

ATTACHMENT 1

**Acceptable Documentation of Layoff for DW - 04 Screen Sample 1**

A 04 screen from CUBS that shows code 09 in both Claimant and Employer Separation columns (CLMNT SEP, EMPL SEP) will be accepted as documentation of layoff in situations where a layoff letter is not available.

03/01/2005 - BASE PERIOD EMPLOYERS - 04

SSN: 123 45 6789 0 NAME: Duck, Donald BYE: 12/14/2002

NO. OF EMPLOYERS: 01

EMPLOYER NO: 01 ACCOUNT: 001234.00-8 NAME: Disney Land Inc.  
REIMBURSIBLE: N SEASONAL: N START: END:  
EMPLOYER FACT FINDING -- DUE DATE: 12/31/2001 RECEIPT DATE: 12/21/2001 2ND: N  
CLAIMANT FACT FINDING -- DUE DATE: 12/13/2001 RECEIPT DATE: 12/13/2001 2ND: N

	WAGES	WAGE SOURCE	START DATE	END DATE	CLMNT SEP	EMPL SEP
QTR 1:	13335.20	3	05/28/1974	12/13/2001	00	09
QTR 2:	14818.49	3	05/28/1974	12/13/2001	09	00
QTR 3:	13542.74	3			00	00
QTR 4:	14939.73	3			00	00
TOTAL:	56636.16	0			00	00

PAY RATE: 3600.00 UNIT: 6 LAST EMPLOYER: N TYPE: 00  
INITIAL POTENTIAL CHARGE: 10140.00  
CURRENT POTENTIAL CHARGE: 10140.00  
FOR MORE THAN 1 EMPLOYER DEPRESS PF2

TRANSACTION OPTION:

**Acceptable Documentation of Layoff for DW - 04 Screen Sample 2**

A 04 screen from CUBS that shows 09 in only the Claimant Separation column (CLMNT SEP) will be accepted only if the Employer Fact Finding period has expired. This may be used as documentation of layoff in situations where a layoff letter is not available.

03/01/2005 - BASE PERIOD EMPLOYERS - 04

SSN: 123 45 6789 0 NAME: Duck, Donald BYE: 12/14/2002

NO. OF EMPLOYERS: 01

EMPLOYER NO: 01 ACCOUNT: 001234.00-8 NAME: Disney Land Inc.  
REIMBURSIBLE: N SEASONAL: N START: END:  
EMPLOYER FACT FINDING -- DUE DATE: 12/31/2001 RECEIPT DATE: / / 2ND: N  
CLAIMANT FACT FINDING -- DUE DATE: 12/13/2001 RECEIPT DATE: 12/13/2001 2ND: N

	WAGES	WAGE SOURCE	START DATE	END DATE	CLMNT SEP	EMPL SEP
QTR 1:	13335.20	3	05/28/1974	12/13/2001	00	00
QTR 2:	14818.49	3	05/28/1974	12/13/2001	09	00
QTR 3:	13542.74	3			00	00
QTR 4:	14939.73	3			00	00
TOTAL:	56636.16	0			00	00

PAY RATE: 3600.00 UNIT: 6 LAST EMPLOYER: N TYPE: 00  
INITIAL POTENTIAL CHARGE: 10140.00  
CURRENT POTENTIAL CHARGE: 10140.00  
FOR MORE THAN 1 EMPLOYER DEPRESS PF2

TRANSACTION OPTION:

**In cases where the coding in the Claimant and Employer Separation columns are different, the 04 screen cannot be utilized as there is disagreement between the employer and claimant regarding the separation reasons.**

**The 09 code indicates separation reason is due to lack of work. Any other code will not be acceptable as reasons for separation. A code 20 indicates that there was a discharge, however the reason for discharge is undefined. Therefore a 04 screen with a 20 cannot be accepted as layoff documentation.**