



Helping employers strategize, not downsize

How to Restart Your Claim (Additional Claim)

Additional Claims

- Frances is intended to look and feel the same as much as possible regardless of the program (Regular UI claim, Work Share, SEA, etc.), therefore some items will seem new and odd to claimants
- Additional Claims are a requirement when there is a break in claiming (weeks have not been claimed)
- "Additional Claims" are not something familiar to Work Share employees, but will be a part of the new claiming process



Additional Claims?

- When a claimant establishes their claim, they must meet these two criteria:
 - Have sufficient work history over the previous 5 completed quarters to support a claim
 - Unemployment situation created through no fault of their own (i.e. did not voluntarily quit, not fired due to violation of policy, etc.)
- If those criteria are met, the unemployment insurance claim that is established will be assessed against the employer who is responsible for the unemployment condition



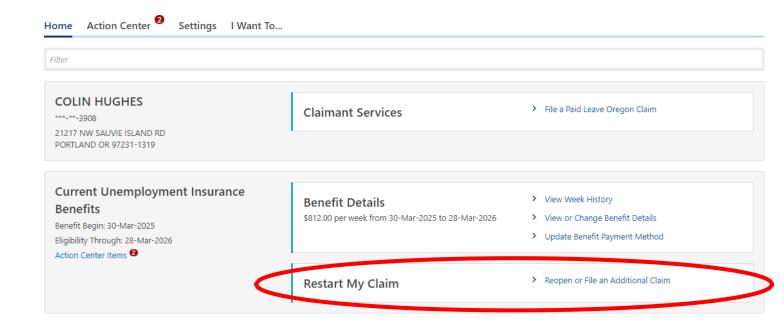
Why are there Additional Claims?

- If a claimant stops claiming, the assumption is that is due to the claimant returning to work or being hired by a new employer
- If the claimant then resumes claiming, then an assessment is needed to determine:
 - if the claimant is again out of work through no fault of their own
 - And who the employer is that is responsible for the unemployment
- The Additional Claim collects the information to determine if the claimant is still permitted to claim weekly benefits and who is the employer to be assessed for those benefits



When the claimant has logged in and views the "Current Unemployment Benefits", if the tile does not reflect an opportunity to file a weekly claim, an Additional Claim is required to allow the claimant to resume submitting weekly claims again.

To file the Additional Claim, click "Reopen or File an Additional Claim"

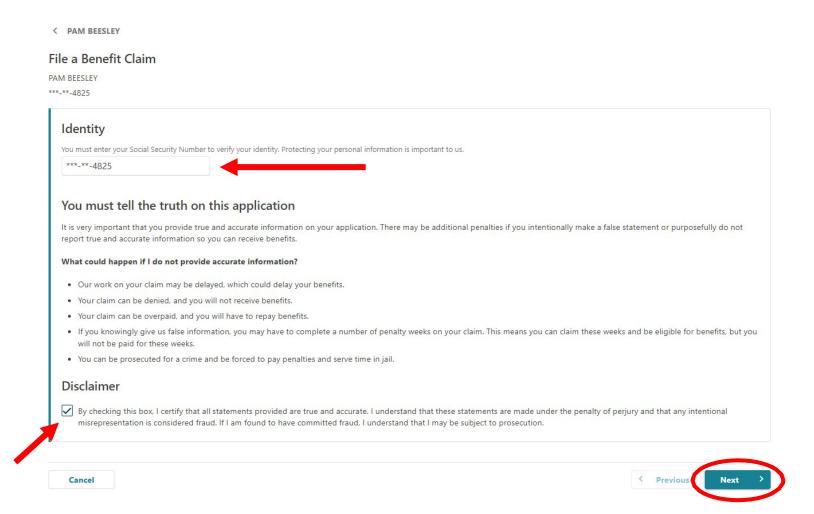




Claimant will need to verify their identity by entering their SSN.

A disclaimer is included detailing the need for truthful and accurate information. Upon agreeing to these statements, click on the check box under "Disclaimer".

Click "Next" to continue.





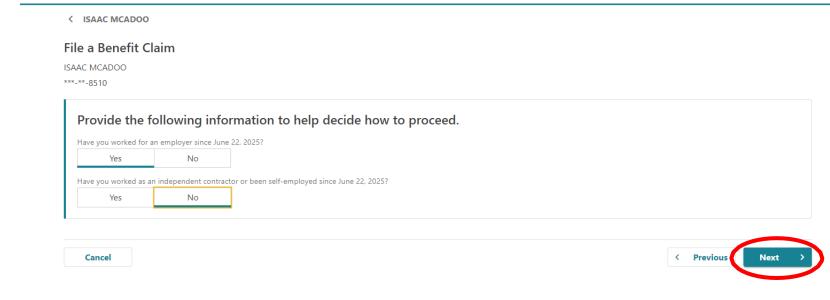
The Additional Claim is seeking information about any employment during the period that was not claimed.

Work Share claimants should answer "Yes" to working for an employer during the period that was not claimed.

Work Share claimants should answer "No" to working as an independent contractor or self-employment during the period that was not claimed as that would not be relevant to their Work Share claim.

Click "Next" to continue.

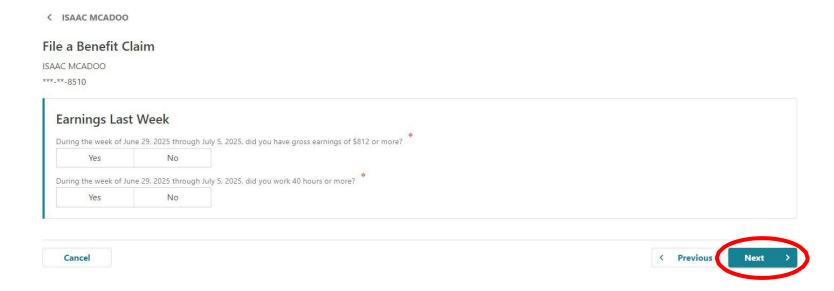




The Additional Claim is seeking information about any employment during the period that was not claimed.

Work Share claimants should answer the questions as applicable to their situation.

Click "Next" to continue.



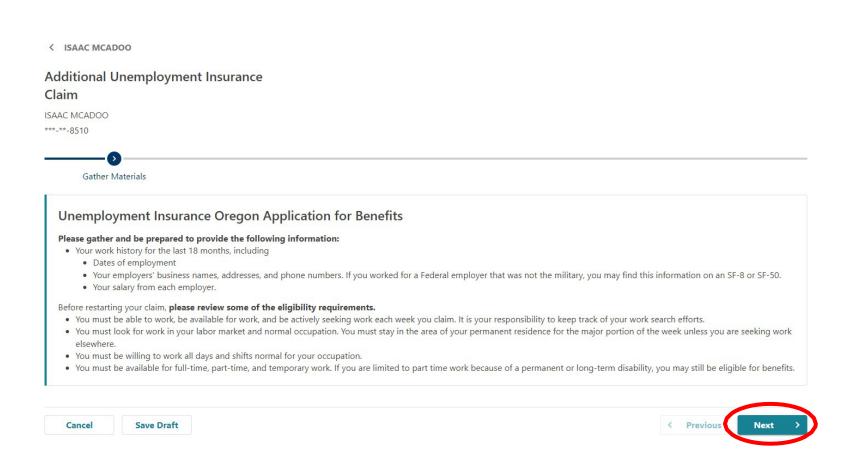


This screen details the information needed to complete the Additional Claim including:

- Employer names
- Employer addresses
- Employer phone numbers
- Start and end dates of your employment for each employer
- Any self-employment
- If electing for direct deposit, bank account and routing numbers are needed

When ready to continue, click "Next"



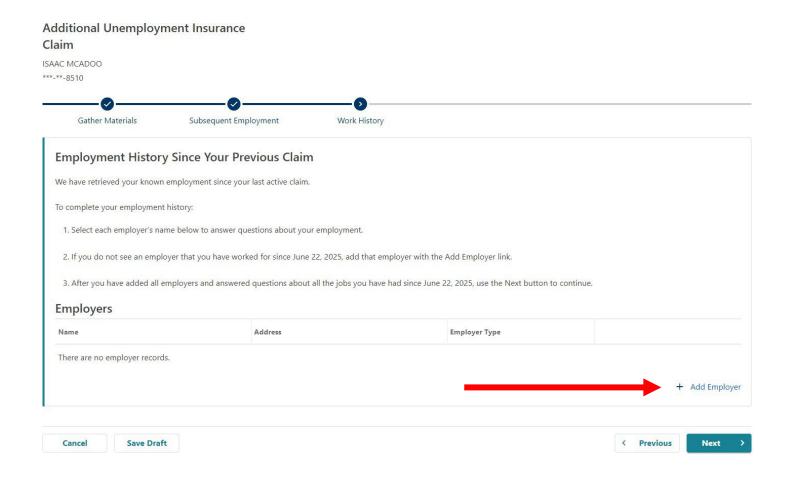


All employment history during the period that was not claimed must be accounted for.

Enter employment history by clicking "+ Add Employer" to identify an employer.

This process is to be repeated until all employers during the applicable time period are identified.

This process will be very similar to the process used for filing an Initial Claim.

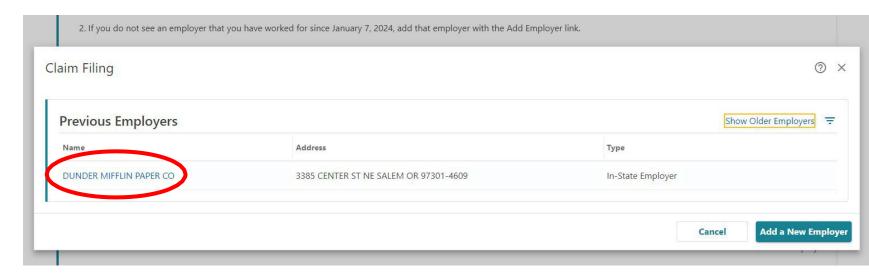




If available, a list of previous and/or current employers will appear. Select the employer by clicking on the employer's name.

If the employer is listed, skip the next three pages or <u>click here</u> to continue the tutorial.

If an employer is not listed, follow the next three pages to add the employer manually.

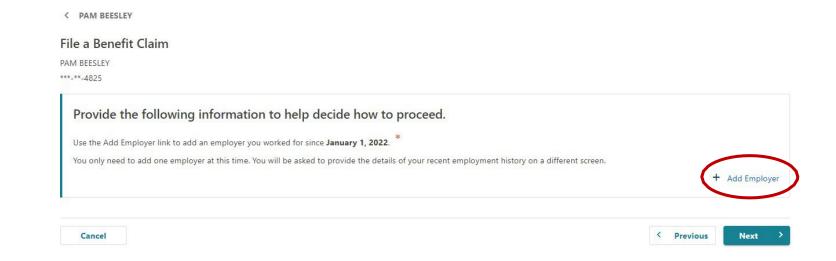




Manually Add Employer

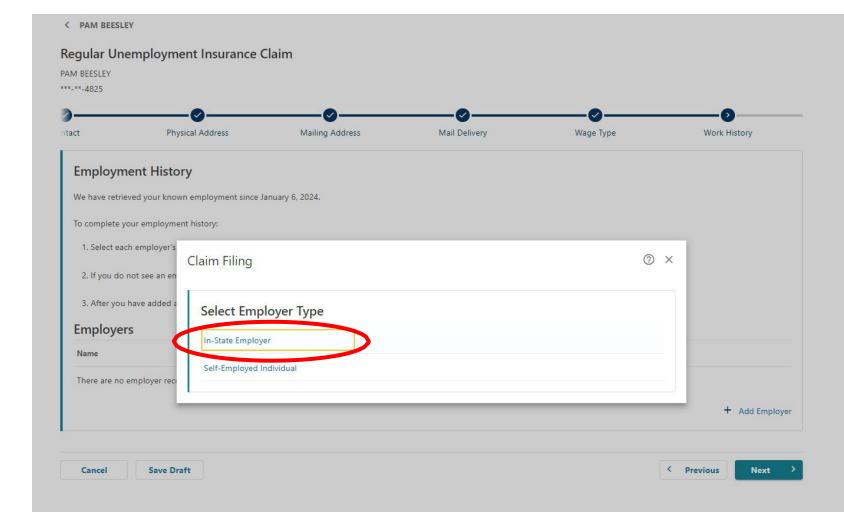
If no previous employers were available, the screen will prompt the claimant to add an employer.

Click "+ Add Employer" to add the employer to the claim.





Select the Employer Type as "In-State Employer".





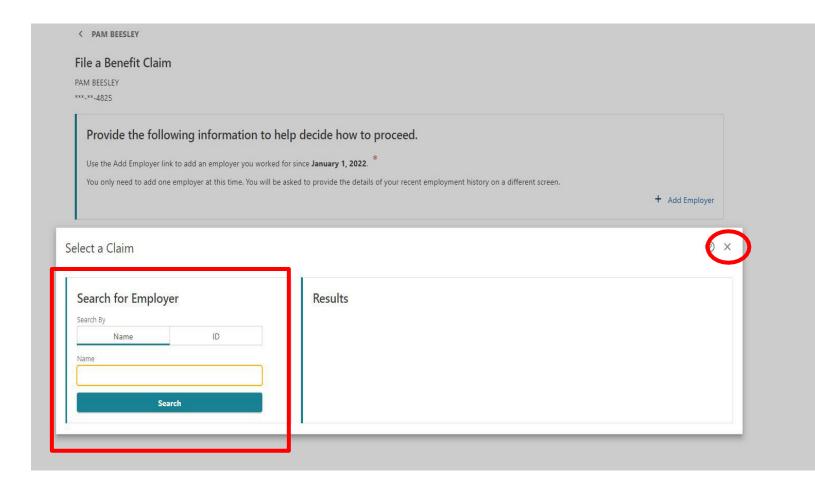
Identifying the employer can be done by either providing an Employer's FEIN or BIN or by searching for the Employer by name. The most accurate method is by providing the BIN or FEIN.

The employer's FEIN or BIN can be found on a paystub or W-2. To choose this option, click on "ID", enter the number in the text box and click "Search"

If using the Employer name, be aware there may be several employers with similar names. Please ensure the correct Employer name is selected. To choose this option, click on "Name", enter the name in the text box and click "Search".

Click the "X" in the upper right corner when complete.





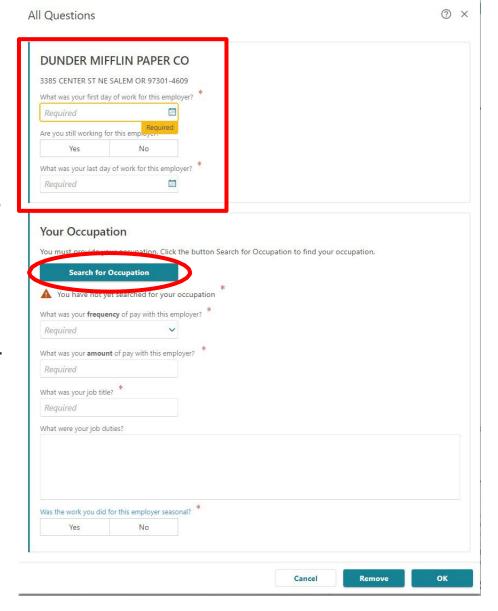
Provide employment history details concerning the Employer.

Provide the first day worked for the employer.

For the Work Share Employer, ensure that the claimant has indicated they are still working for the employer.

For the Work Share Employer, enter the current date for "What was the last day of work for this employer". For non-Work Share Employers, indicate the actual last day worked.

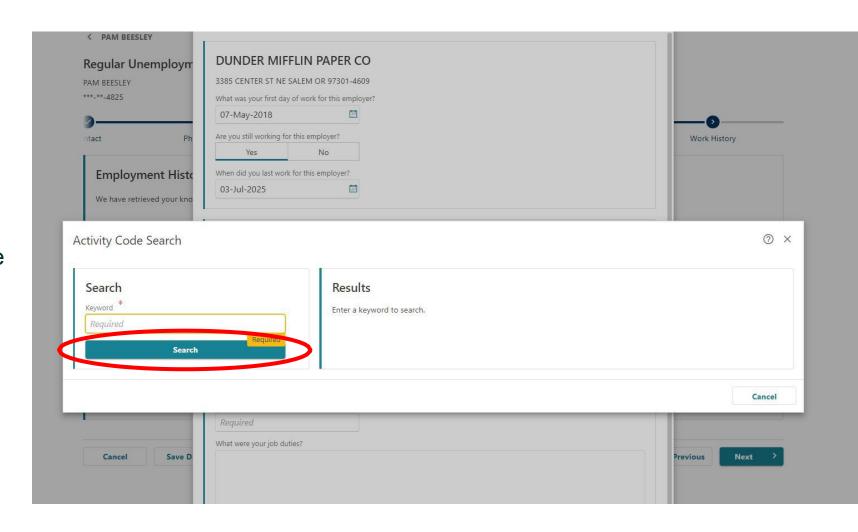
Select "Search for Occupation" to provide information concerning the occupation held with the employer.





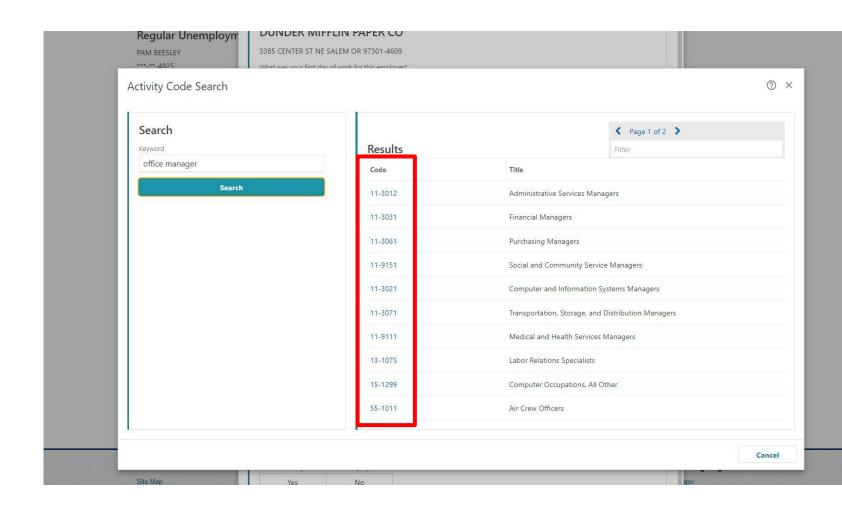
Using a keyword search, type in the job title or industry standard equivalent of the position held with the Employer.

Click "Search" to bring up a list of possible matches



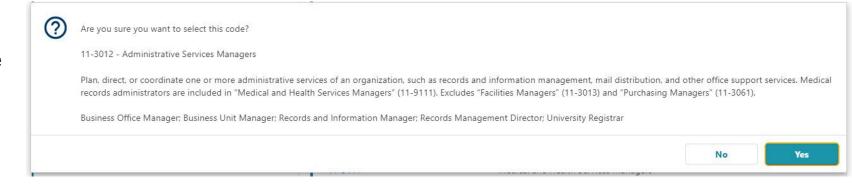


Select the best match from the list by clicking on the "Code" next the most appropriate title





This screen will pop up to give some details about the code selected. If the code selected is not a good match, click "No" to try again. If the code is correct, click "Yes" to continue.



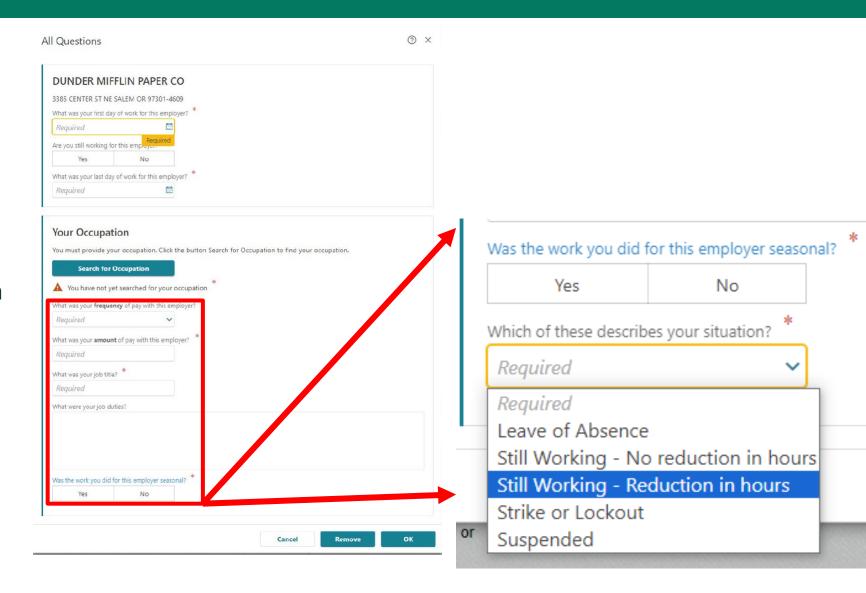


Continuing providing information about this employer, frequency and amount of pay is needed.

Provide the Job Title held with the employer and provide a description of the duties of this position.

Identify if the work performed was on a seasonal basis.

The following question asks for the situation of employment. For the Work Share Employer, claimants should indicate "Still Working – Reduction in hours" as their situation.

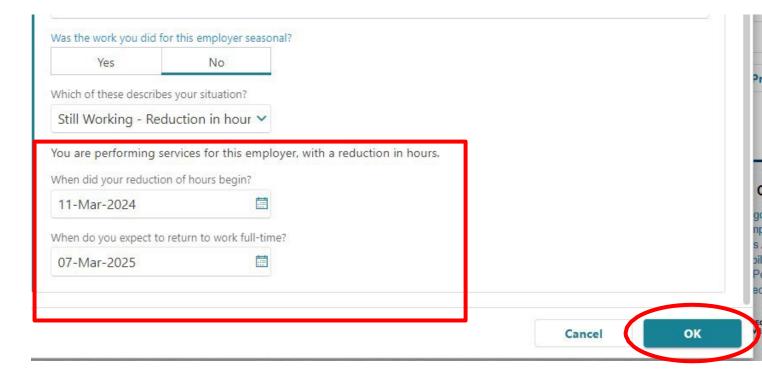




After providing the description of "Still Working – Reduction in hours", new questions will appear.

"When did your reduction of hours begin?"
This question is relevant to the condition that drove the creation of this unemployment claim. Work Share claims are established due to a possible reduction in hours so that condition is current. The current date should be entered.

"When do you expect to return to work full-time?" This question is relevant to the period the condition may apply to. For the Work Share claim, the claim will be valid for 52 weeks so the best date to enter is 52 weeks or one year from the current date.



Click "OK" to continue



After being added, the employer appears under the heading "Employers".

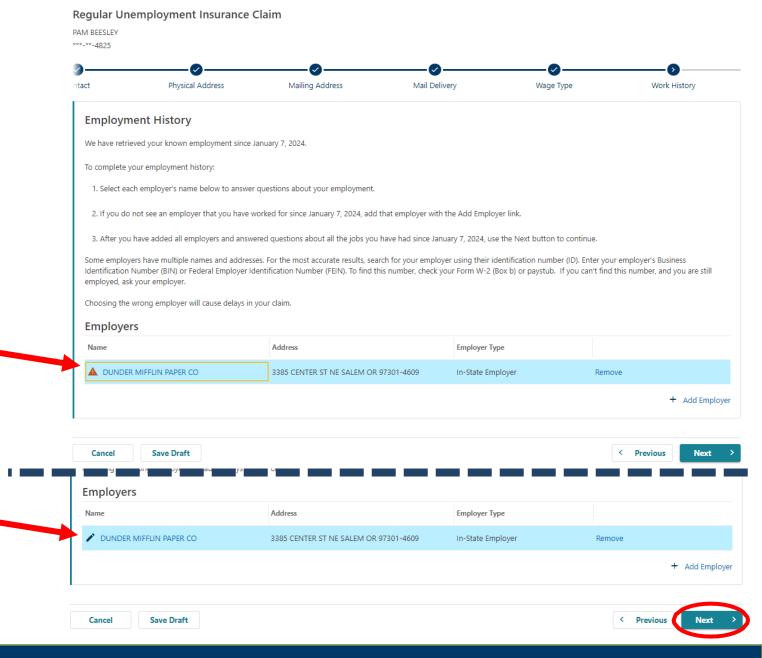
If a triangle is next to the employer's, it indicates that information is still needed about that employer. To correct this error, click on the employer's name to return to the questions and complete the form.

If no error is present, a "pencil" icon will be present next to the employer name.

If additional employers are to be provided, repeat the previous add employer steps. You can <u>click here</u> to go back to that process to add additional employers.

If all employers have been provided, select "Next" to continue.

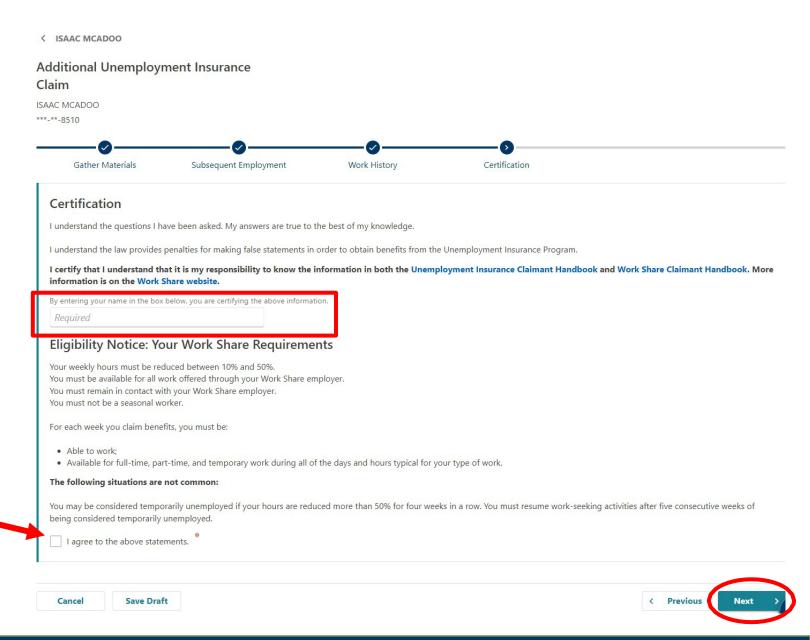




The claimant must read and agree to the Certification statements by entering their name in the box provided.

Additionally, they must read and agree to the Work Share requirements by clicking the checkbox provided.

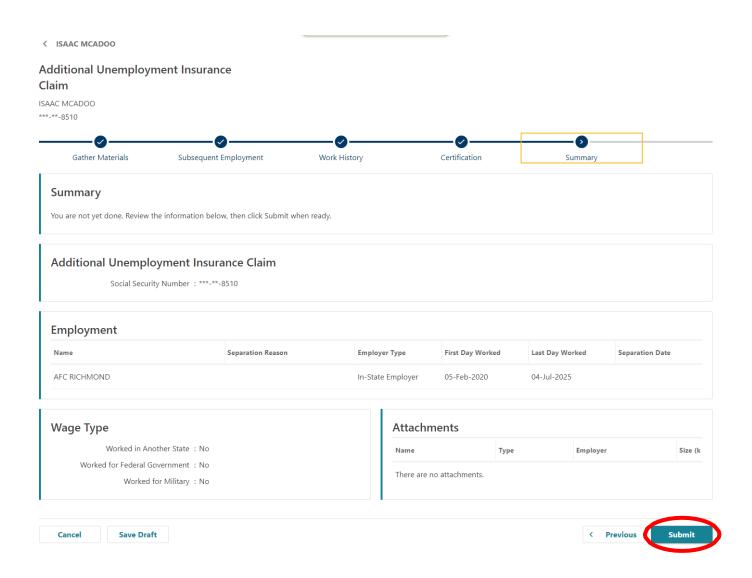
Once selected, click on "Next" to continue





A Summary is provided for review of Additional Claim information provided.

When ready to submit the Additional Claim, click "Submit"







After completing the Additional Claim process, the weekly claim will reflect "Ready to File".

"File Now" can be selected to <u>submit a</u> <u>weekly claim</u>.

