse? Yes/No
 - Had the claimant been previously warned for attendance? Yes/No
- If Yes, Medical – Warning Given Data Collection
 - Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.
- Medical – Company Policy
 - Does your company have a policy regarding absenteeism and/or tardiness? Yes/No
- If Yes, Medical – Company Policy Data Collection
 - What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.
- Medical – Job Related
 - Was the claimant’s health problem job-related? Yes/No
- If Yes, Medical – Job Related Data Collection
 - Give the details of how the claimant’s health was job related?
- Medical – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Medical – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- If Yes, Medical – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?



- If yes, what percentage did the claimant contribute?
- Medical – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

4. Separation Reason – Discharged – Absenteeism – Leave of Absence

- Leave of Absence – Request Given
 - Did the claimant request a Leave of Absence? Yes/No
- If Yes, Leave of Absence – Approved By
 - Was the request approved? Yes/ No
 - If yes, who approved the request?
 - What was the reason for the request leave?
- Leave of Absence – Dates Absent
 - Starting and ending date for the Leave of Absence
- Leave of Absence – Job Related
 - Was the request for a Leave of Absence job-related? Yes/No
- Leave of Absence – Extension Granted (Requested)
 - If the leave ended and the claimant could not return, was an extension requested? Yes/No
 - If yes, what is the date of the extension request?
- Leave of Absence – Final Incident
 - Date of the final incident
 - What was the final incident that caused the discharge?
- Leave of Absence – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Leave of Absence – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- If Yes, Leave of Absence – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Leave of Absence – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.



5. Separation Reason – Discharged – Drug Test

- Drug Test – Reason for Drug Test
 - What was the reason the drug test was given or refused?
 - When was the claimant discharged?
 - When was the drug test given?
 - What were the results of the drug test or did the claimant refuse? If more than two weeks passed between the time of the test and the time the claimant was discharged, describe why.
- Drug Test– Company Policy
 - Does your company have a policy regarding drug use? Yes/No
- If Yes, Drug Test – Company Policy Data Collection
 - What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.
- Drug Test – Assistance Program
 - Does your company offer an assistance program? Yes/No
- If Yes, Drug Test – Assistance Offered
 - Was assistance offered to the claimant? Yes/No
- Drug Test – Data Collection
 - You must submit a copy of the drug test that was performed by a certified lab using the GC/MS method of testing. Options to submit include text, attachment, or fax.
- Drug Test – Final Incident
 - Date of the final incident
 - What was the final incident that caused the discharge?
- Drug Test – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Drug Test – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- If Yes, Drug Test – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Drug Test – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.



6. Separation Reason – Discharged – Other

- Other – Discharge Date
 - When was the claimant discharged?
 - What was the reason for discharge?
- Other – Company Policy
 - Does your company have a policy regarding this reason for discharge? Yes/No
- If yes, Other – Company Policy Data Collection
 - What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.
- Other – Claimant Warned?
 - Had the claimant been warned? Yes/No
- If Yes, Other – Warnings Given Data Collection
 - Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.
- Other – Final Incident
 - Date of the final incident
 - What was the final incident that caused the discharge?
- Other – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Other – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- If Yes, Other – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Other – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

7. Separation Reason – Discharged – Unsatisfactory Work/ Performance

- Unsatisfactory Work – Work Unsatisfactory Reason
 - Explain how claimant's work was unsatisfactory
- Unsatisfactory Work – Satisfactory Work
 - Explain what the claimant should have done
- Unsatisfactory Work – Claimant Performed Satisfactorily?
 - Had the claimant ever performed satisfactorily? Yes/No
- If Yes, Unsatisfactory Work – Performance Decline



Official SCBOS User Guide

- Explain when the claimant's performance started to decline:
- Unsatisfactory Work – Change in Job
 - Were there any changes in the job that caused the decline? Yes/No
- If Yes, Unsatisfactory Work – Change in Job Description
 - Explain what changed in the job to cause the decline in performance
- Unsatisfactory Work – Length of Employment
 - How long had the claimant been in their current job?
 - Did the claimant's performance cause a loss to the employer? If so, please enter the dollar amount of any monetary loss.
- Unsatisfactory Work – Warnings Given
 - Had the claimant been warned about their unsatisfactory work? Yes/No
- If Yes, Unsatisfactory Work – Warnings Given Data Collection
 - Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.
- Unsatisfactory Work – Company Policy
 - Does your company have a policy regarding unsatisfactory work?
- If Yes, Unsatisfactory Work – Company Policy Data Collection
 - What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.
- Unsatisfactory Work – Final Incident
 - Date of the final incident
 - What was the final incident that caused the discharge?
- Unsatisfactory Work – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Unsatisfactory Work – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No
- If Yes, Unsatisfactory Work – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Unsatisfactory Work – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.



8. Separation Reason – Discharged – Insubordination

- Insubordination – Insubordination Information
 - When did the final incident occur?
 - How was the claimant insubordinate?
- Insubordination – Warnings Given?
 - Had the claimant been warned about their insubordination? Yes/No
- If yes, Insubordination – Warning Given Data Collection
 - Explain the warnings given. Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.
- Insubordination – Company Policy
 - Does your company have a policy regarding unsatisfactory work?
- If Yes, Insubordination – Company Policy Data Collection
 - What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.
- Insubordination – Final Incident
 - Date of the final incident
 - What was the final incident that caused the discharge?
- Insubordination – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Insubordination – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No
- If Yes, Insubordination – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Insubordination – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

9. Separation Reason – Voluntary Quit – In Lieu of Termination-Yes

- In Lieu of Termination
 - Did the claimant quit in lieu of termination? Yes/No
- If Yes, In Lieu of Termination – Explanation
 - Explain why the claimant would have been terminated
- In Lieu of Termination – Final incident



Official SCBOS User Guide

- Date of the final incident
- What was the final incident that caused the claimant to quit voluntarily?
- In Lieu of Termination – Company Policy
 - Does your company have a policy regarding voluntary quit? Yes/No
- In Lieu of Termination – Company Policy Data Collection
 - What is your company policy? Specify if/when the company policy was communicated to the claimant and how it was communicated. Options to submit include text, attachment, or fax.
- In Lieu of Termination – Claimant Warned?
 - Had the claimant ever been warned? Yes/No
- If Yes, In Lieu of Termination – Warning Given Data Collection
 - Provide dates, reasons for warnings, who gave the warnings, and how the warnings were communicated. Options to submit include text, attachment, or fax.
- In Lieu of Termination – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- In Lieu of Termination – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- In Lieu of Termination – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- In Lieu of Termination – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

10. Separation Reason – Voluntary Quit – Permanent Transfer of Military Spouse

- In Lieu of Termination
 - Did the claimant quit in lieu of termination? Yes/No
- If No, Quit Reason
 - Why did the claimant quit?
- Military Spouse – Reason Claimant left
 - Explain the employer's understanding of the reason the claimant left
- Military Spouse – Last Day of Work
 - What was the claimant's last day of work?
 - Was the claimant permitted to work after submitting their resignation? Yes/No
- Military Spouse – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No



Official SCBOS User Guide

- If No, how much have you paid the claimant during all terms of employment?
- Military Spouse – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- Military Spouse – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Military Spouse – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

11. Separation Reason – Voluntary Quit – Working-Related Reason

- In Lieu of Termination
 - Did the claimant quit in lieu of termination? Yes/No
- If No, Quit Reason
 - Why did the claimant quit?
- Working-Related Reason – Final Incident
 - Date of the final incident
 - What was the final incident that caused claimant to quit voluntarily?
- Working-Related Reason – Working Conditions
 - Did the claimant quit due to working conditions? Yes/No
- If Yes, Working-Related Reason – Working Conditions Explanation
 - Explain the working conditions which caused claimant to quit
- Working-Related Reason – Working Conditions Change
 - Had the claimant's working condition changed? Yes/No
- If No, Working-Related Reason – Situation Resolution
 - What did the claimant do to resolve the situation?
- If Yes, Working-Related Reason – Working Conditions Changed Explanation
 - You have indicated that working condition changed. Describe how working conditions changed and how long the changes were to be in effect
- Working-Related Reason – Cause for Working Conditions Change
 - Explain the cause for the change
- Working-Related Reason – Original Agreement of Hire
 - What was the original agreement of hire?
- Working-Related Reason – Conditions Change Effective Date
 - When was the change effective?
- Working-Related Reason – Adapt Changes



Official SCBOS User Guide

- Did the claimant attempt to adapt to the changes? Yes/No
- If Yes, Working-Related Reason – Situation Resolution
 - Explain what the claimant did to resolve the situation
- If No, Working-Related Reason – Situation Resolution
 - Explain why the claimant did not attempt to adapt the changes
- Working-Related Reason – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Working-Related Reason – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- Working-Related Reason – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Working-Related Reason – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

12. Separation Reason – Voluntary Quit – Take Care of Family Member

- In Lieu of Termination
 - Did the claimant quit in lieu of termination? Yes/No
- If No, Quit Reason
 - Why did the claimant quit?
- Family Member – Reason Claimant left
 - What was the employer's understanding of the reason the claimant left? Please explain the following:
 - Did the claimant request a leave of absence?
 - Was the Leave of Absence granted?
 - What were the beginning and end dates of the Leave of Absence?
- Family Member – Last Day of Work
 - What was the claimant's last day of work?
 - Did the claimant give a notice? Yes/No
- Family Member – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Family Member – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No



- Family Member – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Family Member – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

13. Separation Reason – Voluntary Quit – Harassment/ Unfair Treatment

- In Lieu of Termination
 - Did the claimant quit in lieu of termination? Yes/No
- If No, Quit Reason
 - Why did the claimant quit?
- Harassment/ Unfair Treatment – Aware of Harassment
 - Was the employer aware of the claimant's allegations of harassment? Yes/No
 - If yes, when did the claimant first report the problem?
 - If yes, provide the name and title of the individual to whom the harassment was reported to and the results?
- Harassment/ Unfair Treatment – Harassment Witness
 - Were there any witnesses to the alleged harassment? Yes/No
 - If yes, who witnessed the harassment?
- Harassment/ Unfair Treatment – Problem Resolution
 - Explain what the employer did to try and resolve the problem
- Harassment/ Unfair Treatment – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Harassment/ Unfair Treatment – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No
- Harassment/ Unfair Treatment – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Harassment/ Unfair Treatment – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.



14. Separation Reason – Voluntary Quit – Other Reason

- In Lieu of Termination
 - Did the claimant quit in lieu of termination? Yes/No
- If No, Quit Reason
 - Why did the claimant quit?
- Other Reason – Reason Claimant Left
 - Explain the employer's understanding of the reason the claimant left
- Other Reason – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Other Reason – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- Other Reason – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Other Reason – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

15. Separation Reason – Still Working

- Still Working – Employment Detail
 - What were the hours agreed upon when the claimant was hired to work?
 - Has there been a reduction in the claimant hours worked? If yes, what are the hours the claimant is currently working?
 - Is the claimant accepting all work offered?
- Still Working – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Still Working – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? –Yes/No
- Still Working – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Still Working – Contact Information



- What is the point of contact for the NET-101 verification?
- What is the email address of this contact? (prefilled if the user is the point of contact)
- You may enter up to three additional points of contact email address
- What is the phone number for this contact?
- If you have supporting documentations, you may fax to the appropriate workforce center.

16. Separation Reason – Retirement

- Retirement – Retirement Detail
 - Was the claimant's separation due to a retirement?
 - Was an incentive offered for the claimant to retire? Was the incentive offered in an effort to reduce the workforce?
 - Do you anticipate that the claimant will receive a pension? What date do you anticipate that the pension will start?
- Retirement – Dates of Employment
 - Dates of Employment
 - During all terms of employment, have you paid the claimant at least \$5000? -- Yes/No
 - If No, how much have you paid the claimant during all terms of employment?
- Retirement – Retirement Contributions
 - Are you paying or will you pay the claimant a pension or retirement pay? – Yes/No
- Retirement – Claimant Contributions
 - How much are you paying?
 - What is the frequency of payment?
 - Does the claimant contribute to the retirement plan?
 - If yes, what percentage did the claimant contribute?
- Retirement – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.

17. Separation Reason – Not My Employee

- Not My Employee – Employee Inquiry
 - Do you know what employer this individual worked for?
- Not My Employee – Contact Information
 - What is the point of contact for the NET-101 verification?
 - What is the email address of this contact? (prefilled if the user is the point of contact)
 - You may enter up to three additional points of contact email address
 - What is the phone number for this contact?
 - If you have supporting documentations, you may fax to the appropriate workforce center.