

Instruction Guide for Claimants

Weekly Claim Filing:
Did Perform Work & Employee Status Screens



9/19/2023



Did Perform Work Screens

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

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

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)

Additional information such as employer details and earnings will be captured in the weekly certification, step 2 in filing a weekly claim.

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, November 26, 2023 To Saturday, December 02, 2023**

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)**

Additional information such as employer details and earnings will be captured in the weekly certification, step 2 in filing a weekly claim.

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

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

The normal number of hours worked in jobs held during the past 18 months before becoming unemployed. Full employment may vary by individual and does not necessarily mean full-time, or 40 hours a week. Click the What does this mean? link for more information.

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

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- You will be considered to be working full-time if, when all of your jobs are considered you are working the equivalent of a full-time job

You are considered to be part-time if:

- You worked less than full-time hours for one or more employers each week.

Working part-time during a week that you are filing for unemployment benefits is not considered a work search option for that week.

You are expected to look for work that matches the typical number of hours you worked before you became unemployed.

For example, if you were typically working around 22 hours a week before you became unemployed, you are expected to look for work until you are again working similar hours each week.

The weekly certification (Step 2) will ask if you "worked or performed any services" during the week. There you will report how much you earned during the week, even if you haven't been paid yet.

Did Perform Work Screens

Part Time

- If you answer "**Part Time**" to question 2, question 3 displays.
- Unless applying for jobs through your Union Hiring Hall, select "**No**" for question 3.
- Working part-time during a week that you are filing for unemployment benefits is not considered a work search option.
- The questions to follow will vary depending on responses entered.

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

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)**

Additional information such as employer details and earnings will be captured in the weekly certification, step 2 in filing a weekly claim.

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

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

The normal number of hours worked in jobs held during the past 18 months before becoming unemployed. Full employment may vary by individual and does not necessarily mean full-time, or 40 hours a week. Click the [What does this mean?](#) link for more information.

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

3. Are you a member of a Union that provides job placement through a Hiring Hall? **(required)**

Yes **No**

4. Do you have a confirmed start date to return to full employment? **(required)**

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

5. Did you look for work or participate in Work Search related activities? **(required)**

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

Unless Waived, you must participate in at least one Work Search activity each week to get unemployment benefits. To find out more about work search waivers, click below:

[Checkout the Work Search FAQ.](#)

Did Perform Work Screens

Part Time

- Your summary will show "**Yes**" indicating you were working "**Part Time**".
- You are not required to look for work with Maine DOL if you are seeking employment with your previous employers' Union Hiring Hall.

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

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

I was working **Part Time**

2. **No**, I am not a member of a Union that provides job placement through a Hiring Hall.

3. **No**, I do not have a confirmed start date to return to employment.

4. **No**, I did not look for work or participate in Work Search related activities.

Test

I acknowledge and confirm I have completed my work search activity. (once you have selected Save & Continue you will not be able to edit or add to your work search for this week.)

Edit My Responses

Save & Continue

Did Perform Work Screens

Full Time

- If you answer "**Full Time**" to question 2, report work search question displays.
- If "**No**" is selected, select "Review My Responses"
- If "**Yes**" is selected, a work search activity will need to be selected.

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

The normal number of hours worked in jobs held during the past 18 months before becoming unemployed. Full employment may vary by individual and does not necessarily mean full-time, or 40 hours a week. Click the What does this mean? link for more information.

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

<Back

Next>

Filing for week of Sunday, September 10, 2023 To Saturday, September 16, 2023

1 of 3 steps

Report work search

1. Do you have additional Work Search related activities to report for the week? (required)

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

<Back

Next>

Report work search

1. During the week of 26 November to 02 December, did you participate in any of the following work search related activities? (required - select all that applied)

If you **contacted an employer, interviewed, or applied for a job**, please report further details when prompted. You will have the opportunity to enter details for multiple activities if needed by clicking "**Add Another Work Search Activity**" on the Summary of work search responses page.

If you completed one of the other activities listed, you do not have to enter further details at this time. Please save any documentation so you can easily provide it if a record is requested.

I attended a job fair hosted by a CareerCenter virtually or in person

I participated in CareerCenter reemployment services virtually or in person

Did Perform Work Screens

Full Time

- If you answer "**Full Time**" to question 2, your summary will show "**Yes**" that you were working Full Time.
- Work Search activities will be listed under question 2 if selected in the prior screen.

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

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

I was working **Full Time**

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

I acknowledge and confirm I have completed my work search activity. (once you have selected **Save & Continue** you will not be able to edit or add to your work search for this week.)

[Edit My Responses](#)

[Save & Continue](#)

Did Perform Work Screens

- After verifying work has been completed for an employer (part-time or full-time), and work search steps are complete, you will then be able to select **Start Weekly Certification** to continue with your Weekly Claim.

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.



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



Review & submit your weekly claim

<Back

Weekly Certification Details Screen

When you indicate your full or part-time employment, question 5 response auto-populates – Answer questions 1-11 on Weekly certification details screen

5. Did you work or perform any services for an employer during the week? (required)

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

I was working **Full Time**

6. Did you have any earnings from an odd job or self-employment during the week? (required)

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

7. Do you have a confirmed start date to return to full employment? (required)

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

Once complete, select **"Next"**. The following screens shown in this tutorial will explain how to complete the **Employment Details** portion of your weekly claim.

Employment Details Screen

Enter employment details. Question 7 **Employment Status** has various options. Select the situation that pertains to you.

6. Enter the number of hours worked during the week shown. (required)

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

-Select-
Discharged / Fired
Lack of work / Laid off

8. (Strike / Lock Out another employer during the week being claimed? (required)
Suspension
Voluntary Quit
Working Part Time

<Back Next>

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

a. If Discharged/Fired, select reason:

-Select-
-Select-
Covid Vaccination Policy
Other

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

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)

09 / 15 / 2023

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

If Yes, please provide the following details

a. Date of most recent absence/tardiness?

MM / DD / YYYY

a. Was your separation a direct result of a COVID Vaccination Policy?

Yes No

b. What was the company policy/rule related to the reason for discharge?
(Max 1000 Characters)

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

-Select-

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

<Back

Next>

- If you answer "Discharged / Fired", you will fill out the General Discharge Questionnaire screen with ten (10) questions

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.
- Select "**Next**" to save entry.

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 

<Back **Next**>

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 the **Strike/Lock Out** screen with eleven (11) questions.

Strike/Lock Out

1. What was the last day of actual work? (required)

09 / 15 / 2023

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)

4. In which department did you work? (required)

(Must not exceed 100 characters)

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)

<Back

Next>

Employment Status Screens

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

Suspension

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

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)

09 / 15 / 2023

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

MM / DD / YYYY

4. Job title: (required)

5. Do you have a definite date to return to work? (required)

Yes No

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-

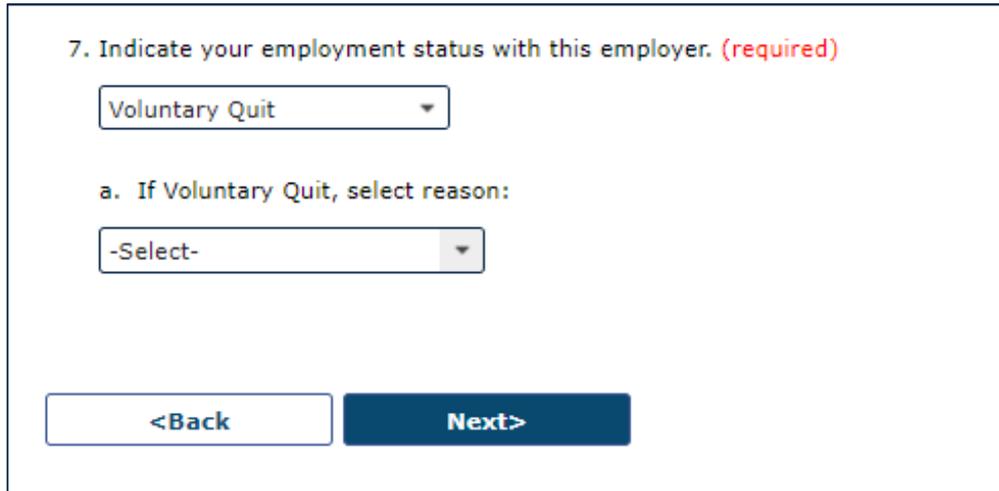
14. Enter any additional information you feel may be necessary.
(Max 1000 Characters)

<Back

Next>

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:

-Select-

<Back Next>

The screenshot shows a web form with a title "7. Indicate your employment status with this employer. (required)". Below the title is a dropdown menu with "Voluntary Quit" selected. Underneath is a sub-question "a. If Voluntary Quit, select reason:" followed by another dropdown menu showing "-Select-". At the bottom of the form are two buttons: "<Back" and "Next>".

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 the **To Move With Spouse** screen with twelve (12) questions.

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)

09 / 15 / 2023

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

6. Where were you previously living?

a. Address Line 1 (required)

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)

<Back

Next>

Employment Status Screens

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

Voluntary Quit

a. If Voluntary Quit, select reason:

Child/Elder care

- If you answer "**Voluntary Quit: Child/Elder Care**", you will fill out the **Child/Elder Care Questionnaire** screen with ten (10) questions.

Voluntary Quit - Child/Elder Care 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)

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. Was the separation caused by the unexpected loss of child care or elder care? (required)

Yes No

a. If Yes:

-Select-

b. What is your relation with the Child/Elder

-Select-

i. If Family Member, the family member is your:

-Select-

ii. If Other, provide relationship

6. Did you notify your employer immediately of the reason for your absence? (required)

Yes No

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

Yes No

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

MM / DD / YYYY

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

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

<Back

Next>

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 Questionnaire** screen with ten (10) questions.

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)

09 / 13 / 2023

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

a. Please explain:

(Max 1000 Characters)

6. If the circumstances involved a family member, what is your relationship to the family member?

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)

<Back

Next>

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 **Illness/Injury Questionnaire** screen with thirteen (13) questions.

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)

09 / 13 / 2023

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

MM / DD / YYYY

4. Job title: (required)

5. Was the separation caused by illness, disability, or injury to yourself or a family member? (required)

Yes No

a. If Yes:

-Select-

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

12. Was your separation a direct result of a COVID Vaccination Policy? (required)

Yes No

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

<Back

Next>

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 fourteen (14) questions.

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

6. Is this an indefinite leave of absence? (required)

Yes No

a. If No, Leave of absence end date:

MM / DD / YYYY

12. If your leave has expired and you have not returned to work, explain why:
(Max 1000 Characters)

13. Was your separation a direct result of a COVID Vaccination Policy? (required)

Yes No

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

<Back

Next>

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 **Voluntary Quit Questionnaire** screen with nine (9) questions.

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)

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. 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)

8. Was your separation a direct result of a COVID Vaccination Policy? (required)

Yes No

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

<Back

Next>

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 Questionnaire** screen with eight (8) questions.

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)

09 / 13 / 2023

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. Was your separation a direct result of a COVID Vaccination Policy? (required)

Yes No

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

<Back

Next>

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 **Reduction in Hours** screen with six (6) questions.

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)

09 / 13 / 2023

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)

<Back

Next>

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 Questionnaire** screen with nine (9) questions.

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)

09 / 13 / 2023

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. Was your separation a direct result of a COVID Vaccination Policy? (required)

Yes No

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

<Back

Next>

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 Questionnaire** screen with eleven (11) questions.

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)

09 / 13 / 2023

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)

6. When did your employer accept your request to be included in the layoff? (required)

MM / DD / YYYY

7. Do you have a definite date to return to work with that employer? (required)

Yes No

a. If Yes, the date you are expected to return to work.

MM / DD / YYYY

8. Was your volunteering for layoff to accept a retirement incentive? (required)

Yes No

a. If Yes, What was the retirement incentive?

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

Yes No

a. If Yes, please explain.

(Max 1000 Characters)

10. Was your separation a direct result of a COVID Vaccination Policy? (required)

Yes No

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

(Max 1000 Characters)

<Back

Next>

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 **Voluntary Quit Questionnaire** screen with nine (9) questions.

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)

09 / 13 / 2023

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)

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

(Max 1000 Characters)

<Back

Next>

This concludes the Did Perform Work & Employee Status Screens tutorial