

## STEP-BY-STEP GUIDE TO FILING **SHORT-TIME COMPENSATION CLAIMS**



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This guide is not intended to take the place of the law, but to provide you with a general understanding of some of the requirements. This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

# REGISTERING IN NETWORKS AND FILING AN INITIAL CLAIM

Before you register or file your claim, visit [dol.nebraska.gov/STC](http://dol.nebraska.gov/STC) and [dol.nebraska.gov/UIBenefits](http://dol.nebraska.gov/UIBenefits) to get information and answers to frequently asked questions.

You must register in NEworks - [NEworks.nebraska.gov](http://NEworks.nebraska.gov) - as part of the initial unemployment claim process. You will first complete a personal profile, an online resume, and finally, your initial claim for benefits. By law, registration is required in order to receive unemployment insurance benefits. All claimants must register and complete an online resume.



**Step 1:** Go to the NEworks home page and click the “UNEMPLOYMENT” button.

**Step 2:** On the next screen, choose “File or Manage a Claim.”

## Get Information

Unemployment benefits are paid from the Nebraska State Unemployment Fund. No deductions are taken from employees' paychecks. Eligibility requirements as defined in the Nebraska Employment Security Act include how to apply, qualify and receive unemployment benefits.

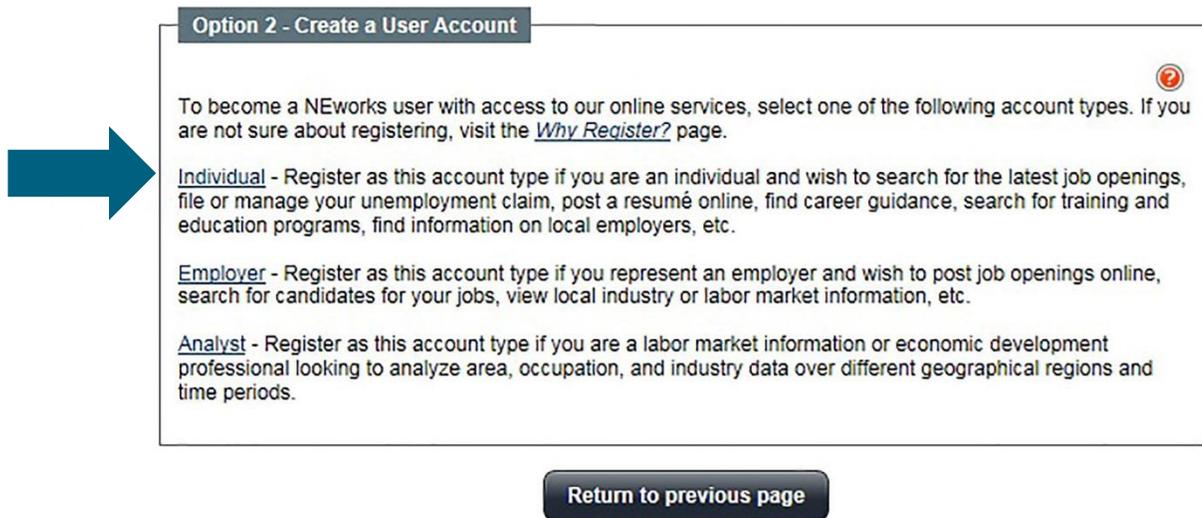
## File or Manage a Claim

Prior to filing an unemployment insurance claim, you must register. When filing, make sure to provide accurate employment information regarding your eligibility and additional instructions will be made available online at [dol.nebraska.gov](http://dol.nebraska.gov).

## Report Unemployment Insurance Fraud

Unemployment fraud is when anyone receives unemployment benefits while returning to work full-time but continuing to receive unemployment benefits.

**Step 3:** You will then reach the sign-in page. If this is your first time visiting NEworks or you have not used the site for over one year, choose Option 2 – Create a User Account - Individual.



**Option 2 - Create a User Account**

To become a NEworks user with access to our online services, select one of the following account types. If you are not sure about registering, visit the [Why Register?](#) page.

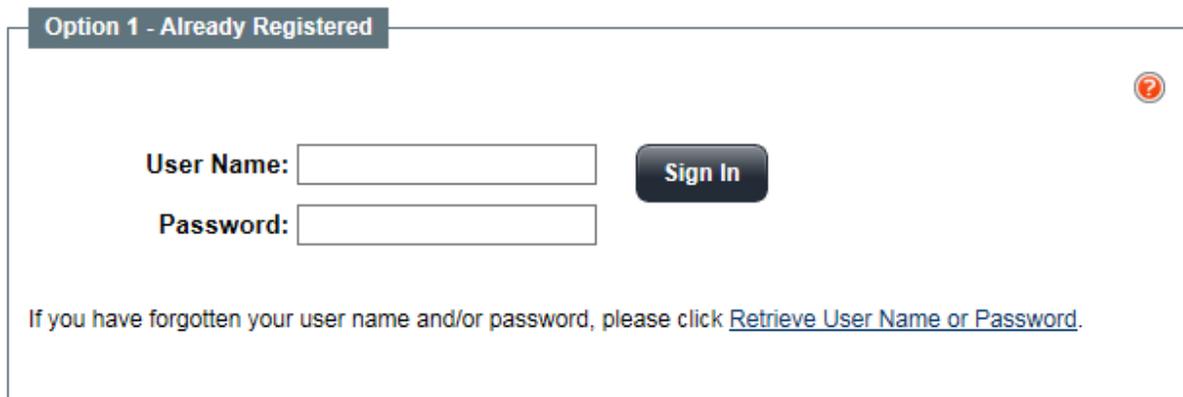
**Individual** - Register as this account type if you are an individual and wish to search for the latest job openings, file or manage your unemployment claim, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

**Employer** - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

**Analyst** - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods.

[Return to previous page](#)

If you are a recent, previous user of NEworks, go to Option 1 and log in with your user name and password. If you forgot your user name or password, click the link below the password field – “Retrieve User Name or Password.” Take note of your user name and password for future use.



**Option 1 - Already Registered**

User Name:

Password:

[Sign In](#)

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

**Step 4:** You will be presented with our privacy agreement. Read and click “I Agree” to continue.

**Step 5:** Complete several screens regarding your profile. If you already have a profile, make sure it is up to date.

**Step 6:** After you have completed your registration, you will be directed to your dashboard. Choose **Unemployment Services** from the left menu.

The screenshot displays the NEworks dashboard interface. On the left is a vertical navigation menu with sections: 'My Individual Workspace' (containing My Dashboard, How We Can Help You, Employment Strategy, Directory of Services, My Resources), 'Quick Menu' (containing Job Search, Resumé Builder, My Portfolio), and 'Services for Individuals' (containing 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). A blue arrow points to 'Unemployment Services' in the 'Services for Individuals' section.

The main content area features a 'Services Preview' banner with the heading 'Look at Additional Training and Education Opportunities'. Below the banner are navigation buttons: 'Find a Job', 'Get Recruited & Be Proactive', 'Get Trained', 'Review the Job Market', and 'Explore a New Career'. Below these are buttons for 'Unemployment Assistance', 'Plan Your Finances', 'Review Benefits Available', and 'Other Services'.

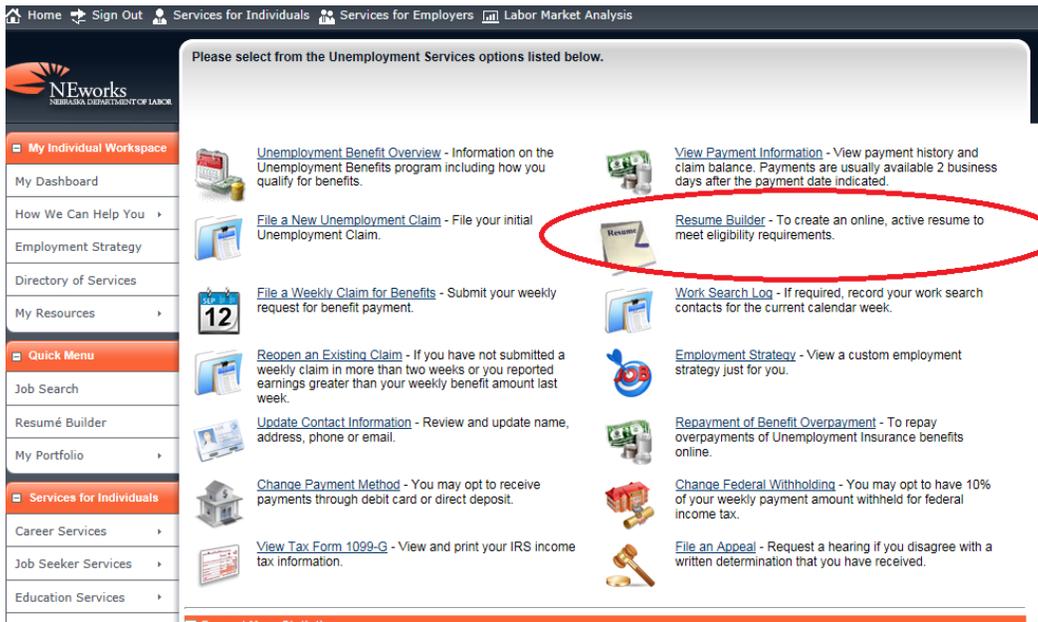
Below the banner are three service tiles:
 

- Job Seeker Services:** Includes 'Job Search' (Find current job openings), 'Resumé Builder' (Create, store and update your resumé), and 'Virtual Recruiter' (Create a system job search alert). A 'More Job Seeker Services' button is at the bottom.
- My Personal Profile:** Includes 'My Background' (Employment Histories, Education Histories, Certificates) and a 'View Your Personal Profile' button.
- Unemployment Services:** Includes 'Unemployment Benefit Overview' (Information about the Unemployment Benefit program) and 'File or Manage a Claim' (Access and view information).

On the right side, there is a 'Current Events' tile listing:
 

- WorkShop/Training: 0
- Job Fair: 0
- Meetings: 0
- Rapid Response: 0
- Orientation: 0
- Employer Recruitment Event: 0
- Other Events: 0

 A 'More Events' button is at the bottom.



**Step 7: Choose Resume Builder.** If you choose “File a New Unemployment Claim,” you will be redirected to create a resumé.

**Step 8: Create a resumé.** Start building your resume by clicking the “Create new Resumé” button. If you already have a resumé, make sure it is up to date.

**Step 9: Post your resumé online.**

\* indicates required fields. For help click t

**Resumé Type**

**Resumé Creation Method:**

- Internal Resumé - Build your resumé using a step-by-step process (create your resumé from scratch).
- External Resumé – Attach an existing Word or .PDF resumé (save time by using your existing resumé).
- Copy-and-Paste Format - transfer resumé’s text from an existing copy (quick - but not as useful to potential employers).

**Resumé Name**

\* Resumé Title:

**Resumé Accessibility**

**Accessibility:**

Select if you do not want your resumé available to employers online

Select if you want your resumé available to employers online

**Step 10:** After you complete your resumé (this will be several screens), click the “Save Resumé and Return” button.

## Step 11: Choose **Unemployment Services** from the following options:

What would you like to do next?



### [Search for Jobs](#)

This option will let you search for jobs using the criteria you just entered into your online resume.



### [Edit this Resumé](#)

This option will enable you to edit your newly created resumé.



### [View all your Resumés](#)

By using this option, you can view your current resumés, update any existing resumés or create a new resumé.



### [Add another Resumé](#)

This option will take you to the Resumé Wizard to create a new resumé.



### [WIA Pre-Application](#)

Fill out an application to determine if you may be eligible for WIA program benefits.



### [Return to My Dashboard](#)

This option will take you back to your personal dashboard page where you can access additional services.



### [Unemployment Services](#)

This option will take you through the unemployment insurance claim process, including filing a claim, completing your weekly certification, and modifying your contact and payment information

Please select from the Unemployment Services options listed below.



[Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.



[File a New Unemployment Claim](#) - File your initial Unemployment Claim.



[File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.



[Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.



[Update Contact Information](#) - Review and update name, address, phone or email.



[Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.



[View Tax Form 1099-G](#) - View and print your IRS income tax information.



[View Payment Information](#) - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.



[Resume Builder](#) - To create an online, active resume to meet eligibility requirements.



[Work Search Log](#) - If required, record your work search contacts for the current calendar week.



[Employment Strategy](#) - View a custom employment strategy just for you.



[Repayment of Benefit Overpayment](#) - To repay overpayments of Unemployment Insurance benefits online.



[Change Federal Withholding](#) - You may opt to have 10% of your weekly payment amount withheld for federal income tax.



[File an Appeal](#) - Request a hearing if you disagree with a written determination that you have received.

**Step 12: You will be presented with this menu. Choose **File a New Unemployment Claim**.**

Current User Statistics

## Step 13: From this menu, choose **FILE A NEW UNEMPLOYMENT CLAIM**.

**Unemployment Benefits**

Choose an option below:

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[UNEMPLOYMENT SERVICES MENU](#)

- **Change Your Contact Information**
- **Create Your Resume**
- **Search for Jobs**

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**WEEKLY ACTIVITIES:**

[WORK SEARCH LOG](#) If required, record your work search contacts for the current calendar week.

[FILE WEEKLY CLAIM FOR BENEFITS](#) Submit your weekly request for benefit payment.

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**FILE A CLAIM:**

[FILE A NEW UNEMPLOYMENT CLAIM](#)  File your initial Unemployment Claim.

[REOPEN AN EXISTING CLAIM](#) If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

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**CLAIM INFORMATION:**

[VIEW PAYMENT INFORMATION](#) View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

[REPAYMENT OF BENEFIT OVERPAYMENT](#) **Coming Soon:** To repay overpayments of Unemployment Insurance benefits online.

[CHANGE PAYMENT METHOD](#) You may opt to receive payments through debit card or direct deposit.

[CHANGE FEDERAL WITHHOLDING](#) You can opt to have 10% of your weekly payment amount withheld for federal income tax.

[VIEW TAX FORM 1099-G](#) View and print your IRS income tax information.

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**APPEAL A DETERMINATION:**

[FILE AN APPEAL](#) Request a hearing if you disagree with a written determination that you have received.

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[LOG OFF](#)

**Step 14:** Continue through several more screens to complete the filing of your initial claim. You will know that your claim has been submitted when you receive a confirmation number.

Example below:

- Confirmation Number: **I2015060216061473532**

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

 [Home](#)  [Sign Out](#)  [Services for Individuals](#)  [Services for Employers](#)  [Labor Market Analysis](#)



# HOW TO FILE A WEEKLY STC CLAIM

After you file your initial claim, file weekly claims online at [NEworks.nebraska.gov](http://NEworks.nebraska.gov) for every week your hours are reduced. You must file a weekly claim for any week that you want payment or waiting week credit. Your payments will be based on the percentage by which your hours have been reduced.



You have from Sunday to Friday to request benefits for the previous week.

Please gather the following information for the prior week before filing your weekly certification online:

- ✓ The number of hours offered to you by your STC employer (Sunday – Saturday)
- ✓ Hours worked for STC employer
- ✓ Hours worked for any additional employers
- ✓ Hours for approved leave (paid or unpaid)

Enter your login information (username and password) and click on **Sign In**.

The screenshot shows the NEworks login interface. On the left is the 'NEworks' logo. To its right are two input fields: 'Username' and 'Password'. Below the 'Username' field is a link: 'Forgot Username/Password?'. Below the 'Password' field is a link: 'Not Registered?'. To the right of the input fields is an orange 'SIGN IN' button. Below the button is a link: 'Login As Guest'.

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

welcome to my individual workspace [TIP files](#).  
This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

**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

**Services Preview**

### Look at Additional Training and Education Opportunities

We can show you training courses in your area and online that may interest you, and what financial aid is available.

- ➔ [Relevant training courses in your area](#)
- ➔ [Free online training courses](#)
- ➔ [Financial aid available for training in your area](#)

Find a Job | Get Recruited & Be Proactive | **Get Trained** | Review the Job Market | Explore a New Career

Unemployment Assistance | Plan Your Finances | Review Benefits Available | Other Services

**Job Seeker Services**

- [Job Search](#)  
Find current job openings.
- [Resumé Builder](#)  
Create, store and update your
- [Virtual Recruiter](#)  
Create a system job search alert.

[More Job Seeker Services](#)

**My Personal Profile**

- [My Background](#)
- [0 Employment Histories](#)
- [0 Education Histories](#)
- [0 Certificates](#)

[View Your Personal Profile](#)

**Unemployment Services**

- [Unemployment Benefit Overview](#)  
Information about the Unemployment Benefit program.
- [File or Manage a Claim](#)  
Access and view information

**Current Events**

- [WorkShop/Training](#) 0
- [Job Fair](#) 0
- [Meetings](#) 0
- [Rapid Response](#) 0
- [Orientation](#) 0
- [Employer Recruitment Event](#) 0
- [Other Events](#) 0

[More Events](#)

From the Unemployment Services dashboard, click on **File a Weekly Claim for Benefits**.

Please select from the Unemployment Services options listed below.

- Unemployment Benefit Overview** - Information on the Unemployment Benefits program including how you qualify for benefits.
- File a New Unemployment Claim** - File your initial Unemployment Claim.
- File a Weekly Claim for Benefits** - Submit your weekly request for benefit payment.
- Reopen an Existing Claim** - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.
- Update Contact Information** - Review and update name, address, phone or email.
- Change Payment Method** - You may opt to receive payments through debit card or direct deposit.
- View Tax Form 1099-G** - View and print your IRS income tax information.
- View Payment Information** - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.
- Resume Builder** - To create an online, active resume to meet eligibility requirements.
- Work Search Log** - If required, record your work search contacts for the current calendar week.
- Employment Strategy** - View a custom employment strategy just for you.
- Repayment of Benefit Overpayment** - To repay overpayments of Unemployment Insurance benefits online.
- Change Federal Withholding** - You may opt to have 10% of your weekly payment amount withheld for federal income tax.
- File an Appeal** - Request a hearing if you disagree with a written determination that you have received.

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

Below is a list of your weekly certifications. To claim a new week, click the button below.

[File Your Weekly Certification to Continue Your Claim](#)

*For help click the question mark icon.*

**Weekly Certifications Review**

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

No weeks have been certified

[Return to Previous Page](#)

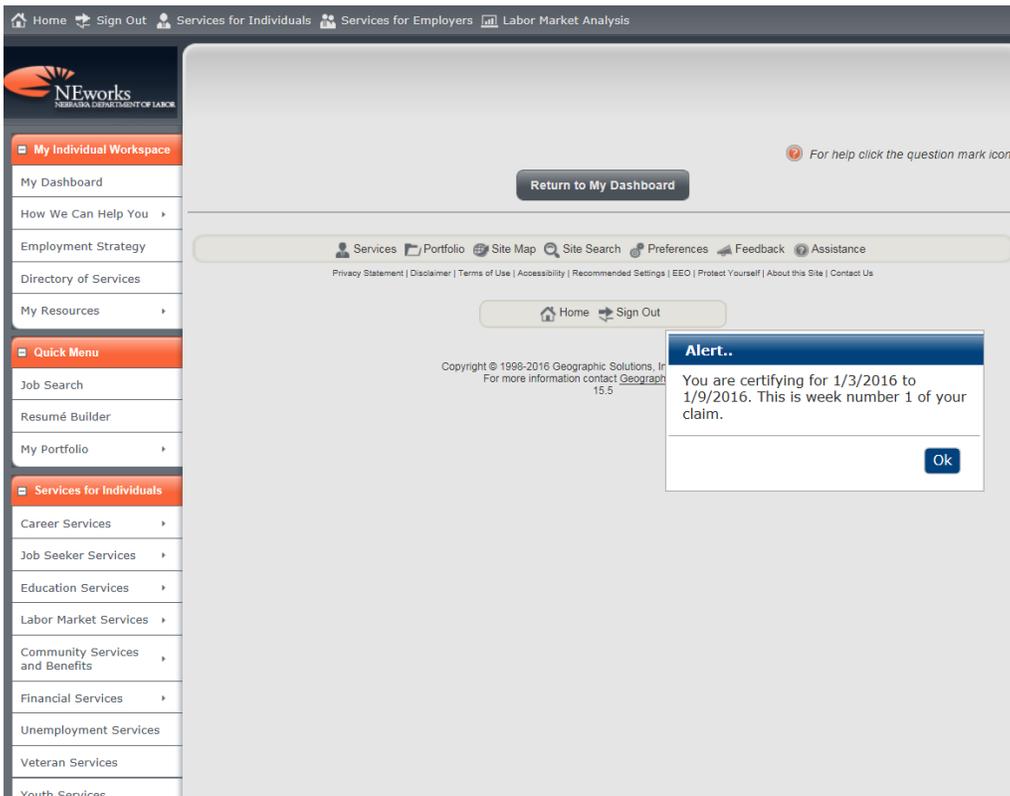
Services | Portfolio | Site Map | Site Search | Preferences | Assistance

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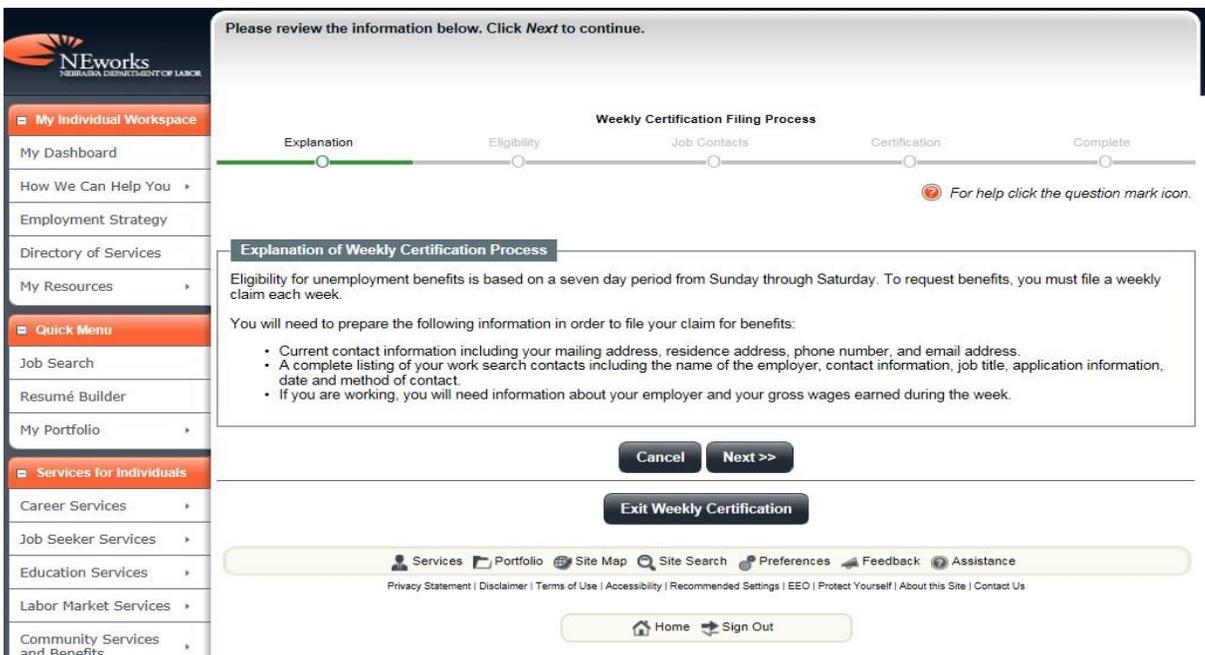
Home | Sign Out

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Revised 10/6/16



If you selected **File Your Weekly Certification**, 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 >>**.

The screenshot shows the NEworks website interface. At the top, there are navigation links: Home, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. The main content area is titled "Weekly Certification Filing Process" and features a progress bar with five steps: Explanation, Eligibility, Job Contacts, Certification, and Complete. The "Explanation" step is currently active, indicated by a green bar and a question mark icon. Below the progress bar, there is a section titled "Know the Rules -- Avoid Overpayments and Don't Commit Fraud". This section contains several sub-sections with bullet points:

- 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](http://dol.nebraska.gov).

Below the text, there is a checkbox with a blue arrow pointing to it, which is checked:  I have read and understand the information regarding potential fraud penalties. At the bottom of the page, there are two buttons: "<< Back" and "Next >>". Below these buttons is a button labeled "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 >>**.

The screenshot displays the NEworks website interface. On the left is a navigation menu with sections: "My Individual Workspace" (containing My Dashboard, How We Can Help You, Employment Strategy, Directory of Services, My Resources), "Quick Menu" (containing Job Search, Resumé Builder, My Portfolio), "Services for Individuals" (containing Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits, Financial Services, Unemployment Services), and "NEworks NEBRASKA DEPARTMENT OF LABOR".

The main content area features a progress bar titled "Weekly Certification Filing Process" with five steps: Explanation (active), Eligibility, Job Contacts, Certification, and Complete. A help icon with the text "For help click the question mark icon." is located below the progress bar.

Below the progress bar is a "Contact Information" section. It contains the following text: "You MUST keep your contact information current. If you move, you must update your address with the NDOL immediately. Changing your address with the U.S. Postal Service does NOT change your address with us." and "Please click *Update Contact Information* to change the contact information below. Click *Next* to continue without changing your information."

The contact information is listed as follows:

<b>Name:</b>	YPP Hines
<b>Address:</b>	03 November Lincoln, NE 68516
<b>Phone:</b>	402-458-2500
<b>Email:</b>	any@ne.gov

Below the contact information is a link: "[ Update Contact Information ]".

At the bottom of the contact section are two buttons: "<< Back" and "Next >>".

Below these buttons is a button labeled "Exit Weekly Certification".

At the bottom of the page is a navigation bar with links: Services, Portfolio, Site Map, Site Search, Preferences, Feedback, Assistance. Below this bar is a footer with links: Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us. At the very bottom are two buttons: Home and Sign Out.

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

Provide a response to the questions below. If any of the responses above are zero, enter 0.

Wednesday, October 05, 2016

### Weekly Certification - Short Time Compensation (STC) Employer Information

You are claiming for the week: 09/25/2016 through 10/01/2016

Week number of your claim: 4

\*Indicates required fields

#### STC Employer :

1. \* During the week listed above, were you still employed with this STC Employer? :  Yes  No
2. \* During the week listed above were you offered hours of work, including any leave, from this STC Employer? :  Yes  No

CONTINUE

CANCEL

Wednesday, October 05, 2016

### Weekly Certification - Short Time Compensation (STC) Employer Information

You are claiming for the week: 09/25/2016 through 10/01/2016

Week number of your claim: 4

\*Indicates required fields

#### STC Employer :

1. \* During the week listed above, were you still employed with this STC Employer? :  Yes  No
2. \* During the week listed above were you offered hours of work, including any leave, from this STC Employer? :  Yes  No
3. \* Were you available for all of your usual hours of work with this STC Employer? :  Yes  No
4. \* How many hours of work were offered by this STC Employer? :
5. \* How many hours did you work for this STC Employer? :
6. \* How many hours were you on approved leave from this STC Employer? :

CONTINUE

CANCEL

Revised 10/6/16

Indicate whether you have had employment with any additional employers other than your STC employer.

Wednesday, October 05, 2016

**Weekly Certification - STC Additional Employment Information**

You are claiming for the week: 09/25/2016 through 10/01/2016  
Week number of your claim: 4

\*Indicates required fields

Please enter information for each of the employers you worked for during the week you are claiming for :

\* Did you have another employer during this week? :  Yes  No

**CONTINUE** **BACK** **CANCEL**

Provide hours worked for additional employment (if additional employment response was "yes").

Wednesday, October 05, 2016

**Weekly Certification - STC Additional Employment Information**

You are claiming for the week: 09/25/2016 through 10/01/2016  
Week number of your claim: 4

\*Indicates required fields

Please enter information for each of the employers you worked for during the week you are claiming for :

Employer 1

[Remove Employer](#)

- 1. \* Total Number of Hours worked for this Employer :
- 2. \* Employment Status :
- 3. \* Employer Name :
- 4. \* Employer Address :
- 5. \* City :
- 6. State/Province :
- 7. ZIP Code :  -
- 8. Employer Phone (xxx-xxx-xxxx) :  -  -

\* Did you have another employer during this week? :  Yes  No

**CONTINUE** **BACK** **CANCEL**

The percentage by which your work hours were reduced for the prior week will display. Select the county from which you are filing and click **CONTINUE**. If your reduction of work hours with the STC employer was greater than 60%, go to page 17.

Wednesday, October 05, 2016

**Weekly Certification - STC Calculation**

You are claiming for the week: 09/25/2016 through 10/01/2016  
Week number of your claim: 4

\*Indicates required fields

Your Percentage of Work Hours Reduced = 50.00%

\* County where filing today? :

Select **CONTINUE** to certify and complete your weekly certification

**CONTINUE** **BACK** **CANCEL**

Revised 10/6/16

Verify all your information below is correct before submitting your weekly claim. You will need to check the box at the bottom of the page before being allowed to submit your weekly claim.

Wednesday, October 05, 2016

### Weekly Certification - Closing Statement

You are claiming for the week: 09/25/2016 through 10/01/2016  
Week number of your claim: 4

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page.

#### STC Employment

##### STC Employer :

1. During the week listed above, were you still employed with this STC Employer? :
2. During the week listed above were you offered hours of work, including any leave, from this STC Employer? :
3. Were you available for all of your usual hours of work with this STC Employer? :
4. How many hours of work were offered by this STC Employer? :
5. How many hours did you work for this STC Employer? :
6. How many hours were you on approved leave from this STC Employer? :

#### Additional Employment

Did you have another employer during this week? :

County where filing today? :

"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.

The screenshot shows the NEworks user interface. At the top, there is a navigation bar with links for Home, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. The main content area is titled "NEworks" and includes a sidebar with "My Individual Workspace" and various menu items like "My Dashboard", "How We Can Help You", "Employment Strategy", "Directory of Services", and "My Resources". The main content area displays "Use this folder to view your Employment Strategy." Below this, it shows "Your Weekly Claim Confirmation Number Is: W2016100516493751330" with a blue arrow pointing to the number. There is also a link for "[ Individual Portfolio ]". Below the confirmation number, there are several tabs: "Resumés", "Job Applications", "Online Application", "Virtual Recruiter", "Employment Strategy", and "Employment Goals".

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

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

# Continued from page 15

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? :

**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. You will need to check the box at the bottom of the page before being allowed to submit your weekly claim. **After you click Submit, you will not be able to change your answers.**

Friday, October 07, 2016

**Weekly Certification - Closing Statement**

You are claiming for the week: 09/25/2016 through 10/01/2016

Week number of your claim: 1

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page.

**STC Employment**

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**STC Employer :**

1. During the week listed above, were you still employed with this STC Employer? :
2. During the week listed above were you offered hours of work, including any leave, from this STC Employer? :
3. Were you available for all of your usual hours of work with this STC Employer? :
4. How many hours of work were offered by this STC Employer? :
5. How many hours did you work for this STC Employer? :
6. How many hours were you on approved leave from this STC Employer? :

**Additional Employment**

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Did you have another employer during this week? :

1. During the week listed above, did you work? :
2. County where filing today? :
3. Were you an inmate in a penal or custodial institution for four or more days of the week? :
4. Did you refuse an offer of work with your regular employer or in your usual occupation? :
5. Were you physically able to work four or more days during the week? :
6. Did you begin school or did your class schedule change? :
7. Did you begin receiving pension benefits, or did the amount of your benefits change? :
8. 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.

The screenshot shows the NEworks user interface. On the left is a navigation menu with sections: 'My Individual Workspace' (containing My Dashboard, How We Can Help You, Employment Strategy, Directory of Services, My Resources), 'Quick Menu' (containing Job Search, Resumé Builder, My Portfolio), 'Services for Individuals' (containing Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits, Financial Services, Unemployment Services, Veteran Services), and 'Services for Employers'. The main content area has a header: 'Use this folder to view your Employment Strategy.' Below this, it displays 'Your Weekly Claim Confirmation Number Is: W201511091250097147' with a blue arrow pointing to the number. There is a '[ My Portfolio ]' link and two expandable sections: 'My Individual Profiles' and 'My Individual Plans'. Below these are several tabs: 'Resumés', 'Job Applications', 'Online Application', 'Virtual Recruiter', 'Employment Strategy', and 'Employment Goals'. The 'Your Employment Strategy' section contains two sub-sections: 'Your Job Search Strategy' which states 'There are 1 jobs immediately available for Human Resources Assistants, Except Payroll and Timekeeping in a 25 mile radius of your zip code of 68516.' with a 'View these jobs' link; and 'Your Strategy to Get Recruited' which states 'You can use the Resumé Builder on this site to create a professional resumé and make yourself available online to qualified employers. This will increase your chance of being recruited by a suitable employer. You can have up to 5 different resúmes online. We recommend that you have at least 1 resumé online on this site at all times.' and 'Currently you have 0 active - online resúmes. You should periodically update your resumé(s) on this site to keep them fresh. They can expire within 90 days of inactivity.' with an 'Access the Resumé Builder' link.

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

The screenshot shows the footer navigation bar with the following links: Home, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. A blue arrow points to the 'Sign Out' link.

Equal Opportunity Program/Employer

TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities

TTY: 402-471-0016

Revised 10/6/16