

# Instruction Guide for Claimants

Weekly Claim Filing:  
Did Perform Work & Employee Status Screens

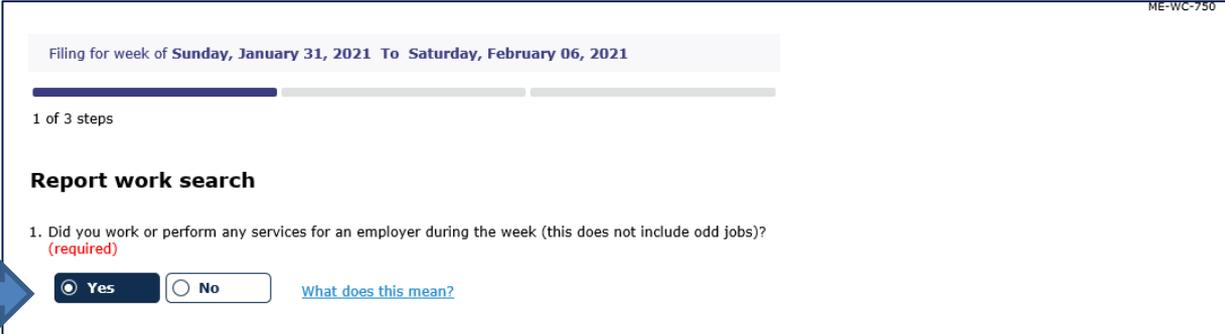


3/1/2021



# Did Perform Work Screens

If you answer **Yes** to performing services for an employer during the week –



ME-WC-750

Filing for week of Sunday, January 31, 2021 To Saturday, February 06, 2021

1 of 3 steps

**Report work search**

1. Did you work or perform any services for an employer during the week (this does not include odd jobs)?  
(required)

Yes  No [What does this mean?](#)

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Did Perform Work** portion of your weekly claim.

## Did Perform Work Screens

- After you answer Yes to question 1 – question 2 will display.

Filing for week of **Sunday, January 31, 2021 To Saturday, February 06, 2021**

1 of 3 steps

### Report work search

1. Did you work or perform any services for an employer during the week (this does not include odd jobs)? **(required)**

**Yes**  **No** [What does this mean?](#)

2. Are you working part-time or full-time? **(required)**

**Full Time**  **Part Time** [What does this mean?](#)

## Did Perform Work Screens

- If you answer Part Time to question 2 – your summary will show **Yes** for item 3, that you were working **Part Time**.

2. Are you working part-time or full-time? (required)

Full Time

Part Time

[What does this mean?](#)

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Filing for week of **Sunday, January 31, 2021** To **Saturday, February 06, 2021**

1 of 3 steps

### Summary of work search responses

Here are your work search responses for the week. Please review your answer and remember that **providing false information is punishable by law. If you do not actively look for work as directed by MDOL, you may not be eligible for benefits that week.**

1. **No**, I was not in a medical quarantine or isolation in response to an actual or potential COVID-19 exposure.

2. **No**, I was not self-employed before I applied for unemployment benefits.

3. **Yes**, I did work or perform services for an employer during the week (this does not include odd jobs).

I was working **Part Time**

4. **No**, I do not have additional Work Search related activities to report for the week.

Edit My Responses

Save & Continue

# Did Perform Work Screens

- You will then be able to select **Start Weekly Certification** and complete your Weekly Claim.

Filing for week of **Sunday, January 31 To Saturday, February 06**

## Filing a weekly claim: step by step



### Report work search

Thank you for recording your Work Search, please continue on to the next steps and complete your Weekly Claim.

Currently, having a Part-Time job fulfills your work search requirement. You do not need to complete additional work search related activities.

2

### Certify eligibility & report earnings

The weekly certification confirms eligibility including, but not limited to, that you were able and available to work and is where you must report any earnings.

Save & Exit

Start Weekly Certification

3

### Review & submit your weekly claim

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## Did Perform Work Screens

- If you answer Part Time to question 2 – your summary will show **Yes** for item 3, that you were working **Part Time**.

2. Are you working part-time or full-time? (required)

Full Time  Part Time [What does this mean?](#)

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Filing for week of **Sunday, January 31, 2021** To **Saturday, February 06, 2021**

1 of 3 steps

### Summary of work search responses

Here are your work search responses for the week. Please review your answer and remember that **providing false information is punishable by law. If you do not actively look for work as directed by MDOL, you may not be eligible for benefits that week.**

1. **No**, I was not in a medical quarantine or isolation in response to an actual or potential COVID-19 exposure.
2. **No**, I was not self-employed before I applied for unemployment benefits.
3. **Yes**, I did work or perform services for an employer during the week (this does not include odd jobs).  
I was working **Part Time**
4. **No**, I do not have additional Work Search related activities to report for the week.

[Edit My Responses](#) **Save & Continue**

## Did Perform Work Screens

- If you answer Full Time to question 2 – your summary will show **Yes** for item 3, that you were working Full Time.

2. Are you working part-time or full-time? (required)

Full Time  Part Time [What does this mean?](#)

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Filing for week of **Sunday, January 31, 2021** To **Saturday, February 06, 2021**

1 of 3 steps

### Summary of work search responses

Here are your work search responses for the week. Please review your answer and remember that **providing false information is punishable by law. If you do not actively look for work as directed by MDOL, you may not be eligible for benefits that week.**

1. **No**, I was not in a medical quarantine or isolation in response to an actual or potential COVID-19 exposure.
2. **No**, I was not self-employed before I applied for unemployment benefits.
3. **Yes**, I did work or perform services for an employer during the week (this does not include odd jobs).  
I was working **Full Time**
4. **No**, I do not have additional Work Search related activities to report for the week.

[Edit My Responses](#) **Save & Continue**

# Did Perform Work Screens

- You will then be able to select **Start Weekly Certification** and continue with your Weekly Claim.

Filing for week of **Sunday, January 31 To Saturday, February 06**

## Filing a weekly claim: step by step



### Report work search

Thank you for recording your Work Search, please continue on to the next steps and complete your Weekly Claim.

Currently, having a Full-Time job fulfills your work search requirement. You do not need to complete additional work search related activities.



### 2 Certify eligibility & report earnings

The weekly certification confirms eligibility including, but not limited to, that you were able and available to work and is where you must report any earnings.

Save & Exit

Start Weekly Certification



### 3 Review & submit your weekly claim

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# Employment Status Screens

When you indicate your employment status with this employer –

7. Indicate your employment status with this employer. (required)



8. Did you perform work for another employer during the week being claimed? (required)

Yes  No

9. Are you currently unemployed due to the novel coronavirus outbreak (also known as COVID-19)? (required)

Yes  No

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Employment Status** portion of your weekly claim.

# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Discharged / Fired

- If you answer **Discharged / Fired**, you will fill out a **General Discharge** screen with ten (10) questions.

Filing for week of Sunday, Jan 31, 2021 To Saturday, Feb 06, 2021

2 of 3 steps

## Discharge - General Discharge Questionnaire

1. When did you start working for this employer? (required)

MM / DD / YYYY

2. What was your last physical date of work? (required)

02 / 04 / 2021

3. When were you fired/discharged? (required)

MM / DD / YYYY

4. Job title: (required)

5. Was your discharge due to absenteeism/tardiness? (required)

Yes  No

9. Was there a company policy / rule related to the reason for discharge? (required)

Yes  No

If Yes, provide the following information

a. What was the company policy/rule related to the reason for discharge?

(Max 1000 Characters)

b. How were you informed of the company policy/rule?

-Select-

10. Enter any additional information you feel may be necessary.

(Max 1000 Characters)

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## Employment Status Screens

- If you answer **Lack of work / Laid off**, question 7a will appear, for you to enter your return to work date, if you have one.

7. Indicate your employment status with this employer. (required)

Lack of work / Laid off ▼

a. If your status is Lack of Work but you have a definite return to work date, enter the date you will return to full-time employment.

MM / DD / YYYY 

# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Strike / Lock Out

- If you answer **Strike / Lock Out**, you will fill out a **Strike/Lock Out** screen with eleven (11) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

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### Strike/Lock Out

1. What was the last day of actual work? (required)  
02 / 04 / 2021
2. What is the reason that you are not working? (required)  
(Max 1000 Characters)
3. What kind of work did you perform? (Give title and brief description) (required)  
(Max 1000 Characters)

9. Is your failure to continue working during the labor dispute because of a picket line at the employer's establishment? (required)  
 Yes  No
- a. If Yes, please explain your failure to work due to a picket line.  
(Max 1000 Characters)
10. Do you wish to have the officers of your union local and attorneys representing the union represent your interests at all hearings regarding your rights to unemployment benefits during the labor dispute? (required)  
 Yes  No
11. Provide any additional information you feel may be necessary to validate your claim  
(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Suspension

- If you answer **Suspension**, you will fill out a **General Suspension** screen with fourteen (14) questions.

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2 of 3 steps

## General Suspension Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you actually worked? (required)

02 / 04 / 2021

3. What date did the suspension start? (required)

MM / DD / YYYY

4. Job title: (required)

13. Was there a company policy/rule related to the reason for your suspension?

Yes  No

If Yes, provide the following:

a. What was the company policy/rule related to the reason for your suspension?

(Max 1000 Characters)

b. How were you informed of the company policy/rule?

-Select-

14. Enter any additional information you feel may be necessary.

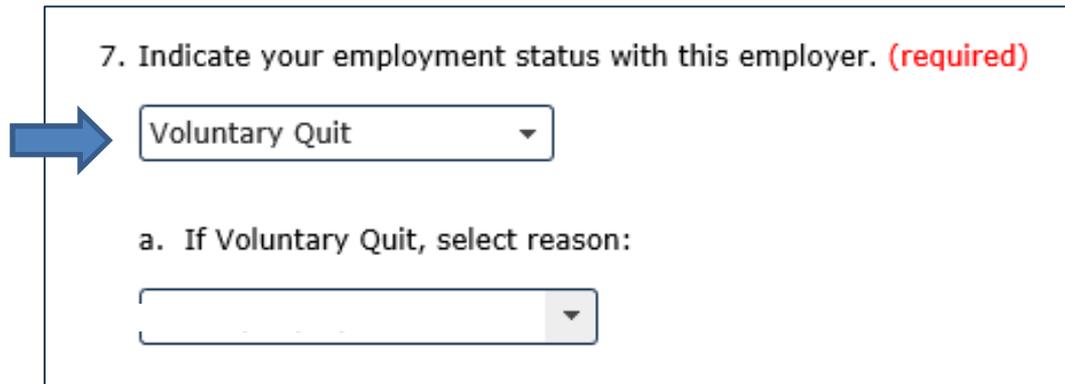
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# Employment Status Screens

When you indicate **Voluntary Quit** as your employment status with this employer, Question 7a will appear, for you to select the reason that you quit –



7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

The screenshot shows a form with a blue arrow pointing to a dropdown menu containing 'Voluntary Quit'. Below it is a sub-question 'a. If Voluntary Quit, select reason:' followed by another empty dropdown menu.

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Voluntary Quit** portion of your weekly claim.

# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

Accompany Spouse

- If you answer **Voluntary Quit: Accompany Spouse**, you will fill out a **To Move With Spouse** screen with twelve (12) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

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## Quit - To Move With Spouse Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

4. Job title: (required)

5. Was leaving due to relocating to follow, accompany or join spouse in new place of residence? (required)

Yes  No

10. Date you were able and available to accept work and were actively seeking work at new place of residence (required)

MM / DD / YYYY

11. Explain why it was necessary to leave your employment in order to relocate to this new residence: (required)  
(Max 1000 Characters)

12. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

Domestic Abuse

- If you answer **Voluntary Quit: Domestic Abuse**, you will fill out a **Domestic Abuse** screen with ten (10) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

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## Quit - Domestic Abuse Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

4. Job title: (required)

5. Was leaving or requesting a reduction in working hours necessary to protect you from domestic abuse or because of limitations necessary for the safety or protection of yourself or a family member? (required)

Yes  No

9. Number of hours per week you are able or available to work: (required)

10. Enter any additional information you feel may be necessary.

(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

Illness / Injury

- If you answer **Voluntary Quit: Illness / Injury**, you will fill out a **Domestic Abuse** screen with twelve (12) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

2 of 3 steps

## Quit - Illness/Injury Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

10. Are you able to resume work? (required)

Yes  No

a. If Yes, Date you were able to resume working?

MM / DD / YYYY

11. Number of hours per week that you are able and available to work: (required)

12. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

LOA or Sabbatical Leave

- If you answer **Voluntary Quit: LOA or Sabbatical**, you will fill out a **Leave of Absence** screen with thirteen (13) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

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## Quit - Leave of Absence

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

MM / DD / YYYY

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

4. Job title: (required)

5. Leave of absence start date: (required)

MM / DD / YYYY

13. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

To Retire

- If you answer **Voluntary Quit: To Retire**, you will fill out a **Voluntary Retirement** screen with eight (8) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

2 of 3 steps

## Quit - Voluntary Retirement Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. What was the effective date of your retirement (if different from your last day of work)?

MM / DD / YYYY

4. Job title: (required)

5. Was this a voluntary retirement? (required)

Yes  No

6. Was your retirement under a regular employment policy under which you are entitled to receive pension payments? (required)

Yes  No

a. If Yes, when will the pension payments begin?

MM / DD / YYYY

7. Did an employer policy require you to retire? (required)

Yes  No

8. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

Voluntary Layoff

- If you answer **Voluntary Quit: Voluntary Layoff**, you will fill out a **Voluntary Lay-off** screen with ten (10) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

2 of 3 steps

## Quit - Voluntary Lay-off Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

4. Job title: (required)

5. How were you notified about the opportunity to volunteer for layoff? (required)

9. Is there any reason why you cannot work full-time? (required)

Yes  No

a. If Yes, please explain.

(Max 1000 Characters)

10. Enter any additional information you feel may be necessary.

(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

Personal Reasons

- If you answer **Voluntary Quit: Personal Reasons**, you will fill out a **Personal Reasons** screen with ? (?) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

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## Quit - Personal Reasons Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

4. Job title: (required)

5. Why did you leave this job? Please be specific (required)  
(Max 1000 Characters)

6. Did you inform your employer that the reason stated in prior question was the reason for leaving? (required)

Yes  No

a. If No, what reason did you give your employer for leaving?  
(Max 1000 Characters)

7. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

# Employment Status Screens

7. Indicate your employment status with this employer. **(required)**

Voluntary Quit

a. If Voluntary Quit, select reason:

Other

- If you answer **Voluntary Quit: Other**, you will fill out a **General – Voluntary Quit** screen with eight (8) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

2 of 3 steps

## General - Voluntary Quit Questionnaire

1. What date did you start working for this employer? **(required)**

MM / DD / YYYY

2. What was the last day you physically worked? **(required)**

02 / 04 / 2021

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

4. Job title: **(required)**

5. Why did you leave this job? Please be specific **(required)**  
(Max 1000 Characters)

8. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

Nonregular

- If you answer **Voluntary Quit: Nonregular**, you will fill out a **General – Voluntary Quit** screen with eight (8) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

2 of 3 steps

## General - Voluntary Quit Questionnaire

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. What was your date of separation (if different from your last day of work)?

MM / DD / YYYY

4. Job title: (required)

5. Why did you leave this job? Please be specific (required)  
(Max 1000 Characters)

8. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

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# Employment Status Screens

7. Indicate your employment status with this employer. (required)

Voluntary Quit

a. If Voluntary Quit, select reason:

Reduction in Work Hours

- If you answer **Voluntary Quit: Reduction in Work Hours**, you will fill out a **General – Voluntary Quit** screen with six (6) questions.

Filing for week of **Sunday, Jan 31, 2021** To **Saturday, Feb 06, 2021**

2 of 3 steps

## Voluntary Quit - Reduction in Hours

1. What date did you start working for this employer? (required)

MM / DD / YYYY

2. What was the last day you physically worked? (required)

02 / 04 / 2021

3. How many hours per week do you currently work? (required)

4. Has the number of hours that you work changed since you started working? (required)

Yes  No

a. If Yes, how many hours per week did you previously work?

5. Did you request the reduction in hours from the number you previously worked? (required)

Yes  No

If yes,

a. Did your employer agree to your request to reduce your hours?

Yes  No

b. Why did you request to work reduced hours?  
(Max 1000 Characters)

c. What date did you begin working reduced hours?

MM / DD / YYYY

6. Enter any additional information you feel may be necessary. (required)  
(Max 1000 Characters)

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This concludes the Did Perform Work & Employee Status Screens tutorial