

Instruction Guide for Claimants

Weekly Claim Filing:
Earnings, Jury Duty, Bonus Pay, Pensions



9/29/2023



Earnings, Bonus Pay, Jury Duty Pay and Pensions

On the Weekly Certification Details screen there are several questions regarding any monies earned by the claimant during the claim week.

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

2 of 3 steps

Weekly certification details

Some questions have been automatically answered based on your work search responses for this week.

Earnings

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

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

a. Please enter the total amount earned through an odd job or self-employment for the week. (required)

\$ [What does this mean?](#)

- If you answer Yes to Question 6, 6a will display for you to enter the amount earned.

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The total amount (or gross earnings) is the total wages paid or owed to you before any deductions, for example social security or income tax. **It is not the net amount that goes into your bank account.**

If your earnings are from self-employment, you may deduct any direct expenses from performing the work from the amount reported. This does not include taxes, overhead, mileage, and indirect costs of doing business.

The first \$100.00 of gross earnings will not affect the amount of your unemployment benefit for that week.

[Close](#)

Jury Duty Pay

8. Did you attend jury selection or serve as a member of a jury during the week? (required)

Yes

No

[What does this mean?](#)

a. Please enter the amount of your jury duty stipend excluding mileage reimbursement. (required)

\$

[What does this mean?](#)

- If you answer Yes to Question 8, 8a will display for you to enter the jury stipend amount paid to you.

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The total amount (or gross earnings) is the total wages paid or owed to you before any deductions like social security or income tax. **It is not the amount that goes into your bank account.**

The first \$100.00 of gross earnings will not affect the amount of your unemployment benefit for that week.

[Close](#)

Bonus Pay, Wages in lieu of Notice, Severance

- If you answer Yes to Question 9, 9a will display for you to enter Bonus pay, Wages in lieu of Notice, or Severance pay.
- Depending on pay selected, subsequent questionnaires will follow.

9. Did you receive bonus pay, wages in lieu of notice, or severance pay from any employer for the week?
(required)

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

a. Please enter the amount you received for each type of pay. If you did not receive any of that type of pay, enter 0. (required)

[What does this mean?](#)

i. Bonus pay

\$

ii. Wages in lieu of notice

\$

iii. Dismissal Wages or Severance or Terminal Pay

\$

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Report bonus pay, wages in lieu of notice, or severance pay from your employer when paid, not when earned.

[Close](#)

Pension

- If you answer Yes to Question 10, the “Pension Questionnaire” screen will display.
- Fill out all required fields and then select Next.

10. Did you begin receiving a pension other than social security or did a previously reported pension change? (required)

Yes

No

[What does this mean?](#)

Pension Questionnaire

1. Employer Name (required)

Search

2. Employer Address (required)

a. Address Line 1

b. Address Line 2

c. City

d. State

-Select-

e. Zip Code

3. Employer Telephone (required)

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4. Gross monthly amount of pension from this employer: (required)

\$

5. Date of first payment (required)

MM / DD / YYYY

6. Did you contribute to pension? (required)

Yes

No

a. If Yes, what percentage did you contribute?

7. Since retiring, have you returned to work for this employer? (required)

Yes

No

a. If Yes, did this additional employment affect your eligibility for or increase the amount of your initial pension?

Yes

No

This concludes the Earnings, Jury Duty, Bonus Pay and Pension tutorial