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## Unemployment Insurance Benefits

Department of Workforce  
Development

## Topics of Discussion

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- UI Benefits
- Applying for Benefits (Initial Claim)
- Filing a Weekly Claim
- Basic Eligibility Requirements
- Miscellaneous
- Questions



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## UI Benefits

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Purpose: Bridge the gap between jobs when workers lose their job through no fault of their own.

100% Employer financed



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## UI Benefits: A Two-Step Process

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Step 1. File an initial claim to apply for benefits.

Step 2. File a weekly claim.



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## Step 1: Initial Claim (Apply)

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- File an initial claim during the first week you want to receive a payment or within 7 days of the end of that calendar week.
- File online at:  
[my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov)



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## Step 1: Initial Claim (Apply), cont.

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### **You will need the following:**

- Social Security number
- Driver's License number
- Work history, including employer's name, address, and start and end dates for the last 18 months (includes all full-time and part-time work)
- Username and password



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## After the initial claim is filed

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A monetary computation will be mailed to you. The computation is based on your past earnings.

- Benefit Year = 52 weeks
- Weekly Benefit Rate
  - 4% of high quarter wages
  - Maximum Weekly Benefit Rate = \$370
- Maximum Benefit Amount
  - The lesser of 26 weeks or 40% of base period wages



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## Waiting Week

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- There is a waiting week in Wisconsin.
- You will not receive a benefit payment for the first week that would typically be payable.
- You **MUST** file a weekly claim for this week or it will not be considered the waiting week.



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## Step 2: File Weekly Claim

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- File your weekly claim at: [my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov) after the week has ended. (Sunday is the earliest.)
- Weekly claim deadline = 14 days after week has ended.
- If a weekly claim is not filed within the 14 day deadline, your claim will de-activate and an initial claim will be required before weekly claims can be resumed.



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## Step 2: File Weekly Claim (cont.)

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- File a weekly claim for each week you want to receive payment.
- You will need to answer several questions about the week(s) you are claiming.



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## Able and Available for Work

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- Must be able to work and available for full-time (32 hours/week) work.
- If you have a medical restriction or are attending school, you may still be eligible.
- Any restrictions preventing you from working full-time will need to be reported to the department.



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## Work Search

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- Unless the requirement is waived, **FOUR** work searches are required each week.
- Submit the details of your work searches as the work searches are completed or on your weekly claim.
- If work searches are not submitted in advance, they will be required on the weekly claim.
- To submit work searches in advance, logon to [my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov) and choose "Enter Work Search Activity."



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## Refusing Work

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- Refusing work may affect eligibility.
- Must report work you have refused.
- The department will consider your reason for refusal.
- The department will also compare conditions of the offer to similar work to determine if refusing the offer was for good cause.



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## Did You Work?

- Report ALL work (full-time, part-time, temporary, etc.) even if you have not yet been paid.
  - You will be prompted to provide hours and wages.
- The “partial wage formula” determines if benefits are due and the amount payable.
- Refer to the “How to Apply and Eligibility Frequently Asked Questions” handout for an example of the partial wage formula.



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## Claiming Partial Benefits

- No benefits are payable for a week when:
  - total hours equal or exceed 32, including:
    - work performed, work that was missed, holiday, vacation, dismissal/termination or sick pay.
  - the combined total of wages, wages lost due to missed work, holiday, vacation, dismissal/termination, sick pay, bonus pay, or back pay exceed \$500.



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## Missed Work with Current Employer

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- If working and filing for partial benefits, report any work you miss, including days you weren't scheduled because you requested off.
- No benefits will be paid if you miss more than 16 hours of work in a week.



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## Separations

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- “During the week, did you have a separation from employment (other than a layoff due to lack of work)?”
- These separations will be investigated and may affect eligibility.



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## Other Types of Pay

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- Report sick pay and holiday pay in the week(s) the pay is for.
- Report bonus pay when it is paid.
- Vacation and dismissal pay are **only reportable if assigned/allocated** to a specific timeframe.
- Social Security **Disability** payments will disqualify you from receiving UI benefits.
- Social Security **Retirement** does not affect eligibility.



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## Self-Employment

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- Self-employment may affect eligibility if it interferes with your availability for full-time (32 hours/week) work or limits the shifts you are available for.
- Self-employed individuals must seek work outside of their self-employment.
- Self-employment income is not reported.



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## Commission Sales

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- Selling branded products such as Pampered Chef, Mary Kay, Avon, etc. does not normally meet the definition of self-employment under Wisconsin's unemployment law.
- Call for assistance if you sell products on a commission only basis. You will be advised how to report commissions on weekly claims.



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## Retirement Pay

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- Report retirement payment(s).
- Retirement payments include periodic (such as monthly) and lump sum payments from retirement plans, pensions, annuities, 401(k)'s, 403(b)'s, 457(b)'s, as well as Railroad Retirement Benefits.
- Retirement pay funded by a base period employer **reduces** UI weekly entitlement.
- Lump sum retirement payments, such as 401(k)'s, affect UI benefits for the week the payment is received, unless rolled over into another retirement plan within 60 days.



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## Temporary Help Agencies

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- Make sure you make it clear what type of work you will accept before you are hired.
- Follow the agency's requirements at the end of each assignment.
- When reporting work from a temporary help agency to UI, make sure to report the temporary agency that is paying you, not the client company where you work.



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## Approved Training Courses

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- All training funded by WIOA (Workforce Innovation Opportunity Act), TAA (Trade Adjustment Assistance), or other DWD programs is approved.
- Other types of training may be approved if it is full-time and vocational.
- When in approved training, the work search requirement is waived and the requirement to be available for full-time work is waived.



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## Registering with Wisconsin Job Service

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- You will be required to register with Job Service, even if working part-time.
- **Register online at:**  
<https://jobcenterofwisconsin.com/ui>
- **Full registration requires three steps:**
  - Set up an account via the secure login screen
  - Register for services (including SSN)
  - Complete a resume



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## Miscellaneous

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- Payment Options: Direct Deposit or Debit Card
- Child Support is withheld if there is a court order.



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## Miscellaneous (cont.)

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- UI payments are taxable income.
- You can have Federal (10%) and State (5%) taxes withheld.
- 1099G's are NOT mailed. Logon at [my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov) to get your copy.



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## Miscellaneous (cont.)

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- You are responsible for your UI claim.
- Don't share your credentials (username and password). You will be responsible for any false/inaccurate information that is provided.
- Answer questions on your claim truthfully.
- There are penalties for filing false claims.
- Don't ask friends, relatives, co-workers, etc. questions regarding UI benefits - Ask UI!



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## Miscellaneous (cont.)

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- An online automated inquiry system is available for your convenience.
- Logon to find out:
  - When last payment was made
  - Amount of payment
  - Remaining benefit amount
  - Start/end date of your claim
  - Status of pending eligibility issues or appeals



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## Need Help? Questions?

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- Go to: <https://dwd.wisconsin.gov/UI/>
- Refer to the “UNEMPLOYMENT BENEFITS: How to Apply and Eligibility Frequently Asked Questions” handout for additional information.



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