State UI Modernization Checklist

#	Task	Details	Date	Signoff	Notes
1.0	LMI has received advance notification of plans for benefits and tax portions of the system. Note: QCEW suggests getting 12-18 months of notification.				
1.1	Notify the Regional office of the modernization plans.	The Regional office should be told the name of the contractor chosen to conduct the work.			
1.2	Obtain a "go live" date from UI developer/vendor.				
1.3	Arrange to be at all meetings with UI, IT and/or vendor. Always have 2 or more people at the meetings (need continuity if there are personnel changes).	Communicate the importance of QCEW data to UI (the Regional office can help by providing talking points).			
1.4	Visit the BLS website: https://www.bls.gov/cew/unemployment-insurance-modernization/home.htm for needed information.	The QCEW UI modernization document and the QCEW Extract Guide can be found on the site.			
1.5	Start saving IMT/Extract files and track counts so you know the standard record counts per quarter that you receive from UI in your extract.	BLS, WIN or EXPO staff can help you with this task if necessary. Be sure to save multiple quarters so you can make prior year comparisons.			
2.0	Work with UI and system developer to ensure that they are aware of LMI needs and UI's responsibilities to ensure these needs are met.				
2.1	Provide the QCEW Extract Guide to UI and to the developer/vendor.	This information can be found on the BLS UI modernization page.			
2.2	Arrange to receive UI status reports at regular intervals. Information on the modernization efforts and the extract development should be included.				
2.3	Attend all system demonstrations.				
3.0	Ensure LMI staff obtain from UI/vendor:				
3.1	UI system development plan.				
3.2	UI data validation/benchmark plans.				
3.3	Clearly define those conditions which will cause a "no go" decision by UI.				

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4.0	Obtain information on how UI numbers will be treated in the new system.	Note: please review the UI modernization guide for numbering scheme information.			
4.1	If the UI numbers will be changed, obtain information on how UI numbers will be configured.				
4.2	Ensure that all UI numbers will remain unique.				
4.3	Decide who will establish the linkages of the old and new UI numbers and how that conversion will be applied in the state QCEW system.				
4.4	Document information on any UI numbers that will be purged from the system during the modernization.				
5.0	Ensure that wage records are not used to generate monthly employment. If this is not successful, ensure that extract programming which sums employment includes the use of an identifier for "employee worked or received pay for the payroll period including the 12th of the month."				
6.0	Review the data dictionary and identify the appropriate data elements to be included in the extract. Refer to the QCEW Extract Guide for more information on each data element.				
6.1	Identify all sources of UI tax data that can be used for the QCEW extract.				
6.2	Identify the appropriate dates for inclusion in the extract.				
6.3	Ensure that UI estimates for monthly employment, total wages, taxable wages, and/or contributions ARE NOT used.				
6.4	Ensure that the UI system and the extract can distinguish between zero reported data and missing data.				
7.0	Establish responsibilities and timelines for the development of QCEW extracts, work with the vendor to choose the optimal extract format.				

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#	Task	Details	Date	Signoff	Notes
7.1	Quarterly data.				
7.2	Non-quarterly data.				
7.3	Wage records (in LEHD format), *required for the Wage File Creator and an input for the WIN Wage Record Tool.*	Note: The WIN system will not take output from the wage file creator, however, both the wage file creator and the WIN wage record tool will use the LEHD file as an input file. It is strongly recommended that you use the LEHD file format.			
7.4	Predecessor/Successor data.				
7.5	Electronic contact information.				
7.6	Supplemental state file *optional information for each state.				
8.0	Test and approve employer self-coding tools for all fields that will be self-coded: NAICS, County or Town.				
8.1	Provide current NAICS codes to UI developer/vendor.	Current codes can be found on the BLS NAICS website.			
8.2	Test self-coding tools.				
8.3	Test any output that QCEW will receive. Do QCEW staff have the information necessary to assign a code to new businesses?				
8.4	Establish procedures for updating codes in the UI system if UI wants them.				
9.0	Establish responsibility for the sending of missing data notices.				
10.0	Establish a testing calendar for both the QCEW extract and screens accessed by QCEW staff. Testing should begin at least six months prior to the "go live" date.				
10.1	Request an EXPO testing site from SCR2@bls.gov. WIN states should work with BLS and WIN staff to set up a WIN test server.	For the EXPO test site, you will need to provide the name, phone number, BLS and State emails for each person who will be testing. Please remember that you may find it helpful to have two or three people testing. All testers need to have BLS firewall access and a token.			
10.2	Properly test the extract in the State's QCEW system.	Work with the regional office to establish testing protocol.			

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#	Task	Details	Date	Signoff	Notes
10.3	Obtain a list of contractor guarantees.				
10.4	Establish guidelines for developer repairs versus agency repairs prior to the completion of the system.				
10.5	Establish a help desk point of contact for post-deployment fixes.				
10.6	Work with vendor to develop a list of screens that QCEW will need to access during routine QCEW operations.				
10.7	Verify access to and test all screens QCEW will access during routine operations.				
11.0	Wage record data				
11.1	Ensure that wage record information are properly formatted.				
11.2	Test loading the extract into the Wage File Creator or the WIN wage records tool. Verify that the generated data load correctly into the test system.				
11.3	Ensure that wage records are not used to generate total wages. If this is not successful, ensure guarantees that all wage records are properly loaded and aggregated to generate full total wages.				
12.0	Establish the frequency and timing of extracts run by the system.	See the Timing and Frequency Issues section of the QCEW Extract Guide.			
13.0	Ensure that staff are trained to use and access data in the tax system.				