

REPORTING MY EARNINGS



Accuracy Matters!

Your employer tells WorkForce WV how much you are paid, so it is important to report your earnings accurately during weeks that you claim unemployment benefits.

Don't risk losing your UI benefits by reporting incorrect earnings! You may have to repay the money or face serious penalties.

Useful Tips



Report all your earnings every week if you work while claiming UI benefits, even if you only work part time.



Report the money you earn in the week that you work and earn it, not the week you get paid (unless it is the same).



Report your gross earnings (the amount you earn before taxes and other deductions are taken out), not your net earnings (your take-home pay).

The sample paystub below is for a two-week pay period ending August 14. If you make \$20 per hour and work 15 hours each week of the two-week pay period, your gross earnings for the week ending August 7 are \$300 (\$20 X 15 = \$300). Remember to report the \$300 in the week you worked and earned it.

Sample Paystub

REPORT MONEY EARNED IN THE WEEK YOU WORK AND EARN IT

NOT WHEN YOU GET THE CHECK

EMPLOYEE NAME: Ima Irnit

				PAY PERIOD August 1 – August 14		PAY DATE August 22
INCOME	RATE	HOURS	CURRENT EARNINGS	DEDUCTIONS	TOTAL	YTD TOTAL
REGULAR	\$20.00	30	\$600.00	FICA-MEDICARE	\$ 8.71	\$130.65
OVERTIME	\$30.00	0	\$ 0.00	FICA SOCIAL SECURITY	\$37.70	\$565.05
VACATION	\$20.00	0	\$ 0.00	FEDERAL TAX	\$40.15	\$602.25
BONUS		--	\$ 0.00	STATE TAX	\$26.05	\$390.75
YTD GROSS	YTD DEDUCTIONS		YTD NET PAY	CURRENT GROSS PAY	CURRENT DEDUCTIONS	NET PAY
\$1,800.00	\$ 337.83		\$1,464.99	\$ 600.00	\$ 112.61	\$ 488.33

REPORT GROSS EARNINGS PER WEEK, NOT PER PAY PERIOD



For more information about what affects your unemployment benefits, please read the claimant handbook or visit: <https://workforcewv.org/unemployment/resources-forms>

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