

Rail Employer Reporting Instructions
Part VIII - Employer Reporting System (ERS) Internet User Instructions
Chapter 4d: How to Reply to Request from RRB
Form ID-4E, Notice of RUIA Claim Determinations

ID-4E Notices

Form ID-4E, Notice of RUIA Claim Determinations is released by the RRB to employers to notify them of the amount of unemployment or sickness benefits we have paid to their employees. The employer can use this form to protest the benefit payments. Employers are required to submit protest forms within 60 days of the date of the notice.

Notice that ID-4E Notices are on ERS

The ID-4E notices will appear in the New Items list until they are worked and submitted; released or deleted by a user; or are automatically deleted by the system. The ID-4E will be deleted after 60 calendar days. Authorized ID-4E users are required to record an e-mail address when they file [Form BA-12](#) to receive access to the ERS system. The authorized person will receive an e-mail message when the RRB places an ID-4E notice on ERS. Users can edit their e-mail address by selecting “Edit My Account” from the ERS menu.

Review ID-4E Notices

The ID-4E notices can be reviewed directly from the New Items list. To view all of the columns in the list, users may have to scroll to the right or left border of the list. Claims can be released for payment and deleted directly from the listing by clicking the appropriate SSN link. This action will take the user to a new screen. See the section “ID-4E, File a protest” for information on completing this screen.

Sorting Items

Users may wish to locate a specific employee or see the forms from a specific date. Users can sort the ID-4E listings by any of the subject headings. To sort a column, click the column heading. To invert the sort, (for example a-z when inverted is z-a) click again. If looking for a particular case, be sure to sort the listing even if the items already appear to be sorted. The default sorting is SSN within processing date, which could be deceiving.

Completed Items List

All of the ID-4E records handled each day will be “deleted” from the New Items list and moved to the Completed Items list. They will remain in this area until 5:00pm CST when the RRB pulls the records into their system.

If a user determines that a mistake needs to be corrected or any previously entered information needs to be changed, he/she can go to the Completed Items list before 5:00pm CST and click on the “X” next to the appropriate record. This action will “un-delete” the record and move the record back to the ID-4E New Items list. Once the record has been restored to this area, the user can click on the SSN link and enter the correct information on the notice. Then select the “Submit” button to resubmit your correct case.

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General Screen Items

Form ID-4E, Notice of RUIA Claim Determinations is created every time an unemployment or sickness benefit payment is made to your employees. This notice details the amounts that will be charged to your organization by the RRB. These charges will subsequently be used as part of the calculation of your next year's RUIA contribution rate.

When the user clicks the ID-4E link under the New Items menu you will see all the new ID-4Es that have been loaded to ERS for your employees. Users will have the option to work the individual records by clicking on the link to the employee's social security number or work on multiple records by using the following options:

- Select All;
- Delete Marked Items;
- Download Marked Items; or
- Delete by Notice Date.

“Select All” Button

The “Select All” button is provided to enable the user to handle multiple items at the same time. It will select every item in the listing that is visible on the page. ERS will default to show the records in blocks of ten. To view all the selected items, scroll to the bottom of the listing and click the “Show All” link. If the user selects this view, they may have to scroll to the bottom of the listing to see all the records. After selecting all the items, the user can then choose “Delete Marked Items” or “Download Marked Items.”

If “Select All” is clicked by mistake, individual items can be de-selected. If the list is very long, the user may need to click the button again to deselect the entire list.

ID-4E, Delete Marked Items Button

The ID-4E listing “Delete Marked Items” button will assist the user in eliminating claim determination notices that they do not intend to protest. Review the entire list and select the records that you want to delete, and then click the “Delete Marked Items” button. This will remove all those claims from the “New Items” and “New Items” lists. The records left on the “New Items” list will be claims which users want to dispute or submit additional information.

The deleted records will also be moved to the “Completed Items” list. They will remain in this area until 5:00pm CST when the RRB pulls the records into their system.

ID-4E, Download Marked Items

As with the prepayment notices, the ID-4E claim determination reply information will be entered directly to the Internet form and the download feature will not be used. The download feature

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copies the selected ID-4E requests to the user's PC in a specific location. At this time there is no process by which you can upload the reply file from your PC to the ERS ID-4E reply screens.

Unlike the prepayment notices, if users choose to download the ID-4E notices to a PC file, they can still process the downloaded notices through ERS. The downloaded notices will remain in the "New Items" list for 60 days or until they are completed or deleted by the user.

How to Download New ID-4E Notices

Review the entire list and select the cases to be downloaded by clicking on the check box in front of the record or by clicking the "Select All" button; and then click the "Download Marked Items" button.

Follow the screen instructions. A pop-up box will appear that asks the user "Do you want to open or save this file?" Click "Save"; then select a location and file name. If users click "Open," the text file will open and it can be viewed. The user must then click on "File"; "Save As" and then select the location and choose the file name. When users open the saved file, it will be displayed as a line of text in the following format:

| Record Length | Tape Position | Data |
|----------------------|----------------------|-----------------------------------|
| 86 characters | 1-4 | Four-digit BA number |
| | 5-13 | Employees' social security number |
| | 14-19 | Claim Beg. Date (yymmdd) |
| | 20-25 | Amount Paid |
| | 26-28 | Filler |
| | 29-30 | Claim Type |
| | 31-36 | Filler |
| | 37-46 | Payroll ID number |
| | 47-53 | Employees' name |
| | 54-67 | 14 Day Claim Period |
| | 68-73 | Date Last Worked (yymmdd) |
| | 74-77 | Filler |
| | 78-83 | Date Claim Paid |
| | 84-86 | Field Office Number |

ID-4E, Delete by Notice Date

The option to delete the ID-4E records by "Notice Date" is provided to enable the user to delete a group notices based on the dates they were issued. Click on the calendar or type in the date from the notices that will be deleted; then click the "Delete" button. This action will delete every item with the selected date in the listing that is visible on the page. ERS will default to show the records in blocks of ten. To view all the selected items, scroll to the bottom of the listing and click the

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“Show All” link. If the user selects this view, they may have to scroll to the bottom of the listing to see all the records.

The deleted records will also be moved to the “Completed Items” list. They will remain in this area until 5:00pm CST when the RRB pulls the records into their system.

ID-4E, Protest of RRB's Determination to Pay Benefits

The ID-4E notice informs the employer that the RRB paid benefits. If the user wants to protest the payment of benefits, click the SSN link to the individual employee record. This brings up a “Reconsideration Request” screen where the user can type the reasons for disagreeing with the Board's determination to pay benefits. There is sufficient space for a long explanation. It is not necessary to compose your explanation in a formal manner, but it should communicate the necessary information. If there is not enough space, or you are unclear what to report, contact the district office listed by phone to provide the additional details.

If the user already provided information on the ID-4K for this same claim, it can be referenced here and only additional information would be provided. Without additional information, it is unlikely that the RRB's determination will be different.

This screen is pre-filled with the user's name, telephone, and e-mail address as recorded in ERS from the BA-12 application or subsequently updated by the user. If any contact information is incorrect, the user must first go to “Edit My Account” and correct the information there. For more information on this function, see Edit My Account under the General Instructions in Chapter 2 of this Part.

Submit Your Protest

When the user finishes entering the explanation for your protest, select the “Submit Request” button. A secured email containing the information from the “Reconsideration Request” will be sent to the district office listed on the “New Items” screen under the column marked “District Office” for the protested claims. That office is responsible for replying to your protest and notifying you of any additional appeal rights, if appropriate. Any further communication about this claim should be addressed to that office. To obtain the office mailing address, telephone, or e-mail address go to the general RRB website at RRB.GOV and click Agency Management & Reports on the left menu and then click Field Offices.

The Reconsideration Request records submitted each day will be moved to the “Completed Items” list. They will remain in this area until 5:00pm CST when the RRB pulls the records into their system.

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Maintaining the ID-4E New Items list

For better management of this work, we recommend that you release cases for payment (or delete cases) that you have reviewed. If you review cases but do not release or delete the cases for which you are not providing additional information, the ID-4E cases will remain on the list for 60 calendar days even though the claims based on the ID-4K notices were automatically paid after 3 business days because you did not dispute the payment. This may slow down system response time. If you release cases to pay on the same day that you review them, this will also eliminate the possibility that you might waste time reviewing the same cases twice.

ID-4E Summary Report

If a response or protest is submitted based on receipt of an ID-4E, the information will appear in the summary report. The report is organized by calendar month of the reply. Information for the report is retained for six months after the end of the calendar year. If users need the data longer than this, print a copy of the report or download the information to a file.

Create a Report

When the user selects the ID-4E Summary under the Reports menu, this opens a selection screen. In order to receive a report of 1) all available replies, 2) sorted by SSN, and 3) including full text replies, click the Submit button as these are the three default selections.

Customize a Report

There are three ways that users can customize their report and they are numbered 1, 2, and 3 on the report selection screen. First, users can select a specific report of ID-4Es only; and select a specific quarter or month from the drop-down menu. Second, users can change the sort to something other than SSN by highlighting the field under “Sort Options” and then clicking the “Add” button. For example, if users wanted the report sorted by surname, highlight “name” and then click Add. This moves “name” to the right box. Users can also choose a secondary sort, such as submit date. This may be helpful if he/she replied to several claims for the same person during the report period. Third, users can choose whether or not they want to see the text of their replies. If only the employee and claim information are needed, save space by de-selecting “full text replies”.

Print or Save Reports to a PC

When users click the submit button, the report is displayed on the screen. The type is quite small and may be hard to read. We suggest using the buttons at the top of the screen to print or save the report. The report prints horizontally and will be much easier to read than the screen display. If users save the report to a file, the files can be manipulated for better display or imported to a spreadsheet or database.