

# Instruction Guide for Claimants

## Proof of Employment



# Step-by-Step Instructions

# Welcome!

You should have received correspondence from the Maine Dept. of Labor asking you to provide Proof of Employment. This correspondence provides you with a list of acceptable documentation you may upload and clarifies whether you have 21 days or 90 days to respond.

This tutorial will provide you with step-by-step instructions of how to upload the requested documentation through your ReEmployME account.

The steps provided are the same for all individuals who have applied for PUA, whether you are a self-employed person or work for an employer.

# Step 1: Claimant will receive a Request for Proof of Employment with either a 21-day or 90-day deadline.

	<b>MAINE DEPARTMENT OF LABOR</b> Bureau of Unemployment Compensation <b>Pandemic Unemployment Assistance</b> <b>Proof of Employment Request</b>	
Date Mailed: 03/12/2021		
<b>CLAIMANT INFORMATION</b>		
Claimant Name <input style="width: 80%;" type="text"/>	SSN: ***-**-**** <input style="width: 40%;" type="text"/>	
Claimant Address: <input style="width: 95%;" type="text"/>	Benefit year: 01/01/2020	
AUGUSTA , ME , 04330		
<b>NOTICE INFORMATION</b>		
<p><b>What is this notice for?</b></p> <p>This notice informs you of the process required to submit documentation to confirm your employment or self-employment.</p>		

	<b>MAINE DEPARTMENT OF LABOR</b> Bureau of Unemployment Compensation <b>Pandemic Unemployment Assistance</b> <b>Proof of Employment Request</b>									
<p><b>What are acceptable forms of documentation?</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Documentation: Employment</th> <th style="width: 25%;">Documentation: Self-Employment</th> <th style="width: 25%;">Documentation: Planned Commencement of Employment</th> <th style="width: 25%;">Documentation: Planned Commencement of Self-Employment</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Paycheck stub</li> <li>W-2 Form</li> <li>Earnings and leave statement with employer's name and address</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>State or Federal employment identification number</li> <li>Business license</li> <li>Tax returns</li> <li>Business receipts</li> <li>Signed affidavits from persons verifying your self-employment</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Letters offering employment</li> <li>Statements or affidavits verifying an offer of employment by individuals with name and contact information included</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Business license</li> <li>State or Federal employment identification number</li> <li>Written business plan</li> <li>Lease agreement</li> </ul> </td> </tr> </tbody> </table>			Documentation: Employment	Documentation: Self-Employment	Documentation: Planned Commencement of Employment	Documentation: Planned Commencement of Self-Employment	<ul style="list-style-type: none"> <li>Paycheck stub</li> <li>W-2 Form</li> <li>Earnings and leave statement with employer's name and address</li> </ul>	<ul style="list-style-type: none"> <li>State or Federal employment identification number</li> <li>Business license</li> <li>Tax returns</li> <li>Business receipts</li> <li>Signed affidavits from persons verifying your self-employment</li> </ul>	<ul style="list-style-type: none"> <li>Letters offering employment</li> <li>Statements or affidavits verifying an offer of employment by individuals with name and contact information included</li> </ul>	<ul style="list-style-type: none"> <li>Business license</li> <li>State or Federal employment identification number</li> <li>Written business plan</li> <li>Lease agreement</li> </ul>
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<p>Accepted document formats are: Adobe (.pdf), Microsoft Word (.doc, .docx), or image files (.gif, .jpg, .jpeg, .png, or .bmp). The maximum size for each document is 1 MB.</p>										

## Step 2: Login to ReEmployME.

- Enter [www.maine.gov/reemployme](http://www.maine.gov/reemployme) into your web browser

Welcome LOGIN-001

### Employer Services

- [Create ReEmployME Portal Account – Employer or PEO](#)
- [Create a ReEmployME Portal Account – Third Party Agent or Payroll Provider](#)
- [Register a New Business](#)
- [Update BIA Information](#)
- [Add Federal Identification Number \(FEIN\)](#)
- [Enroll in SIDES E-Response](#)
- [Upload Documents for Remote Audit](#)
- **[Employer Login](#)**

### Claimant Services

- [Create ReEmployME Account](#)
- [File a Claim](#)
- [File Weekly Claim](#)
- [Upload Documents for Identity Verification](#)
- [Identity Verification with ID.me](#)
- [LWA Quick Access](#)
- [Work Search Online Interview](#)
- **[Claimant Login](#)**

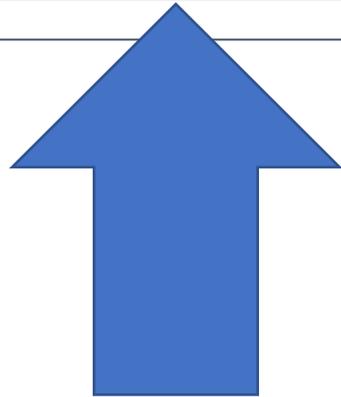


**[BUC Staff Login](#)**

# Step 3: Select Provide PUA Proof of Employment

Welcome  [Home](#) | [Log out](#)

<a href="#">Unemployment Claim</a> ▾	<a href="#">Weekly Claim</a> ▾	<a href="#">Update Address</a>	<a href="#">Benefit Maintenance</a> ▾	<a href="#">Inquiry</a> ▾	<a href="#">Correspondences</a> ▾	<a href="#">File Appeal</a> ▾	<a href="#">View &amp; Print 1099</a> ▾
<a href="#">Provide PUA Proof of Earnings</a>	<a href="#">Provide PUA Proof of Employment</a>	<a href="#">MEUC Application</a> ▾	<a href="#">Identity Verification with ID.me</a>	<a href="#">PUA Identity Documents</a> ▾	<a href="#">Online Interview</a> ▾		



# Step 4: Select the link to start the upload process.

CIN-214

## PUA Proof of Employment

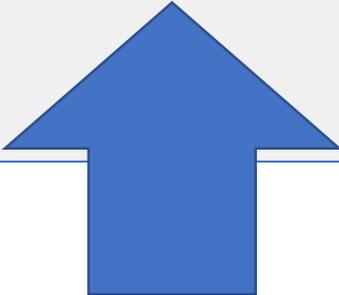
SSN \*\*\*\_\*\*  Claimant Name

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**Click below link to provide proof of employment for tax year 2019.**

[Provide your Proof of Employment for Tax year 2019](#)

Home



# Step 5: Answer required question(s).

CIN-216

### Add PUA Proof of Employment

\* Required Information

SSN \*\*\*\_\*:  Claimant Name

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1. \* Self Employed?  Yes  No





CIN-216

### Add PUA Proof of Employment

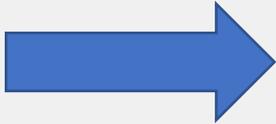
\* Required Information

SSN \*\*\*\_\*:  Claimant Name

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1. \* Business Name

2. \* Business Address





# Step 6: Select the type of document to be uploaded.

CIN-216

## Add PUA Proof of Employment

\* Required Information

SSN  Claimant Name

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**Below are the acceptable forms of documentation:**

*Self-Employment:*

- State or Federal employment identification number
- Business license
- Tax returns
- Business receipts
- Signed affidavits from persons verifying your self-employment

*Planned Commencement of Self-Employment:*

- Business license
- State or Federal employment identification number
- Written business plan
- Lease agreement

1. \* Document Type

2. Other Document Type

3. \* Upload 2019 employment documentation:  
(Allowable file formats: PDF, DOC, DOCX, GIF, JPG, JPEG, PNG and BMP.  
The maximum size for each document is 1 MB.)

*If you own multiple businesses and file more than one schedule, you must upload each schedule separately. You can add proof of employment for an additional employer after submitting this information.*



# Step 7: Click “Browse” and select the document and click “Upload.”

CIN-216

## Add PUA Proof of Employment

\* Required Information

SSN \*\*\*-\*\*-\*\*\*\* Claimant Name \_\_\_\_\_

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**Below are the acceptable forms of documentation:**

*Self-Employment:*

- State or Federal employment identification number
- Business license
- Tax returns
- Business receipts
- Signed affidavits from persons verifying your self-employment

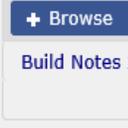
*Planned Commencement of Self-Employment:*

- Business license
- State or Federal employment identification number
- Written business plan
- Lease agreement

1. \* Document Type

2. Other Document Type

3. \* Upload 2019 employment documentation:  
(Allowable file formats: PDF, DOC, DOCX, GIF, JPG, JPEG, PNG and BMP.  
The maximum size for each document is 1 MB.)

Build Notes 2-25-2021 (002)\_P1.docx



*If you own multiple businesses and file more than one schedule, you must upload each schedule separately. You can add proof of employment for an additional employer after submitting this information.*



Step 8: For additional employment proof, click on the link.  
Otherwise, click submit.

CIV-214

### PUA Proof of Employment

SSN  Claimant Name

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**Thank you for submitting your Proof of Employment.**

**You can provide the additional proof of employment by clicking below link.**

**If you don't have any other employment proof to submit, then click on *Submit*.**

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2019 Proof of Employment
test	test	Yes	Business receipts	<a href="#">View</a>

[Provide additional Proof of Employment for Tax year 2019](#)

[Home](#)   [Submit](#)

# Step 9: Last screen you will see.

CIN-214

## PUA Proof of Employment

SSN \*\*\*-\*\*- Claimant Name

Thank you for submitting your Proof of Employment.

This review is a manual process and may take several weeks to process.

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2019 Proof of Employment
test	test	Yes	Business receipts	<a href="#">View</a>



Home

# Step 10: Inquiry (documentation approved)

Unemployment Claim ▾ Weekly Claim ▾ Update Address Benefit Maintenance ▾ Inquiry ▾ Correspondences ▾ File Appeal ▾ View & Print 1099 ▾

Provide PUA Proof of Earnings Provide PUA Proof of Employment MEUC Application ▾ Identity Verification with ID.me PUA Identity Documents ▾ Online Interview ▾

CIN-214

## PUA Proof of Employment

SSN \*\*\*-\*\*-\*\*\*\* Claimant Name \_\_\_\_\_

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**We have been able to verify your employment information.**

You do not need to take any further action to provide Proof of Employment.

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2020 Proof of Employment
test	test	Yes	Other - test	<a href="#">View</a>

[Home](#)

# Step 10: Inquiry (documentation rejected)

Unemployment Claim ▾ Weekly Claim ▾ Update Address Benefit Maintenance ▾ Inquiry ▾ Correspondences ▾ File Appeal ▾ View & Print 1099 ▾

Provide PUA Proof of Earnings Provide PUA Proof of Employment MEUC Application ▾ Identity Verification with ID.me PUA Identity Documents ▾ Online Interview ▾

CIN-214

## PUA Proof of Employment

SSN  Claimant Name

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**Your Proof of Employment Documentation has been rejected.**

Employer/Business Name	Employer/Business Address	Self Employed?	Document Type	2020 Proof of Employment	Comments
test	test	Yes	Lease agreement	<a href="#">View</a>	

[Home](#)

After the documentation you have submitted has been reviewed by the Department you will receive correspondence from the Department, by regular postal mail, letting you know whether your documentation has been approved.

**Thank you.**

If you have any questions, please contact our call center to speak with an Eligibility Agent. Our phone number is 1-800-593-7660.

