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NHES New Hampshire
Employment Security
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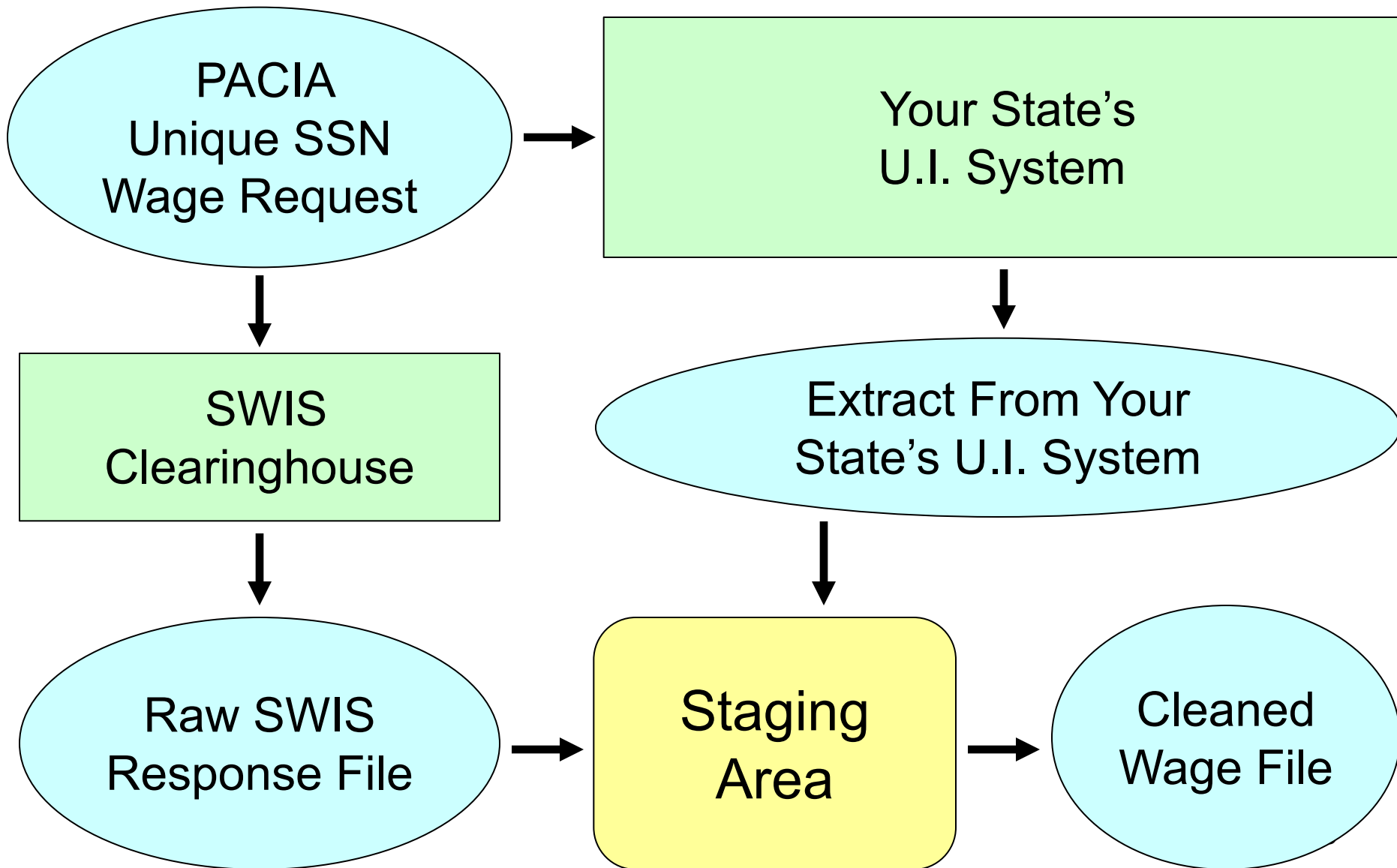
ELMI Economic +
Labor Market
Information
Bureau

New Hampshire **PACIA**

Best Practices Eliminating Duplicate SWIS Records

Updated June 2020

How can a **PACIA** eliminate duplicate SWIS records?

1) Populate the SWIS wage request with unique SSNs.

2) Import the downloaded SWIS results file into a staging area.

3) Import an extract, matching the SSNs of the SWIS request, from your state's U.I. system, into the staging area.

4) Identify and eliminate the duplicates from the staging area.

Wage Processing Flow Chart

```
  ┌──────────────────┐                    ┌──────────────────┐
  │      PACIA       │                    │    Your State's   │
  │   Unique SSN     │  ───────────────▶  │    U.I. System    │
  │   Wage Request   │                    │                   │
  └──────────────────┘                    └──────────────────┘
          │                                         │
          ▼                                         ▼
  ┌──────────────────┐                    ┌──────────────────┐
  │      SWIS        │                    │  Extract From Your │
  │   Clearinghouse  │                    │  State's U.I. System│
  └──────────────────┘                    └──────────────────┘
          │                                         │
          ▼                                         ▼
  ┌──────────────────┐      ┌──────────┐     ┌──────────────┐
  │    Raw SWIS      │ ───▶ │ Staging  │ ──▶ │   Cleaned    │
  │  Response File   │      │   Area   │     │  Wage File   │
  └──────────────────┘      └──────────┘     └──────────────┘
```

PACIA Unique SSN Wage Request

Your State's U.I. System

SWIS Clearinghouse

Extract From Your State's U.I. System

Raw SWIS Response File

Staging Area

Cleaned Wage File

What are the benefits of staging wage data?

- **Duplicates can be eliminated <u>without disturbing raw data files</u>.**
- SWIS wage data and your state's wage data can be combined into one wage file.
- The staged data can be frozen to enable both auditing and further operations involving performance measure calculations associated with a fixed reporting period.

What is done in the staging area?

- Cleaned SWIS wages are combined with extract of your state's U.I. system into one wage file.

- The combined wage file is frozen.

- The frozen wage file is exported to a secure area to enable further operations.

How are duplicates identified and eliminated from the Staging area?

1) Duplicate SWIS result records from other states are identified.

2) The SWIS result records causing the duplication are deleted. For example, if there are two identical records, **one** of the records is deleted.

3) The SWIS results are compared with wage data from your state's U.I. system. The SWIS result records causing the duplication are identified. The records causing the duplication are deleted.

What is the definition of a duplicate SWIS wage record?

Case 1 of 3 (exact duplicate):

Two or more SWIS records, having the same exact data in all fields – i.e. same SSN, same quarter/year, same wages, same employer name, same employer address, city, state, and zip code, same FEIN (Federal Employer Identification Number), and same industry code. Most, if not all, states' industry codes are 6 digit NAICS as of June 2020.

What is the definition of a duplicate SWIS wage record? (continued)

Case 2 of 3

(same employer, different state – duplicate):

Two or more SWIS records, from different states, having the same SSN, same Quarter/Year, same wages, and same employer. The employer may have the same or a similar employer name, same FEIN, and same industry code, or the same or similar employer name and the same employer address, city, state, and zip code.

What is the definition of a duplicate SWIS wage record? (Continued)

Case 3 of 3 (out of state claim):

Two or more SWIS records, from different states, having the same SSN, same Quarter/Year, same wages, and one record is an out of state claim relative to the other. One record includes the employer name, employer address, city, state, and zip code, FEIN, and industry code. The other record may display the full name of the state or its employment office name and may have no FEIN or industry code.

What are examples of handling duplicate SWIS wage records?

Fictitous Example
Case 1 - Exact Duplicate - same state

SSN	Wage	Employer Name	Employer Address City St Zip Code	FEIN	Industry Code	Qtr Year	ST	Action to be taken:
111222333	$750	Standard Co.	1 Main St Center City, XX 12345	123456789	123456	42019	XX	Leave alone
111222333	$750	Standard Co.	1 Main St Center City, XX 12345	123456789	123456	42019	XX	Delete - exact duplicate record

Case 2 - Same Employer, different state - duplicate

SSN	Wage	Employer Name	Employer Address City St Zip Code	FEIN	Industry Code	Qtr Year	ST	Action to be taken:
222333444	$500	ACME Inc	10 South St Auburn, XX 23456	234567890	234567	32019	XX	Leave alone
222333444	$500	ACME Inc	PO Box 1 Auburn, XX 23456 -1	234567890	234567	32019	YY	Delete - duplicate record - same employer

Case 3 - Out of State Claim Duplicate

SSN	Wage	Employer Name	Employer Address City St Zip Code	FEIN	Industry Code	Qtr Year	ST	Action to be taken:
333444555	$250	General Co.	1 North St Central City, XX 34567	345678901	345678	22019	XX	Leave alone
333444555	$250	State YY Employment Office	PO Box 2 Central City XX 34567-2	000000000	000000	22019	YY	Delete - duplicate record

FAQ

Q: Why should duplicate wage records be eliminated?

A: Duplicate wage records have an undesirable quality that can lead to error – e.g. questionable wage-related performance measure outcomes.

Q: Will eliminating SWIS duplicates violate the terms of your SWIS Data Sharing Agreement?

A: No.

Disclaimer / Caveats

- Not all duplicate wages are duplicate records.

- If SWIS duplicates are eliminated, the criteria used to eliminate SWIS duplicates must be applied consistently and the rules should be documented with an expectation of robust scrutiny.

- Standard security procedures – including but not limited to – the SWIS Data Sharing Agreement and federal and state laws and regulations, are to be applied.

- Eliminating SWIS duplicates is not mandatory. Implementing the process may not be feasible for many states. This presentation may be used to encourage additional funding to eliminate SWIS duplicates.

- This presentation was written for PACIAs.
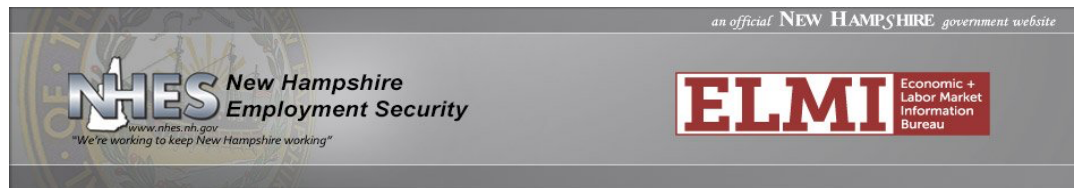
Questions?

Contact Information:

Bruce J. Olinsky

PACIA Supervisor

Program Specialist 3

Telephone: (603) 229-4491

E-mail: Bruce.J.Olinsky@nhes.nh.gov

45 South Fruit St
Concord, NH 03301