

Work Search Requirements

If you are required to search for work while claiming benefits, you will need to make five contacts per week with employers. One of the required contacts each week must be made in NEworks.

General requirements are as follows:

Claim Weeks 1 - 5



**1 application minimum
5 total contacts**

Contacts must be made
on at least 1 day of the
week

Claim Weeks 6 - 13



**2 applications minimum
5 total contacts**

Contacts must be made
on at least 3 days of the
week

Claim Weeks 14+



**2 applications minimum
5 total contacts**

Contacts must be made
on at least 4 days of the
week

NEworks

NEworks.nebraska.gov

- Post your **Resume** and **Search for jobs**
- File a claim for **Unemployment Benefits**
- Find **Labor Market Information**
- Access **Training Services**

On the NEworks homepage,
click **Unemployment**, then
Get Information to access:

- **Step-by-Step Claim Instructions**
- **Reemployment Tips**
- **Frequently Asked Questions**
- **Job Center Locations**
- Information about **Special Programs**

For job search assistance, contact your local
Department of Labor job center.

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CLAIM CENTER 402-458-2500
TTY 402-471-0016
NDOL.NICHelp@nebraska.gov

Equal Opportunity Program/Employer TDD: 800-833-7352

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

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Unemployment Insurance **Claim Basics**

NEBRASKA

Good Life. Great Connections.

DEPARTMENT OF LABOR

Before Filing Your Claim

Gather the following information:

- Contact Information: complete home mailing address, including ZIP code, county you live in, telephone number, email address
- Social Security Number
- Driver's license number or State ID card number
- If you select direct deposit, your bank routing number and account number
- Employment history and related information.
- If a non-citizen: Documentation issued by US Citizenship and Immigration Services

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To protect your privacy and ensure the accuracy of information provided to Nebraska Department of Labor, you should never have someone file a claim on your behalf.

When to File

File an initial claim the same week you are unemployed or working reduced hours.

Your unemployment insurance claim **DOES NOT** begin on the date your job ended or your hours were reduced. Your claim is effective the week you apply.

How to File

- File online at NEworks.nebraska.gov.
- Register as an Individual to set up your account.
- Create an online resume or upload your existing resume.
- Create a user ID and password.
- Enter your work history for the last 18 months.
- Review the requirements.

While Your Claim is Pending

Read all communication about your claim. Check your email, the NEworks Message Center, phone messages, and the mail for any claim-related updates. Make sure to keep your address current.

File for weekly benefits at networks.nebraska.gov while your claim is processing. You have from Sunday to Friday to file your claim for the previous week. If you don't file your claim on time, your benefit payments may be affected.

Report your gross earnings each week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes. **Report earnings when they are earned. Do not wait until you are paid.** Misreporting wages is fraud and could result in penalties and criminal charges.

Complete and log all required work search contacts. Enter as much information as possible in your work search log in case of an audit.

Claim Processing

Processing Time

It takes around 21 days from the filing date to process a new Unemployment Insurance claim. Federal and State law require that a request for separation information be sent to each employer to verify work history, earnings and details regarding the separation.

Benefit Eligibility Information

You may also be asked to provide information to evaluate benefit eligibility. It is important that you respond on time when you're instructed to do so.

Waiting Week

The first eligible week is called your "waiting week." To get credit for the waiting week, you must file a weekly claim and meet all eligibility requirements for that week. The waiting week is never paid. However, you must serve a waiting week to be eligible for payments for later weeks. Neb. Rev. Stat. § 48-627 (4)

