

Online Instructions: How to File a Weekly Claim

Filing Weekly Claims

1. Sign in to your account at NEworks.nebraska.gov.
2. In the menu on the left, under the “Services for Individuals” panel, find and click “Unemployment Services.”
3. In the dashboard, click on the first option on the page: “File a Weekly Claim for Benefits.”
4. On the “Weekly Certification Review” screen, click the blue button that says, “File Your Weekly certification to Continue Your Claim.”
5. A pop-up message will appear to confirm the week for which you are filing a claim. Click “OK.”
6. Read the “Explanation of Weekly Certification Process” and click “Next.”
7. Read the “Know the Rules” section explaining overpayments and fraud (see page 19 for more information). Click the checkbox indicating that you have read and understand the information, then click “Next.”
8. Review your Contact Information. If all is correct, click “Next.”
9. Answer all of the “Eligibility Review Questions,” then click “Next.”
 - a. If you did any work during the week, you must answer “Yes” to this question and provide information about your employer and your earnings. Remember that you must report earnings the week you worked, even if you won’t be paid until later.
10. In the next screen, review your answers and certify they are correct by checking the box at the bottom. Then click “Next.”
11. The “Weekly Certification Confirmation” screen will appear. Click “Exit Weekly Claim” to go back to the dashboard and log out.

Need more help?

Visit [our website](#) for step-by-step instructions on how to file weekly claims online.

You can also call the Nebraska Claims Center at 402-458-2500 to speak to a claims specialist.

What is a weekly claim? How do I file a weekly claim?

You must file weekly claims to get benefit payments

Each week that you are unemployed and want to get benefits, you must file a **weekly claim**. Submitting a request for weekly benefits and including requested information is known as “**filing a claim**.”

In the weekly claim, you will request benefit payments. You will also certify that you are still unemployed and meet all requirements to receive unemployment benefits. You can file weekly claims online in NEworks.

Prepare to file your weekly claim

Determine if you had any income that week.

Report any wages paid, or payable, to you while you are unemployed. This includes pay from workers' compensation, severance, or a pension, as well as income such as wages, tips, commission, and allowances for meals or lodging.

- You need to **report wages when filing your weekly claims**. You must report your **gross wages** (the total before taxes and other deductions). See Appendix D for a sample pay stub and instructions on how to calculate gross wages.
- You must **report wages during the week that you performed the work, even if you will not get payment for the work until later**.
- If there is ever a week that you earn more than your weekly benefit amount, you will not be eligible to get unemployment benefits that week.



Definition of Key Words

Weekly Claim: A request that you must submit each week you want to get benefit payments and to certify that you are still unemployed and meet all eligibility requirements.

Wages: Any wages paid or payable to you while you are unemployed. This includes pay from workers' compensation, severance, vacation, or a pension, as well as wages, tips, commission, or allowances from part-time or self employment.

Gross Wages: Total pay before taxes and other deductions are taken out.

File your weekly claim after each claim week is over.

You can file a weekly claim for benefits once the week is over. A claim week begins on Sunday and ends on Saturday. **You can file as early as Sunday for the prior week. You must file before the end of the week (Saturday)** for the previous week.

After that deadline, we will deny your weekly claim unless you can show that the late filing was for reasons beyond your control.

Pro Tip: Choose the same day each week to file weekly claims

Choose the same time every week to file your weekly claims, and file them as early as possible. The longer you wait to file a weekly claim, the longer your payment may be delayed.

See page 13 for an example of the initial four-week cycle after a claimant first applies. This example shows when you should file weekly claims based on the date you filed your initial claim and explains the waiting week.

File your weekly claims online.

You can file weekly claims online through NEworks. See Appendix E for detailed instructions on how to file weekly claims online.

Decisions on your weekly claim

If we deny your weekly claim, you will get a determination notice. The notice will be similar to the one you got for your initial claim application. The notice will explain:

- The reason for the denial.
- How to file an appeal if you disagree with the decision. See page 17 for details about appeals.

If we approve your weekly claim, it can take several business days to receive your payment. After your claim has been processed, you can view your weekly benefit amount in the Unemployment Services Claim Summary in NEworks.

Remember to start filing your weekly claims immediately.

The very first week after you apply is the waiting week. You must file a weekly claim for your waiting week even though you will not receive benefits for this week. Nebraska law requires the waiting week.

Keep in mind that **it can take us up to 3 weeks to review your initial application**. During this time, you should file weekly claims. If we approve your application, we may process multiple payments at the same time.

Initial Claim and Weekly Claim Timeline Example:

Jane lost her job on April 3. The earliest she can apply for unemployment benefits is on that same day.

Week 1: Jane applies for unemployment benefits on April 3. We consider Sunday, April 1 as the first day of Week 1 for the purpose of Jane's unemployment claim.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Jane loses her job. She submits her application.	4	5	6	7
This is Jane's waiting week.						

Week 2: Jane should start filing her weekly claims this week. She can file a claim for Week 1 as early as Sunday, April 8. Although Jane must file a weekly claim for Week 1, she will not get a benefit payment. Week 1 is her waiting week. The last day that Jane can file for Week 1 is Saturday, April 14 (7 days after the end of Week 1).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 First day Jane can file a weekly claim for Week 1.	9	10	11	12	13	14 Last day Jane can file a weekly claim for Week 1.
This is the first week for which Jane may get benefits.						

Week 3: Jane can file her weekly claim for Week 2 as early as Sunday, April 15. If she meets all eligibility requirements, she will receive payment for this week. Jane has until Saturday, April 21 to file for this week. If she does not, we will deny her claim for Week 2, and she will not get a benefit payment.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15 First day Jane can file a weekly claim for Week 2.	16	17	18	19	20	21 Last day Jane can file a weekly claim for Week 2.

Week 4: Jane can file a claim for Week 3 as early as Sunday, April 22. She has until Saturday, April 28 (7 days) to file for this week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22 First day Jane can file a weekly claim for Week 3.	23	24	25	26	27	28 Last day Jane can file a weekly claim for Week 3.