

Chapter 11

Viewing the Wage Item Validation Screen in Tax

Wage item validation consists of verifying the accuracy of counts of wage record transactions, which appear on the ETA 581 report. A wage record is the listing of an employee's wages in covered employment. Employers are required to report this information to the State Unemployment Insurance program quarterly.

To validate wage items, a validator compares counts from the ETA 581 report, (item 5 cell c14) with reconstructed counts produced under controlled conditions. The validator tests that every wage record is counted and that the count does not include corrections of previously reported wage records (counted twice), incomplete wage records or duplicate records. A detailed explanation of wage item validation is provided in *Module 5* of the *ET Handbook 361- Tax*.

Instructions to enter wage item validation results into the software follow:

- 1 Select *Wage Item Validation* from the *Other Validations* box on the *Tax Selection Criteria* screen and click **View**.

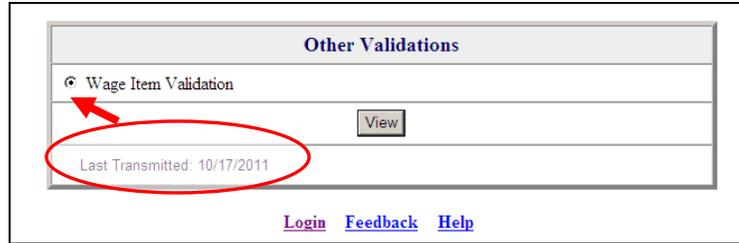
The screenshot shows a web interface titled "DATA VALIDATION - TAX" with a small information icon. Below the title is the section "Tax Selection Criteria". There are two main panels: "Population Validation" and "Other Validations".

The "Population Validation" panel contains two dropdown menus: "Population" and "Choose Function", each with a "Go" button below them.

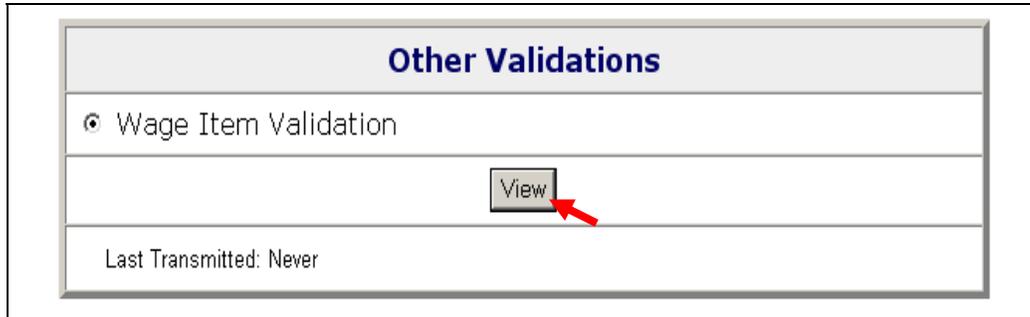
The "Other Validations" panel contains a list of validation options. "Wage Item Validation" is highlighted with a red arrow pointing to it. Below this list is a "View" button.

At the bottom of the screen, there are links for "Login", "Feedback", and "Help".

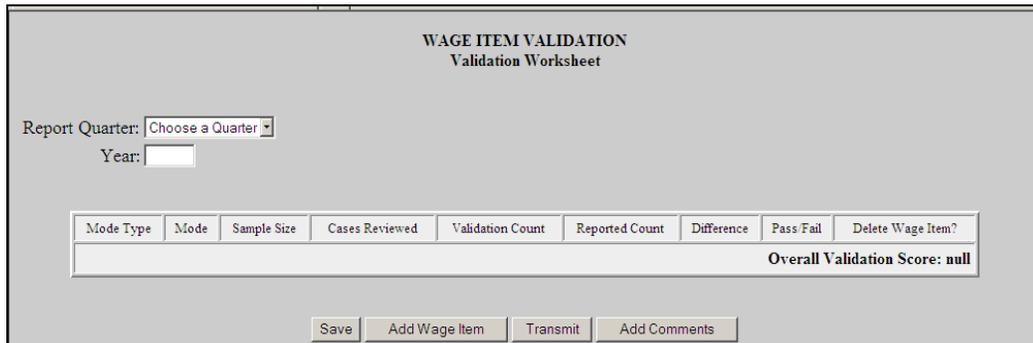
When you select *Wage Item Validation*, you will see the date when results were last transmitted to the National Office at the bottom of the *Other Validations* box. If you have not transmitted any results, the *Last Transmitted* field will display "Never".



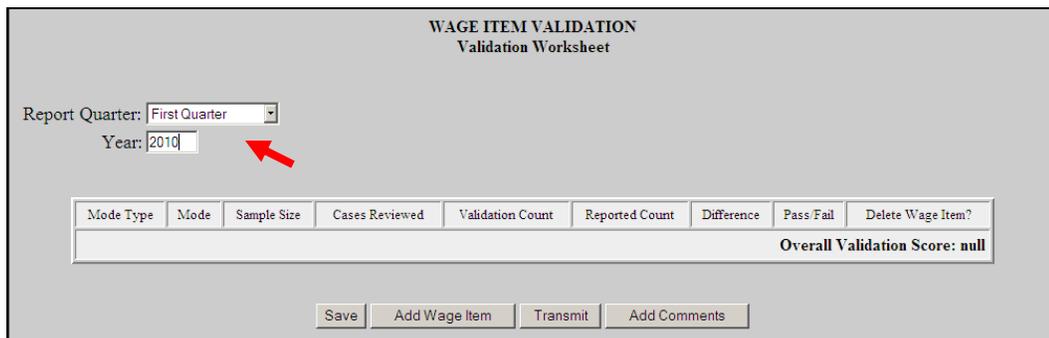
2 Click on **View** to get to the *Wage Item Validation* screen.



If you have never entered results before you might get a screen with no wage items.



3 Select the quarter from the *Report Quarter* drop down menu, then input the year (year must be "YYYY" format) for the reporting period you want to validate.



If you have previously entered results, you will see them and you can edit or delete them. Wage items do not get overwritten when you load extract files and are not dependent on any population.

- 4 To add a wage item, click on the **Add Wage Item** button located at the bottom of the screen.

WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter:
Year:

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
Overall Validation Score: null								

- 5 In the *Add Wage Items for Validation* pop up window enter the information for the wage item you want to add and click **Save**.

Add Wage Validation Item - Windows Internet Explorer

Add Wage Items for Validation

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count
<input type="text" value="CD/Diskette"/>	<input type="text" value="CD1 - First Quarter"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Select the **Mode Type** from the drop-down menu. This is a general description of the method or way your state received or “captured” wage records that you are validating.
- Enter the **Mode**. This is a brief description of the specific item you are validating. If **Mode Type** is used more than once, each specific **Mode** should have a unique name/description. For example, if CD/Diskette is selected twice as your **Mode Type**, the **Mode** could be entered as CD1 and CD2 with a brief description like CD1 – First Month, CD2 Second Month.
- Next, enter **Sample Size**, which cannot be zero or greater than 150. If **Sample Size** is less than 150, the software will automatically fill in the **Cases Reviewed** field with the same number as the **Sample Size**. If 150 is entered as the **Sample Size**, then for the **Cases Reviewed** field you must enter 50 if you are reviewing Stage 1 or enter 100 if you are reviewing Stage 2. Refer to *UI DV Handbook*,

Tax (ET Handbook 361), Module 5 Wage Items, for more information on when Stage 1 or Stage 2 are required.

- Enter the recount for that category in the *Validation Count* field.
- Enter the counts for the applicable time period that are reflected in the ETA 581 Report in the *Reported Count* field.

When you save the item, the *Wage Item Validation* screen displays the item added and calculates the **Difference** between the **Reported Count** and **Validation Count** fields, and whether the item passed or failed validation.

WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter:
Year:

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
CD Diskette	CD1	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="49"/>	<input type="text" value="50"/>	<input type="text" value="1"/>	Pass	<input type="button" value="Delete"/>

Overall Validation Score: Pass

Repeat this procedure to ensure that you have validated wage items for every mode your state’s employers used to submit them.

- 6 To update any field of a wage item other than the *Mode Type* and *Mode* fields, click on the field box you want to edit and edit the field. Then click the **Save** button at the bottom of the screen to save your changes.

WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter:
Year:

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
CD Diskette	CD1	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	Pass	<input type="button" value="Delete"/>
CD Diskette	CD 2	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="49"/>	<input type="text" value="50"/>	<input type="text" value="1"/>	Pass	<input type="button" value="Delete"/>

Overall Validation Score: Pass

You cannot update the *Mode Type* or *Mode* fields. Instead, you need to delete the wage item and add a new one with the correct *Mode*.

- 7 To delete a wage item click on the **Delete** button next to the wage item, located on the column “Delete Wage Item”?

WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter:
Year:

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
CD/Diskette	CD1	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	0	Pass	<input type="button" value="Delete"/>
CD/Diskette	CD 2	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="49"/>	<input type="text" value="50"/>	1	Pass	<input type="button" value="Delete"/>

Overall Validation Score: Pass

A pop-up window will be displayed to confirm your request. Click **OK** to delete the item or **Cancel** if you don't want to delete it.



- 8 After you finish entering your validation results, click the **Save** button at the bottom of the screen to save your work.

WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter:
Year:

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
CD/Diskette	CD1	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	0	Pass	<input type="button" value="Delete"/>
CD/Diskette	CD 2	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="49"/>	<input type="text" value="50"/>	1	Pass	<input type="button" value="Delete"/>

Overall Validation Score: Pass

In both the *Data Element Sorts* and the *Wage Item Validation* screens, only available in Tax, the **Add Comments** button is displayed at the bottom of the screen.

DATA ELEMENT SORTS
Tax Population 1

Check if N/A	Sort ID	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases	# of Errors	Pct of Errors	Status
<input type="checkbox"/>	100	S1.1	EAN - Contributory	1A/1	210	<input type="text"/>		
<input type="checkbox"/>	110	S1.2	EAN - Reimbursing	1A/1	165	<input type="text"/>		
<input type="checkbox"/>	120	S1.3	Employer Status - Active	3A/1	375	<input type="text"/>		
<input type="checkbox"/>	130	S1.4	Employer Type - Contributory	2A/1	210	<input type="text"/>		
<input type="checkbox"/>	140	S1.5	Employer Type - Reimbursing	2B/1	165	<input type="text"/>		

Data Element Sorts Status: Incomplete

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WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter:

Year:

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
CD Diskette	CD1	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	0	Pass	<input type="button" value="Delete"/>
CD Diskette	CD 2	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="49"/>	<input type="text" value="50"/>	1	Pass	<input type="button" value="Delete"/>

Overall Validation Score: Pass

Click on the *Add Comments* button to bring up Comments box.

Benefits Selection Criteria

Population Validation

Population	1-Weeks Claimed <input type="button" value="v"/>
Choose Function	View Population Scores <input type="button" value="v"/>

Last Import: 03/12/2010 by dv3 Last Transmitted: 03/12/2010

Transmitting Wage Item Validation Results

You submit wage item validation results to DOL using the **Transmit** button at the bottom of the *Wage Item Validation* screen. To transmit wage item validation results follow the next steps.

- 1 Click on the **Transmit** button. The **Transmit** button is located at the bottom of the *Wage Item Validation* screen.

WAGE ITEM VALIDATION
Validation Worksheet

Report Quarter: First Quarter
Year:

Mode Type	Mode	Sample Size	Cases Reviewed	Validation Count	Reported Count	Difference	Pass/Fail	Delete Wage Item?
CD/Diskette	CD1	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="50"/>	0	Pass	<input type="button" value="Delete"/>
CD/Diskette	CD 2	<input type="text" value="50"/>	<input type="text" value="50"/>	<input type="text" value="49"/>	<input type="text" value="50"/>	1	Pass	<input type="button" value="Delete"/>

Overall Validation Score: Pass

Clicking the transmit button multiple times or closing the application before the submission process is complete could cause problems with your submission. Click only one time and wait until you get the window saying "Wage Item Validation has been submitted".