

# Maintaining My UI Eligibility

Use this quick-reference guide to help you remember what to do each week to continue receiving your UI benefit payments.



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## THREE SIMPLE STEPS EACH WEEK

### 1 Look for Work

**Remember:** To receive UI benefits, you must meet the state's work search requirements such as completing and submitting job applications to employers.

#### Make a Plan & Set a Goal

Each week, identify effective work search activities that lead to getting a new job.



#### Execute your Plan

- ✓ Complete work search activities
- ✓ Be able and available for work
- ✓ Register with <https://macc.workforcewv.org> and actively use our job matching website.

#### Document your Efforts

Keep a record of your work search activities. Be sure to document the "what, when, where, and with whom" as well as the results of each activity.

### 2 Complete Weekly Claim Certification

**Remember:** If you don't submit your claim for the prior week by the deadline, your benefit payment may be delayed or denied for that week!

#### When to File Your Weekly Claim

You must submit a claim before 5pm Friday for the prior week's activities, Sunday through Saturday.

#### How to File Your Weekly Claim

Online:

For fastest service, visit:

<https://uc.workforcewv.org/>

In Person:

Your nearest Local Office

If you realize you made a mistake on your weekly claim, contact WorkForce WV immediately.

### 3 Report Earnings

**Remember:** If you are working, you must report your **gross earnings** (earnings before tax and other deductions).

#### What Earnings to Report

Report **any money you earned** for any work you did, including full- or part-time employment, or odd jobs, and tips (even if you have not yet been paid).

#### When to Report Earnings

Report your gross earnings for the Sunday through Saturday week you **worked, NOT** the week you got paid.

I worked 10 hours last week at \$20 per hour, so I need to report \$200.

#### How to Calculate Gross Earnings

# of Hours Worked  
x Hourly Rate of Pay  
= Gross Earnings

