

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	<b>CLASSIFICATION</b> UI
	<b>CORRESPONDENCE SYMBOL</b> OWS/DFAS
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**ADVISORY:** ET HANDBOOK NO. 402, 5TH EDITION

**TO:** STATE WORKFORCE AGENCIES

**FROM:** CHERYL ATKINSON /s/  
Administrator  
Office of Workforce Security

**SUBJECT:** Revised ET Handbook No. 402, Unemployment Insurance Reports (UIR)  
User Manual – Web Version

1. Purpose. To transmit a new edition of the ET Handbook No. 402, UIR User Manual.
2. Background. This handbook is for the recently implemented web version of the UIR software. Most of the reports are available on the web, and those reports that have not been converted to date, will be implemented in the near future.
3. Reports Removed. ETA 9053, Nonmonetary Determinations Time Lapse - Affected Week has been removed from this edition because it is no longer a required report.
4. Action Required. Replace the fourth edition of ET Handbook No. 402 with the attached fifth edition of the handbook.
5. Inquiries. Questions should be directed to the appropriate ETA Regional Office.
6. Attachments. ET Handbook No. 402, 5<sup>th</sup> Edition.

<b>RESCISSIONS</b> ET Handbook No. 402, 4 <sup>th</sup> Edition	<b>EXPIRATION DATE</b> Continuing
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