

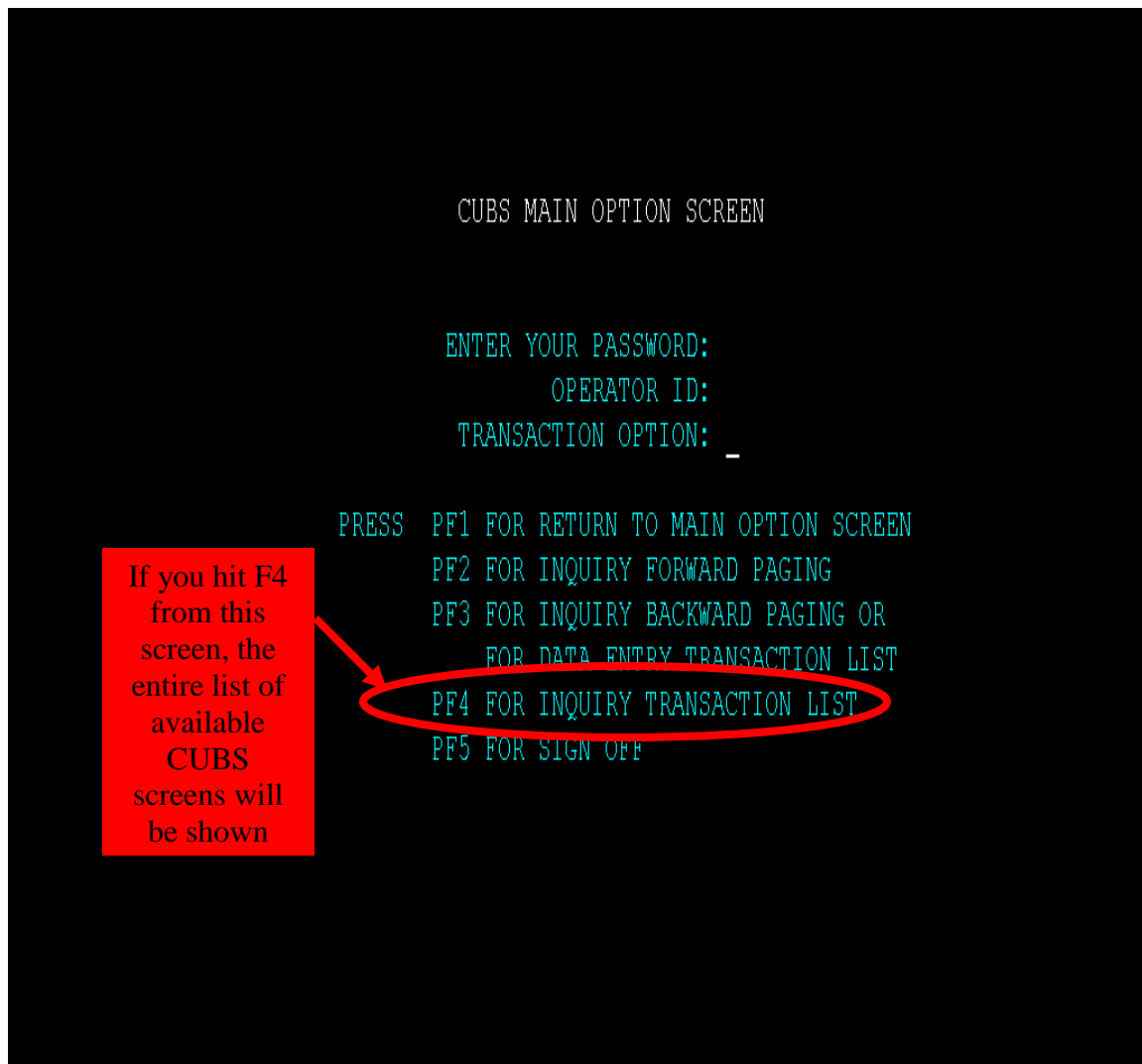
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DOLE/CUBS

Handbook on how to navigate through the Inquiry Screens in our DOLE/CUBS Interface and translate the information into usable information for the processing of Economic Assistance applications and redeterminations

December 19, 2013

The different screens or pages in DOLE/CUBS can be accessed by using the Transaction Option page number. All available screens are listed by name and number in CUBS. The list can be accessed by hitting the 'F4' Key from the CUBS Main Option Screen that comes up after signing into CUBS:



The list will look like the screen shot below. Notice, you must hit 'ENTER' in order to go to the next pages...

INQUIRY TRANSACTION OPTION LIST

PAGE 1 OF 4

| OPTION | DESCRIPTION |
|--------|---|
| 01 | - CLAIMANT PROFILE DATA |
| 02 | - NON MONETARY ISSUES |
| 03 | - NON-BASE PERIOD EMPLOYERS |
| 04 | - BASE PERIOD EMPLOYERS |
| 05 | - OVERPAYMENT REPAYMENT HISTORY NO. I |
| 06 | - MONETARY DETERMINATIONS/REOPEN/ADDITIONAL |
| 07 | - BENEFIT PAYMENT HISTORY |
| 08 | - ADJUSTMENT HISTORY |
| 09 | - OVERPAYMENT DATA |
| 10 | - PAYMENT DEDUCTION HISTORY |
| 11 | - EMPLOYER CHARGING DATA |
| 12 | - CLAIMANT CHARACTERISTICS |
| 13 | - PAYMENT HISTORY NO. II |
| 14 | - OVERPAYMENT CLAIMANT PROFILE |
| 15 | - OVERPAYMENT CHARGING DATA |
| 18 | - UIB-183 REQUEST FOR SEPARATION INFO-INQUIRY |

PRESS ENTER FOR NEXT PAGE

There are 4 total pages listing all the available CUBS screens

After hitting 'ENTER,' the next 20 page numbers/names appear:

INQUIRY TRANSACTION OPTION LIST

PAGE 2 OF 4

| OPTION | DESCRIPTION |
|--------|---|
| 19 | - OVERPAYMENT REPAYMENT HISTORY NO. II |
| 20 | - NON-MONETARY DETERMINATIONS |
| 21 | - LOW MONETARY DETERMINATIONS |
| 23 | - MANUAL PAYMENT HISTORY |
| 24 | - MANUAL PAYMENT FINANCIAL HISTORY |
| 28 | - PIN REQUEST/CHANGE REPORT |
| 30 | - LETTER TEXT FILE BROWSE |
| 31 | - ARCHIVED CLAIMANT PROFILE DATA |
| 32 | - ARCHIVED NON-MONETARY ISSUES |
| 33 | - ARCHIVED NON-BASE PERIOD EMPLOYERS |
| 34 | - ARCHIVED BASE PERIOD EMPLOYERS |
| 35 | - ARCHIVED OVERPAYMENT REPAYMENT HISTORY# 1 |
| 36 | - ARCH MON DETERMINATIONS/REOPEN/ADDITIONAL |
| 37 | - ARCHIVED BENEFIT PAYMENT HISTORY |
| 38 | - ARCHIVED ADJUSTMENT HISTORY |
| 39 | - ARCHIVED OVERPAYMENT DATA |

PRESS ENTER FOR NEXT PAGE

The following CUBS screens have proven to be the most useful when processing Economic Assistance cases:

W6 – Wage Inquiry

- Shows all Colorado employers client had reportable earnings from (remember, this is a Quarter behind!)

01 – Claimant Profile Data

- Shows UIB applications & info

02 – Non Monetary Issues

- Shows issues preventing payment

03 & 04 – Base Period Employers & Non Base Period Employers

- Shows the employers claimant has worked for during required time frames for the UIB Claim

05 & 09 – Overpayment Repayment History & Overpayment Data

- Shows if the client has & is repaying any UIB Overpayments (may explain why someone's UIB check is less than the gross approved amount)

07 – Benefit Payment History

- Shows the weeks client filed for and may or may not have received UIB payments for

13 – Payment History No. II

- Shows payments from other sources that may have reduced or disqualified client from receiving UIB (bonus, severance, disability, etc)

18 – Request for Separation Info

- Provides information regarding first and last days worked and circumstances surrounding client's separation from employers

20 – Non Monetary Determination

- Shows all correspondence mailed to client

23 & 24 – Manual Payment History & Manual Payment Financial History

- Shows any manual payments paid to client that may not be reflected on the 07 screen

30 – Letter Text File Browse

- Shows the actual piece of correspondence that was mailed to the client (after checking the 20 screen use 30)

80 – Employer Status Inquire

- Shows specific employer's DBA's & addresses by using the employer's Employer Account Number found on W6

H5 – ACH History Screen

- Shows the actual (net) payments sent to the client

MM – Memo Screen

- Shows any notes that may have been entered on a client's UIB case by DOLE workers

****Please note – this is not an exhaustive list of ALL the available CUBS screens, but a list of screens that have been identified as containing information that is specifically useful for DHS.**

W6 – Wage Inquiry

W A G E I N Q U I R Y W6

SSN: _____

| ACCOUNT | R | EMPLOYER NAME | SEAS | AFF | IND | INT | QTR | USED | QUARTER | BATCH | PAGE |
|---------|---|--------------------------|------|-----|-----|-----|-----|------|----------|-------|------|
| | | | | | | | | CODE | EARNINGS | NUM | NUM |
| 08 | N | US DEPARTMENT OF COMMERC | N | N | N | N | 102 | 00 | 1,328.34 | 000 | 000 |
| 07 | N | WAL MART ASSOCIATES INC | N | N | N | N | 081 | 08 | 4,147.11 | 600 | 099 |
| 07 | N | WAL MART ASSOCIATES INC | N | N | N | N | 082 | 08 | 5,577.39 | 600 | 099 |
| 07 | N | WAL MART ASSOCIATES INC | N | N | N | N | 083 | 08 | 4,557.30 | 600 | 099 |
| 07 | N | WAL MART ASSOCIATES INC | N | N | N | N | 084 | 08 | 5,196.51 | 600 | 099 |
| 07 | N | WAL MART ASSOCIATES INC | N | N | N | N | 091 | 08 | 4,555.45 | 600 | 099 |
| 07 | N | WAL MART ASSOCIATES INC | N | N | N | N | 092 | 08 | 3,825.09 | 600 | 099 |
| 03 | N | BARRETT BUSINESS SERVICE | N | N | N | N | 103 | 00 | | | |

FOR MORE THAN 12 EMPLOYERS DEPRESS PF2

LAST PAGE

TRANSACTION OPTION:

In the QTR column, the first 2 number indicate the year and the 3rd number indicates the quarter of that year

This screen will identify all Colorado employers who reported earnings for the specified client. Be sure to continue to hit the F2 button to see ALL pages of client's earnings...until you see 'Last Page' at the bottom!

Useful information found on this screen includes:

- **The Employer's 'Account' number – if this number is entered on the 80 screen, you will find the specific employer's address and if they have a DBA name (doing business as)**
- **The specific quarter the earnings were reported for**

***Remember, this screen reports information a quarter behind, so the MOST current information can only be as of 4 months prior to the request date!**

01 – Claimant Profile Data

```
12/19/2013          - CLAIMANT PROFILE DATA -          01
SSN:                0          CURRENT PROGRAM: 01   BYB: 05/16/2010   BYE: 05/14/2011
NAME:                EMPLOYEE ID: 1111
C/O :                LOCAL OFFICE: 5221 5221
ADDR:                FILE DATE: 02/09/2011
CITY:                CO   ZIP:          ENTRY DATE: 02/09/2011
TELE:                9/2011 BIRTH:          WORK SHARE?: N

- WEEKLY DEDUCTIONS -      EB EFFECTIVE : 09/19/2010      - ELIGIBILITY -
59PAY      :      .00      TIER 2 EFF DT: 12/12/2010      ACTIVE ISSUES: 0
PENSION    :      .00      TIER 3 EFF DT: 01/30/2011      2ND LETTER   : N
WORK SHARE :      .00      TIER 4 EFF DT: 03/27/2011      OVERPAY IND  : Y
WC/SICK/MIL :      .00      SEB EFFECTIVE: 04/24/2011      PRIOR YEAR   : 05/15/2010
SEQUESTER  :      .00      SEB 2 EFF DTE:          HANDICAPPED  : N
CHLD SUP EFF/PCT/AMT:      .0 %          .00      WAIT WEEK IND: 3
WITHHOLD IND/CHG/EFF: B 00          BARTS       : N

- BENEFIT SUMMARY -          - MISCELLANEOUS -
WEEKLY BENEFIT AMOUNT : 193.00      LIABLE STATE : 08
MAXIMUM BENEFITS PAYABLE: 9,996.00   CS: Y
PAID TO DATE          : 8,986.00     BACKDATE REASON: 0
CURRENT BALANCE       : 1,010.00     AFFIDAVIT     : N
EUC SECOND TIER ELIGIBLE: YES        MEMO          : N
CLAIM STATUS: REGULAR ACTIVE CLAIM    TRANSACTION OPTION:
```

Sometimes, claimants have more than 1 claim so be sure to enter a 1 in replace of 0 here to check!

This screen will identify if the client has applied for UIB (just because someone has applied, doesn't mean they ever received payment!)

Useful information found on this screen includes:

- **Active Issues** – if this field has a 1 or greater, there is some issue preventing UIB payment. You should go to the 02 screen to learn more about the issues.
- **Overpay Indicator** – if this field is a 'Y,' then the client has an overpayment and their benefit may be reduced. You should go to the 05 & 09 screens for more information.
- **Handicapped** – if this field is a 'Y,' then the client may not be eligible to receive UIB because they do not meet the requirement that one must be able to work.

- **Wait Week Indicator** – this field shows you how long a client must wait before receiving their first UIB payment.
- **Liabile State** – if this field shows ‘08,’ then the liable state is Colorado. Please see the State Codes on the next page to use to determine which state is responsible for the claim when it is not an ‘08’.
- **Memo** – if this field is a ‘Y,’ this means there has been notes added and you can go to the MM screen to read.
- **Weekly Deductions** – this area will show any deductions that may be reducing a client’s UIB amount. Specifically, child support expense can be verified here. This will not show taxes (10 screen) or overpayments (05 & 09 screens), though; you will need to access other screens for this information!
 - **Benefit Summary** – this area shows you the client’s approved weekly amount (but remember UIB is paid bi-weekly), the Paid to Date amount and the client’s available Current Balance.
- **Claim Status** – this field shows you what status the client’s UIB claim is in. If this field shows, ‘Benefits Exhausted,’ client has used all available benefits!

State Codes

01-Alabama, 02-Alaska, 04-Arizona, 05-Arkansas, 06-California, 07-Canada, 08-Colorado, 09-Connecticut, 10-Delaware, 12-Florida, 13-Georgia, 15-Hawaii, 16-Idaho, 17-Illinois, 18-Indiana, 19-Iowa, 20-Kansas, 21-Kentucky, 22-Louisiana, 23-Maine, 24-Maryland, 25-Massachusetts, 26-Michigan, 27-Minnesota, 28-Mississippi, 29-Missouri, 30-Montana, 31-Nebraska, 32-Nevada, 33-New Hampshire, 34-New Jersey, 35-New Mexico, 36-New York, 37-North Carolina, 38-North Dakota, 39-Ohio, 40-Oklahoma, 41-Oregon, 42-Pennsylvania, 43-Puerto Rico, 44-Rhode Island, 45-South Carolina, 46-South Dakota, 47-Tennessee, 48-Texas, 49-Utah, 50-Vermont, 51-Virginia, 53-Washington, 54-West Virginia, 55-Wisconsin, 56-Wyoming

02 – Non Monetary Issues

12/19/2013 - NON-MONETARY ISSUES - 02

SSN: _ 0 NAME: BYE: 11/15/2014

NO. OF ISSUES: 03

| ISSUE | | | ISSUE | | | | OTHER PAYMENT | | | | |
|-------|----|----|-------|----|-----------|----------|---------------|----------|----------|---------|---------|
| ID | CD | ST | DPTY | TR | EMPLOYER | ENT-DATE | EST-DATE | RES-DATE | EFF-DATE | AMOUNT | TIME |
| 01 | 20 | DT | 6543 | B2 | 000000001 | 11/25/13 | 11/25/13 | 12/09/13 | 00/00/00 | 0000000 | H 00000 |
| 02 | 8H | DT | 6543 | C4 | 000000000 | 11/25/13 | 11/25/13 | 11/25/13 | 00/00/00 | 0000000 | H 00000 |
| 03 | 20 | AC | 1181 | B3 | 456738001 | 12/09/13 | 12/09/13 | 00/00/00 | 00/00/00 | 0000000 | 00000 |

FOR MORE THAN 12 ISSUES DEPRESS PF2

TRANSACTION OPTION:

LAST PAGE

If there is no date under the 'RES-DATE' column, this means the issue has not been resolved!

This screen will identify any issues a claim has that could be preventing payment. When you check the 01 screen and see there are Active Issues, the 02 screen will give additional information.

Useful Information found on this screen includes:

- If the code under the 'ST' (Status) column says 'AC,' this means the issue is still active and has not yet been resolved.**

03 & 04 - Base Period & Non Base Period Employers

```

12/19/2013          - NON-BASE PERIOD EMPLOYERS -          03
SSN:                0      NAME:                          BYE: 11/15/2014
NO. OF EMPLOYERS:  02
EMPLOYER NO: 01 ACCOUNT: 000000.00-1 NAME: ++COLORADO LIQUOR OUTLET
REIMBURSIBLE: N SEASONAL: N          START:              END:
EMPLOYER FACT FINDING -- DUE DATE: 12/09/2013 RECEIPT DATE: 11/29/2013 FORM: P
CLAIMANT FACT FINDING -- DUE DATE: 11/25/2013 RECEIPT DATE: 11/29/2013 2ND: N

          WAGES          START          END          CLMNT          EMPL
          WAGES          DATE          DATE          SEP          SEP
QTR 1:    0.00          10/29/2013   11/07/2013    00          20
QTR 2:    0.00                               20          00
QTR 3:    0.00          10/27/2013   11/09/2013    20          00
QTR 4:    0.00                               00          00
QTR 5:    0.00                               00          00
TOTAL:    0.00          PAY RATE: 90000.00  PAY UNIT: 1    LAST EMPLOYER: Y

FOR MORE THAN 1 EMPLOYER DEPRESS PF2
TRANSACTION OPTION:
    
```

```

12/19/2013          - BASE PERIOD EMPLOYERS -          04
SSN:                0      NAME:                          BYE: 11/15/2014
NO. OF EMPLOYERS:  01          ***CHECK SIDES***
EMPLOYER NO: 01 ACCOUNT: 771065.00-4 NAME: WMK MANAGEMENT LLC
REIMBURSIBLE: N SEASONAL: N          START:              END:
EMPLOYER FACT FINDING -- DUE DATE: 12/09/2013 RECEIPT DATE:          FORM: E
CLAIMANT FACT FINDING -- DUE DATE: 11/25/2013 RECEIPT DATE: 11/25/2013 2ND: N

          WAGES          WAGE          START          END          CLMNT          EMPL
          WAGES          SOURCE          DATE          DATE          SEP          SEP
QTR 1:  1595.51          3          06/20/2010   09/04/2013    09          00
QTR 2:  1028.48          3                               00          00
QTR 3:   791.95          3                               00          00
QTR 4:  1552.21          3                               00          00
TOTAL:  4968.15          0                               00          00
          PAY RATE:    8.30  UNIT: 1    LAST EMPLOYER: N  TYPE: 00
INITIAL POTENTIAL CHARGE: 1560.00
CURRENT POTENTIAL CHARGE: 1560.00
FOR MORE THAN 1 EMPLOYER DEPRESS PF2
TRANSACTION OPTION:
    
```

The 03 & 04 screens show the employers that the client worked at during their Base & Non-Base Periods. The Base period is a way for UIB to determine how much qualified earnings the claimant has towards their UIB Claim.

Useful Information found on these screens includes:

- It shows the ‘Account’ number (Employer ID) that can be used to access additional information on that employer by using the 80 screen.**
- It shows the Start and End Dates of the client’s employment with that employer.**
 - If the number under the ‘Claim Source’ column is a 1 or 2, the Start and End dates showing were reported by the Client**
 - If the number under the ‘Claim Source’ column is a 3, the Start and End dates showing were reported by the Employer (i.e. Verified!)**

05 & 09 – Overpayment Repayment History & Overpayment Data

```

12/19/2013          - OVERPAYMENT REPAYMENT HISTORY NO. I -          05
SSN:                0      NAME:
TOTAL NO. OF REPAYMENTS : 41

```

| ID | REPAYMENT TYPE | AMOUNT | OFFSET WEEK | OFFSET PROG | DATE OF RECEIPT | RECEIPT NUMBER | DISP CODE | PENALTY WEEK IND | ORIGINAL OFFSET DATE |
|-----|----------------|--------|-------------|-------------|-----------------|----------------|-----------|------------------|----------------------|
| 001 | 01 | 193.00 | 06/05/2010 | 01 | 01/08/2013 | 0000000 | N | N | 06/14/2010 |
| 002 | 01 | 193.00 | 06/12/2010 | 01 | | | | N | 06/14/2010 |
| 003 | 01 | 193.00 | 06/19/2010 | 01 | | | | N | 06/28/2010 |
| 004 | 01 | 193.00 | 06/26/2010 | 01 | | | | N | 06/28/2010 |
| 005 | 01 | 193.00 | 07/03/2010 | 01 | | | | N | 07/12/2010 |
| 006 | 01 | 193.00 | 07/10/2010 | 01 | | | | N | 07/12/2010 |
| 007 | 01 | 193.00 | 07/17/2010 | 01 | | | | N | 07/26/2010 |
| 008 | 01 | 193.00 | 07/24/2010 | 01 | | | | N | 07/26/2010 |
| 009 | 01 | 193.00 | 07/31/2010 | 01 | | | | N | 08/09/2010 |
| 010 | 01 | 193.00 | 08/07/2010 | 01 | 01/08/2013 | 0000000 | N | N | 08/09/2010 |
| 011 | 01 | 193.00 | 08/21/2010 | 01 | 01/08/2013 | 0000000 | N | N | 08/23/2010 |
| 012 | 01 | 193.00 | 08/28/2010 | 01 | 01/08/2013 | 0000000 | N | N | 09/06/2010 |

FOR MORE THAN 12 REPAYMENTS DEPRESS PF2

TRANSACTION OPTION:

TOP OF DATA

This screen shows you the amount repaid and which week the payment was paid from client's UIB

```

12/20/2013          - OVERPAYMENT DATA -          09
SSN:                NAME:
TOTAL NO. OF OVERPAYMENTS: 3      TOTAL NO. OF REPAYMENTS: 41
PAYMENT ID :          TOTAL BALANCE: 2574.50

```

| | | |
|---------------------------|----------------------------|--------------------------|
| LIABLE STATE: 08 | EMPLOYEE ID : 5706 | |
| PROGRAM CODE: 11 | BYB : 05/17/09 | |
| DISCOVERY : 02/03/11 | BYE : 05/15/10 | |
| CLASS/PAYMT : | ESTABLISHED: 02/03/11 | |
| FIRST BWE : | RECOVERY START: 03/02/11 | |
| LEGAL STATUS: | SOURCE : 09 | |
| AGREE AMOUNT: | CAUSE : 74 D | |
| LATE PAYS : | LAST BWE : 12/18/10 | |
| REC NO. : | SEVERITY IND : 0 | |
| REC DATE : | LEGAL DATE : | |
| PRIOR CLAIM : Y | AGREE DATE : 00 | |
| | NOTICE IND : 0 | |
| | NOTICE DATE : 02/25/11 | |
| | COUNTY : 000 | |
| | BOOK AND PAGE : 0000000000 | |
| | LIEN AMOUNT: 0.00 | |
| | RELEASE DATE : | |
| | DISP CODE : R4 | |
| | | |
| OVERPAID AMOUNT : 3804.00 | PENALTY AMOUNT : 0.00 | COLLECTION AMOUNT : 0.00 |
| RECOUPED: 0.00 | RECOUPED: 0.00 | RECOUPED: 0.00 |
| OFFSET : 1229.50 | BALANCE : 0.00 | BALANCE : 0.00 |
| BALANCE : 2574.50 | | |
| PEN WKS : 0 | WKS SERVED: 0 | WKS REMAINING: 0 |
| | | ADDL INFO: N |
| | UNIQUE ID: | |

FOR MORE OVERPAYMENT DATA DEPRESS PF2

TRANSACTION OPTION:

Shows you total and balance

Shows you the Notice Date – you can go to 20 screen to see

07 – Benefit Payment History

12/20/2013 - BENEFIT PAYMENT HISTORY - 07

SSN:) NAME: BYE: 05/14/2011
 BENEFITS WBA: 193.00 BALANCE: 1010.00 W/H IND/CHG/EFF: B 00

| PGM | PO | PO | BATCH | PAYMT | PAYMT | PAY | ORIG | UN | DIS | TOTAL | F | |
|-----|--------|--------|--------|------------|--------|----------|------|--------|-----|-------|--------|---|
| CDE | DOI | BWE | DOR | NUMBER | DOI | NUMBER | TYPE | PYMT | FL | REA | PAYMT | C |
| 00 | 051511 | 051411 | | 0000000000 | | 00000000 | 00 | 0.00 | 0 | 00 | 0.00 | N |
| 11 | 050911 | 050711 | 051511 | 5100111100 | 051511 | 0502738 | 24 | 193.00 | 0 | 00 | 193.00 | N |
| 11 | 050911 | 043011 | 051511 | 5100111100 | 051511 | 0502738 | 24 | 193.00 | 0 | 00 | 193.00 | N |
| 11 | 041111 | 042311 | 042411 | 5100111100 | 042511 | 0352992 | 03 | 17.00 | 0 | 00 | 17.00 | N |
| 11 | 041111 | 041611 | 042411 | 5100111100 | 042511 | 0352992 | 24 | 193.00 | 0 | 00 | 193.00 | N |
| 11 | 032711 | 040911 | 041011 | 5100111100 | 041111 | 0240739 | 24 | 193.00 | 0 | 00 | 193.00 | N |
| 11 | 032711 | | | | | | 3 | 144.75 | 0 | 00 | 144.75 | N |
| 11 | 031411 | | | | | | 4 | 119.00 | 0 | 00 | 193.00 | N |
| 11 | 031411 | | | | | | 4 | 193.00 | 0 | 00 | 193.00 | N |
| 11 | 030311 | | | | | | 3 | 144.75 | 0 | 00 | 144.75 | N |
| 11 | 030311 | | | | | | 3 | 144.75 | 0 | 00 | 144.75 | N |
| 11 | 021511 | | | | | | 3 | 144.75 | 0 | 00 | 144.75 | N |

FOR MORE

TRANSACTION OPTION:

TOP OF DATA

The above fields show this client received 2 payments of on 4/25/11 \$17 + \$193 (\$210 total) with pay period of 4/11/11-4/23-11. The Pay Codes show Taxes being taken out and a partial payment.

12/20/2013 - BENEFIT PAYMENT HISTORY - 07

SSN:) NAME: BYE: 11/15/2014
 BENEFITS WBA: 60.00 BALANCE: 1560.00 W/H IND/CHG/EFF: B 00

| PGM | PO | PO | BATCH | PAYMT | PAYMT | PAY | ORIG | UN | DIS | TOTAL | F | |
|-----|--------|--------|--------|------------|-------|----------|------|------|-----|-------|-------|---|
| CDE | DOI | BWE | DOR | NUMBER | DOI | NUMBER | TYPE | PYMT | FL | REA | PAYMT | C |
| 00 | 121513 | 122113 | | 0000000000 | | 00000000 | 00 | 0.00 | 0 | 00 | 0.00 | N |
| 01 | 120313 | 121413 | 121513 | 2100111100 | | 00000000 | 12 | 0.00 | 0 | 00 | 0.00 | N |
| 01 | 120313 | 120713 | 121513 | 2100111100 | | 00000000 | 12 | 0.00 | 0 | 00 | 0.00 | N |
| 01 | 112613 | 113013 | 120213 | 7100777700 | | 00000000 | 12 | 0.00 | 0 | 00 | 0.00 | N |
| 01 | 112513 | 112313 | 112613 | 8100654301 | | 00000000 | 12 | 0.00 | 0 | 00 | 0.00 | N |

FOR MORE THAN 12 PAYMENTS DEPRESS PF2

TRANSACTION OPTION:

LAST PAGE

The Pay Type Code of 12 shows that the client had Active Issues during these claim weeks preventing payment

The 07 screen shows the weeks the client has submitted request for payments and the amounts.

Useful Information found on these screens includes:

- It shows the pay periods for the specific UIB payments that are to be entered into CBMS' Pay Period Begin and End Date fields in the Income Received screen.**
- It shows the 'Pay Type' which can be useful.**

The Pay Types Codes are:

- 00 – Unpaid Week
- 01 – Total Payment
- 02 – Full Compensation, but with partial earnings
- 03 – Partial Payments with earnings above 25%
- 07 – Disqualified
- 08 – Overpayment offset
- 09 – Returned to Work
- 10 – Waiting Week
- 12 – Active Issues
- 14 – Not paid due to earnings
- 15 - Not paid, benefits exhausted
- 16 – Final payment
- 17 – Monetarily ineligible
- 18 – Week not claimed by claimant
- 19 – Child Support deducted
- 24 – Taxes being taken out

13 – Payment History No. 11

12/20/2013 - PAYMENT HISTORY NO. II - 13

SSN: 0 NAME: BYE: 05/14/2011

| | BWE | ENTER | OTHER PAY | TYPE | EARNINGS | ORIGINAL EARNINGS | HOURS | OPEN IND |
|----|------------|------------|-----------|------|----------|-------------------|-------|----------|
| 01 | 05/14/2011 | | 0.00 | | | | | 0 |
| 02 | 05/07/2011 | 05/15/2011 | 0.00 | | | | | 1 |
| 03 | 04/30/2011 | 05/15/2011 | 0.00 | | | | | 1 |
| 04 | 04/23/2011 | 04/24/2011 | 176.00 | D | | | | 1 |
| 05 | 04/16/2011 | 04/24/2011 | 0.00 | | | | | 1 |
| 06 | 04/09/2011 | 04/10/2011 | 0.00 | | | | | 1 |
| 07 | 04/02/2011 | 04/10/2011 | 0.00 | | | | | 1 |
| 08 | 03/2 | | | | | | | 1 |
| 09 | 03/1 | | | | | | | 1 |
| 10 | 03/1 | | | | | | | 1 |
| 11 | 03/0 | | | | | | | 1 |
| 12 | 02/26/2011 | 03/01/2011 | 0.00 | | | | | 1 |

FOR MORE THAN 12 PAYMENTS DEPRESS PF2

TOP OF DATA

TRANSACTION OPTION:

This client received \$176 Military Disability during week ending 4/23/11

The 13 screen shows payments from other sources that may have reduced or disqualified client from receiving UIB (bonus, severance, disability, etc) during their claim (unreported income can be discovered here!)

The Type Codes are:

- B – Bonus
- C – Holiday
- D – Military Disability
- E – Estimated Pension
- F – Profit Sharing
- H – Worker’s Compensation
- I – Sick/Disability
- K – Temporary Partial Disability
- L – Lump Sum Payment
- M – Maternity
- O – OASI
- P – Pension
- R – PreReported earnings
- S – Severance
- V – Vacation
- W – Wages in lieu of notice
- X – Other

18 – Request for Separation Info

```
12/20/2013          REQUEST FOR SEPARATION INFORMATION          18

DEPUTY ID : 7179      ENTRY DATE: 02/09/2011      BYB: 05/16/2010      ORIGIN: B2
SSN:                CLAIMANT NAME:
ER #:                EMPLOYER NAME: US DEPARTMENT OF COMMERC
MAIL ALL B183S ? N
TYPE OF WORK: ENUMERATOR      # HOURS WORKED PER WEEK : 25
FIRST DAY WORKED : 04/27/2010      LAST DAY WORKED : 05/29/2010

CLAIMANTS STATEMENT :
THE CLAIMANT WAS HIRED TO WORK FOR THE US DEPARTMENT OF COMMERCE TO WORK FOR
THE CENSUS BUREAU. THE CLAIMANT WAS NOTIFIED ON 04/23/10 THAT WORK WOULD START
ON 04/27/10. THE CLAIMANT STATES HE RECEIVED A STANDARD FORM 50. THE CLAIMANT
WAS NOTIFIED ON 05/29/10 THAT JOB HAD ENDED. NO OTHER PAY RECEIVED.

FIRST B183 FOR THIS SSN      PF2=FWD          TRANSACTION OPTION
```

The 18 screen shows you the number of hours worked per week, the client's first and last days of work plus a summary of the circumstances of the separation.

```
REQUEST FOR SEPARATION INFORMATION          18

DEPUTY ID :          ENTRY DATE:          BYB:          ORIGIN:
SSN:                CLAIMANT NAME:
ER #:                EMPLOYER NAME:
MAIL ALL B183S ?
TYPE OF WORK:          # HOURS WORKED PER WEEK :
FIRST DAY WORKED :          LAST DAY WORKED :

CLAIMANTS STATEMENT :

SSN NOT FOUND ON B183 FILE          TRANSACTION OPTION
```

If you put in client's SSN on the 18 screen and receive no information like is pictured on this screen shot, there is no separation info.

20 – Non Monetary Determinations

12/20/2013 - NON-MONETARY DETERMINATIONS - 20

SSN: 0 NAME: BYE: 05/14/2011

| ISS ID | DET TYPE | DPTY ID | EMPLOYER ACCOUNT | EST-DATE | LETTER SENT | DISQUAL BEGIN | DISQUAL END | ML IN | ADD INT | NON CNT | CHG |
|--------|----------|---------|------------------|----------|-------------|---------------|-------------|-------|---------|---------|-----|
| 01 | D | 1478 | 000000000 | 02/24/11 | 08-880-0 | | | N | N | N | N |
| 02 | D | 2479 | 000000000 | 03/02/11 | 07-776-0 | | | N | | | |
| 03 | D | 2479 | 252450008 | 03/02/11 | 02-201-0 | | | Y | | | |
| 04 | D | 2479 | 373912001 | 03/04/11 | 01-190-0 | | | N | | | |
| 05 | D | 9999 | 000000000 | 03/06/11 | 08-044-0 | | | N | | | |
| 06 | D | 9999 | 000000000 | 03/07/11 | 08-054-0 | | | N | | | |
| 07 | D | 9999 | 000000000 | 03/28/11 | 08-188-0 | | | N | | | |
| 08 | D | 6509 | 000000000 | 04/04/11 | 08-602-0 | | | Y | | | |
| 09 | D | 8113 | 000000000 | 06/26/11 | 08-022-0 | | | Y | N | N | N |
| 10 | D | 9999 | 000000000 | 05/16/12 | 08-755-1 | 05/13/12 | 12/29/12 | N | N | N | N |
| 10 | R | 9999 | 000000000 | 01/08/13 | 08-755-1 | 05/13/12 | 12/28/13 | N | N | N | N |

FOR MORE THAN 12 DETERMINATIONS DEPRESS PF2

TRANSACTION OPTION:

LAST PAGE

This shows if the notice was mailed to client with a 'Y'

The 20 screen shows you the correspondence mailed to the client and if any of those letters involved decisions of disqualifications. By using the code under the 'Letter Sent' field on the 30 screen, you can pull up the actual correspondence to read.

The first 2 numbers of the 'Letter Sent' fields show the type of issue the letter is addressing.

The Issues and their Corresponding Letter Series numbers are:

- 01 – Voluntary Quit
- 02 – Discharge
- 03 – Other Separation
- 04 – Able/Available/Actively Seeking
- 05 – Disqualifying or Deductible Income
- 06 – Refusals of Suitable Work
- 07 – Reporting Requirements
- 08 – Payorder Issues
- 09 – Strike Issues
- 10 - Appeals

23 & 24 – Manual Payment History & Manual Payment Financial History

CUBS MANUAL PAYMENT HISTORY SCREEN 23

NAME: _____
PLEASE ENTER SSN: _____

TRANSACTION OPTION: _____

NO MANUAL PAYMENTS FOUND FOR THIS SSN

If the client has received any Manual Payments from UIB, they would show on the 23 & 24 screens. These Manual payments would not be reflected on the 07 screen. These 2 screens are useful when a client tells you they received UIB, but it is not showing on 07. You should then check 23 & 24 for any Manual Payments.

CUBS MANUAL PAYMENT FINANCIAL HISTORY 24


PLEASE ENTER SSN: _____

| TYP | BWE | DOI | GROSS | OFFSET | FT/W | ST/W | CS/W | NET | STUS |
|------|------|------|-------|--------|------|------|------|------|------|
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |
| ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |

TRANSACTION OPTION: _____

NO MANUAL PAYMENTS FOUND FOR THIS SSN

This client has had no Manual Payments made to them from DOLE



30 – Letter Text File Browse

```
12/20/2013          LETTER TEXT FILE BROWSE          30
SERIES/ID/VERSION 08 022 0 LEGAL :  SUPP APP ACT 2008 T IV EUC PL 110-252

WE CAN STILL PAY YOU FEDERAL EXTENDED BENEFITS (ALSO CALLED EMERGENCY
UNEMPLOYMENT COMPENSATION OR EUC).  BY LAW, WE HAD TO CHECK WHETHER YOU NEED
TO SWITCH TO A CLAIM FOR REGULAR BENEFITS.  WE CANNOT PAY YOU ON A NEW CLAIM
BECAUSE YOU HAVE NOT GONE BACK TO WORK AND EARNED $2,000.

ONCE YOU RETURN TO WORK AND EARN $2,000, YOU MAY NEED TO SWITCH TO A CLAIM FOR
REGULAR BENEFITS IF YOU ARE OUT OF WORK AGAIN.  AT THAT TIME, YOU MUST CALL US
SO THAT WE CAN GO OVER YOUR CLAIM WITH YOU.

REMEMBER THAT YOU MUST MEET THE REQUIREMENTS OF THE LAW.

USE PF7 TO BROWSE BACKWARD, PF8 TO BROWSE FORWARD  TRANSACTION OPTION:
```

The 30 screen is where you are able to pull up the notices/correspondence attached to a claim. You find the number of the Letter on the 20 screen then go to the 30 screen and enter the Letter number, hit enter, and the correspondence will be pulled for your review. This can be helpful in determining why a client is not receiving payments (possibly due to new employment/income!).

80 – Employer Status Inquiry

| | | | | | | | |
|---------------------|-------------------------|------------|--------------|------------|-----------------------|-------------|-----|
| 12/20/2013 | EMPLOYER STATUS INQUIRY | | | | | 80 | |
| EMP NO: | FED ID | PRED | 000000.00-0 | SUCC | 000000.00-0 | | |
| STATUS | 1 | SUBJ DATE | 12-01-80 | OWNERSHIP | 05 ALPHA SORT CODE | | |
| REAS FOR COV | 1 | RATE DATE | 00-00-00 | COUNTY | 000 1 0000000000 | | |
| NON PROFIT | 0 | INACT DATE | 00-00-00 | INDUSTRY | 9999 2 41014101 | | |
| REINSTATED | 0 | RATE CODE | 0 | NAICS | 531190 | | |
| SEAS FROM | 00-00 | YEAR | RATE | INDY SURTX | DELQ FRZ-Y ACCUM CONT | 0 | |
| TO | 00-00 | | .000 | | ACCUM BENE | 0 | |
| SEAS FROM | 00-00 | | .079 | .000 | .000 0 | EXCESS | 0 |
| TO | 00-00 | | .000 | .000 | .000 0 | AVG ANN PAY | 0 |
| | | | .000 | .000 | .000 0 | % OF EXCESS | 0.0 |
| MAILING ADDRESS | | | B290 ADDRESS | | | | |
| EMP | | | | | | | |
| DBA | | | | | | | |
| C/O | | | | | | | |
| TRANSACTION OPTION: | | | | | | | |

The 80 screen gives you more information on a specific employer. In order to request employer's information, you must have the employer's Account Number which can be found on the W6, 03 & 04 screens.

You will use this screen for 2 things:

- 1) To find an employer's address (send an employment verification letter?)
- 2) To find if the business has a 'DBA' (doing business as) name. A client may say they work at Circle Drive Mobile Home Park, but the check stubs they provide you may show the employer as Don Gregory. If you go to the 80 screen, it can confirm that they are the same business.

H5 – ACH History Screen

```

12/20/2013 10:09:26          CUBS ACH HISTORY          H5

S                               PLEASE ENTER SSN:
F
R
C

```

| ACH DATE | CHASE ID | CUBS WARRANT# | PAYMENT AMOUNT | ACH INFORMATION | TYPE |
|--------------|----------|---------------|----------------|------------------------|------|
| S 05/16/2011 | 01210 | 0502738 | 330.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 04/26/2011 | 00764 | 0352992 | 179.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 04/12/2011 | 00743 | 0240739 | 288.75 | SUCCESSFUL SEND TO ACH | DDCK |
| S 03/29/2011 | 00850 | 0120126 | 63.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 03/28/2011 | 01540 | 0097172 | 267.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 03/15/2011 | 00869 | 0962597 | 247.50 | SUCCESSFUL SEND TO ACH | DDCK |
| S 03/08/2011 | 00780 | 0893967 | 527.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 03/07/2011 | 01396 | 0872915 | 905.25 | SUCCESSFUL SEND TO ACH | DDCK |
| S 03/07/2011 | 01395 | 0844536 | 1,414.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 12/28/2010 | 00687 | 0284445 | 62.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 12/14/2010 | 00878 | 0161361 | 398.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 12/14/2010 | 00877 | 0200274 | 43.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 11/29/2010 | 02219 | 0029600 | 398.00 | SUCCESSFUL SEND TO ACH | DDCK |
| S 11/29/2010 | 02218 | 0100826 | 43.00 | SUCCESSFUL SEND TO ACH | DDCK |

```

S=SUCCESS F=FAILURE R=REJECTED C=CHANGE REQUESTED BY BANK      TXN OPTION:
ENTER=DISPLAY      PF1=MAIN MENU      PF2=FORWARD

```

The H5 screen will show you all payments made to client's card or bank account. The Payment Amount will be after any deductions. Sometimes when a client is receiving Extended Benefits, the 07 screen will not show these payments. If you check the H5 screen, you will be able to find if there are any Extended Benefits being paid in addition to anything listed on the 07 screen.

MM – Memo Screen

```
DATA ENTRY - MEMO SCREEN                                MM
SOCIAL SECURITY NUMBER
2658 12/20/2013 10:18 _____
_____
_____
_____
9265 12/18/2013 11:04|EUC SPECIAL CLAIMS TEM HAS THIS CLAIM FOR MISSED MRB
SETUP.
-----
3559 12/18/2013 09:40|ADV BPC'S# AS CLMT MENTIONED OP AND THAT HE ALSO RECEIVED
LESS THIS LAST WEEK. ADV CUBLINE DATES.
-----
5366 12/04/2013 10:08|SENT TO BPC IIIS FOR ACTIVE 8E REVIEW
-----
5940 12/04/2013 09:36|CLMT WANTED STATUS, EMAIL TO          L&E 3 TO FOLLOW UP
ON ACTIVE 8E SINCE 10-10-13,
-----
3120 10/15/2013 11:34|WAGES ADDED PER W-2 INFORMATION.
-----
TRANSACTION OPTION: _____
ENTER TO ADD, CURSOR ON TIMESTAMP AND PF5 TO DELETE, PF2 TO SCROLL
```

The Memo screen will show you all notes (case comments) that have been entered into the CUBS system by DOLE workers. If there is a 'Y' in the Memo Field at the bottom right of the 01 screen, you can go to this Memo screen to read all notes entered.