Enterprise - How to Track Unemployment

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The unemployment feature of Enterprise allows the tracking of all stages of the unemployment claim. Included in this process is the documentation of the status, last job, job refusals, claim charges, etc.

Using the unemployment feature allows for better management of those who have filed for and have been granted unemployment, enabling job offers which will help to reduce the costs of unemployment insurance to your company. Making sure job offers are made to any employee who has filed an unemployment claim is important. It is recommended that a message be logged on any employee who has filed a claim, as well as when claims are approved and denied.

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	Palm Bay	y, FL 3290		кх-хх-3336						?	×
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visifile			employee	snapshot	_					-	_
 details 			Name	Branson, And	Action	Unemployment Claim		Import from I	Email Inbox		
documents integration			Action		Descri	ption	-				
 evaluations 	;	Unemplo	oyment Claim	Employee Ha	s Filed An U	Inemployment Claim					
messages		Unemplo	oyment Denied	Account Not	Charged						
pay history		Unemplo	oyment Granted	Account char	ged						

Choose the appropriate message action code based on the situation:

Adding a New Unemployment Claim

Step 1: From the (1.) details section of an employee record, select (2.) unemployment and the + icon to add a new claim:

(2 + → ▼ ☆ 日)	Search for Employees, Customers, Orders, etc.	🔍 DWOOD: High Tech Staffing 🛛 😨 🖷 🗍 🗕 🗖 🗙				
Anders E 3312 Sage Avenu Palm Bay, FL 329	Branson Je ID: 12473 108 SSN: xxx-xx-3336	Jim/Crom - call - peak season I JillAbron - call re: move back to US RalphABCMfg - call - f/u to meet & Jim / Bigelow - call - f/u to our cold				
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vicifio details aca assignment restrictions contact methods candidacy direct hire education interpersonal interview questionnaire past jobs required docs	Claims 3. + *	Unemployment Claim for Branson, Anders Claim Date 9/28/2015 Status Assignment Assignment Filed By Dalyce Brell Last Day Refused Job Refused Job				
test scores transportation unemployment 2.		Claim Amt Total Charged Weekly Amt Remaining Amt Last Charged				
work interests employee		claim charges +				

Entering Unemployment Claim information:

Status:

- Allowed
- Disallowed
- Pending

Status	Allowed	
	Status	
Assignment	Allowed	
Filed By	Disallowed	
Refused Job	Pending	

Assignment:

• Selecting the last assignment the employee worked prior to filing a claim will auto-populate the information about that job into the appropriate fields:

Assignment	Access Operator	Ŧ	Last Job	Access Operator	
Filed By	Dalyce Brell	Ŧ	Last Pay	\$10.00	
Refused Job			Last Day	10/1/2014	

Refused Job:

• If the employee has refused any jobs click to enter an x into this field. Refused Job 🗵

Reason Left:

• If known, the reason the Employee left their last position can be entered in the text area.

Reason Left	Walked off the job.
	L

Claim Charges:

• If desired, the *Claim Amount, Weekly Amount, Total Charged, Remaining Amount* and *Date Last Charged* can be entered and tracked as they are incurred:

laim Amt	\$52,000.00		Total Charged	\$900.00	
/eekly Amt	\$300.00		Remaining Amt	\$51,100.00	
			Last Charged	9/28/2015	I
claim ch	narges				+
Rep	Amount		Date		*
dwood		\$300.00	9/28/2015		
dwood		\$300.00	9/28/2015		
dwood		\$300.00	9/28/2015		

Note If the *Claim Amount* and *Weekly Amount* are entered, each time the claim charges + icon is clicked the *Weekly Amount* will be assumed. The *Weekly Amount* will then be added to the *Total Charged* and reduced from the *Remaining Amount* fields.

Unemployment Claim Searching:

Step 1: From the employee enhance search dashboard, select the *profile* category and enter all applicable *Message Action* codes to search for all employees who have filed an unemployment claim by expanding

Note Messages will need to be logged for each claim with the correct action code in order for search results to be accurate.

		Enhance Search	Saved Searches
Universal Search		•	
Profile	Q	Job Title	
Personal		Entered By	
Status	Q,	Message Date	
Assignments		Numeric Rating	
Order Candidate		Message Action	Show in Results
Document		Like 🔻 Unemployment Cla	aim 👻
Direct Hire Job History		₩Add	

*Note - If desired, a message date can be added to further narrow down the search results:

		Enhance Search	Saved Searches	
Universal Search Location		•		
Profile	Q,	Job Title		
Personal	0	Entered By	Show in Perults	
Assignments Order Candidate Document	*	>= • 1/1/2015		

Related Unemployment Reports:

Use the *Unemployment Claims* report to view a list of employee unemployment claims and their statuses for a given date range. Users may filter by branch and status, group by branch or status and sort by employee name or date.

This report will include important information such as the date the claim was filed, the last date the employee worked, and if there has been a job refusal or pending appeal:

C		Report Viewer	- Unemployment	Claims		_ 🗆 ×
Start Date	12/1/2014	End Date	9/28/2015			View Repor
Branch	Canada 2, Canada Test, Carı 🗸	Status	Allowed, Disallowed, P	endir ∀		
Group By	Branch 🗸	Sort By	Employee Name 🛛 🗸			
i4 4 1	of 1 🕨 🕅 🛭 🛞 🚱	a 🛛 🖬 🔍	• 100%	•	Find Nex	t
Unemplo High Tech S Unemployment	Dyment Claims Staffing I claims with a date filed between 12	2/1/2014 and 9/28/20	Entity Level (Hierl	d 2) 😵 t	emp <mark>w</mark>	prks
Employee ID	Emp Name	Date Filed	Last Date Worked	Status	Job Refused	Appeal Pending
+ Memphis	s NE					
4295003548	Aasen, Andrew	3/13/2015	3/20/2015	Pending	Yes	Yes
5022	Abron, Jill A	2/10/2015	2/14/2015	Pending	Yes	Yes
4295003726	Austen, Kate	4/9/2015	10/1/2014	Disallowed	No	No
+ Memphis	s NW					
4295003958	Bauer, Terrence	7/30/2015	2/1/2015	Pending	Yes	Yes
+ Memphis	s SE					
4295014295	Appleton, Robert	5/14/2015	1/1/2015	Pending	Yes	Yes
4295014920	Bailey, John L	7/30/2015	6/4/2015	Allowed	Yes	Yes
4295015499	Bauman, Matt	6/9/2015		Disallowed	Yes	No
12473	Branson, Anders	9/28/2015	10/1/2014	Allowed	Yes	No
12934	Brell, Dalyce Leigh	1/7/2015	11/1/2014	Pending	No	No

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