

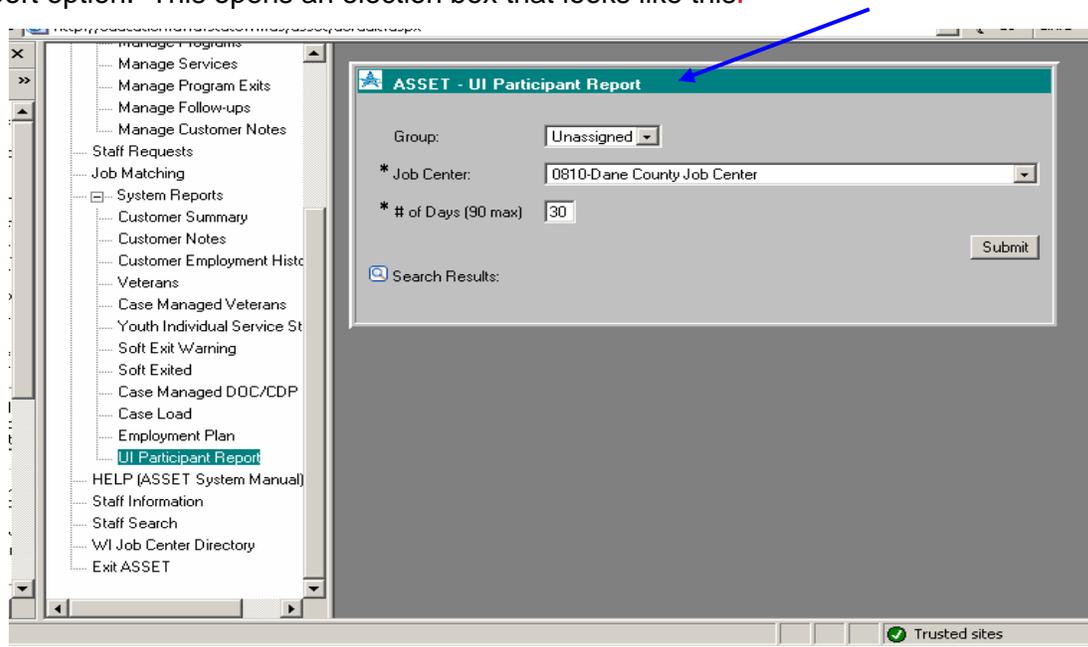
# ASSET USERS' GUIDE

## ASSET SYSTEMS REPORT

### 5-13 UI PARTICIPANT REPORT

The UI Participant Report provides project staff (currently only for the DOL Demonstration Grant sites in Oshkosh and Milwaukee) a listing of the individuals who have been referred by UI to ASSET. It is important for all ASSET Users to note that individuals who have been referred to ASSET by UI automatically will have a Manage Customer record created by the UI Benefit system information provided on the initial UI Claim.

The UI Participant Report is created upon request. To access the report, open System Reports by clicking on the plus sign (+) on the ASSET Menu Tree. Next, click on the UI Participant Report option. This opens an election box that looks like this.



The Field Definitions are:

FIELD	DESCRIPTION
<ul style="list-style-type: none"> <li><b>Group:</b></li> </ul>	<p>The following are the Group Items to select from:</p> <ul style="list-style-type: none"> <li>Unassigned</li> <li>Assigned</li> <li>All</li> </ul>
<ul style="list-style-type: none"> <li><b>Job Center:</b></li> </ul>	<p>Select from the dropdown the Job Center for which the listing is being requested.</p>
<ul style="list-style-type: none"> <li><b># of Days:</b></li> </ul>	<p>Select the number of days to conduct the search by.</p>

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When a worker clicks on the Submit button the Search Results appear. Data captured on the report is:

- the PIN of the customer (Personal Identification Number),
- the Customer Name (as it appears in their UI benefits claim record),
- the Profile percentile assigned by UI (claimant's likelihood of exhausting UI benefits),
- the UI Referred Date (which is always a Saturday), and
- the UI Group information (all will start with "N" – staff must enter a Group Assignment Code (once it has been determined). Codes include:
  - A – Group "A" Assignment
  - B – Group "B" Assignment
  - S – Similar Service Exempt
  - E – Employed
  - N – No-Show

The screenshot shows a web application interface for generating a report. On the left is a navigation menu with items like 'Manage Programs', 'System Reports', and 'Customer Summary'. The main area is titled 'ASSET - UI Participant Report' and contains a form with the following fields: 'Group' (a dropdown menu set to 'Unassigned'), '\* Job Center' (a dropdown menu set to '1530-Richland County Job Center'), and '\* # of Days (90 max)' (a text input field set to '60'). A 'Submit' button is located to the right of the form. Below the form, there is a 'Search Results:' section with a table header containing the following columns: 'PIN', 'Name', 'Profile %', 'UI Referred Date', and 'UI Group'.

Note that the UI Referral Date and Profile percent are display only.

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