NEBRASKA
DEPARTMENT OF LABOR

HOW TO FILE A WEEKLY CLAIM ONLINE

GO TO – NEworks.nebraska.gov

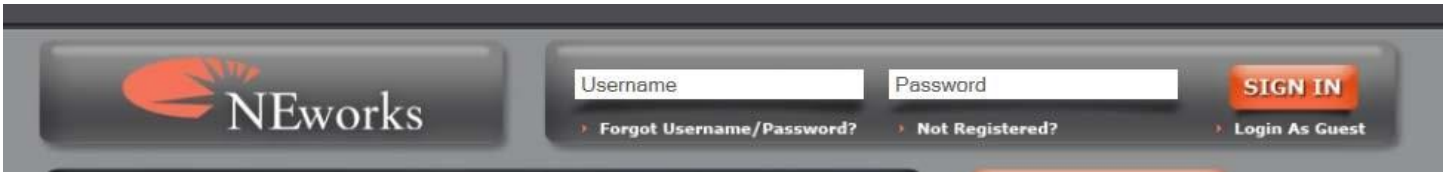
Each time you file a weekly claim, you will be asked if you worked. Answer "yes" if you performed any work, even if it was temporary, part-time, or self-employment. If you worked for more than one employer in a week, add your earnings from all employers. For self-employment, report your weekly earnings after you deduct your direct business expenses for that week.

If you earned less than your weekly benefit amount for any claimed week, you may be eligible for partial benefits. NESL: 48-625.

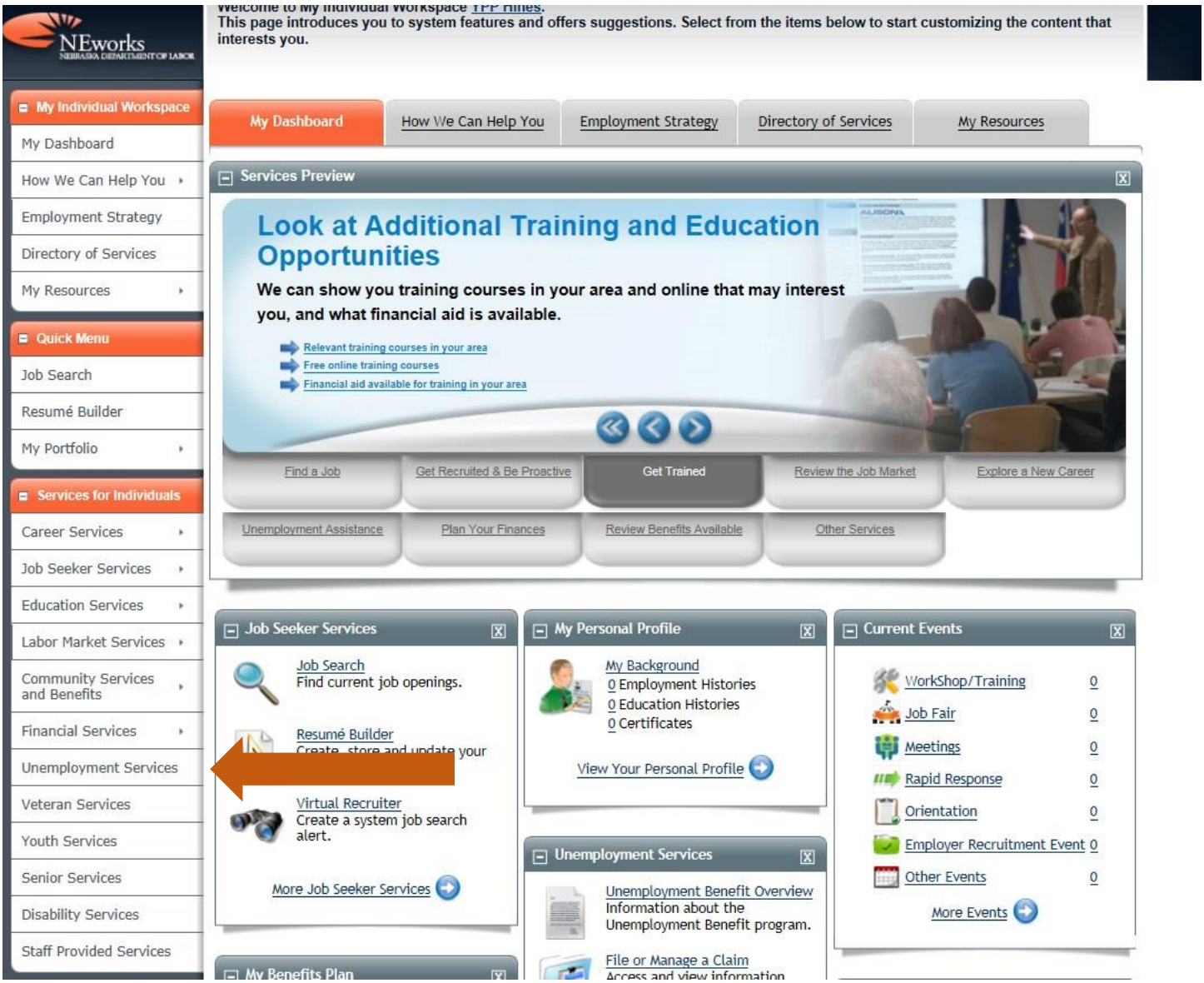
After you file your initial claim or reopen your existing claim, you must file a weekly claim for benefits each week you are requesting payment, even if your eligibility is being decided or you have an appeal pending.

The unemployment benefit week begins on Sunday and ends on Saturday. You have from Sunday through Friday to file a claim for the previous week.

To file a weekly claim go to **neworks.nebraska.gov.**
At the top right corner, enter your login information (username and password) and click on **Sign In**.

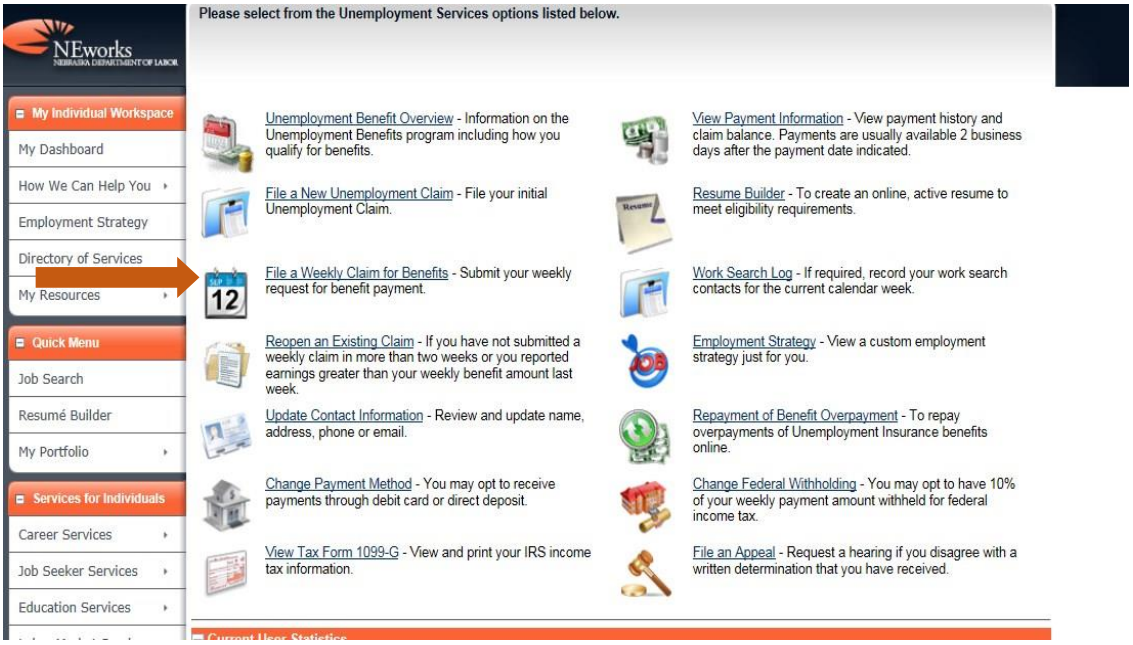


After signing in, you will arrive at “My Dashboard.” From the left links menu, click on **Unemployment Services**.

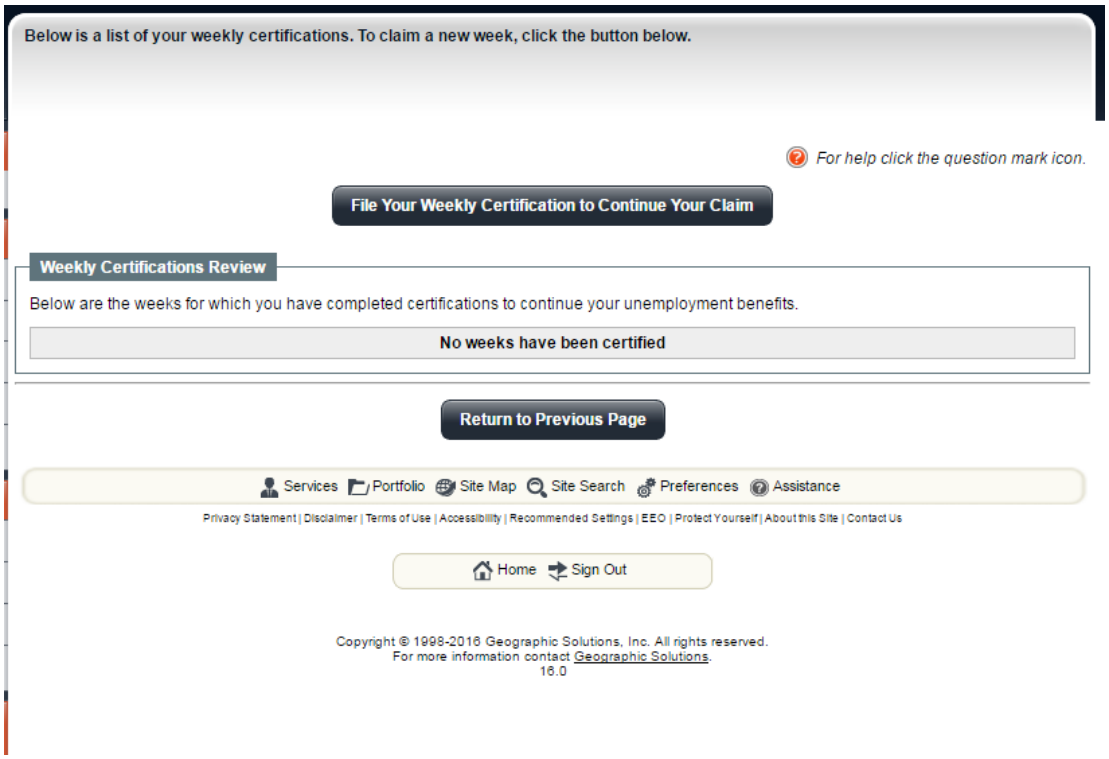


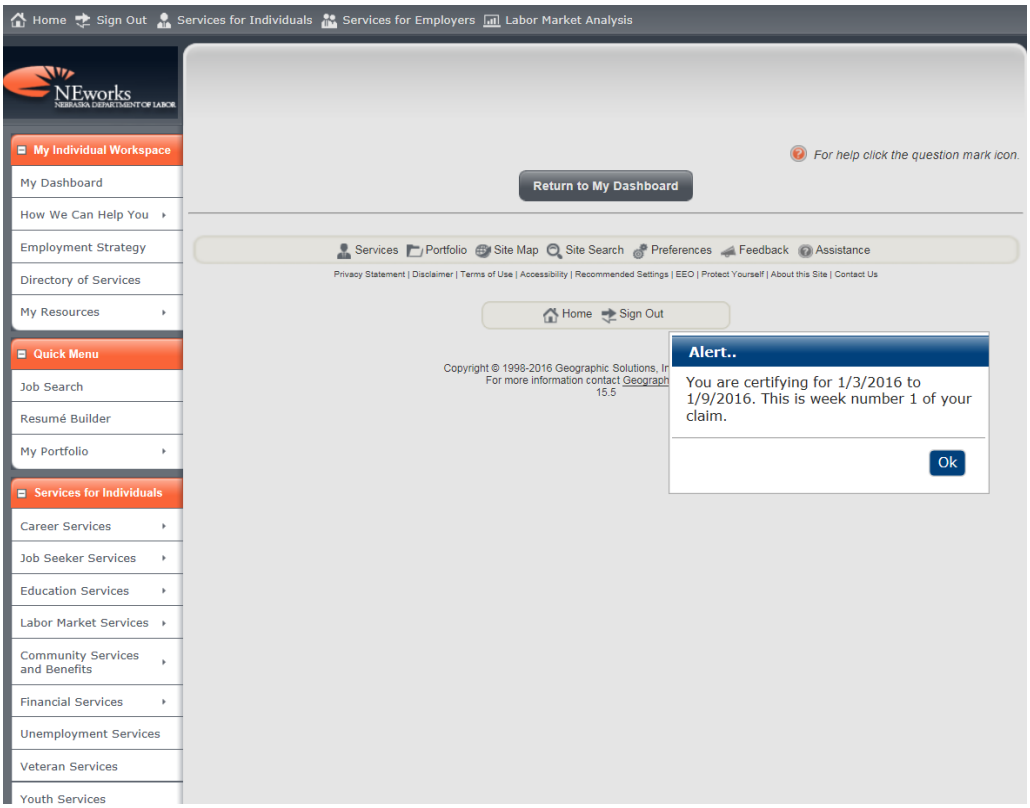
From the Unemployment Services dashboard, click on **File a Weekly Claim for Benefits.** If you need more information before filing your claim, click **Unemployment Benefit Overview**.

Note: If you have a return-to-work date with your employer, click File a Weekly Claim for Benefits and skip to page 4 of this instruction guide.



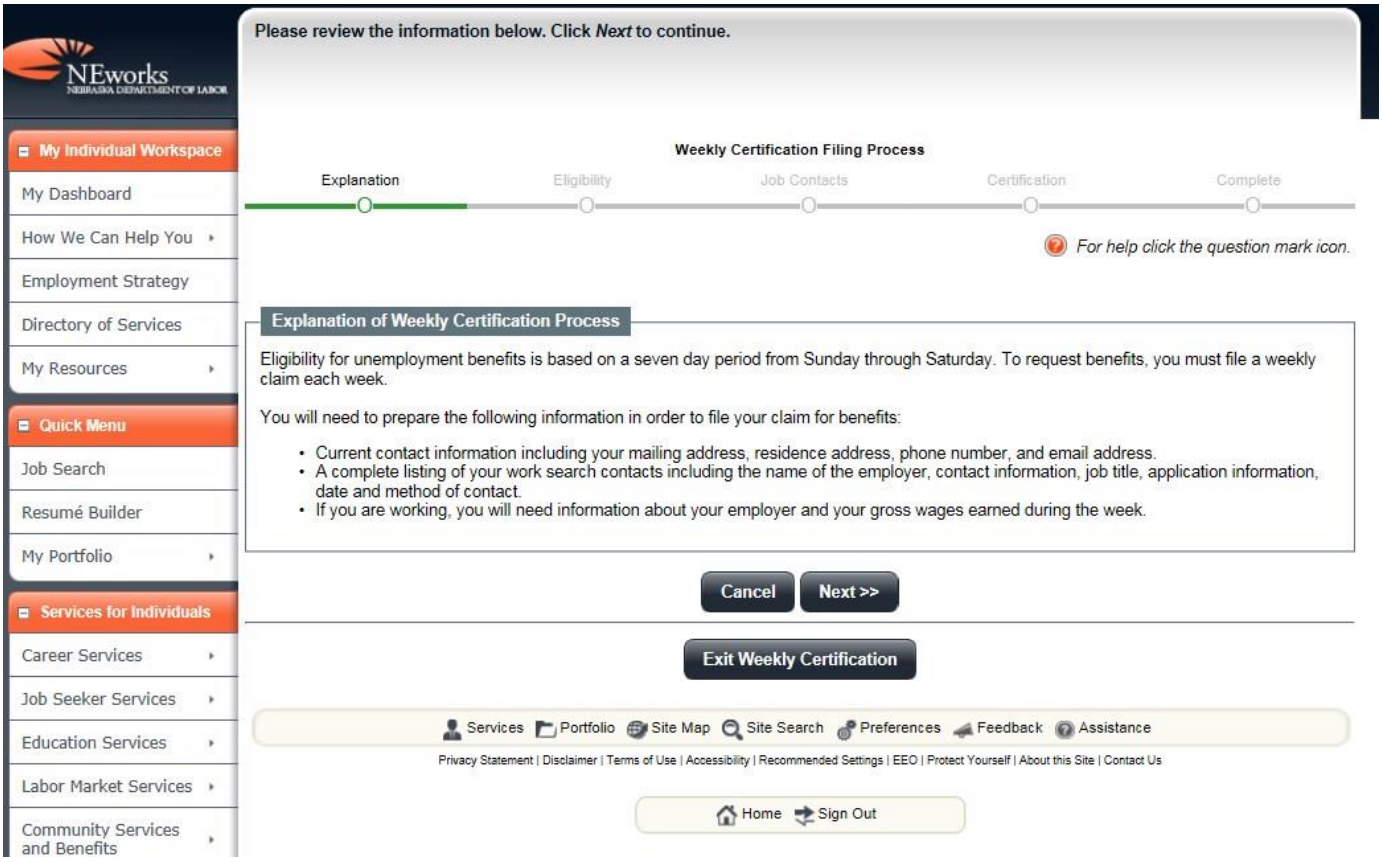
To file your claim for weekly benefits, click on **File Your Weekly Certification to Continue Your Claim.**





If you selected **File a Weekly Claim for Benefits**, the "Important Information" box will display the dates of the week you are certifying and the weekly claim number. Click **OK**.

After reading the "Explanation of Weekly Certification Process," click **Next >>**.



It is important that you review the information listed on the "Know the Rules…" page, as it contains information about reporting your earnings and how to avoid committing fraud. Once you have read this explanation, click on the check box to verify that you have read and understand the information, then click **Next >>**.

Home | Sign Out | Services for Individuals | Services for Employers | Labor Market Analysis

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Please review the information below. Click *Next* to continue.

- My Individual Workspace
  - My Dashboard
  - How We Can Help You
  - Employment Strategy
  - Directory of Services
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- Quick Menu
  - Job Search
  - Resumé Builder
  - My Portfolio
- Services for Individuals
  - Career Services
  - Job Seeker Services
  - Education Services
  - Labor Market Services
  - Community Services and Benefits
  - Financial Services
  - Unemployment Services
  - Veteran Services
  - Youth Services
  - Senior Services
  - Disability Services
  - Staff Provided Services

Weekly Certification Filing Process

Explanation | Eligibility | Job Contacts | Certification | Complete

For help click the question mark icon.

Know the Rules – Avoid Overpayments and Don't Commit Fraud

WHAT IS UNEMPLOYMENT INSURANCE FRAUD?

- Making false statements that may alter or increase benefits
- Withholding information that may alter or increase benefits
- Failing to report work in order to obtain or increase benefits
- Failing to report earnings in order to obtain or increase benefits

WHAT ARE THE CONSEQUENCES OF UNEMPLOYMENT INSURANCE FRAUD?

- Repaying benefits received
- 15% penalty based on the amount of the overpayment
- Losing eligibility to receive benefits now and in the future
- Forfeiting state and federal income tax refunds
- Criminal charges, jail time, and felony or misdemeanor prosecution

HOW CAN I AVOID COMMITTING FRAUD?

Report ALL earnings and work:
Federal and state law require that you report **ALL** gross earnings before taxes are deducted, including tips, commission, and wages earned from self-employment, while claiming unemployment insurance benefits.

For each calendar week (Sunday through Saturday), you must report **ALL** earnings from any work performed, even if you have not yet been paid.

How do I report earnings correctly?
Keep track of the total hours you work each calendar week, Sunday through Saturday.

Your hourly rate of pay times the total hours worked equals your gross pay, which is the amount you must report. You must report ALL earnings for the week that you perform the work not the week you are paid.

WHAT IF I SUSPECT SOMEONE IS COMMITTING FRAUD?

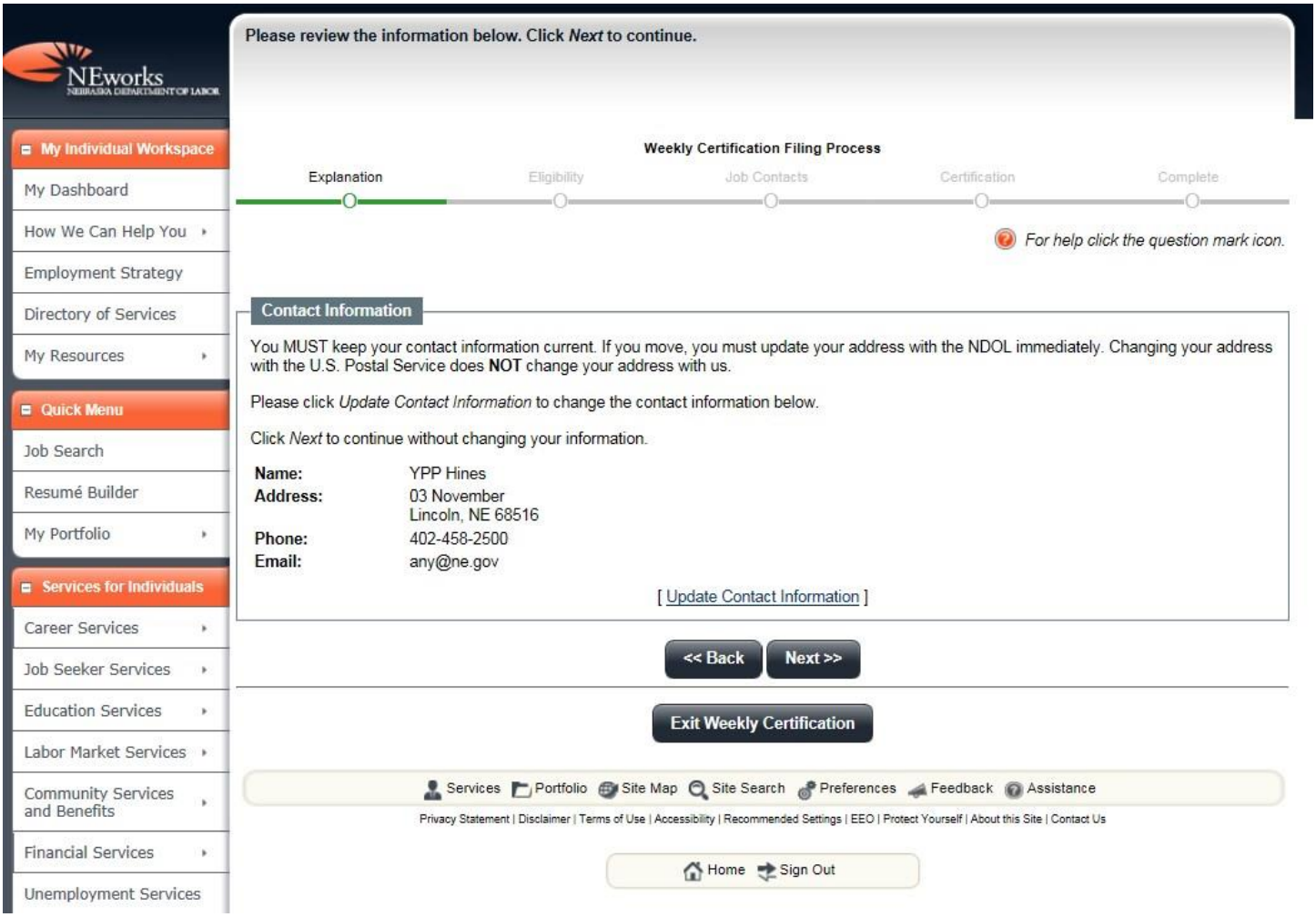
Report fraud anonymously by calling the Nebraska Department of Labor at 402-471-2865 or completing the online form at dol.nebraska.gov.

☑ I have read and understand the information regarding potential fraud penalties

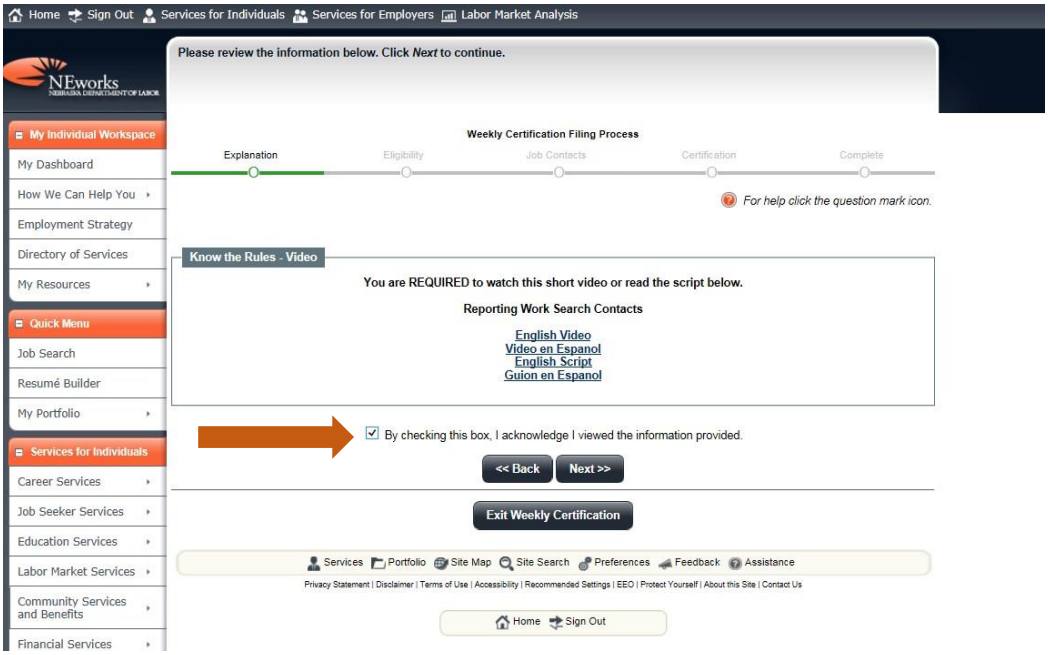
<< Back | Next >>

Exit Weekly Certification

On this page you will have the opportunity to review your contact information. Please make sure it is up to date. If it is not, select the "Update Contact Information" link. After verifying your contact information, click **Next >>**.

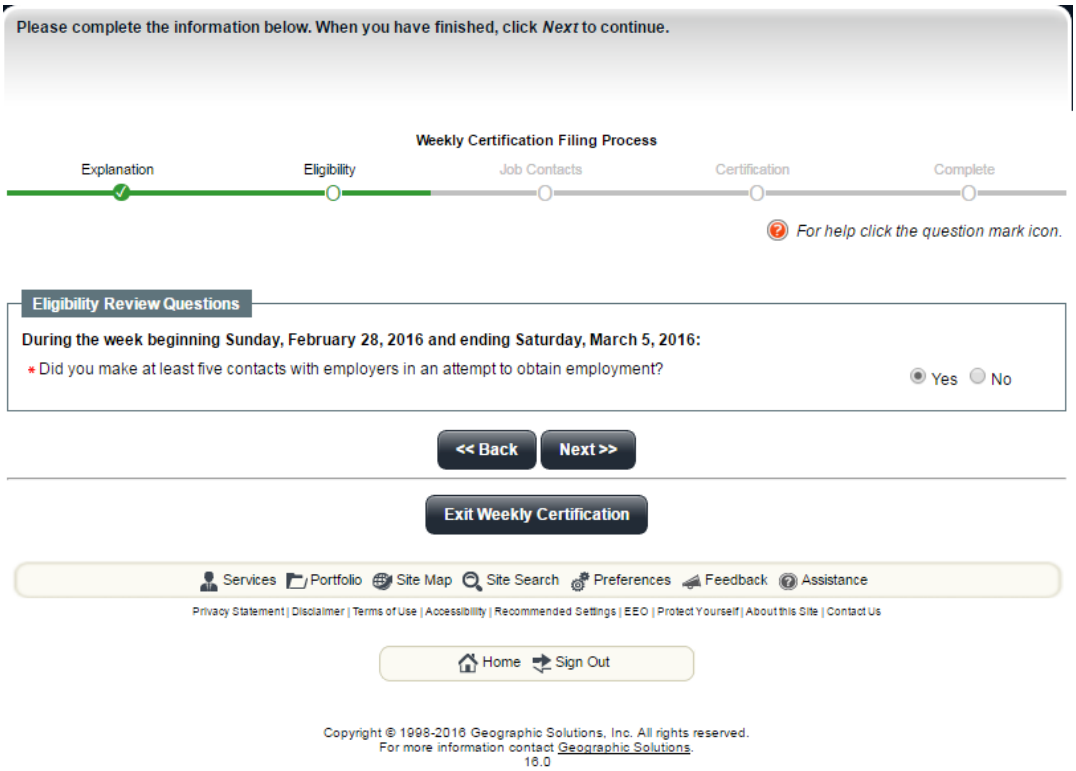


Next you may be required to watch a short video, or read the script if you are unable to watch the video. Once you have completed this step, check the box to acknowledge that you have reviewed the information provided, then click **Next >>**.



Note: If you have a return-to-work date with your employer, click Next>> and skip to page 15 of this instruction guide.

On this page, answer the work search question, then click **Next >>**.

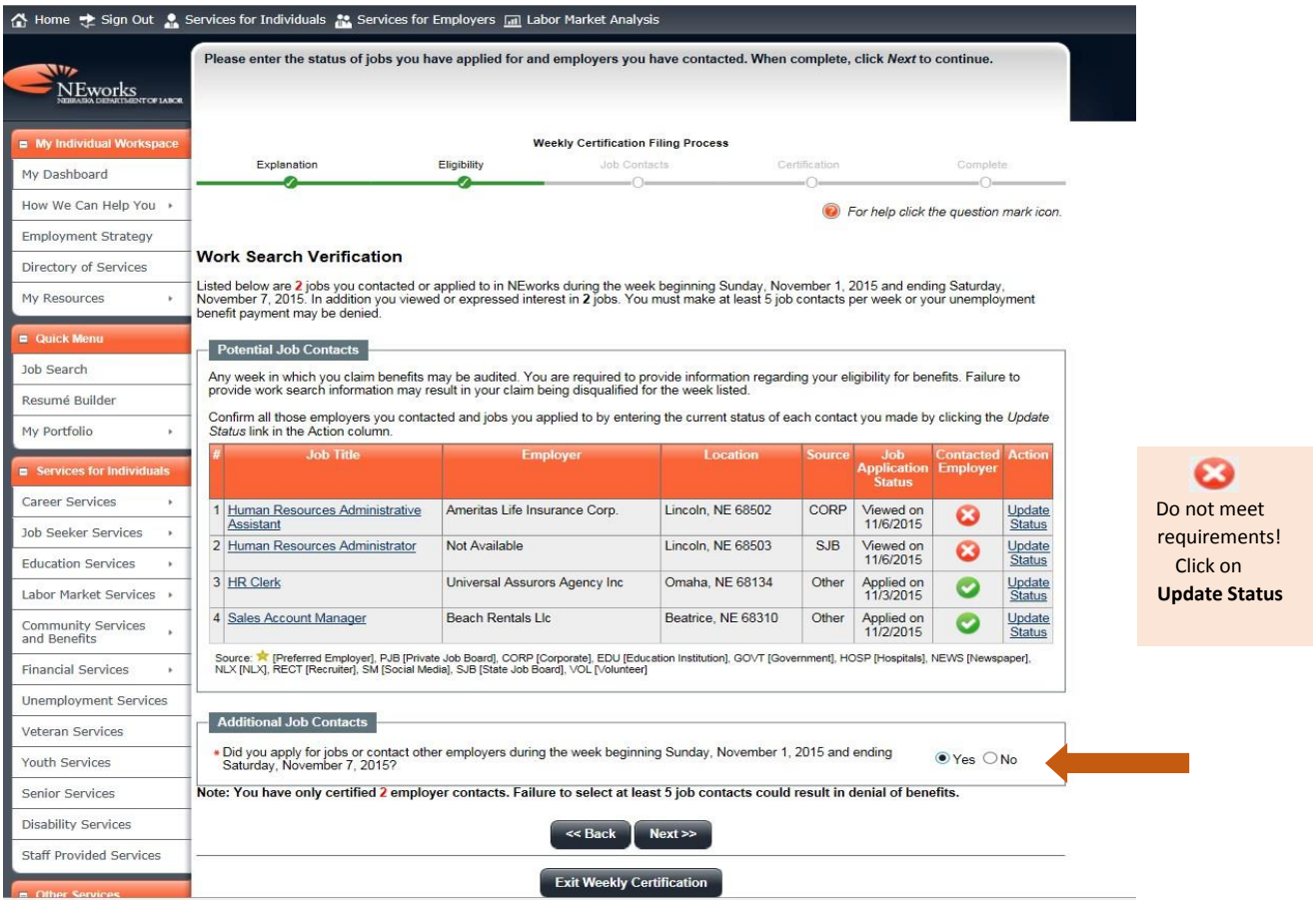


You will then be taken to the Work Search Log. If you logged any contacts during the benefit week, those will appear. If not, you will have the opportunity to enter them by answering "Yes" to the "Additional Job Contacts" question. After you click **Next >>** you can enter the contacts. Work search contacts that display a red circle with an X in the middle do not meet requirements. You may click on the **Update Status** link to provide the missing information.

Please note:

Initial claims effective October 18, 2015 or after require five work search contacts per week, including one contact using NEworks. If you reside in Nebraska or an out-of-state county bordering Nebraska, you must make at least one contact per week using NEworks. **Work search requirements will change during the duration or your claim. Please see below chart.**

Weeks Claimed	Number of required work search contacts	Required applications submitted	Required minimum number of days to contact employers	Required number of contacts using NEworks
1-5	5	1	1	1
6-13	5	2	3	1
14 or more	5	2	4	1



After answering “Yes” to the “Additional Job Contacts,” the following page will appear. Enter all work search contact information. You will need to repeat this process for each contact required for the week you are certifying.

Home | Sign Out | Services for Individuals | Services for Employers | Labor Market Analysis

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Please enter information on the employers you contacted during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. Click *Save* when complete.

My Individual Workspace
- My Dashboard
- How We Can Help You
- Employment Strategy
- Directory of Services
- My Resources

Quick Menu
- Job Search
- Resumé Builder
- My Portfolio

Services for Individuals
- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Staff Provided Services

Other Services
- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey

Weekly Certification Filing Process

Explanation ✓ | Eligibility ✓ | Job Contacts | Certification | Complete

For help click the question mark icon.

Employer Information

* Employer:
Address:
Zip:
* City:
* State: Nebraska

This employer has been linked to an infogroup employer record. To view additional information on this employer, click the link below.

View infogroup Information

Contact Information

Contact Title:
Contact First Name:
Contact Last Name:
Contact Phone: - -
Contact E-mail:
Contact Website: If online, include site name

Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* Job Title:

Below is a list of suggested occupations based on the job title entered. If you see an occupation that matches your job title, select it and this will set the occupation for this offline job application.

* Occupation Title:
* Occupation Code:

[Search for an occupation]

Application Information

* Your interest level for this job: None Selected
* Did you contact this employer? ○ Yes ○ No

Notes

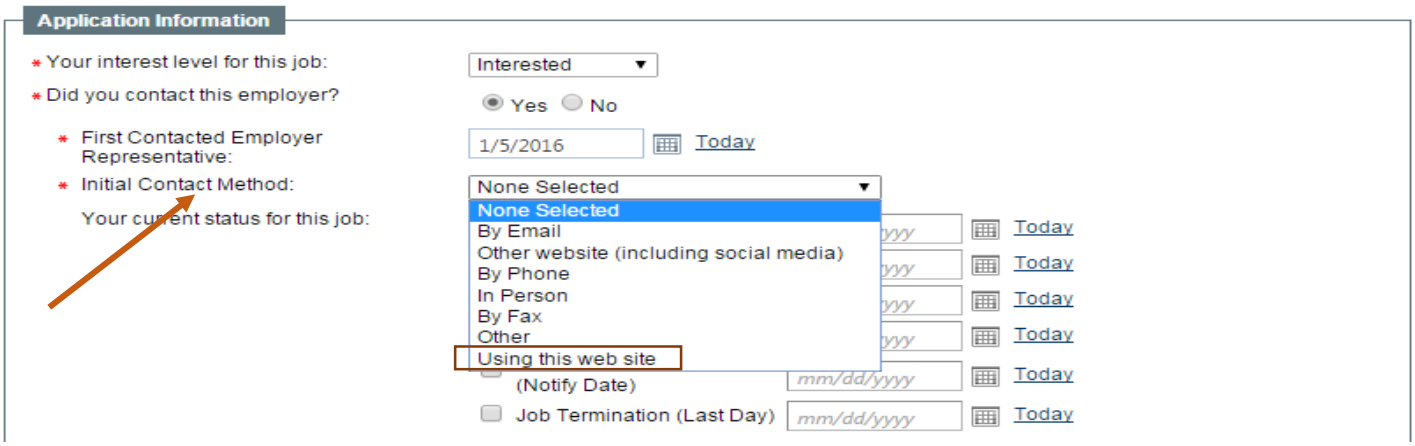
Please enter any notes about this job that you would like to provide.

Save | Cancel

Exit Weekly Certification

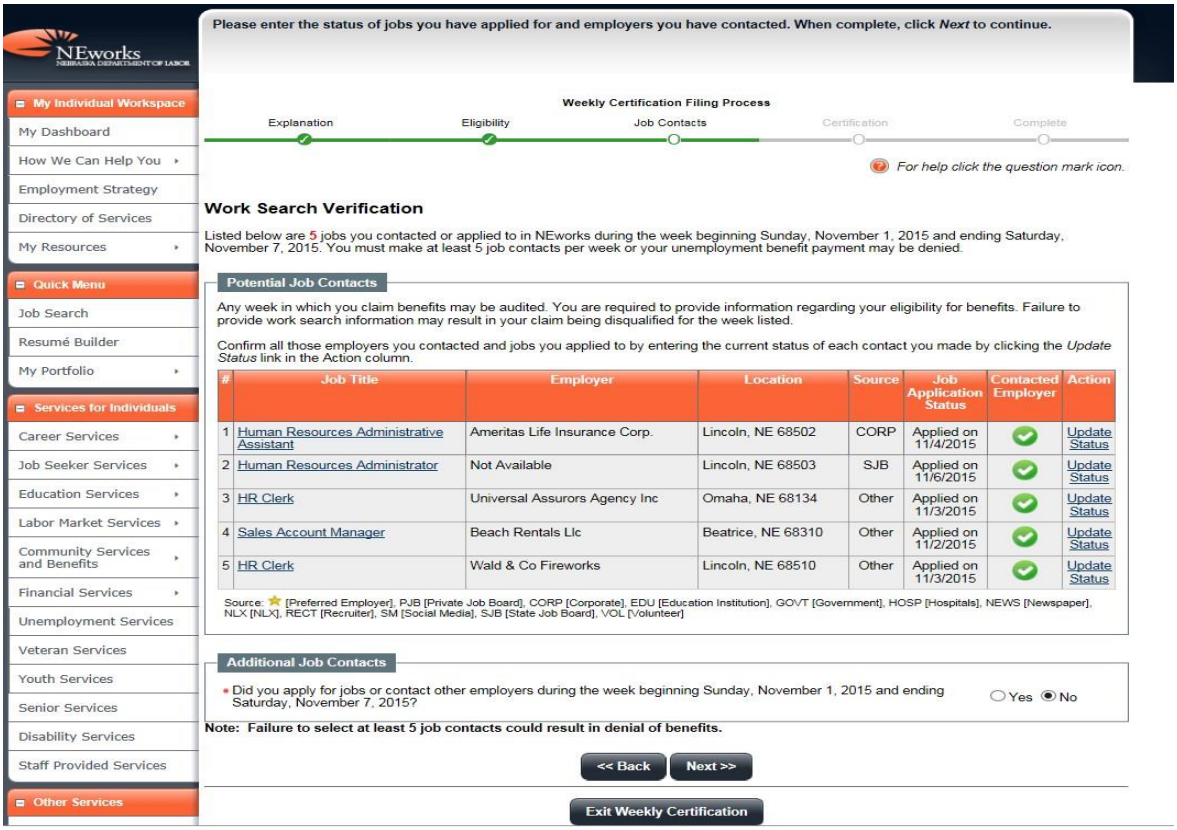
See p. 10 for more information

***Note:** If the job contact was made in NEworks, the **Initial Contact Method** should be set as **Using this web site**.

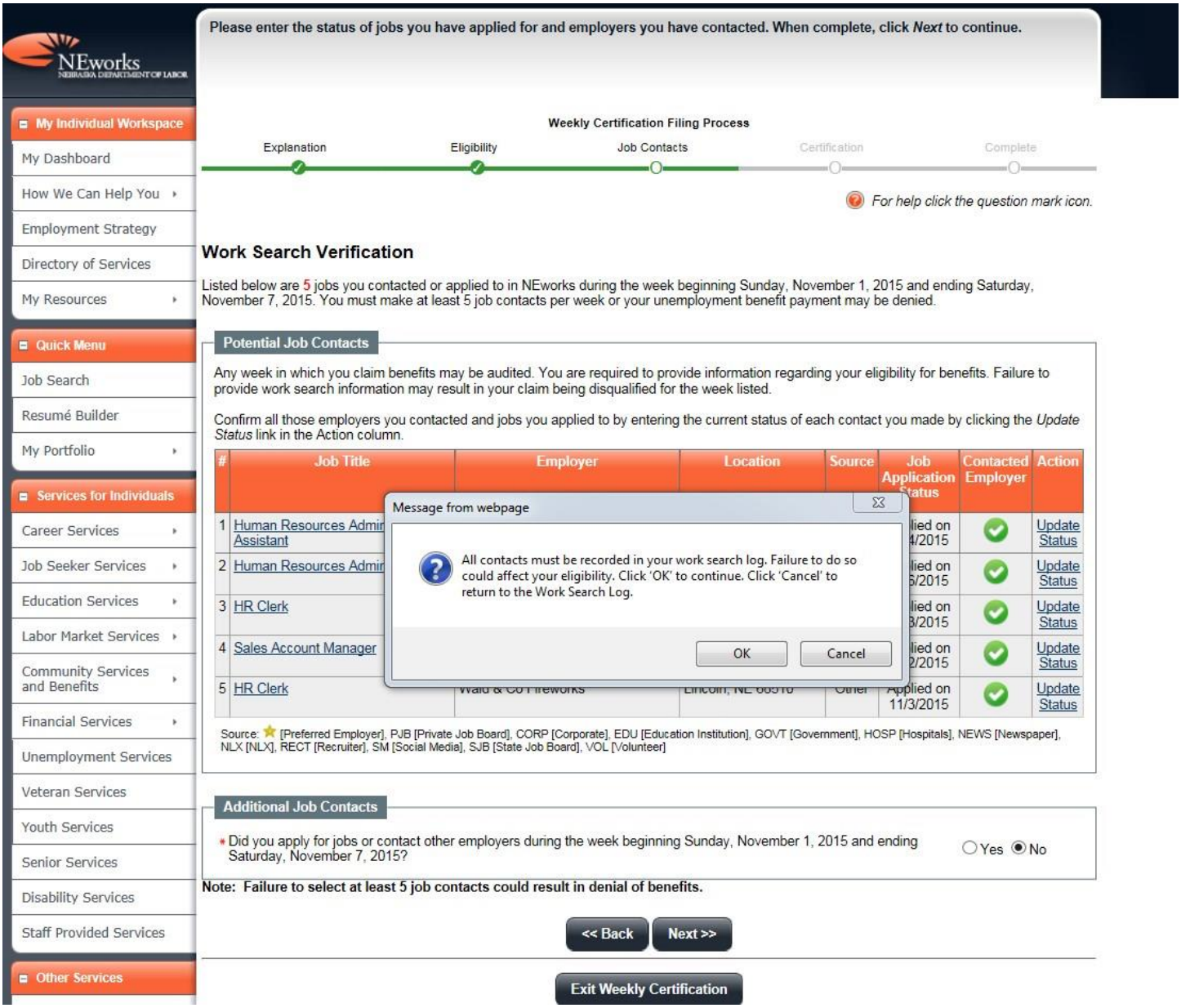


Review the **Application Information** section for each job listed ***prior*** to claiming your weekly benefits and verify that you have met all Work Search Requirements.

Be sure that you have entered all of your contacts and all of the required information. You won't be able to add or modify the work search contacts information after proceeding to the next page. After all work search contacts have been added, click **Next >>**.



After you click **Next >>** you will see two confirmation pop-up boxes.



Please enter the status of jobs you have applied for and employers you have contacted. When complete, click *Next* to continue.

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  - Veteran Services
  - Youth Services
  - Senior Services
  - Disability Services
  - Staff Provided Services
- Other Services

Weekly Certification Filing Process

Explanation ✓ — Eligibility ✓ — Job Contacts — Certification — Complete

For help click the question mark icon.

Work Search Verification

Listed below are 5 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Administrative Assistant	Ameritas Life Insurance Corp.	Lincoln, NE 68502	CORP	Applied on 11/4/2015	✓	Update Status
2	Human Resources Adm				Applied on 11/6/2015	✓	Update Status
3	HR Clerk				Applied on 11/3/2015	✓	Update Status
4	Sales Account Manage				Applied on 11/2/2015	✓	Update Status
5	HR Clerk				Applied on 11/3/2015	✓	Update Status

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [NLX], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Message from webpage

You will not be able to update or add additional work searches when you click 'OK'. Are you sure you want to continue?

OK Cancel

Additional Job Contacts

• Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015? ○ Yes ◉ No

Note: Failure to select at least 5 job contacts could result in denial of benefits.

<< Back | Next >>

Exit Weekly Certification

Your weekly work searches may be audited. If your recorded work search contacts are not verifiable, you may be disqualified from benefits and required to repay benefits previously received for the audited week. Under the provisions of the Nebraska Employment Security Law, misrepresentation of your work search or any other information may result in loss of eligibility for unemployment insurance benefits.

Next you will be taken to the weekly claim information page. After you read the instructions, click **CONTINUE**.

Monday, November 09, 2015

Weekly Claim

For your information:

If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of $15 and worked 10 hours during the week, you must report $150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

CONTINUE CLOSE

You will be presented with the "Weekly Certification-Wage Information" page. After you answer the questions, click **CONTINUE**.

Monday, November 09, 2015

Weekly Certification - Wage Information

You are claiming for the week: 11/01/2015 thru 11/07/2015
Week number of your claim: 7

*Indicates required fields

1. *During the week listed above, did you work? : Yes No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount. :

2. *County where filing today? : -Select County-

CONTINUE CANCEL

Next, answer the "Eligibility Information" questions, then click **CONTINUE**.

Weekly Certification - Eligibility Information

You are claiming for the week: 02/28/2016 through 03/05/2016
Week number of your claim: 7

*Indicates required fields

1. *Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. : Yes No

2. *Were you an inmate in a penal or custodial institution for four or more days of the week? : Yes No

3. *Were you physically able to work four or more days during the week? : Yes No

4. *Did you refuse an offer to work or a referral to a job? : Yes No

5. *Did you begin school or did your class schedule change? : Yes No

6. *Did you begin receiving Pension benefit, or did the amount of your benefit change? : Yes No

7. *Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? : Yes No

8. *Did you make at least 2 applications for suitable employment during the week? : Yes No

9. *Did you contact employers on at least 3 different days during the week? : Yes No

10. *Did you use NEworks to conduct a job search this week? : Yes No

CONTINUE BACK CANCEL

You will then see the “Closing Statement” page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. **After you click Submit, you will not be able to change your answers.** You will need to check both boxes at the bottom before being allowed to submit your weekly claim.

Note: If you do NOT have a return-to-work date with your employer, click Submit and skip to page 17.

Weekly Certification - Closing Statement

You are claiming for the week: 02/28/2016 through 03/05/2016
Week number of your claim: 7

Your entries for your Weekly Claim are as follows:
Note: To edit a response, use the BACK button at the bottom of the page.

1. During the week listed above, did you work?

2. County where filing today?

3. Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons.

4. Were you an inmate in a penal or custodial institution for four or more days of the week?

5. Were you physically able to work four or more days during the week?

6. Did you refuse an offer to work or a referral to a job?

7. Did you begin school or did your class schedule change?

8. Did you begin receiving pension benefits, or did the amount of your benefits change?

9. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?

10. Did you make at least 2 applications for suitable employment during the week?

11. Did you contact employers on at least 3 different days during the week?

12. Did you use NEworks to conduct a job search this week?

13. Did you make at least five contacts with employers in an attempt to obtain employment?

14. Number of work search contacts certified

* ☑ **"I understand that I have filed week 7 on this claim. Work search requirements change based on the number of weeks claimed. I understand it is my responsibility to review these requirements as provided on the Weekly Certification Confirmation Page."**

* ☑ **"I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."**

SUBMIT BACK CANCEL

Continued from page 6 for individuals with a return-to-work date from their employer.

You will be taken to the Weekly Claim for your information:

Tuesday, March 01, 2016

Weekly Claim

For your information:

If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of $15 and worked 10 hours during the week, you must report $150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

CONTINUE CLOSE

After you read the instructions, click **CONTINUE**

You will be presented with the "Weekly Certification-Wage Information" page. After you answer the questions, click **CONTINUE**.

Tuesday, March 01, 2016

Weekly Certification - Wage Information

You are claiming for the week: 02/21/2016 through 02/27/2016
Week number of your claim: 3

*Indicates required fields

1. *During the week listed above, did you work? : Yes No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount. :

2. *County where filing today? : -Select County-

CONTINUE CANCEL

Next, answer the "Eligibility Information" questions, then click **CONTINUE**.

Tuesday, March 01, 2016

Weekly Certification - Eligibility Information

You are claiming for the week: 02/21/2016 thru 02/27/2016
Week number of your claim: 3

*Indicates required fields

1. *Did you refuse an offer of work with your regular employer or in your usual occupation? : Yes No

2. *Were you physically able to work four or more days during the week? : Yes No

3. *Did you begin school or did your class schedule change? : Yes No

4. *Did you begin receiving Pension benefit, or did the amount of your benefit change? : Yes No

5. *Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? : Yes No

CONTINUE BACK CANCEL

You will then see the “Closing Statement” page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. **After you click Submit, you will not be able to change your answers.** You will need to check the box at the bottom of the page before being allowed to submit your weekly claim.

Tuesday, March 01, 2016

Weekly Certification - Closing Statement

You are claiming for the week: 02/21/2016 thru 02/27/2016
Week number of your claim: 3

Your entries for your Weekly Claim are as follows:
Note: To edit a response, use the BACK button at the bottom of the page.

1. During the week listed above, did you work?

2. County where filing today?

3. Did you refuse an offer of work with your regular employer or in your usual occupation?

4. Were you physically able to work four or more days during the week?

5. Did you begin school or did your class schedule change?

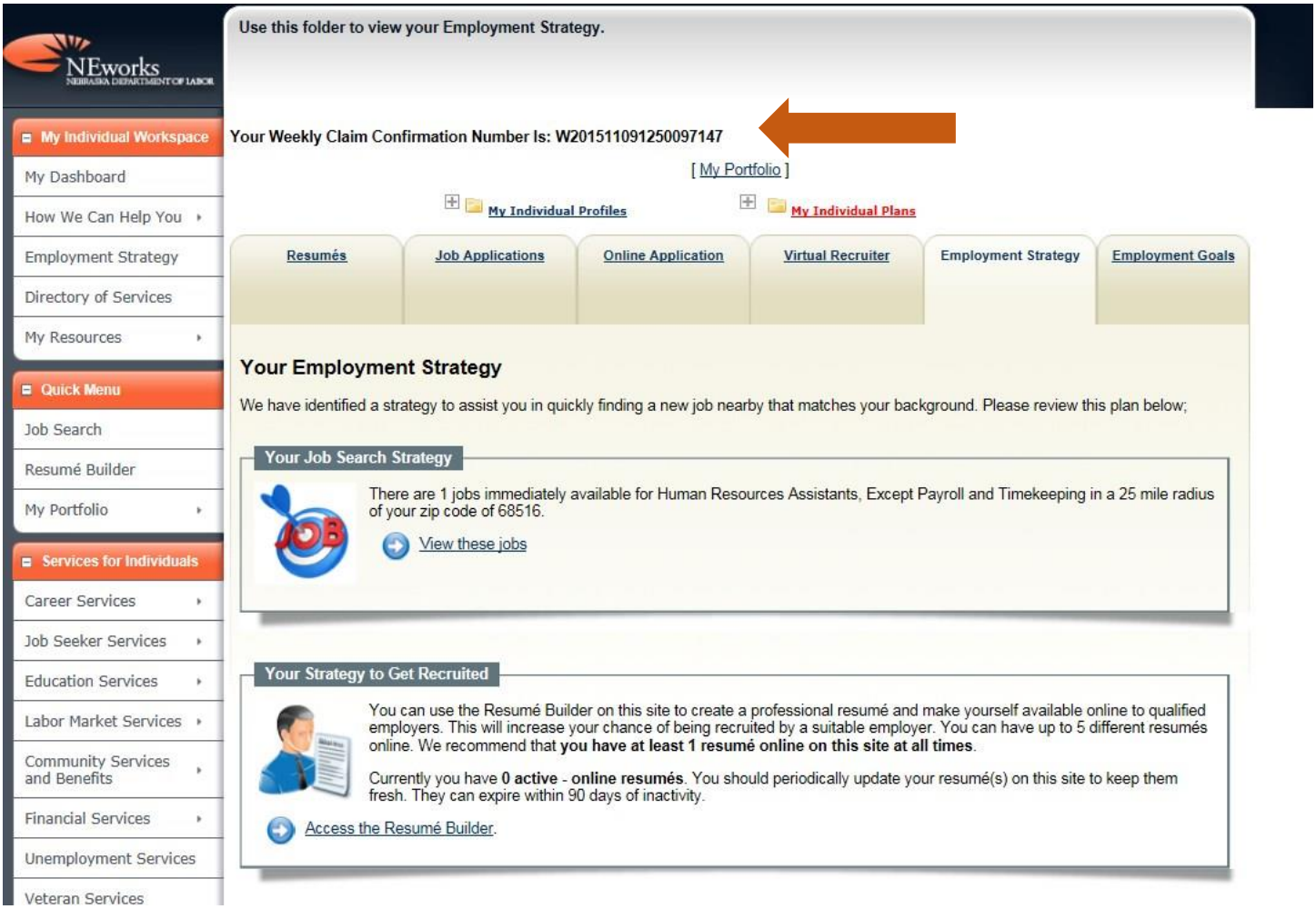
6. Did you begin receiving pension benefits, or did the amount of your benefits change?

7. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?

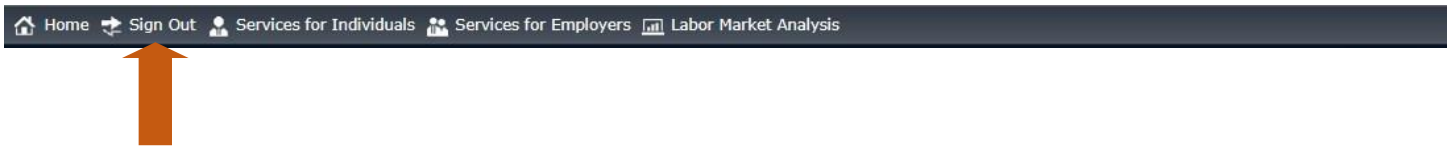
* ☐ **"I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."**

SUBMIT BACK CANCEL

After you click **Submit**, you will be presented with a confirmation number. **This will confirm that you have completed the weekly claim process.** Please keep the confirmation number for your records.



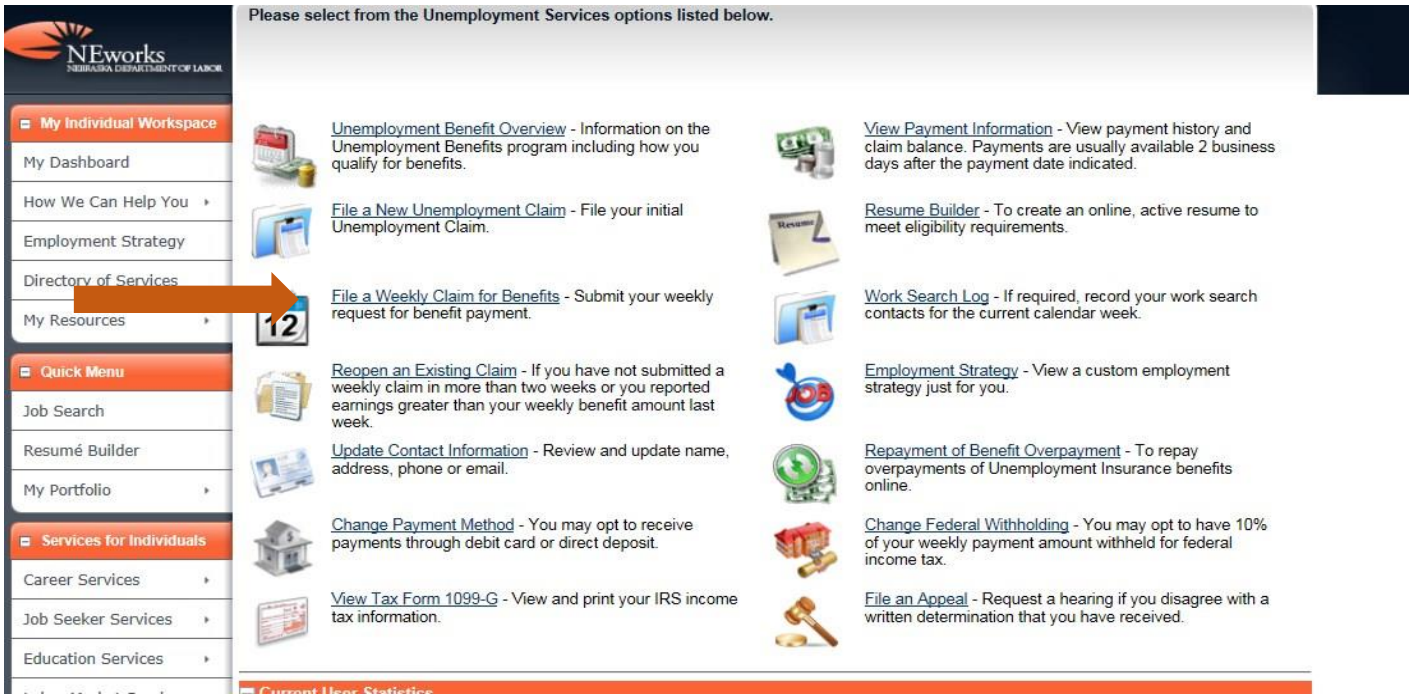
If you are using a public computer, be sure to sign out of your NEworks account to protect your personal information.



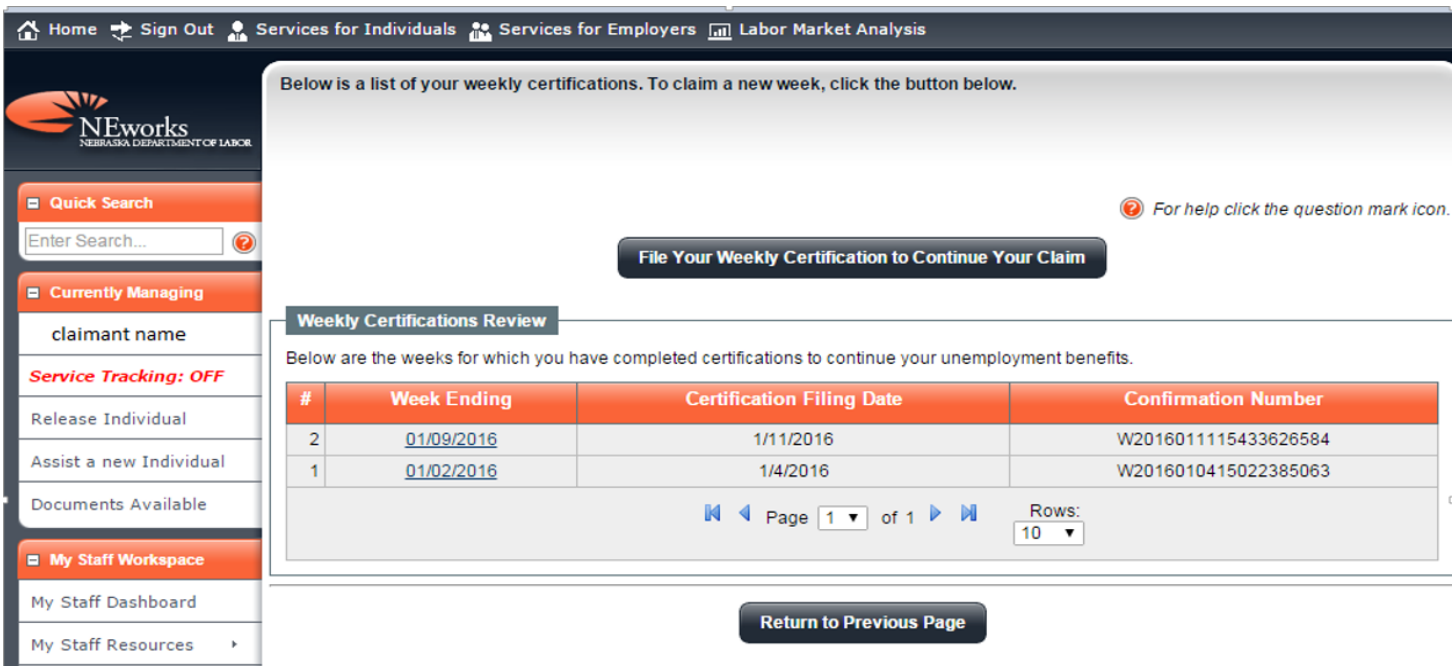
Reviewing Your Work Search Contacts

You can view the work search contacts you submit each week.

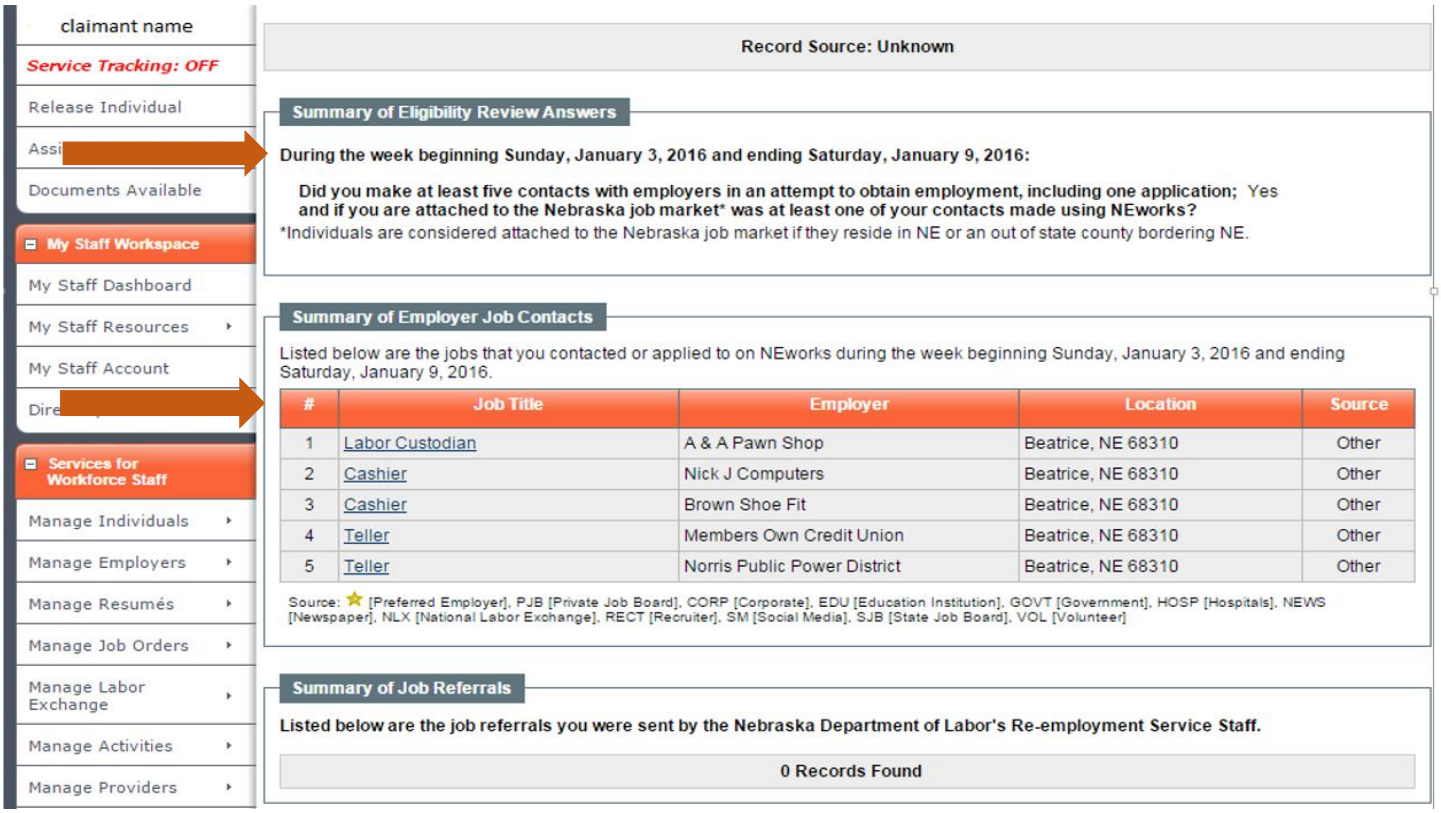
Click on **File a Weekly Claim for Benefits**.



Listed under **Weekly Certification Review**, click on the dates listed under **Week Ending** to view a detailed list of work search activity for the benefit week claimed.



Listed are your job contacts and applications by benefit week claimed. View the contact details by clicking on each job listed under **Job Title**.



For more information, visit dol.nebraska.gov/UIBenefits.

Revised 04-22-2016

Equal Opportunity Program/Employer

TDD: 800.833.7352
Auxiliary aids and services are available upon request to individuals with disabilities
TTY: 402-471-0016