

Unemployment Claim Instructions

File online at NEworks.nebraska.gov

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4/27/2022

NEBRASKA

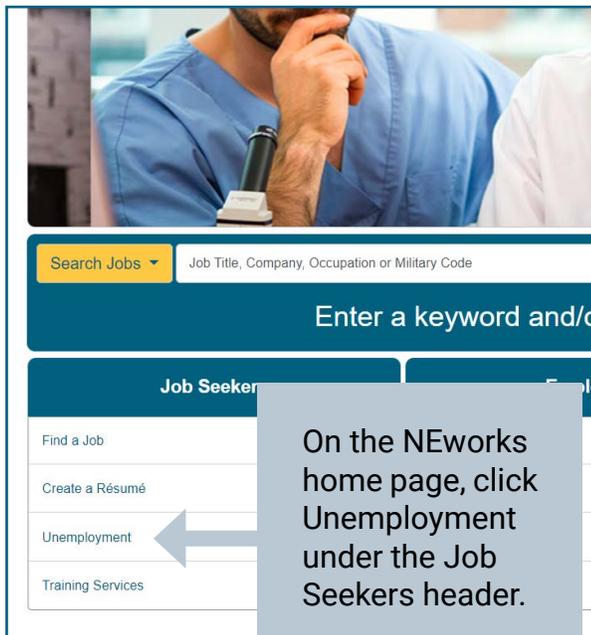
Good Life. Great Connections.

GATHER THE FOLLOWING INFORMATION BEFORE FILING A NEW CLAIM

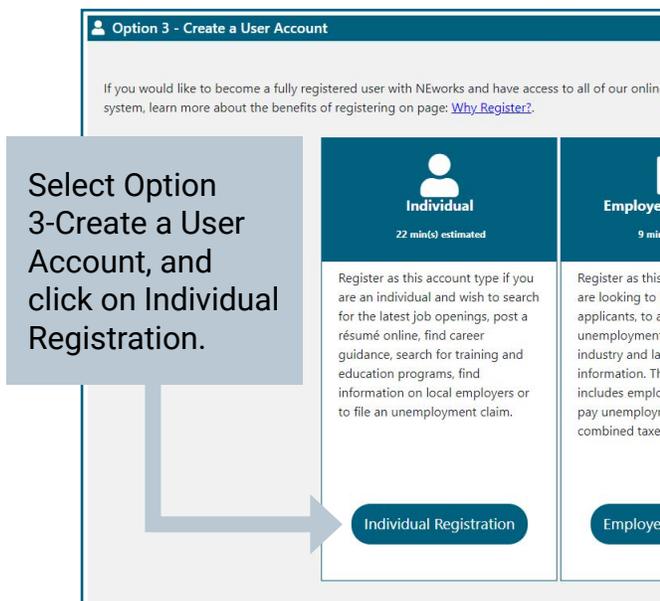
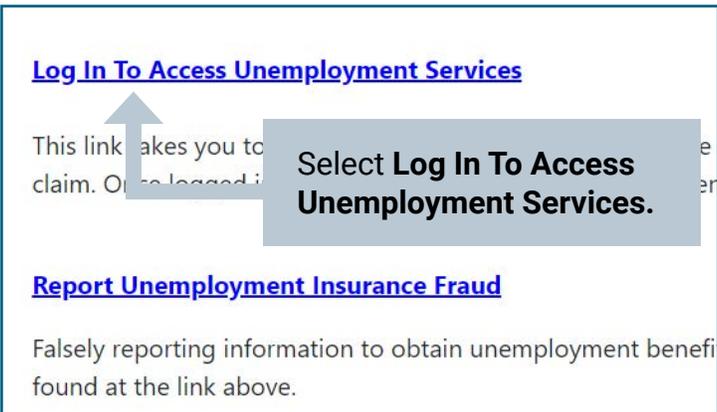
- **Social Security Number**
- **Complete home mailing address, including ZIP code**
- **Telephone number**
- **Email address**
- **County where you live**
- **Driver's license number or State ID card number**
- **If you select direct deposit, your bank routing number and account number**
- **The company names for all your employers from the past 18 months as they appear on your paycheck stubs or W-2 forms**
- **Complete mailing addresses of employers, including ZIP code and the city in which the business is physically located**
- **Your start and end dates with each employer, including month, day, and year**
- **Your reason for leaving each employer (lack of work, voluntary quit, discharge, leave of absence)**
- **If a non-citizen: Documentation issued by US Citizenship and Immigration Services**
- **If you served in the military the past 18 months, DD 214 Member #4 Form**
- **If you worked for the federal government as a civilian employee in the last 18 months, Standard Form 8 or Standard Form 50. Also, compile your total wages earned with the federal employer in the last 18 months and indicate how you were paid (hourly, weekly, and monthly)**

How to File a New Unemployment Claim at **NEworks.nebraska.gov**

The instructions that follow are for filing a new claim and reopening a claim. After you have filed a new claim, file a weekly claim for every week you are unemployed or your hours are reduced. It takes around 21 days to process a new claim. File weekly claims while your initial claim is processing.



The Unemployment Services page provides links to resources like the handbook for unemployed workers and FAQs.



After filing your claim for unemployment benefits, read all communication about your claim. Check your email, the NEworks message center, telephone messages and the mail for any claim-related updates. Decisions about your claim are based on available information, so it's important that you respond on time when you're instructed to do so.

For more instructions, see the videos located [HERE](#).

Employment History

After you have filled in some basic information to set up your account, you will be asked for your employment history.

Not providing all of your employment history in the last 18 months could delay the processing of your unemployment claim. When registering and filing your unemployment claim in NEworks, if you don't see your employer on the Employer Search list provided, you have an out of state employer, or you're self employed, these instructions will walk you through how to add an additional employer's information in NEworks.

NEworks Please review the information below.
If you have any other employment histories in the last 20 months not listed below, click yes to the *Add Additional Employment History* question below. Otherwise click the *Next* button to continue.

Unemployment Insurance Claim Filing Process

Eligibility Registration Work History Certification Complete

• Indicates required fields. For help click the information icon.

Employment History

Company Name	Location	Job Title (Occupation)	Start/End Dates	Duration of Job	Gross Salary	Leave Reason	UI Claim	Last Employer	Action
Department Of The Army	ATTN: AHRC-PDP-TU FORT KNOX, KY	RN BSN (Registered Nurse Bachelor of Science in Nu (Registered Nurses)	07/15/2005 - 08/10/2019	14 years	\$20.00 per Hour	Lack of Work / Layoff	Claim: 452669 New Effective: 9/15/2019	⊙	Edit Delete
Total				14 years					

Page 1 of 1 Rows: 10

Additional Employment History

* Are there any other employment history items that you would like to add? Yes No

If you answered 'Yes' to the question 'Have you worked since 4/1/2018?', you will have to enter at least 1 Employment History while filing this claim.

All employers you have had in the past 18 months must be reported. Please select Yes until you have provided information for all employers for the last 18 months.

1. If you type in a company name and it is not in the drop down, you will see a list of partial matches.

Employer Search

To help expedite your employment history process, we need to find the employer you were employed by in our system. Enter the employer name and click the *Search* button below.

If the employer you are entering is not located in Nebraska, [click here](#).

Company not in menu

[Search](#) [Cancel](#)

Employer Search Results

2 NEworks employer accounts found.

Select an item from the list below that best matches the employer you have been employed by. Sometimes an employer has a separate address on file and might be a different location than where you went to work at. You may want to contact your employer and obtain the appropriate location if none of the records below looks familiar to you.

If you feel your employer is not in the list below, select the *I don't see it in this list* option.

Select	Employer	Address	City	State	Zip Code
<input type="radio"/>	Companycam Inc	808 P St Unit 430	Lincoln	NE	68508
<input type="radio"/>	Companycam Llc	% Luke Hansen 808 P St Ste 430	Lincoln	NE	68508

[I don't see it in this list](#) [Select](#)

Click the *I don't see it in this list* link if the company you are searching for is not on the list provided.

networks.nebraska.gov says

Please validate the employer name you entered before you continue.

Sometimes an employer has a separate address on file and might be a different location than where you went to work at.

If you are sure you do not see your employer in this list, click the OK button and the system will attempt to expand the search and find additional employers otherwise click the Cancel button.



2. After clicking on the link you will receive this message.

3. Clicking OK expands the Employer Search results

Employer Search

To help expedite your employment history process, we need to find the employer you were employed by in our system. Enter the employer name and click the *Search* button below.

If the employer you are entering is not located in Nebraska, [click here](#).

Company not in menu



Employer Search Results

3 expanded employer accounts found.

Select an item from the list below that best matches the employer you have been employed by. If you feel your employer is not in the list below, select the *I don't see it in this list* option.

Select	Employer	Address	City	State	Zip Code
<input type="radio"/>	Company 13 Brokerage LLP	39885 E Hwy 30	Gibbon	NE	68840
<input type="radio"/>	Company 13 Brokerage LLP	10 Rolling Hills Rd	Kearney	NE	68845-7613
<input type="radio"/>	Companycam LLC	700 Van Dorn St			

[I don't see it in this list](#)

Select

If you don't see your company in the expanded search, click the *I don't see it in this list* link.

Employer

* Employer Name:

* Address:

Address 2:

* Zip Code:

* City:

* State / Province:

* Country:

* Phone Number: - - Ext: Type:

4. Enter Employer information

Linked NEworks Not linked to any account
Employer Account: [Change](#)

In this section, the system would like to get the industry classification information for this employer. It may have been preset for you below based on the employer information you entered. If it has not been preset below, click [Search for Industry Code \(NAICS\)](#) below to search for an appropriate industry classification for the employer entered.

* Employer's NAICS code [Search for Industry Code \(NAICS\)](#)
(the primary industry of the employer):

* Did you earn at least \$1,760 from this employer? Yes No

* Is this your last employer? Yes No

Live Chat

Claim Confirmation

Unemployment Insurance Claim Filing Process



Unemployment Claim Confirmation

Your Unemployment Insurance claim and work registration account has been created successfully and will be reviewed for eligibility.

Next Steps:

- Beginning this Sunday, you **must** file a weekly claim for benefits. You can file online at NEworks.nebraska.gov.
- Continue to file each week as long as you do not have a job.** You cannot be paid for any week(s) that you do not claim.
- IMPORTANT NOTE:** It is important that you send proof of your income, vacation pay, severance pay, holiday pay, bonus pay, wages in lieu of notice, etc.
- You **must** include your Social Security number with any information you send to us. If you do not include your Social Security number, **processing of your claim will be delayed.**
- Send your income and pay information to:

Nebraska Department of Labor
Office of Unemployment Insurance
P.O. Box 94600
Lincoln, NE 68509-4600
FAX: 402-458-2595

If you have any questions about your claim, contact our Claim Center at 402-458-2500 Monday through Friday, 8:00 a.m.-4:30 p.m.

ACKNOWLEDGEMENTS

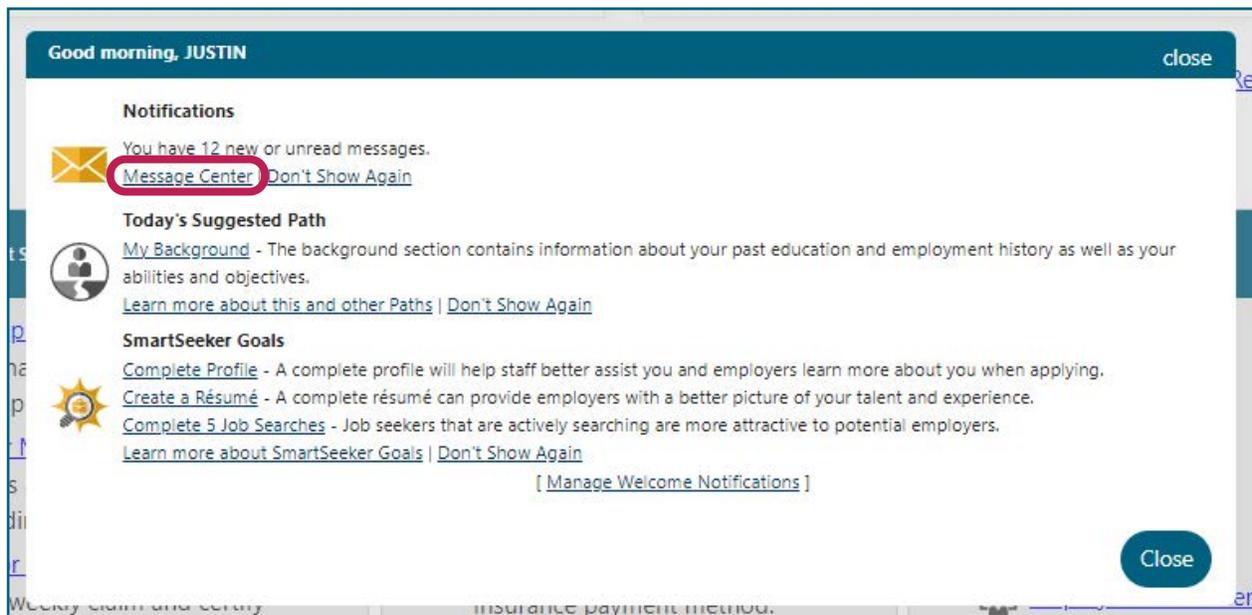
You have acknowledged that:

- I am a United States citizen.
- All information on my application for Nebraska Unemployment Insurance benefits is true and accurate to the best of my knowledge.
- The law provides penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits.
- Any week I claim benefits, my claim may be audited and I will be required to provide information regarding my eligibility for benefits. My benefits may be denied for any week the information is not verifiable.
- I must submit my weekly claim for benefits at NEworks.nebraska.gov, even while my claim is being processed or I am waiting for an appeal decision.
- I must report all gross wages for the week that I work, not when I am paid.

Once you've completed your unemployment claim, you will see this confirmation screen.

Uploading Identify Verification Documents in NEworks Account

To prevent fraud, NDOL collects identify verification information. You should upload identity verification in your NEworks account, such as a driver's license or US passport, as soon as you file your initial claim. Otherwise, you will receive a message requesting this documentation and should follow the instructions below.



Other Services

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

Communication Center

- Message Center
- Communication Termination
- Career Network
- Subscriptions
- Email Log
- Correspondence
- Saved Text

If that window is closed, you can also go to the message center using the left communication center link.

Viewed Status	Attachments	From	Subject	Date
<input type="checkbox"/>		POSTMASTER	Actively filing for PEUC3 - No action is needed from the claimant.	01/12/2021
<input type="checkbox"/>		POSTMASTER	Issue Identity Verification	01/10/2021
<input type="checkbox"/>		POSTMASTER	Consent to Electronic Delivery of Form 1099	01/10/2021
<input type="checkbox"/>		POSTMASTER	You've Registered for Benefits	01/10/2021
<input type="checkbox"/>		POSTMASTER	Monetary Determination	12/28/2021 10:19 PM
<input type="checkbox"/>		POSTMASTER	Issue Identity Verification	12/28/2021 10:01 PM
<input type="checkbox"/>		POSTMASTER	You've Registered for Benefits	12/28/2021 11:01 AM

Select the Issue Identity Verification link from the Postmaster.

Select the link below to upload documents.

You are receiving this notice because additional information is needed regarding your unemployment insurance claim. In order to process your future benefit payments, we need to verify your identity. In accordance with Nebraska law, 219 NAC 2(004), you are directed to report one of the following documents:

- Driver's licenses or other state photo identity cards
- U.S. passport, or U.S. passport card
- DHS trusted traveler cards (Global Entry, NEXUS)
- U.S. Department of Defense ID, including IDs issued to active-duty military members
- Permanent resident card
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- U.S. Citizenship and Immigration Services Employment Authorization Card
- U.S. Merchant Mariner Credential

Failure to respond to this request for additional information within seven days of the date of this letter will result in denial of unemployment insurance benefits.

[When you have a digital copy of one of these documents ready click here to enter it into our secure portal.](#)

Failure to respond to this request for additional information within seven days of the date of this letter will result in the denial of unemployment insurance benefits.

[When you have a digital copy of one of these documents ready click here to enter it into our secure portal.](#)

Email sent from: NEworks.

Delete Reply Cancel

[Print Message]

Return to Message Center

NEworks Proof of Identity - Document Upload

Document Upload

* Please upload **at least one** of the following forms of identification to verify your identity. Select a type below to see examples of acceptable documents.

* Please ensure all text, bar codes and images are both clear and legible.

* If taking a photo of your document with a phone or tablet, take the picture with ample lighting, on a plain background, putting your camera's focus on the barcode itself. Do not take the picture at an angle and avoid reflections. The document must appear flat in the picture. [Examples](#)

* If emailing your image to yourself prior to uploading, do not reduce the size (e.g. use Actual Size).

* Maximum file size to upload is 10MB.

* Acceptable file types include: .pdf, .tif, .jpeg, .jpg, .png, .heic.

Select type

Select type

Select the File Type.

In this example, select **Drivers License**. Upload each side of the Drivers License as separate documents.

Document Upload

* Please upload **at least one** of the following forms of identification to verify your identity. Select a type below to see examples of acceptable documents.

* Please ensure all text, bar codes and images are both clear and legible.

* If taking a photo of your document with a phone or tablet, take the picture with ample lighting, on a plain background, putting your camera's focus on the barcode itself. Do not take the picture at an angle and avoid reflections. The document must appear flat in the picture. [Examples](#)

* If emailing your image to yourself prior to uploading, do not reduce the size (e.g. use Actual Size).

* Maximum file size to upload is 10MB.

* Acceptable file types include: .pdf, .tif, .jpeg, .jpg, .png, .heic.

Driver License

 Driver License or other state photo identity cards issued by Dept. of Motor Vehicles (or equivalent)

Card Front

 Card Back

Select type

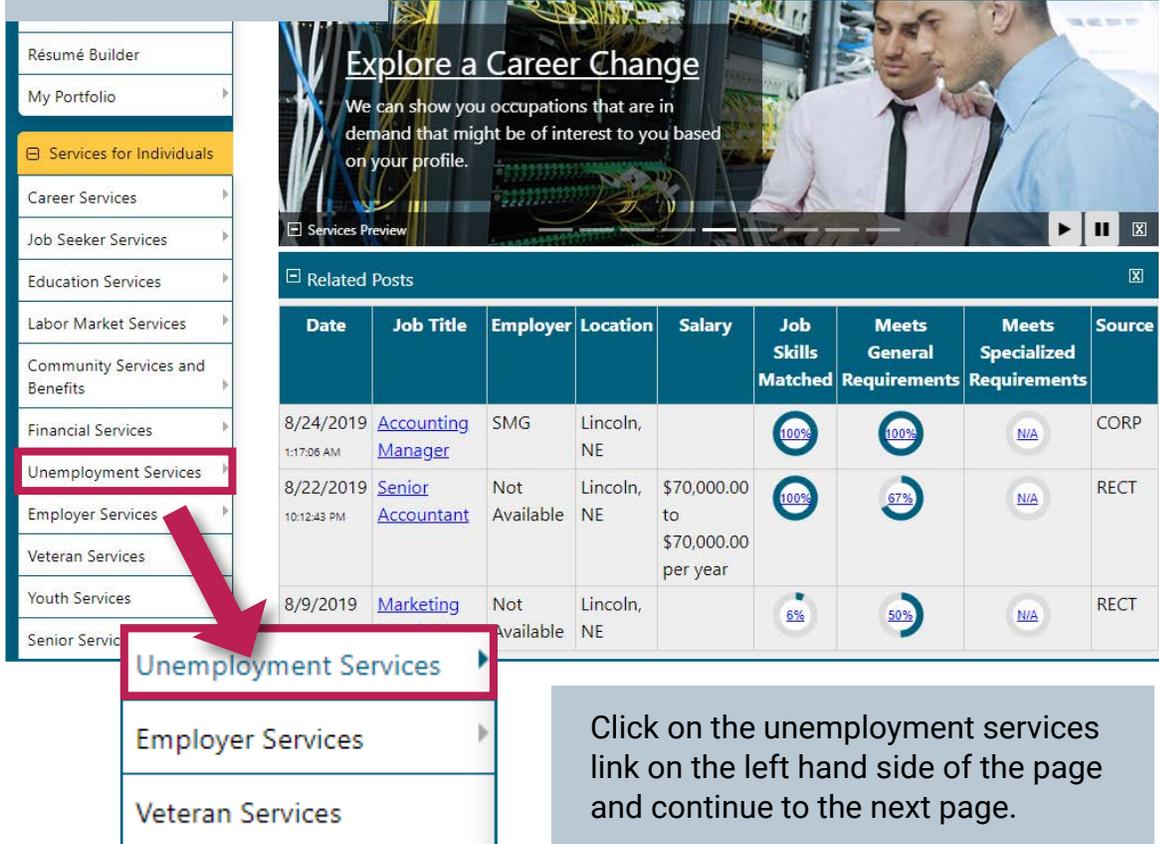
The documents will appear in the documents folder.

Document Name	Document Tags	Category	Modify Date	Expiration Date	Action
20210107_205916~2.jpg	Front Back Doc# 2	General	01/04/2022 10:31		View Review Edit Download Meta Data Delete
20210107_205857~2.jpg	Front Back Doc# 1	General	01/04/2022 10:31		View Review Edit Download Meta Data Delete
IssuelDentitVerification_IIIST1		General	01/03/2022		View Review

How to File Weekly Unemployment Claims on **NEworks.nebraska.gov**

The instructions that follow are for filing a weekly claim, sometimes referred to as a weekly certification. After you have filed a new claim, file a weekly claim for every week you are unemployed or your hours are reduced. It takes around 21 days to process a new claim. File weekly claims while your initial claim is processing.

Start by logging in with Username and Password.



Explore a Career Change
We can show you occupations that are in demand that might be of interest to you based on your profile.

Services Preview

Related Posts

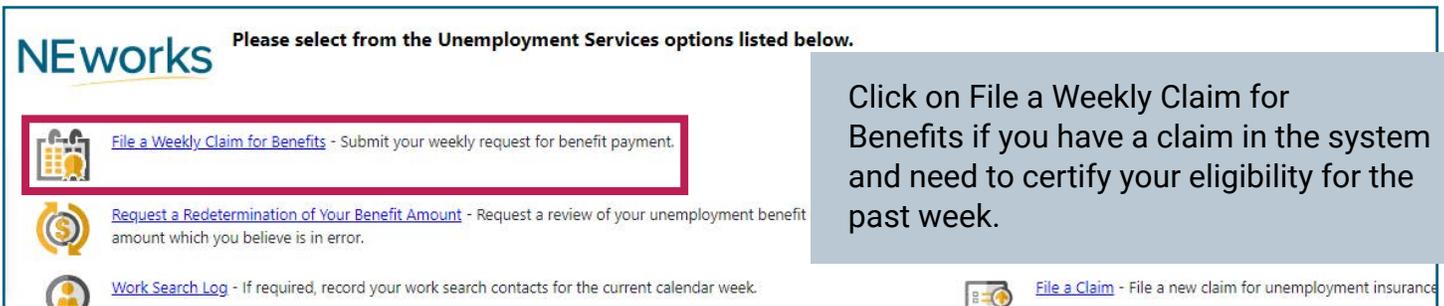
Date	Job Title	Employer	Location	Salary	Job Skills Matched	Meets General Requirements	Meets Specialized Requirements	Source
8/24/2019 1:17:06 AM	Accounting Manager	SMG	Lincoln, NE		100%	100%	N/A	CORP
8/22/2019 10:12:43 PM	Senior Accountant	Not Available	Lincoln, NE	\$70,000.00 to \$70,000.00 per year	100%	67%	N/A	RECT
8/9/2019	Marketing	Not Available	Lincoln, NE		6%	50%	N/A	RECT

Unemployment Services

Employer Services

Veteran Services

Click on the unemployment services link on the left hand side of the page and continue to the next page.



NEworks Please select from the Unemployment Services options listed below.

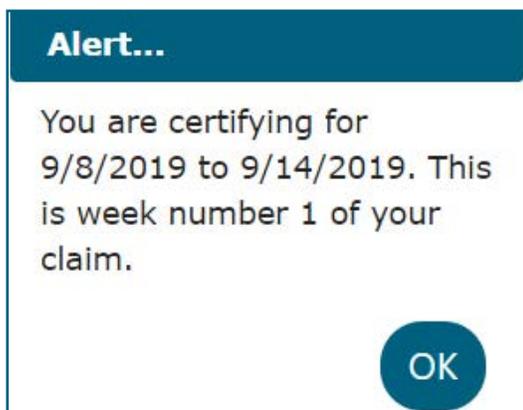
[File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.

[Request a Redetermination of Your Benefit Amount](#) - Request a review of your unemployment benefit amount which you believe is in error.

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

[File a Claim](#) - File a new claim for unemployment insurance

Click on File a Weekly Claim for Benefits if you have a claim in the system and need to certify your eligibility for the past week.



Alert...

You are certifying for 9/8/2019 to 9/14/2019. This is week number 1 of your claim.

OK

Make sure the information you are entering pertains to the week displayed here.

Entering Reemployment Activities

After you answer the weekly eligibility questions, you will be prompted to enter your reemployment activities for the week. Five reemployment activities must be completed each week, including two job applications.

Employer Information

* Employer: Knight Tim Inc
* Address of Record: 300 North 44Th #200
* Zip: 68503-3411
* City: Lincoln
* State: Nebraska

Contact Information

* Initial Contact Method: Using this web site
* 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 in the list, select it.

* Job Title: Carpenter

Job Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on you can search for an occupation using the search link.

Suggested occupation(s): Helpers--Carpenters
[Search for an occupation]

* Occupation Title: Helpers--Carpenters
* Occupation Code: 47301200

Application Information

* Your interest level for this job: Interested
* Did you contact this employer? Yes No
* First Contacted Employer Representative: 09/10/2019 Sun Mon Tues Wed Thu Fri Sat
Your current status for this job:
 Applied for Job
 Scheduled First Interview
 Attended First Interview
 Hired (Start Date)
 Not Hired or Refused Offer (Notify Date)
 Job Termination (Last Day)

09/10/2019 Sun Mon Tues Wed Thu Fri Sat
mm/dd/yyyy Sun Mon Tues Wed Thu Fri Sat

Additional Job Contacts

* Would you like to add additional contacts not listed above for the week beginning Sunday, September 8, 2019 and ending Saturday, September 14, 2019? Yes No

Note: You have only certified 1 employer contact. Failure to select at least 5 job contacts could result in denial of benefits.

<< Back Next >>

This is the first employer you applied with or contacted in the past week. You will repeat this process for every contact you made during the week.

Enter the method you used to contact the employer.

Enter the job title and choose a suggested occupation from the dropdown. Use the search bar to find an unlisted occupation.

Enter the dates of your job contacts.

Only check this box if you refused a job offer. This does not apply to cases where you did not receive an offer.

Additional Job Contacts

* Would you like to add additional contacts not listed above for the week beginning Sunday, September 8, 2019 and ending Saturday, September 14, 2019? Yes No

Note: You have only certified 1 employer contact. Failure to select at least 5 job contacts could result in denial of benefits.

<< Back Next >>

Click Yes if you have additional job contacts to add.

Claim Confirmation



Please read the information below.

When you have finished reviewing this information click the *Continue* button below.



Weekly Certification Confirmation

Thank you for submitting your weekly certification. To review or update claim information, please select the Unemployment Services link in this site to view your Unemployment Services dashboard. You can contact the Nebraska Claims Center at 402-458-2500 if you have questions.

Claim Status

Current Claim Data

Claim Number:	812533	Claim Effective Date:	9/6/2020
Claim Type:	New	Benefit Year End Date:	12/26/2020
Claim Status:	Regular Active	Payment Type:	Direct Deposit
Available Credits:	\$5,720.00	Weekly Benefit Amount:	\$440.00
Claim Benefit Balance:	\$3,080.00	Claim Under Review:	No
Claim Benefit Paid:	\$2,640.00	Unresolved Issues:	No
Federal Tax Withheld:	No	State Tax Withheld:	No

Claim Deductions

Federal Tax:	\$0.00	State Tax:	\$0.00
Child Support:	\$0.00		

Continue

Once you select Continue, you have completed your claim.

Exit Weekly Certification

Accessing Your Claim Status on NEworks.Nebraska.gov

To check the status of your claim, log into your NEworks account and go to Unemployment Services. Click on the Claim Summary outlined in Green below.

The screenshot shows the NEworks website dashboard. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. The main header area includes the NEworks logo and a welcome message: "Welcome to My Individual Workspace Claimants Name Appears Here". Below this, there are several menu items: "My Dashboard", "How We Can Help You", "Employment Strategy", "Directory of Services", and "My Resources". The main content area is divided into several sections:

- Unemployment Services** (highlighted with a red box):
 - [Unemployment Benefit Overview](#): Information about the Unemployment Benefit program.
 - [File or Manage a Claim](#): Access and view information regarding your claim.
 - [File for Weekly Benefits](#): File a weekly claim and certify eligibility.
 - [Claim Summary](#) (highlighted with a green box): View a summary of your unemployment benefits claim.
 - [More Unemployment Services](#)
- Financial Services**:
 - [Overall Budget Planning](#): Evaluate your monthly budget and explore potential sources of other income.
 - [Training Budget Planning](#): Evaluate training costs and determine if your budget fits the training plans.
 - [More Financial Services](#)
- Community Services And Benefits**:
 - [Programs and Services](#): Select this option to explore information about the various community services and benefit programs that are currently available to you.
- Current Month's Events**:
 - [Workshop/Training](#): 0
 - [Job Fair](#): 1
 - [Meetings](#): 0
 - [Rapid Response](#): 0
 - [Orientation](#): 0
 - [Employer Recruitment Event](#): 0
 - [Other Events](#): 0
- Career Services**:
 - [Career Explorer](#): Learn what career or type of job best suits you.
 - [Career Informer](#): Highlight a specific occupation and display detailed information about it.
 - [More Career Services](#)
- Need help or more information**:
 - [Assistance Center](#): Find the answers to your questions or issues.
 - [Learning Center](#): Watch self paced training videos and tutorials.
- My Calendar**: A calendar for October 2019 with a "Live Chat" button. The calendar shows dates from 29 to 12.

Scroll down to the Claim Details section to get the latest information about your claim, including your weekly benefit amount, claim effective date, and tax withholding status. Every claim will display “Yes” next to Unresolved Issue(s) as part of normal Nebraska Department of Labor (NDOL) claim processing. This should not be cause for alarm.

Claim Details

Below are the details of your current benefit claim. You may find more information by clicking the *More Information* link.

Claim #:	Claimant's Claim ID Shows Here	Claim Effective Date:	12/30/2018
Claim Type:	Additional	Benefit Year End Date:	12/28/2019
Claim Status:	Regular Active	Payment Type:	Direct Deposit
Available Credits:	\$5,141.00	Weekly Benefit Amount:	\$414.00
Claim Benefit Balance:	3485.00	Claim Under Review:	No
Claim Benefit Paid:	\$1,656.00	Unresolved Issues:	Yes
Federal Tax Withheld:	Yes	State Tax Withheld:	Yes

[\[More Information \]](#)

Claim Deductions

Federal Tax: \$0.00

State Tax: \$0.00

Over Payment: NA

Child Support:

City:	County:	State:
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↑

Choose the More Information link to display Claim Deductions.

For example:

- Federal and State Tax
- Overpayment Balance (if applicable)
- Child Support

Selecting Less Information will remove the Claim Deductions information.

[\[Less Information \]](#)