The information you provide will be used to create a record of your weekly claim and may be verified through data matching programs. The information you provide is used to determine your weekly eligibility for benefits and will be kept confidential.

For security reasons, the application will automatically log out if you stay on the same page for twenty minutes. This protects your confidential information if you fail to log out of the session. Any information you entered on completed pages will be saved.

**Fraud Warning**

It is important that your information is accurate and complete for all questions asked. Failure to report information that affects your eligibility for unemployment benefits may be considered an act of fraud. Falsely reporting any information on your initial claim application or weekly claim certifications may also be considered an act of fraud. The penalties for fraud and concealment are severe. They include:

- **Benefit Reduction** – loss of future UI benefits from 2, 4, or 8 times your weekly benefit rate for each act of fraud. In addition, you will be assessed a penalty (40% of the benefits erroneously paid to you) which you are required to pay out of pocket.
- **Court Fines** – not less than $100 or more than $500 for each act of fraud (and a criminal record).
- **Jail** – up to 90 days for each week of fraud (and a criminal record).

In addition to penalties, you must also repay any overpaid benefits. Multiple detection programs are used to identify claimants who fail to report working and reporting wages while claiming unemployment benefits. To avoid an overpayment and possible penalties, report your wages in the week the work is performed and the wages are earned. Wages must be reported in the week they are earned, even if they will not be paid until a later week.
Before You Begin Your Claim

Certifying for each week of unemployment benefits is smoother and faster when you have essential information in hand. A summary of all your answers will be available upon completion. We recommend you print the summary pages and keep them with your records.

Information you may need:

- Employer Information:
  - Business Names
  - Addresses
  - Phone Numbers

- Payroll statement if you worked or received income:
  - Gross wages
  - Hours/Minutes
  - Pay types addressed in addition to Gross wages: Vacation, Sick, Holiday, Bonus, Commission, Dismissal/Severance/Termination, and other income

- Work Search Information, when required:
  - Business/Employer name
  - Address, phone number, and/or URL/website if contacted online
  - Name of person contacted
  - Result of contact

The information you provide will be used to determine your eligibility for Unemployment Insurance benefits.
Certification Week

The week(s) that are available for you to claim are listed below.
If multiple weeks are displayed, they will be completed starting with the oldest week.

Once a week’s certification has been completed, you will be able to return here to certify the next week.
To begin certification for the highlighted week, click the Next button.

<table>
<thead>
<tr>
<th>UI Week #</th>
<th>For Week Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>38/20</td>
<td>Sunday, 09/13/20 through Saturday, 09/19/20</td>
</tr>
<tr>
<td>39/20</td>
<td>Sunday, 09/20/20 through Saturday, 09/26/20</td>
</tr>
</tbody>
</table>

If you do not want to complete a certification for the highlighted week, or you do not see the week you want to file for, please contact a claims specialist.

To Contact a Claims Specialist.

General Number                                      414-435-7069
Toll-Free Number                                    1-844-910-3661
Wisconsin Relay Service                              Dial 7-1-1

Using a touch-tone telephone, press two to file a claim and enter your social security number. You will be transferred to the next available claims specialist.

Claims specialists are available Monday through Friday from 7:35 a.m. to 3:30 p.m., Central Time, except holidays:

- New Years Eve
- New Years Day
- Martin Luther King Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Because of the high volume of calls, it is more difficult to reach a claims specialist on Thursday and Fridays.
Please review your mailing address and phone number. If the information is correct, select "Yes" and click "Next" to continue. If the information is not correct, please select "No" and click "Next" to update your information.

It is important that you provide the correct mailing address as you will receive important information through the mail.

Is your personal information correct?

- Yes
- No

Name: Unemployment Claimant
Mailing Address: 201 E. Washington Ave, Madison, WI 53713-0701
Phone: (999)123-4567
It is important that you provide the correct mailing address as you will receive important information through the mail. What is your current mailing address?

Name: Unemployment Claimant

☐ I have a Canadian mailing address.

Mailing Address

City

State

ZIP Code

Phone Number

☐ I do not have a phone number where a message can be left.
Able and Available - School

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

During the week, did you attend school or training classes in person or online anytime between the hours of 7 a.m. and 5 p.m., Monday through Friday?
If your classes are online with the flexibility to work at least 32 hours each week, answer "No" to this question.

- Yes
- No

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

Are you a full time student?
- Yes
- No

Is your training through one of these programs?
- Trade Readjustment Act (TRA/TA)
- Workforce Innovation and Opportunity Act (WIOA)
- Apprenticeship administered by the Department of Workforce Development
- Other training program administered by the Department of Workforce Development (example: Job Service; Vocational Rehabilitation; etc.)
- My training was not under one of the programs listed above.

What is the start date of your current semester or term?

mm/dd/yyyy

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Wisconsin Unemployment Insurance

Ability to Work

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

If you are filing because your employment was affected by the COVID-19 pandemic, Answer "Yes" to being able and available for work if:

- You are not working because your employer is closed due to the COVID-19 pandemic, but you would work if your employer was not closed.
- You were sent home by your employer to isolate or quarantine, but you feel well enough to work.
- You were told to isolate or quarantine by a medical professional or government official, but you feel well enough to work.
- You are not working because your employer is closed due to the COVID-19 pandemic and you are taking care of children because school or daycare is closed. However, you could find childcare and work if your employer had work for you.

During the week, were you physically and mentally able to work at least 32 hours?

Answer "Yes" to this question if you would be able to work at least 32 hours during the week with any employer, if they had work for you.

Answer "No" to this question if you could not work for any employer (including your regular employer) because you were sick, injured, or have medical restrictions. For example, you were restricted to working less than 32 hours, or the type of work you could do was limited.

- Yes
- No

Previous | Next
Ability to Work

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

If you are filing because your employment was affected by the COVID-19 pandemic,
Answer "Yes" to being able and available for work if:

- You are not working because your employer is closed due to the COVID-19 pandemic, but you would work if your employer was not closed.
- You were sent home by your employer to isolate or quarantine, but you feel well enough to work.
- You were told to isolate or quarantine by a medical professional or government official, but you feel well enough to work.
- You are not working because your employer is closed due to the COVID-19 pandemic and you are taking care of children because school or daycare is closed. However, you could find childcare and work if your employer had work for you.

During the week, were you physically and mentally able to work at least 32 hours?

Answer "Yes" to this question if you would be able to work at least 32 hours during the week with any employer, if they had work for you.
Answer "No" to this question if you could not work for any employer (including your regular employer) because you were sick, injured, or have medical restrictions. For example, you were restricted to working less than 32 hours, or the type of work you could do was limited.

☐ Yes
☐ No

By answering "No" to this question, you are confirming that you are not able to work at least 32 hours for any employer (including your regular employer) because you were sick, injured, or have medical restrictions. Because you have answered "No", we may contact you for more information.
Availability for Work

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

If you are filing because your employment was affected by the COVID-19 pandemic, Answer "Yes" to being able and available for work if:

- You are not working because your employer is closed due to the COVID-19 pandemic, but you would work if your employer was not closed.
- You were sent home by your employer to isolate or quarantine, but you feel well enough to work.
- You were told to isolate or quarantine by a medical professional or government official, but you feel well enough to work.
- You are not working because your employer is closed due to the COVID-19 pandemic and you are taking care of children because school or daycare is closed. However, you could find childcare and work if your employer had worked for you.

During the week, could you have worked at least 32 hours with any employer if work had been made available to you?

Answer "Yes" to this question if you could have and were willing to work at least 32 hours in the week.
Answer "No" to this question if you could not have worked at least 32 hours if work had been made available to you because you:

- Didn’t have a way to get to work.
- Didn’t have childcare arrangements.
- Were in jail without work release.
- Were out of town or out of the country.
- Were not available for work for any other reason.

- [ ] Yes
- [ ] No

Previous  Next
Availability for Work

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

If you are filing because your employment was affected by the COVID-19 pandemic,
Answer "Yes" to being able and available for work if:

- You are not working because your employer is closed due to the COVID-19 pandemic, but you would work if your employer was not closed.
- You were sent home by your employer to isolate or quarantine, but you feel well enough to work.
- You were told to isolate or quarantine by a medical professional or government official, but you feel well enough to work.
- You are not working because your employer is closed due to the COVID-19 pandemic and you are taking care of children because school or daycare is closed. However, you could find childcare and work if your employer had work for you.

12 During the week, could you have worked at least 32 hours with any employer if work had been made available to you?
Answer "Yes" to this question if you could have and were willing to work at least 32 hours in the week.
Answer "No" to this question if you could not have worked at least 32 hours if work had been made available to you because you:
- Didn't have a way to get to work.
- Didn't have childcare arrangements.
- Were in jail without work release.
- Were out of town or out of the country.
- Were not available for work for any other reason.

☐ Yes
☐ No

12a By answering "No" to this question, you are confirming that you could not work 32 hours in the week because you were unavailable for work. For example, you didn't have a way to get to work, didn't have childcare arrangements, were in jail without work release, were out of town or out of the country, or were otherwise not available for work with any employer if work had been made available to you. Because you have answered "No", we may contact you for more information.
Self Employment

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

During the week, were you self-employed?

Answer “Yes” if you are self-employed or operating your own business, i.e. farming, partnership or LLC.

Answer “No” if your business is a corporation. An owner of a corporation is an employee and must report hours worked and wages earned in any week services are performed.

Answer “No” if you are selling Avon, Amway, Tupperware, etc. This is normally considered employment and you would report the income as work and wages. (However, if you feel this is self-employment, answer “Yes” and the Department will contact you for further information.)

- Yes
- No
During the week, did you refuse any work that was offered to you?

Answer “Yes” to this question only if you refused an offer of work from an employer for whom you were not working at the time.

- Yes
- No
You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

What is the name of the employer who offered you the work?

What is the employer’s address? (Include street number, city, state, and ZIP code)

What was the phone number of this employer?

What date was the job supposed to start?

Why did you refuse the job?

maximum 500 characters
**Separation**

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

During the week, did you have a separation from employment (other than a layoff due to lack of work)?

For example: fired, quit, disciplinary suspension, loss of license, suspended/terminated as physically unable or unavailable for work, labor dispute, leave of absence, or reason unknown.

- Yes
- No

---

**Separation**

Select your employer from the list of employers already associated with your unemployment claim or choose “None of the Above” if your employer is not on this list.

If you have additional employers to report, you will add them later.

- EMPLOYER NAME
- NONE OF THE ABOVE
Wisconsin Unemployment Insurance

Employer Type

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You have indicated that you need to add an employer. Please choose one of the options listed below. If you have more than one employer to add, you will need to repeat this step.

- Wisconsin Employment
  Choose this option if you worked for an employer in Wisconsin

- Federal Employment
  Choose this option if you worked for a Federal Employer, for example, the US Postal Service

- Military Active Duty
  Choose this option if your employment was military service: Army, Navy, Air Force, Marines, Coast Guard or NOAA

- Out of State Employment
  Choose this option if you worked for an employer outside the state of Wisconsin

- Other Wisconsin Employment
  Choose this option if you worked for a church, Salvation Army, or the Railroad

- Direct Seller
  Choose this option if you worked selling product through a party plan, one-on-one demonstrations or other personal contact.

- Odd Jobs
  An odd job is casual or isolated work typically done for friends, neighbors, or relatives, and is not ongoing or reoccurring. There are no set or regular work hours. Examples of an odd job: mowing your neighbor’s lawn when they are on vacation, babysitting one night for your sister, feeding a friend’s cat one weekend they are away.

  A job that is ongoing or reoccurring is not an odd job. If you will receive form IRS-1099 for the work performed, it is not an odd job; report the person or business the IRS-1099 will come from as an employer and report the wages earned from that person or business on each weekly claim certification.

- None of the above
You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

- To search for the employer you want to add, enter the employer name and click on search. Check your paystub or W-2 for the correct name and spelling for your employer.
- If you are not able to find the employer by name, review your W-2 or paystub for the correct name.
- If you entered the incorrect name, click on the "Reset Search" link and enter the employer name from your payroll stub.
- If you entered the correct employer name and can’t find the employer, click on the "Advanced Search" link and enter the payroll address that is shown on your paystub or W-2.
- If you are unable to find your employer, click on the "add your employer" link.
- If you find your correct employer, click on the "Select" link.

**Additional Search Tips**

**Advanced Search**

**Reset Search**

Employer Name: [ ]

Previous  Search

If you are unable to find your employer, you will need to add your employer.
<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Address</th>
<th>City</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td>SAINT LOUIS</td>
<td>63166</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>GREEN BAY</td>
<td>54302</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>SAINT LOUIS</td>
<td>63166</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>WEST BEND</td>
<td>53095</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>ONALASKA</td>
<td>54650</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>GREEN BAY</td>
<td>54302</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>CUDAHY</td>
<td>53110</td>
</tr>
<tr>
<td>Select</td>
<td></td>
<td>GREEN BAY</td>
<td>54302</td>
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<td>Select</td>
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</tr>
<tr>
<td>Select</td>
<td></td>
<td>GREEN BAY</td>
<td>54302</td>
</tr>
</tbody>
</table>
You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

Why are you no longer working for [Redacted]?
(Other Name(s): [Redacted])

- Quit: for any reason including to move or for another job
- Fired / Discharged
- Disciplinary Suspension
- Loss of License Required to do Job
- Physically Unable to do the Work
- Strike / Lockout / Labor Dispute
- Leave of Absence

What did the employer ( [Redacted] ) indicate was the reason for your discharge?
- Attendance
- Unsatisfactory performance
- Alcohol/Drug policy violation
- Work rule violation
- Dishonesty (theft, falsification)
- Other
Separation Summary

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

- Review the following list of employers and separation reasons.

Employer

[Blurred out employer name] Discharged

Were you separated from any other employers?
Including out of state, military, and federal employment

- Yes
- No
Work and Wages

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

During the week, did you work at all?

Even if you weren’t paid for the work, you need to answer yes. Wages or other pay must be reported in the week they are earned, even if they will not be paid until a later week. If you do not report that you worked in a week that you actually did, you may be paid more benefits than you are qualified for and could face penalties, including being charged with a crime.

You will be asked if you received sick pay, vacation pay, bonus pay, holiday pay, severance/termination pay, or other types of income in later questions.

If you have questions about whether or not you worked, click the "Work and Wage Help" button for assistance.

Work and Wage Help

☐ Yes
☐ No
When to Report that You Worked and Earned Wages

You must provide correct and complete information. If you receive more income than you reported, you must contact the Department right away to correct your income information. If you don't report the correct information about your work and income, you may be paid more benefits than you qualify for and could face penalties, including being charged with a crime.

When filing a weekly claim, you must answer "Yes" to the question, "During the week, did you work at all?" if you provided services to anyone for which you may be paid. For example, work with your regular job or any job, commission sales, getting paid cash for any services, any tips, paid orientation or training, being on-call, working in exchange for payment of a bill, etc.

If you start a shift on Saturday that ends on Sunday, the hours you worked and the wages you earned during that entire shift must be reported on your weekly claim that ends on the Saturday you started your shift.

**Hours:** Report hours and minutes worked.

**Wages:** Wages include any type of pay for full-time or part-time work you do in the week. This includes wages with your regular job or any job, getting paid cash for any services, tips, pay for orientation or training, pay for being on-call, commissions, working in exchange for payment of a bill, etc. Wages must be reported in the week they are earned, even if they will not be paid until a later week.

- **Sales Commissions:** There is a special way to report work and income earned from sales commissions. You must report that you worked, even if you earned no commissions. If a commission is earned, it must be reported on your weekly claim, usually for the week in which the sale is made.
- **Worker’s Compensation:** Report any Workers Compensation you’ve received under the "Other Income" question.

You must report all work, hours, and wages no matter what the amount. If you don’t, you may be paid more benefits than you qualify for and could face penalties, including being charged with a crime.

The following activities should NOT be reported as "work" on your weekly claims. Any income you may receive from these activities should not be reported as wages.

- Self-employment
- Volunteer Fire Fighter or Volunteer Emergency Medical Technician (EMT). (If you are not sure if your services as a fire fighter or EMT are "volunteer", call a claims specialist for help.)
- Jury Duty (do not report any payments you receive for jury duty; however, if you are paid by your employer for your time spent serving on a jury, these wages should be reported.)
- Inactive Duty for WI National Guard and Military Reserves (e.g., weekend duty)

**Retirement pay:** You must tell us if you have applied for or are receiving retirement pay, but you should not report the retirement pay as wages on your weekly claims. However, your weekly unemployment payments may be reduced if you are receiving retirement pay. Contact a claims specialist if you are receiving retirement pay.
(Work and Wages)

Select your employer from the list of employers already associated with your unemployment claim or choose "None of the Above" if your employer is not on this list.

If you have additional employers to report, you will add them later.

- EMPLOYER NAME
- NONE OF THE ABOVE

---

Work and Wages Commission Sales

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

On this page you should only provide information for the employer.

Was this work in a commission sales position?

- Yes
- No
Work and Wages Commission Sales

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

Only provide employer information on this page:

38

Is this a job where you earned sales commissions?

39

Commission Help

- Yes
- No

Please read the following instructions for reporting your sales commissions.

- Commissions should be reported in the week the sale is made and the commission is earned.
- If the sale is canceled at a later date, contact a claims specialist to make the appropriate correction in your earnings. If you qualify for additional benefits because of the correction, a payment for the additional amount will be made to you.
- Report the following amount: Your gross commission sales minus any reasonable expenses you had to make the sale (for example, cost of the product, use of your vehicle, your phone costs).
- Keep a record of how you calculated the amount you reported in case there is a question about the earnings you reported.
- Report that you worked, even if you did not earn any commissions. Enter the hours you worked and $0.00 for wages.
- When reporting the hours you worked, include all time spent in preparing for, attempting, and making sales.

If you have any questions on how to report commission sales, call a claim specialist before you continue with your claim.

Claims contact information and hours of operation.

I have read and understand how to report commissions.

☐ I agree
Commissions should be reported as wages in the week the sale is completed, minus any normal business expenses.

A sale is normally considered "completed" on the date when the sale contract is made (if the sale is cancelled at a later date, your wages for that week must be corrected.)

These are the dates you should consider the sale is completed (and the commission is payable) for the following examples:

- Real Estate – the date the offer is accepted by the seller.
- Automobile – the date the automobile sale is made.
- Insurance Premiums – the date the premium is collected or when you are informed about the amount of commission you have earned.
- Overrides (commissions you earn from sales by other employees) - the date when you are informed about the amount of commission you have earned.
- Residuals (payments based on prior sales, for example, a percentage amount payment for an insurance policy sold in a prior year) - the date when the residual payment is received.

If you are paid commissions plus a draw (payment you are paid in advance for future commissions), you must report the greater of either the commissions or the draw as your wages. However, if your agreement with your employer treats the draw as a loan, only the commissions have to be reported as wages. A draw is considered a loan if your employer has the legal right to collect the difference between the draw and the commission you earn and has collected it in the past.

If you no longer work for the employer, your commissions will not be considered wages.
Work and Wages Detail

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

Only provide information on this page for this employer:

You reported you worked during this week. You must enter the gross amount you earned and the hours and minutes you worked. Gross wages are the total amount of money you earn before taxes or other deductions are subtracted from your salary.

Gross Wages Earned

To calculate this, multiply your hourly rate by the hours and minutes you worked. (hourly pay \times \text{hours:minutes worked})

$ 

Hours Worked

(hours:minutes)

Wages: Wages include any type of pay for full-time or part-time work you do in the week. This includes wages with your regular job or any job, getting paid cash for any services, tips, pay for orientation or training, pay for being on-call, commissions, working in exchange for payment of a bill, etc. Wages must be reported in the week they are earned, even if they will not be paid until a later week.

Work and Wage Help
When to Report that You Worked and Earned Wages

You must provide correct and complete information. If you receive more income than you reported, you must contact the Department right away to correct your income information. If you don't report the correct information about your work and income, you may be paid more benefits than you qualify for and could face penalties, including being charged with a crime.

When filing a weekly claim, you must answer "Yes" to the question, "During the week, did you work at all?" if you provided services to anyone for which you may be paid. For example, work with your regular job or any job, commission sales, getting paid cash for any services, any tips, paid orientation or training, being on-call, working in exchange for payment of a bill, etc.

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The following activities should NOT be reported as "work" on your weekly claims. Any income you may receive from these activities should not be reported as wages.

- Self-employment
- Volunteer Fire Fighter or Volunteer Emergency Medical Technician (EMT). (If you are not sure if your services as a fire fighter or EMT are "volunteer", call a claims specialist for help.)
- Jury Duty (do not report any payments you receive for jury duty; however, if you are paid by your employer for your time spent serving on a jury, these wages should be reported.)
- Inactive Duty for WI National Guard and Military Reserves (e.g., weekend duty)

Retirement pay: You must tell us if you have applied for or are receiving retirement pay, but you should not report the retirement pay as wages on your weekly claims. However, your weekly unemployment payments may be reduced if you are receiving retirement pay. Contact a claims specialist if you are receiving retirement pay.
You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You indicated you worked during the week. Below is a summary of the information you entered. Review this information for accuracy.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work</td>
<td>$180.00</td>
<td>12:00</td>
</tr>
</tbody>
</table>

During the week, did you work for any other employers?

- Yes
- No
Missed Work

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

If you are filing due to the COVID-19 pandemic
Answer "No" to having missed work if:

- All missed work was due to your employer being closed due to the COVID-19 Pandemic.
- You were sent home by your employer to isolate (quarantine) and not permitted to work all the hours you were scheduled.
- You were told to isolate (quarantine) by a medical professional or government official and did not work all the hours you were scheduled.

During the week, did you miss any work your employer(s) had scheduled for you?
Answer "Yes" if you did not work all of the hours that were available for you with your current employer.

- Yes
- No
(Missed Work)

Select your employer from the list of employers already associated with your unemployment claim or choose "None of the Above" if your employer is not on this list.

If you have additional employers to report, you will add them later.

- [ ] [Employer Name]
- [ ] [Employer Name]
- [ ] [None of the Above]

[Previous] [Next]
Missed Work Employer Information

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

On this page you should only provide the missed work information for the employer

(Other Name(s): )

Why did you miss work for _______ during the week?
(maximum 500 characters)

How many hours and minutes did you miss with _______ during the week?
(hours:minutes)

Were you or will you be paid for any of the time you missed?
Answer "yes" if you received or will receive payment from your employer for any of the time you missed, e.g. sick pay, vacation pay, etc.

☐ Yes
☐ No

Provide any information you would like to add regarding the work you missed with _______.
(maximum 500 characters)
Sick Pay

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

Did you receive sick pay for the week?
Answer “Yes” if any sick pay has been assigned to the dates above and has been paid to you by the employer.

- Yes
- No

Will you receive sick pay for the week?
Answer “Yes” to this if you have sick pay assigned to the dates above, but will be paid by the employer in the future.

- Yes
- No
Select your employer from the list of employers already associated with your unemployment claim or choose "None of the Above" if your employer is not on this list.

If you have additional employers to report, you will add them later.

- [ ] [Employer Name]
- [ ] [None of the Above]
Sick Pay Detail

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

On this page you should only provide the sick pay information for the employer

Gross Sick Pay Earned

$  

Time Paid
(hours:minutes)
### Sick Pay Summary

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You indicated you earned sick pay. You must report, for all employers, the amount of sick pay earned and the hours and minutes paid.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sick Pay</td>
<td>$30.00</td>
<td>2:00</td>
</tr>
</tbody>
</table>

Did you or will you receive any sick pay from any other employer for the week?

- [ ] Yes
- [ ] No
Bonus Pay

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

During the week, did you receive bonus pay?

Bonuses and profit sharing income must be reported on your weekly claim the week you are paid the bonus.

- Yes
- No

[Previous]  [Next]
Select your employer from the list of employers already associated with your unemployment claim or choose "None of the Above" if your employer is not on this list.

If you have additional employers to report, you will add them later.
**Bonus Pay Detail**

You are certifying for the week of 09/13/20 through 09/19/20.

UI Week Number: 38/20

On this page you should only provide the bonus pay information for the employer

(Other Name(s): [Redacted])

**Gross Bonus Pay Earned**

$
Bonus Pay Summary

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You indicated you earned bonus pay. You must report, for all employers, the amount of bonus pay earned.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bonus</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Did you receive any bonus pay from any other employer for the week?

- [ ] Yes
- [x] No
**Holiday Pay**

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

---

Did you receive holiday pay for the week?
Answer “Yes” if any holiday pay has been assigned to the dates above and has been paid to you by the employer.

- Yes
- No

Will you receive holiday pay for the week?
Answer “Yes” to this if you have holiday pay assigned to the dates above, but will be paid by the employer in the future.

- Yes
- No
(Holiday Pay)

Select your employer from the list of employers already associated with your unemployment claim or choose "None of the Above" if your employer is not on this list.

If you have additional employers to report, you will add them later.

- [ ] EMPLOYER NAME
- [ ] NONE OF THE ABOVE
Holiday Pay Detail

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

On this page you should only provide the holiday pay information for the employer

Gross Holiday Pay Earned

$  

Time Paid

(hours:minutes)
Holiday Pay Summary

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You indicated you earned holiday pay. You must report, for all employers, the amount of holiday pay earned and the hours and minutes paid.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Masked]</td>
<td>Holiday</td>
<td>$35.00</td>
<td>2:30</td>
</tr>
</tbody>
</table>

Did you or will you receive any holiday pay from any other employer for the week?

- [ ] Yes
- [x] No

[Update] [Remove]
Remove Holiday Employer

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You reported holiday from [redacted].
Click the Remove button to remove this entry from your weekly certification. Click the Cancel button to return to the summary page.

Cancel  Remove
**Vacation Pay**

You are certifying for the week of 09/13/20 through 09/19/20.

**UI Week Number:** 38/20

---

**Did you receive vacation pay for the week?**

Answer "Yes" if any vacation pay has been assigned to the dates above and has been paid to you by the employer.

- □ Yes
- □ No

**Will you receive vacation pay for the week?**

Answer "Yes" to this if you have vacation pay assigned to the dates above, but will be paid by the employer in the future.

- □ Yes
- □ No
(Vacation Pay)

Select your employer from the list of employers already associated with your unemployment claim or choose "None of the Above" if your employer is not on this list.

If you have additional employers to report, you will add them later.

- [ ] [Employer ID]
- [ ] [Employer Name]
- [ ] [None of the Above]
Vacation Pay Detail

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

On this page you should only provide the vacation pay information for the employer.

(Other Name(s):)

Gross Vacation Pay Earned

$ [Enter amount]

Time Paid

(hours:minutes) [Enter time]
Vacation Pay Summary

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You indicated you earned vacation pay. You must report, for all employers, the amount of vacation pay earned and the hours and minutes paid.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vacation</td>
<td>$50.00</td>
<td>4:15</td>
</tr>
</tbody>
</table>

Did you or will you receive any vacation pay from any other employer for the week?

- Yes
- No
Dismissal/Severance/Termination Pay

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

Did you receive dismissal/severance/termination pay for the week?
Answer "Yes" if any dismissal/severance/termination pay has been assigned to the dates above and has been paid to you by the employer.

- Yes
- No

Will you receive dismissal/severance/termination pay for the week?
Answer "Yes" to this if you have dismissal/severance/termination pay assigned to the dates above, but will be paid by the employer in the future.

- Yes
- No
(Dismissal/Severance/Termination Pay)

Select your employer from the list of employers already associated with your unemployment claim or choose "None of the Above" if your employer is not on this list.

If you have additional employers to report, you will add them later.

- [ ] [Employer Name]
- [ ] None of the Above

Next
Dismissal / Severance Pay Detail

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

On this page you should only provide the dismissal/severance/termination pay information for the employer

(Other Name(s):

Gross Dismissal/Severance/Termination Pay Earned

$  

Time Paid
(hours:minutes)
Dismissal / Severance Pay Summary

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You indicated you earned dismissal/severance/termination pay. You must report, for all employers, the amount of dismissal/severance/termination pay earned and the hours and minutes paid.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dismissal</td>
<td>$78.00</td>
<td>6:30</td>
</tr>
</tbody>
</table>

Did you or will you receive any dismissal/severance/termination pay from any other employer for the week?

- [ ] Yes
- [X] No
Social Security Disability Benefits

You are claiming benefits for the week of 05/02/21 through 05/08/21 (week 19/21 on the Unemployment Insurance Calendar).

Are you receiving Social Security Disability Insurance Payments (SSDI)?

Social Security Disability Insurance (SSDI) pays benefits to workers who become disabled.

Answer "No" to this question if you are receiving Social Security retirement benefits.

Answer "No" to this question if you only receive Supplemental Security Income (SSI), which are benefits based on financial need, not past work.

○ Yes
○ No
Other Income

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

During the week, did you receive another type of income you haven’t reported?

Answer this question “Yes” if you received income for work such as apprenticeship, babysitting, gifts, strike pay, room and board, etc.

- Yes
- No
Report any other income that you have received such as Apprenticeship pay, Funeral pay, Gratuity, Income Continuation, Worker’s Compensation, etc.

If you have received or will receive any income, but are not sure how to report it, answer “Yes” to the “Other Income” question. Choose the type of income from the list. If you do not see the type of income on the list, select “Other income type not listed.” You will be provided with instructions on how to contact the department after you submit your weekly claim.

Once you contact the department, describe the type of income you have received or will receive and you will be given instructions on how to report that income.

It is important to report any income that you have or will receive. Failure to report any income may result in an overpayment of benefits and penalties, including prosecution.
You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

Select the type of other income you received.

Select one income type. If you have additional income types, you will be able to add them from the summary. For additional information on each selection below, select Other Income Help. If you are unsure of the income type you need to report, select Other income type not listed.

- Apprenticeship
- Babysitting
- Bereavement Pay
- Birthday Pay from Employer
- Commission
- Elected/Appointed Official Earnings
- Funeral Pay
- Gift received from employer
- Gratuity
- Incentive Pay
- Income Continuation
- On-call or Show-up Pay
- Orientation/Training Pay
- Poll Worker Pay
- Research Participation
- Room and Board
- Strike Pay
- Union Steward Pay
- Vocational Rehabilitation
- W2 Wages
- Welfare-to-Work Wages
- Workers Compensation
- Other income type not listed
You are certifying for the week of 09/13/20 through 09/19/20.

UI Week Number: 38/20

Report any other income that you have received such as Apprenticeship pay, Funeral pay, Gratuity, Income Continuation, Worker’s Compensation, etc.

If you have received or will receive any income, but are not sure how to report it, answer “Yes” to the “Other Income” question. Choose the type of income from the list. If you do not see the type of income on the list, select “Other income type not listed.” You will be provided with instructions on how to contact the department after you submit your weekly claim.

Once you contact the department, describe the type of income you have received or will receive and you will be given instructions on how to report that income.

It is important to report any income that you have or will receive. Failure to report any income may result in an overpayment of benefits and penalties, including prosecution.

Select your employer from the list of employers already associated with your unemployment claim or choose “None of the Above” if your employer is not on this list.

If you have additional employers to report, you will add them later.
Other Income Detail

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

On this page you should only provide the gratuity pay information for the employer

(Other Name(s): 

Amount Received

$
**Other Income Summary**

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

You indicated you received other income. You must report all other income types, for each employer.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours:Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gratuity</td>
<td>$20.00</td>
<td>0:00</td>
</tr>
</tbody>
</table>

Did you or will you receive any other income for the week?

- [ ] Yes
- [x] No
**Income Summary**

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number 38/20

This is a summary of the wages paid or earned that you have reported for this week. Please review and adjust as necessary.
- To update or delete an entry already made, select the appropriate button for the reported income.
- To add an employer, select the link in the appropriate income section and you will be directed to summary page where you can add additional employers.
- To start reporting an income type, select the link in the appropriate income section and you will be directed to the questions for that income type.

### Work and Commission

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours/Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work</td>
<td>$160.00</td>
<td>12:00</td>
</tr>
</tbody>
</table>

### Sick Pay

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours/Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sick Pay</td>
<td>$30.00</td>
<td>2:00</td>
</tr>
</tbody>
</table>

### Bonus Pay

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bonus</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Holiday Pay

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vacation</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Vacation Pay

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours/Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vacation</td>
<td>$50.00</td>
<td>4:15</td>
</tr>
</tbody>
</table>

### Dismissal/ Severance/ Termination Pay

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours/Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dismissal</td>
<td>$76.00</td>
<td>6:30</td>
</tr>
</tbody>
</table>

### Social Security Disability Insurance

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>Disability Insurance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other Pay

<table>
<thead>
<tr>
<th>Employer</th>
<th>Income Type</th>
<th>Amount</th>
<th>Hours/Min</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Birthday</td>
<td>$20.00</td>
<td>0:01</td>
</tr>
</tbody>
</table>
Weekly Certification Review Claim Instructions

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

Your weekly claim certification is not complete.

Continue through all pages until you submit your claim and receive a certification confirmation.

There are three more pages.

1. **Claim Review:** review all of your answers on the weekly claim and select "Next" at the bottom of the screen.

2. **Submit Claim:** read the statement, check the "I agree" box, and select "Submit".

3. **Certification Confirmation:** you should see the Certification Confirmation page with your claim confirmation number and instructions for follow up.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the week, did you refuse any work that was offered to you?</td>
<td>No</td>
</tr>
<tr>
<td>During the week, did you have a separation from employment (other than a layoff due to lack of work)?</td>
<td>No</td>
</tr>
<tr>
<td>During the week, did you work at all?</td>
<td>No</td>
</tr>
<tr>
<td>During the week, did you miss any work your employer(s) had scheduled for you?</td>
<td>No</td>
</tr>
<tr>
<td>Did you receive sick pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>Will you receive sick pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>During the week, did you receive bonus pay?</td>
<td>No</td>
</tr>
<tr>
<td>Did you receive holiday pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>Will you receive holiday pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>Did you receive vacation pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>Will you receive vacation pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>Did you receive dismissal/severance/termination pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>Will you receive dismissal/severance/termination pay for the week?</td>
<td>No</td>
</tr>
<tr>
<td>Are you receiving Social Security Disability Insurance Payments (SSDI)?</td>
<td>No</td>
</tr>
<tr>
<td>During the week, did you receive another type of income you haven’t reported?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Submit Weekly Certification

You are certifying for the week of 09/13/20 through 09/19/20.
UI Week Number: 38/20

By checking this box and choosing "Submit", you hereby certify the information you are submitting in your Weekly application for Unemployment Benefits with Wisconsin is true and accurate to the best of your knowledge.

Fraud Warning
It is important that your information is accurate and complete for all questions asked. Failure to report information that affects your eligibility for unemployment benefits may be considered an act of fraud. Falsely reporting any information on your initial claim application or weekly claim certifications may also be considered an act of fraud. The penalties for fraud and concealment are severe. They include:

- **Benefit Reduction** – loss of future UI benefits from 2, 4, or 8 times your weekly benefit rate for each act of fraud. In addition, you will be assessed a penalty (40% of the benefits erroneously paid to you) which you are required to pay out of pocket.
- **Court Fines** – not less than $100 or more than $500 for each act of fraud (and a criminal record).
- **Jail** – up to 90 days for each week of fraud (and a criminal record).

In addition to penalties, you must also repay any overpaid benefits. Multiple detection programs are used to identify claimants who fail to report working and reporting wages while claiming unemployment benefits. To avoid an overpayment and possible penalties, report your wages in the week the work is performed and the wages are earned. Wages must be reported in the week they are earned, even if they will not be paid until a later week.

☐ I agree to the above.
Certification Confirmation

Your certification for the week of 09/13/20 through 09/19/20 has been accepted.

Your claim confirmation number is: ********

• You indicated that you were fired from ********

This information raises a question regarding your eligibility for unemployment benefits. The information will be reviewed. If we need more information, you will be contacted.

Continue to file your weekly claims while the information is being reviewed. Payments may be held until the review is complete. For information on the eligibility issue or status of your claim, view the Determinations section of your Unemployment Insurance Summary.

Important: The $600 Federal Pandemic Unemployment Compensation (FPUC) payment(s) will be added to all unemployment payments starting with the week ending 4/4/20 (UI week 14/20) and stopping with the week ending 7/25/20 (UI week 30/20). You do not need to apply for this additional compensation, it will automatically be added to your unemployment payments. If you have already been paid for a week during this period, we will automatically add the additional compensation to that week and generate a retroactive payment for the week(s).

• You are also eligible to claim the week of 09/20/20 through 09/26/20.

File certification for this week.

Be sure to close your browser session or click on the Home button and then log out. Otherwise, the next user could view your confidential data. This is especially important if you are using a shared PC in a public location such as a library.

For all the unemployment information you need to know: Claimant Handbook
For more information about the work search requirement: Work Search Instructions
For help finding a job, visit Job Center of Wisconsin: Job Center of Wisconsin

Return to My UI Summary
Work Search

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

During the week, did you perform at least four work search actions?

- Yes
- No

Why did you not perform at least 4 work search actions during the week?

- Participated in mandatory DWD Re-employment services
- Summoned as a Juror
- Accepted a job offer
- Called back to work with a former employer
- Worked during the week
- Other

You are certifying for the week of 10/21/18 through 10/27/18.
UI Week Number: 43/18

Date participated in mandatory Re-employment service

Previous Next
Work Search

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

During the week, did you perform at least four work search actions?  

- Yes  
- No

Why did you not perform at least 4 work search actions during the week?

- Participated in mandatory DWD Re-employment services
- Summoned as a Juror
- Accepted a job offer
- Called back to work with a former employer
- Worked during the week
- Other

Continue through all pages until you submit your claim and receive a certification confirmation.

There are three more pages.

1. Claim Review: review all of your answers on the weekly claim and select "Next" at the bottom of the screen.
2. Submit Claim: read the statement, check the "I agree" box, and select "Submit."
3. Certification Confirmation: you should see the Certification Confirmation page with your claim confirmation number and instructions for follow up.

Your weekly claim certification is not complete.
Work Search

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

During the week, did you perform at least four work search actions?
- Yes
- No

Why did you not perform at least 4 work search actions during the week?
- Participated in mandatory DWD Re-employment services
- Summoned as a Juror
- Accepted a job offer
- Called back to work with a former employer
- Worked during the week
- Other

What is the name, address, and phone number of the employer that offered you a job?

What date did you accept the job?

When will you start?
Wisconsin Unemployment Insurance

Work Search

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

During the week, did you perform at least four work search actions?

- [ ] Yes
- [ ] No

Why did you not perform at least 4 work search actions during the week?

- [ ] Participated in mandatory DWD Re-employment services
- [ ] Summoned as a Juror
- [ ] Accepted a job offer
- [ ] Called back to work with a former employer
- [ ] Worked during the week
- [ ] Other

What is the name of the employer that called you back to work?

What date were you notified you would be returning back to work?

What date will you start back to work?

Previous  Next
Work Search

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

During the week, did you perform at least four work search actions?

- Yes
- No

Why did you not perform at least 4 work search actions during the week?

- Participated in mandatory DWD Re-employment services
- Summoned as a Juror
- Accepted a job offer
- Called back to work with a former employer
- Worked during the week
- Other

Weekly Certification Review Claim Instructions

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

Your weekly claim certification is not complete.

Continue through all pages until you submit your claim and receive a certification confirmation.

There are three more pages:

1. Claim Review: review all of your answers on the weekly claim and select "Next" at the bottom of the screen.
2. Submit Claim: read the statement, check the "I agree" box, and select "Submit".
3. Certification Confirmation: you should see the Certification Confirmation page with your claim confirmation number and instructions for follow up.
Work Search

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

During the week, did you perform at least four work search actions?

- Yes
- No

Why did you not perform at least 4 work search actions during the week?

- Participated in mandatory DWD Re-employment services
- Summoned as a Juror
- Accepted a job offer
- Called back to work with a former employer
- Worked during the week
- Other

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

Explain why you did not perform at least 4 work search actions during the week:
When *Yes* is selected and **NEXT**, a list of possible work search actions displays. The claimant should choose the type of action that they are reporting. The type of action that is chosen, determines what additional information is required. The information requested will be what would be necessary to verify the action.

For example, if *Registered with a headhunter* or *Met with a career counselor* is selected, the date the name and the address of the headhunter or career counselor is required. If *Took civil service exam* is selected, the date, the department, location and type of work is required. Attending Job fair or Career expo, only requires the date and location of the job fair to be provided.

If a claimant attends any mandatory DWD re-employment Service that information is available and will automatically populate the work search action table as satisfying all 4 work search actions for the week of attendance.

When *Supplying resume directly to an employer* or *Filled out application* is selected, the method the claimant conducted that action is also requested and does determine what contact information is required. See Below. For example, if the method of contact is in **person or mail**, then the address fields move from being optional to be mandatory. If mail is the method the zip code also is mandatory. If the method of contact is *Through employer’s website* or *Email*, new fields becomes available to collect either the employer’s web address or the employer’s email address. These fields have edits to verify valid entry. If the method of contact is **Other**, the edits are the same as for *In person contact*. 
Work Search 114

You are certifying for the week of 07/22/18 through 07/28/18.
UI Week Number: 30/18

During the week, did you perform at least four work search actions?

- Yes
- No

[Work Search Help]

[Previous] [Next]
Work Search Action

- Supplied résumé directly to employer
- Filled out application
- Took civil service exam
- Registered for work with placement facility
- Posted résumé on employment website (e.g. Monster.com)
- Registered with a headhunter
- Met with a career counselor
- Interview
- Attended job fair or career expo
- Completed WI Job Service mandatory work registration
- Participated in mandatory DWD Re-employment Service
- Participated in non-mandatory DWD Re-employment Service
- Attended non-DWD workshop/class focused on re-employment
- Took WorkKeys exam
- Other
Once the entry is made and **NEXT** is selected, the system displays a 'grid' which displays the information entered for the work search action, with links to update or remove the details of the work search action. The claimant is prompted 'Did you perform more work search actions during the week?' If Yes, an **Add Work Search** button appears which when selected displays the list to select type of action as detailed above.
Work Search Summary

You are certifying for the week of 10/14/18 through 10/20/18.
UI Week Number: 42/18

<table>
<thead>
<tr>
<th>Work Search Action</th>
<th>Name</th>
<th>Date</th>
<th>Update</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplied résumé directly to employer</td>
<td>Saint Vinny's</td>
<td>10/15/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have entered 1 of 4 required work search actions.

Did you perform more work search actions during the week?

- [ ] Yes
- [x] No

Add Work Search
As work search actions are entered, the system will populate the grid and display the number of required work search actions that have been entered. When a claimant chooses **YES**, they performed more work search actions during the week, the system displays the list of the type of actions as detailed above to repeat the process. The information that is entered, displays on the 'grid' along with the number of work search actions entered.
When 4 work search actions are entered, the system displays notice that the required work search actions have been provided. The claimant can still enter more work search actions if they have any more they wish to report.
<table>
<thead>
<tr>
<th>Work Search Action</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplied résumé directly to employer</td>
<td>Saint Vinny's</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>Attended job fair or career expo</td>
<td>Dane County Job Fair</td>
<td>10/16/2018</td>
</tr>
<tr>
<td>Took civil service exam</td>
<td>State of Wisconsin Department of Workforce Development</td>
<td>10/17/2018</td>
</tr>
</tbody>
</table>

You have entered 3 of 4 required work search actions.
If the claimant had attended a mandatory DWD Re-employment services in the week, that information would display automatically in the grid without the user having to enter the information, along with messaging to indicate that the work search has been satisfied. The claimant can select the Add Work Search button if they have additional work search actions they wish to enter.

Work search actions that were entered through stand alone Work Search Activity display in the grid. At this time, there is no indication if the actions were entered through the IWC or through Work Search Activity.
<table>
<thead>
<tr>
<th>Work Search Action</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplied résumé directly to employer</td>
<td>Saint Vinny’s</td>
<td>10/15/2018</td>
</tr>
<tr>
<td>Attended job fair or career expo</td>
<td>Dane County Job Fair</td>
<td>10/16/2018</td>
</tr>
<tr>
<td>Took civil service exam</td>
<td>State of Wisconsin Department of Workforce Development</td>
<td>10/17/2018</td>
</tr>
<tr>
<td>Filled out application</td>
<td>ABC Company</td>
<td>10/17/2018</td>
</tr>
</tbody>
</table>

You have provided the four work search actions required. If you performed additional work search actions, you may add them by clicking the "Add Work Search" button. You are not required to report additional work search actions.
Work Search Summary

You are certifying for the week of 09/02/18 through 09/08/18.
UI Week Number: 36/18

<table>
<thead>
<tr>
<th>Work Search Action</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participated in mandatory DWD Re-employment Services</td>
<td>N/A</td>
<td>09/05/2018</td>
</tr>
</tbody>
</table>

According to our records you participated in a mandatory DWD Re-employment Services session during the week. This satisfies your work search requirement for the week. If you performed additional work search actions, you may add them by clicking the "Add Work Search" button. You are not required to report additional work search actions.

Your weekly claim certification is not complete. Continue through all pages until you submit your claim and receive a certification confirmation.