

TRAINING AND EMPLOYMENT NOTICE	NO. 17-20
	DATE January 19, 2021

TO: STATE WORKFORCE AGENCIES

FROM: JOHN PALLASCH 
Assistant Secretary

SUBJECT: 2021 Unemployment Insurance (UI) State Information Data Exchange System (SIDES) Implementation Training Webinars

1. **Purpose.** To provide information about the 2021 UI SIDES Implementation Training Webinars that will be hosted virtually by the National Association of State Workforce Agencies (NASWA) from February 16, 2021, through May 5, 2021.
2. **Action Requested.** State Administrators are requested to share this information with appropriate staff and encourage staff participation in the UI SIDES Implementation Training Webinars.
3. **Summary and Background.**
 - a. Summary – This notice announces the 2021 UI SIDES Implementation Training Webinars that NASWA will host virtually. These webinars are designed to prepare state workforce agencies (SWAs) for the implementation of additional UI SIDES exchanges and transitioning their systems to use the new separation information exchange standard format.
 - b. Background – NASWA, a national organization of state administrators of the publicly-funded state workforce system, operates SIDES on behalf of the states. SIDES is a web-based system that allows electronic transmission of UI claims information between SWAs and employers or employers’ third-party administrators. In past years, NASWA has offered in-person implementation training either as a stand-alone training or as a pre-conference event at the annual SIDES Seminar. For 2021, NASWA will be hosting a virtual 12-week webinar series beginning February 16, 2021, to facilitate UI SIDES implementation training. These webinars will occur once per week for 12 weeks and each training will be approximately 30-45 minutes in length. The purpose of the webinar series is to provide information to states to prepare for the implementation of a new SIDES exchange and steps states must take to transition to the new separation information exchange standard format.

The UI SIDES Implementation Training Webinars will provide an overview of SIDES; discuss project preparation; identify available SIDES resources and state successful practices; provide lessons on connecting to the SIDES Central Broker; outline required system testing; and provide strategies for establishing a SIDES help desk.

The training is intended for state workforce administrators, UI and information technology (IT) directors, UI benefits and tax managers, adjudication managers, appeals staff, state and employer/Third-Party Administrator SIDES liaisons, SIDES IT system analysts, programmers, and other appropriate staff.

The Employment and Training Administration (ETA) recognizes the importance of SIDES in reducing improper payments and supporting the efficient administration of the UI program. ETA encourages state participation in the UI SIDES Implementation Training Webinars.

4. **Seminar Details.** NASWA will host the 2021 UI SIDES Implementation Training Webinars from February 16, 2021, through May 5, 2021. Registration is available on NASWA's website at <https://www.naswa.org/events/sides-implementation-training-session-1-introduction-to-sides>.
5. **Inquiries.** Direct any inquiries regarding the content of the UI SIDES Implementation Training Webinars to Jamie Abbott at jabbott@naswa.org. Direct any inquiries regarding registration information to naswa-meetings@naswa.org.
6. **References.** Not Applicable.
7. **Attachment(s).** Not Applicable.