

New Internet Weekly Claims

December 2015
UIAC Meeting



Weekly Certification Introduction

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.

[Return to My UI Summary](#)

[File My Weekly Certification](#)

The new fraud warning is modified to emphasize the consequences of committing unemployment fraud.

Personal
Information
✓

Able and
Available ★

Employment
Status

Income

Work Search

Review and
Submit

School Attendance

You are certifying for the week of 11/29/15 through 12/05/15.

During the week, did you attend school anytime between the hours of 7 a.m. and 5 p.m., Monday through Friday?

- Yes
- No

Previous

Next

New schooling question will reduce fraud relating to being able and available for work because claimants will be able to report their schooling status weekly.

Personal Information ✓	Able and Available ★	Employment Status	Income	Work Search	Review and Submit
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Ability to Work

You are certifying for the week of 11/29/15 through 12/05/15.

During the week, were you able to work full-time?

Answer "yes" to this question if you were physically and mentally able to work full-time.

Answer "no" to this question if you could not work full-time because you were physically and/or mentally unable to work. For example, you could not accept work with an employer (including your regular employer) because you were sick, injured, or had restrictions to your ability to work.

Yes

No

[Previous](#) [Next](#)

The current question, "Were you able and available for full-time work?", is sometimes confusing to people who are one but not the other. So, we separated it into two questions. This one is asking only if they are able to work.

Personal Information ✓	Able and Available ★	Employment Status	Income	Work Search	Review and Submit
------------------------	----------------------	-------------------	--------	-------------	-------------------

Availability for Work

You are certifying for the week of 11/29/15 through 12/05/15.

During the week, were you available for full-time work?

Answer "yes" to this question if you could have and would have worked full-time if work had been available for you.

Answer "no" to this question if you could not work full-time because you were unavailable for work. For example, you could not accept work with an employer (including your regular employer) because you were on vacation, didn't have a way to get to work, didn't have childcare arrangements, etc.

Yes

No

[Previous](#) [Next](#)

This is the second part of the current question, "Were you able and available for full-time work?", but this one focuses on just their availability to work.

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ★	Work Search	Review and Submit
------------------------	----------------------	---------------------	----------	-------------	-------------------

Work And Wages

You are certifying for the week of 11/29/15 through 12/05/15.

During the week, did you work?

Answer "Yes" if you performed any work in the week, regardless of when you will be paid for the work performed. Failure to report any work may result in an overpayment of benefits, and penalties including prosecution.

Sick pay, vacation pay, bonus pay, holiday pay, dismissal/severance/termination pay, and other income types will be addressed in later questions.

If you are unsure if you performed work, select "Work and Wage Help" to assist with any questions you may have.

[Work and Wage Help](#)

Yes

No

[Previous](#) [Next](#)

To make the current question, "Did you work or did you receive or will you receive sick pay, bonus pay or commission? ", more clear; we made each topic a separate questions.

DWD Wisconsin Unemployment Insurance
 Department of Workforce Development

[View Progress](#) [Claimant Handbook](#) [Stop Certification](#)

Personal Information ✓ Able and Available ✓ Employment Status ✓ Income ★ Work Search Review and Submit

Work And Wages

You are certifying for the week of 11/29/15 through 12/05/15.

During the week, did you work?

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[Work and Wage Help](#)

Yes
 No

[Previous](#) [Next](#)

Personal Information ✓ Able and Available ✓ Employment Status ✓ Income Work Search Review and Submit

Employer Selection (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.

COURTESY CORP
 NONE OF THE ABOVE

[Previous](#) [Next](#)

An example of a Work and Wages. "Work and Wage Help," clarifies how to report wages and presents another warning that ALL work and wages must be reported weekly.

Work And Wages Detail

You are certifying for the week of 11/29/15 through 12/05/15.

On this page you should only provide information for the employer

COURTESY CORP

(Other Name(s): MCDONALDS)

You indicated you worked during the week.

You must enter the gross amount you earned and the hours and minutes you worked.

Wages: Wages include any type of pay for full-time or part-time work you do in the week. This includes cash payments, tips, commissions, "working off a bill," odd jobs, day labor, etc. Wages must be reported in the week they are **earned**, even if they will not be paid until a later week. In order to calculate this, multiply your hourly rate by the hours and minutes you worked. (Hourly pay x Hours/min. worked)

[Work and Wage Help](#)

Was this work in a commission sales position?

If you worked and earned wages and a commission for the same employer, combine both amounts and enter the information below.

If you did not earn a commission, but still worked you must report the hours and minutes you worked.

[Commission Help](#)

Yes

No

Gross Wages Earned

(Gross Wages are the total amount of money you get before taxes or other deductions are subtracted from your salary.)

\$

Hours Worked

(hours:minutes)

[Previous](#)

[Next](#)

While obtaining work and wages, we clarify whether the work was for commission sales.

Was this work in a commission sales position?

If you worked and earned wages and a commission for the same employer, combine both amounts and enter the information below.
If you did not earn a commission, but still worked you must report the hours and minutes you worked.

[Commission Help](#)

- Yes
- No

Please read the following directions and agree that you have read and understand how to report your commission sales.

- Commissions are reported in the week they are earned.
- Commissions are earned and must be reported for the week in which the sale is made.
- If the sale is subsequently canceled, contact a claims specialist and they will make the appropriate correction and issue a supplemental check when due.
- The amount to report is the gross sales minus reasonable expenses associated with the sale, such as cost of product, telephone and use of vehicle.
- Keep a record of how the reported amount was computed in case there is a question about earnings reported.
- Report that you worked even if no commissions were earned. You will be able to enter the hours worked and zero wages on your weekly claim.
- When reporting the hours you worked, include all time spent in preparing, attempting, and making sales.
- Report the name of the company you are doing direct sales for, but report your home address when reporting the employer address.

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

Gross Wages Earned

(Gross Wages are the total amount of money you get before taxes or other deductions are subtracted from your salary.)

\$

Hours Worked

(hours:minutes)

Previous

Next

If the work was for commission sales, the claimant must agree as to how and when they are to report the work and commissions each week. Only when they answer "yes" to commission sales in a week will the application allow hours worked without wages. However, when hours are reported without wages UI still sends verification to the employer to make sure the correct information is being reported.

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ★	Work Search	Review and Submit
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Sick Pay

You are certifying for the week of 11/29/15 through 12/05/15.

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

Sick pay – this is 3rd part of the current question “Did you work...”. The new question is split into two questions

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ★	Work Search	Review and Submit
------------------------	----------------------	---------------------	----------	-------------	-------------------

Bonus Pay

You are certifying for the week of 11/29/15 through 12/05/15.

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](#)

Bonus Pay, the forth and final part of the current "Did you work...." question. Bonus pay is a single question because it is reportable in the week it is received.

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ★	Work Search	Review and Submit
------------------------	----------------------	---------------------	----------	-------------	-------------------

Holiday Pay

You are certifying for

Did you receive holiday pay for the week of 11/29/15 through 12/05/15?

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 of 11/29/15 through 12/05/15?

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

Previous

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ★	Work Search	Review and Submit
------------------------	----------------------	---------------------	----------	-------------	-------------------

Vacation Pay

You are certifying for the week of 11/29/15 through 12/05/15.

Did you receive vacation pay for the week of 11/29/15 through 12/05/15?

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 of 11/29/15 through 12/05/15?

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

Previous

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ★	Work Search	Review and Submit
------------------------	----------------------	---------------------	----------	-------------	-------------------

Dismissal/Severance/Termination Pay

You are certifying for the week of 11/29/15 through 12/05/15.

Did you receive dismissal/severance/termination pay for the week of 11/29/15 through 12/05/15?

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 of 11/29/15 through 12/05/15?

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

Previous Next

Holiday, Vacation and dismissal pay have also been separate into two questions.

Other Income

You are certifying for the week of 11/29/15 through 12/05/15.

During the week, did you receive another type of income you

Answer this question "Yes" if you received income for work such as apprenticeship, t

[Other Income Help](#)

- Yes
 No

[Previous](#)

[Next](#)

[Personal Information](#) ✓
 [Able and Available](#) ✓
 [Employment Status](#) ✓
 [Income](#)
[Work Search](#)
[Review and Submit](#)

Other Income Selection

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.

[Other Income Help](#)

- 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
- Temporary Partial Disability/Workers Compensation
- Union Steward Pay
- Vocational Rehabilitation
- W2 Wages
- Welfare-to-Work Wages
- Workers Compensation (Permanent Partial/Total and Temp. Total Disability)
- Other income type not listed

[Previous](#)
[Next](#)

Other Income will allow claimants to report any "unusual" pay types which may have otherwise gone unreported on the current application.

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ✓	Work Search ★	Review and Submit
------------------------	----------------------	---------------------	----------	---------------	-------------------

Work Search

You are certifying for the week of 12/06/15 through 12/12/15.

During the week, did you perform at least one of the following activities?

[Work Search Help](#)

- Yes
- No

Previous

Next

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ✓	Work Search ★	Review and Submit
------------------------	----------------------	---------------------	----------	---------------	-------------------

You are certifying for the week of 12/06/15 through 12/12/15.

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
- Other

The new work search log is more comprehensive.

Work Search Detail

Work Search Action

Filled out application

Date application was submitted to employer

12/07/2015



Method application was submitted

- In person
- Mail
- Through employer's website
- Email
- Other

Company/Employer Name

Land's End

Provide the address of employer

Street

101 Land's End Way

City

Dodgeville

State

WISCONSIN

ZIP Code

(optional)

35345

Employer contact phone number

(optional)

(608) 444-7777

Job title(s) applied for

Order Processor

Result of application

- Hired
- Employer contacted me for additional information
- Interview scheduled or completed
- Not hiring
- Other

The new work search log is very dynamic to selections the claimant makes and answers the claimant provides.

Personal Information ✓	Able and Available ✓	Employment Status ✓	Income ✓	Work Search ★	Review and Submit
------------------------	----------------------	---------------------	----------	---------------	-------------------

Work Search

You are certifying for the week of 12/06/15 through 12/12/15.

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

[Work Search Help](#)

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

When the claimant indicates they did not make the mandatory work search contacts, they are able to give a reason why to allow UI to start the work search investigation.

Submit Claim

You are certifying for the week of 11/29/15 through 12/05/15.

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.
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I agree to the above.

Previous

Submit

The fraud warning is presented a second time before they submit their claim as a reminder of the consequences of committing Unemployment fraud. This time they have to agree to the terms of the fraud warning in order to submit their weekly certification.