Respond Electronically to Unemployment Insurance Notices
(UCB-16 Separation Notices and Wage Audits)

State Information Data Exchange System (SIDES) and SIDES E-Response are two web-based options developed through a partnership between the U.S. Department of Labor and state Unemployment Insurance (UI) agencies to simplify and streamline responses to UI information requests. Wisconsin offers the SIDES web-based options for the Separation Notice (UCB-16), Determination (UCB-20) and Wage Audit forms (UCF-350-4, UCF-17275, UCF-17275-3). Each form provides instructions and tips on both sides.

Benefits of SIDES and SIDES E-Response

- ✓ Saves time and money -- Available for FREE
- ✓ Reduces staff time and paper work
- ✓ Helps keep UI rates as low as possible by reducing overpayments
- ✓ Reduces follow up requests and phone calls
- ✓ Provides an electronic, nationally standardized data format
- ✓ Includes data checks to ensure the exchange of complete and valid information

---

SIDES and SIDES E-Response offer an impressive array of benefits with the potential to significantly improve the UI Information exchange process. The best option depends on the specific needs of an employer.

	SIDES — NASWA State Information Data Exchange System — In Partnership with USDOL.	SIDES E-Response
How it Works	SIDES is an automated **computer-to-computer interface** for employers and third party administrators (TPAs) to securely receive and respond electronically to UI information requests. UI information requests from participating states are in the same standard format, and responses from employers and TPAs are in a standard format. SIDES produces performance metrics and provides audit controls.	SIDES E-Response is a **free website** through which employers and TPAs may securely submit electronic responses to UI information requests. Participating employers and TPAs will receive a request for UI information by mail or secure email. The request will include an access code that permits the employer or TPA to log on to SIDES E-Response and enter the requested information in a standard format and receive a date-stamped confirmation of receipt.
What it Requires	Employers and TPAs need to **integrate SIDES** with their **internal IT systems** themselves, but technical support is available. There are no other costs for using SIDES.	SIDES E-Response only requires a working **Internet connection** and an employee who will enter the requested UI information. No programming is required to implement SIDES E-Response, and there is no charge for its use.
Best Suited For	SIDES is best suited for employers and TPAs that typically handle a **large volume** of UI information requests.	SIDES E-Response is ideal for employers and TPAs with a **smaller number** of annual UI claims.

STATE OF WISCONSIN

DWD
Department of Workforce Development

For more information on SIDES and SIDES E-Response see:

https://dwd.wisconsin.gov/ui/sides