

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.



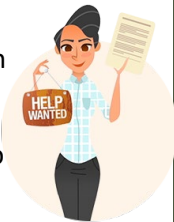
THREE SIMPLE STEPS EACH WEEK

1 Look for Work

Remember: To receive weekly benefits, you must meet the eligibility requirements. You are responsible for knowing what is required of you while you are claiming benefits. If you have any questions or doubts, it is important that you call 1-800-593-7660 and speak with an Unemployment Program Representative.

Make a Plan & Set a Goal

Identify what kind of work search you need to do based on your work experience as well as work you have training or education to do.



Execute your Plan

- ✓ Complete at least 1 work search activity
- ✓ Be able and available for work
- ✓ Register with Maine JobLink at <https://joblink.maine.gov/>
- ✓ To locate the CareerCenter nearest you, please call 1-888-457-8883 or visit www.mainecareercenter.gov

Document your Efforts

You must make an active and sustained effort to seek work each week and keep verifiable documentation of “what, when, where and with whom” and the outcome.

2 File Weekly Claim

Remember: You can file your weekly claim via the Internet or by telephone if you have an active claim. 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! If you do not file your claim for 2 weeks in a row you will be required to reopen your claim.

When to File Your Weekly Claim

You may file your claim for the week that has just ended and/or the previous week **any time** after 12:01 a.m. Sunday morning.

How to File Your Weekly Claim

If you file by our automated phone system, you will need to provide your PIN number.

You can file

By Phone or Online

1-800-593-7660

www.maine.gov/reemploye

If you realize you made a mistake on your weekly claim, contact us at 1-800-593-7660 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

