

Supplemental Wage Information Collection Form

(In Compliance with DWD Issuance 11-2017)

Participant Name: _____

Exit Date: _____

Quarter for which data was collected:

- Q1 (July 1 – Sept 30)
- Q2 (Oct 1 – Dec 31)
- Q3 (Jan 1 – March 31)
- Q4 (April 1 – June 30)

Performance Measure Data Collected for:

- 2nd Quarter after exit
- 4th Quarter after exit

Name of Employer: _____

Start Date of Employment	Average Hours Scheduled per Week	Average Hours Actually Worked per Week	Wage per Hour	Paid Leave Available	Termination Date (if Applicable)

What information was used to confirm the data above? (Employment Verification and Wage Data must be collected from the same source)

- IRS Form 941 – Employer’s Quarterly Tax Return
- Copies of pay stubs (minimum of two pay stubs for the quarter after exit being examined)
- Employment verification on company letterhead attesting to an individual’s employment status and earnings
- Follow-up survey (self-reported) from program participants
- Worksheets verifying income received from commissions
- Automated database systems that data match with other partners with who data sharing agreements exist
- Self-employment worksheets attested to (signed) by program participants
- State directory of new hires
- Detailed case notes verified by employer and signed by the counselor, if appropriate to the program
- Federal Employee Data Exchange System (FEDES)
- State Wage Interchange System (SWIS)

Date entered into Employment Tab in MoJobs: _____

Staff Signature

Date