

WE ARE YOUR DOL



Department of Labor

# MAINTAINING MY UI ELIGIBILITY

## Three Simple Steps Each Week

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

### 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 AND SET A GOAL

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

#### EXECUTE YOUR PLAN

- Complete at least 3 work search activities
- Be able and available for work
- Register with [unemployment.labor.ny.gov/en-US/login](https://unemployment.labor.ny.gov/en-US/login) and actively use our jobmatching 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 midnight Saturday for the prior week's activities, Monday through Sunday.

#### HOW TO FILE YOUR WEEKLY CLAIM

- **Online:** For fastest service, apply at [unemployment.labor.ny.gov/en-US/login](https://unemployment.labor.ny.gov/en-US/login)
- **Phone:** (888)581-5812

### 3. REPORT ALL WORK

#### WHAT WORK TO REPORT

You must report all hours worked for each week you work when filing for UI benefits, including part-time or temporary work.

#### WHEN TO REPORT WORK

Report your hours worked for the Monday through Sunday week you worked, NOT the week you got paid.

#### HOW TO CALCULATE GROSS EARNINGS

Number of Hours Worked X Hourly Rate of Pay = Gross Earnings

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



View the UI Claimant Benefit Process Guide