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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 04-09-009**  
**September 22, 2004**

**SUBJECT: ~Policy Update~ Federal Quarterly Wage Data**  
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**Please contact the Policy Unit if you have any questions regarding these or any other changes at  
\*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.**

***The IV-D PARTNERS should send POLICY inquiries directly to PGriffin@azdes.gov***  
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Improvements recently made to the way ATLAS processes Arizona Quarterly Wage received from the UI/GUIDE (UNI) data has resulted in a substantial increase in the number of jobs added to ATLAS cases on the NCP Job Detail (NCDE) screen. This has translated into a large number of Income Withholding and Medical Support Orders for cases in the Enforcement or Collection function, and more locate information for cases in Paternity and Establishment functions. **Worklist items in all functions have also increased because of the additional job data.**

ATLAS identifies individuals by the Social Security Number, the first five letters of the last name and the first three letters of the first name. If a match is made between this data received from UNI Guide and an ATLAS case, the job information is processed, adding a job to the NCDE screen.

If an open job already exists for the same employer (the End Date is blank), ATLAS will not add the job.

However, the UNI employer data often contains addresses used for Unemployment Insurance claims and benefits. If the employer provided by UNI matches an employer already on ATLAS, the UNI address associated with that employer will not update the already existing employer address on ATLAS.

When you identify an employer record with an obvious UI address (c/o Sheakley Uniservice, Frick Co, Gates McDonald, etc), please notify the Employer Team for an address correction, using the E-form on SYSM.

**You may also see employers identified as "TRANSFERRED WAGES".** This indicates the individual left the state of Arizona and applied for Unemployment Benefits in another state. A two digit state code, such as MD for Maryland or TX for Texas, follows the words "TRANSFERRED WAGES". A modification will be made to ATLAS to exclude these as employers and send the information to Locate screens. A Quick Locate request to the state identified should be made to obtain additional locate information on the individual.

If incomplete information is received from UI/GUIDE, the data will to be added to the Locate Employer List (LOEL) or Locate Demographic List (LODL) screens.

**Reminder:** The 'start date' is the begin date of the Quarter which is being reported by the employer. The 'verification date' is the date the information was received by ATLAS.