

Helpful Handouts When Working with the Employer Record System

Recently I updated a couple of existing handouts on the Employer Record System (ERS), and created a third handout with instructions about how to add a Profile, Site or Screen in ERS. A copy of each handout is attached.

A common theme throughout these handouts is the importance of thoroughly searching the database for the employer record before creating a Profile or Site. **The best, most reliable way to find a record is to search using the 6-digit root Unemployment Insurance (UI) number.**

Please continue to let me know when you find duplicate records in the ERS database so I can combine the records and delete the duplicates. I appreciate your assistance.

I hope you will find the information in these handouts to be useful.

(three attachments)