

# Unemployment Insurance



**Employment  
Security  
Department**  
WASHINGTON STATE

*Information for employees on the SharedWork program:  
how to file a weekly claim.*



## New to unemployment?

Unemployment benefits may be available if you have recently lost your job.

Start here

## Need help with your job search?

WorkSource reemployment specialists offer in-person and virtual services throughout the state.

Visit the WorkSource site

## For employers:

- Required reporting of [SOC \(Standard Occupational Classification\) codes](#) starts with reporting for fourth quarter of 2022.
- Learn about [tax relief](#) for 2022 and beyond.

If you have a SAW account, start here.

If you are new to unemployment, start here.

# Sign in for eServices

Find answers to your questions about eServices accounts at [esd.wa.gov/unemployment/technical-support](https://esd.wa.gov/unemployment/technical-support)

## Individuals

- Apply for unemployment benefits
- Submit a weekly claim
- Manage your unemployment benefits claim
- Restart a current claim
- Pay a benefit overpayment
- Look up your past wages
- Schedule a required WorkSource appointment

## Employers

- Pay taxes
- Apply for SharedWork
- Apply for the Work Opportunity Tax Credit
- Manage your employees' unemployment claims
  - Send a secure message
  - View and respond to correspondence
  - File an appeal

If you have issues creating your SAW account, return to the sign-in for eServices. Select: [esd.wa.gov/unemployment/technical-support](https://esd.wa.gov/unemployment/technical-support)

### SecureAccess Washington (SAW)

Use your SecureAccess Washington (SAW) username and password  
[What is SAW?](#)

**Employers:** If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

**Username:**

[Check to see if you have a SAW account](#)

**Password:**

[Sign in](#)

[Click here if you are having trouble signing in](#)

## Need an account?

If you haven't already, you must create and activate a SecureAccess Washington (SAW) account to use our online services. [What is SAW?](#)

[Check to see if you have a SAW account](#)

[Create new account](#)

Type your Username and Password and click Sign in

We use SecureAccess Washington to protect your personal information



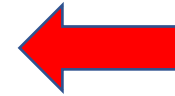


## eServices

Update your SAW profile and access services from other government offices by visiting [SecureAccess Washington](#)

### For yourself

[Apply for unemployment benefits or manage your current and past claims](#)



[Send us a secure message](#)

- Ask us a question through a secure messaging service

[Look up your past wages](#)

- See and print your Washington wages from the past two years

### For an employer

Almost there! To access any eServices, you must finish your online setup by creating an account in EAMS (Employer Account Management System). **Use the same username and password you used to create your SecureAccess Washington account.** Once you have finished, return to this page to see the eServices available to you.

If you already have an EAMS account, to access eServices you need to "request access to locked services" in EAMS. See directions in the link below.

[Find out more about creating an account in EAMS.](#)

[Apply for the WOTC \(Work Opportunity Tax Credit\)](#)

- Submit applications and documentation
- Check the status of applications
- Print certifications



This service requires MFA.

Help

Spanish

1

2

3

4

Choose Method

Enter Code

Remember Device

Access Service

## Multi-Factor Authentication (MFA)

This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.

### Choose Method

How would you like to receive your verification code?



Receive the code in an email and enter it on the next screen.



Receive the code in an email and enter it on the next screen.



Receive the code in a text message and enter it on the next screen.

Choose one of these options to receive a code.



Sun 9/12/2021 1:16 PM  
help@secureaccess.wa.gov  
SAW MFA Code

Authentication code  
Código de autorización multifactorial  
7996-607746

This is what the email will look like.

The customer should now retrieve the email or SMS text containing the MFA code.

Only the last 6 digits are needed (after the hyphen).

The first four are used to verify that they are accessing the correct code.

Once they have the code, they should type it into the field and click **Submit**.

7996-607746

THE SEAL OF THE STATE OF WASHINGTON  
1889

This service requires MFA.

Help Spanish

1 2 3 4  
Choose Method Enter Code Remember Device Access Service

## Multi-Factor Authentication (MFA)

### Enter Code

Please enter the code sent to \*\*\*ols@esd.wa.gov

6051-

[Resend Code](#)  
[Choose another method](#)

Step 1: Go to your email and retrieve the 6-digit code. Enter the code into the field.

Step 2: Select **Submit**.



This service requires MFA.

Help

Spanish

1

Choose Method

2

Enter Code

3

Remember Device

4

Access Service

## Multi-Factor Authentication (MFA)

### Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device

Submit

If you choose "remember my device," you will be required to name it.



Your Name will appear here  
Your email address will appear here  
The last time you logged in will appear here



Alerts

There are no alerts

**You have a UI weekly claim to file**



I want to

- Manage my active claim
- Change federal withholding preference
- Send a message/ask a question
- Update union information
- Upload a document

Summary

Online activity

Notices/letters

Name/address

Job Search Log

1099s

Applications/Forms



My accounts

All accounts



Manage my active UI claim

Claim ID	
Benefit year begin	Jul 24 2022
Benefit year ending	Jul 22 2023
Weekly benefit amount	\$317.00
Status	Active



View my expired UI claim

Claim ID	
Benefit year begin	Jul 25 2021
Benefit year ending	Jul 23 2022
Weekly benefit amount	\$449.00
Status	Expired



View my expired UI claim

Claim ID	
Benefit year begin	Jul 19 2020
Benefit year ending	Jul 17 2021
Weekly benefit amount	\$515.00
Status	Expired

All dates used in this claim are for example purposes only.



## Weekly claim

### Weekly claim

How to submit

## Weekly claim

### How to submit

The following questions apply only to Sunday, Mar 15 2020 to Saturday, Mar 21 2020.

**If you worked from Sunday, Mar 15 2020 to Saturday, Mar 21 2020, you:**

- Must report your hours and earnings, even if you haven't been paid yet.
- Must tell us how much you are getting paid before deductions.
- May be required to tell us which days you worked.

You are required to look for work. You must also keep a separate log of your job search activities. We may ask to see your logs at any time. If you don't provide it when we ask, we may deny your benefits, and you may have to repay any benefits you received. You can enter your job search activities in the weekly claim below.

Answer all questions carefully before selecting "Submit."

After you hit "Submit," you'll get a message that your claim has been submitted. If you don't see it, try again.

**If your employer is paying you for this week, even though you are not working, you must tell us. Report the kind of pay, number of hours and the amount you will be paid for the week.**

All dates used in this claim are for example purposes only.

Save

Cancel

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## Weekly claim

Weekly claim

How to submit

Fraud warning

## Weekly claim

### Fraud warning

Tell the truth when you answer questions. Information you provide will be verified through state and federal databases. We consider it fraud if you intentionally fail to report information on your claim. This may include incorrectly reporting your work, earnings or availability for work. Penalties for fraud include a denial of benefits, paying back benefits you already received, paying a fine, and even criminal charges.

I will answer all questions truthfully to the best of my abilities.

I agree

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## Weekly claim

### Weekly claim

How to submit

Fraud warning

Paid time off

## Weekly claim

### **Paid time off for Sunday, Mar 15 2020 to Saturday, Mar 21 2020**

Did you or will you receive paid time off or sick, vacation or holiday pay?

Yes

No

All dates used in this claim are for example purposes only.

*Paid time off (PTO) - Personal leave day for which you receive pay.*

If you answer "Yes," you will be asked:

1. Did you or will you receive holiday pay?
2. Did you or will you receive sick pay?
3. Did you or will you receive vacation pay (PTO)?

You must report the hours and gross earnings for any questions you answer "Yes."

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## Weekly claim

### Weekly claim

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Fraud warning

Paid time off

Pay after last day worked

## Weekly claim

All dates used in this claim are for example purposes only.

### Pay after last day worked for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Are you getting paid for any period after you last worked, such as severance pay, pay in lieu of notice, or termination pay?

Yes

No

- **Severance pay** - Pay for a specific period after your last day of work. It is *not* your last paycheck.
- **Pay in lieu of notice** - Pay for being separated from your employer without proper notice.

If you answer "Yes," you will be asked:

- Is there a contract that requires your employer or union to make these payments?
- Is your employer paying you through a notice period?
- Has your employer attached any stipulations to the pay, such as having to remain available for work for any period of time after your last day worked?
- Would these payments stop if you accepted new employment before the payment period ends?

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## Weekly claim

### Weekly claim

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Paid time off

Pay after last day worked

Work for employers

### Weekly claim

#### **Work for employers for Sunday, Mar 15 2020 to Saturday, Mar 21 2020**

Did you work for any employer(s), whether you have been paid yet or not?

Yes

No

All dates used in this claim are for example purposes only.

If you answer "Yes," the next three slides will present.

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# Weekly claim

## Weekly claim


- Weekly claim
- Fraud warning
- Paid time off
- Pay after last day worked
- Work for employers
- Hours and earnings**

## Weekly claim

### Work for employers for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Select the employers you worked for.

All dates used in this claim are for example purposes only.

Employer	Separations	Hours worked	Earnings
 Your Employer Name		0.00	\$0.00
		0.00	\$0.00

Add another employer

The company's legal name might be different than its "doing business as" name.

Save

Cancel

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## Weekly claim

### Weekly claim

Weekly claim

Fraud warning

Paid time off

Pay after last day worked

Work for employers

Hours and earnings

## Weekly claim

All dates used in this claim are for example purposes only.

### Work for employers for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Select the employer

Employer

Add another

### Earnings

#### Earnings for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Employer

Your Employer Name

Hours worked

Gross earnings

*Gross earnings* - The amount you earn, before deductions. To calculate, multiply the number of hours you worked by your hourly rate of pay before deductions (such as taxes, Social Security etc.). Include all types of pay (regular pay, overtime pay, tips, commission, room and board in lieu of pay, etc.).

Did your work for this employer end, even temporarily?

Yes

No

OK

Cancel

Earnings

\$0.00

\$0.00

Save

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## Weekly claim

### Weekly claim

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Pay after last day worked

Work for employers

Self-employment

## Weekly claim

### Self-employment questions for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Did you work in self-employment or casual labor, whether you have been paid yet or not?

Yes

No

All dates used in this claim are for example purposes only.

- **Self-employment** - An independently established trade, occupation, profession, or business. It may include working as an independent contractor for an employer.
- **Casual labor** - A job such as mowing a neighbor's lawn or helping a friend move.

If you answer "Yes," you will be asked:  
"Was this casual labor, such as mowing a neighbor's lawn or helping a friend move?"

You must provide your total hours worked and your net profit (gross income minus reasonable business expenses).

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## Weekly claim

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Self-employment

Casual labor

Self-employment earnings

Jury duty

### Weekly claim

#### Jury duty questions for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Have you been or will you be paid for jury duty?

Yes

No

All dates used in this claim are for example purposes only.

If you answer "Yes," you will be asked to enter the total reimbursement amount, excluding out-of-pocket expenses.

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## Weekly claim

### Weekly claim

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Pay after last day worked

Work for employers

Self-employment

Casual labor

Self-employment earnings

Jury duty

Workers' compensation

All dates used in this claim are for example purposes only.

## Weekly claim

### Workers' compensation questions for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Did you apply for or receive workers' compensation for an on-the-job injury?

Yes

No

The Washington State Department of Labor and Industries and private insurance carriers pay workers' compensation for days qualified individuals are unable to work due to an on-the-job injury.

If you answer "Yes," we will send you a questionnaire. Watch for a message under "Alerts" in eServices that says, "We need information from you."

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# Weekly claim

Home > Weekly claim

## Weekly claim

### Weekly claim

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Fraud warning

Paid time off

Pay after last day worked

Work for employers

Hours and earnings

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Jury duty

Workers' compensation

Retirement pay

All dates used in this claim are for example purposes only.

## Weekly claim

### Retirement pay questions for Sunday, Sep 11 2022 to Saturday, Sep 17 2022

Other than Social Security, did you apply for or have a change in a retirement plan not previously reported?

Yes

No

Retirement payments include pensions, 401K, deferred compensation, IRAs, annuities, union retirement and 403(B) plans.

Answer "Yes" **only** if you are currently collecting retirement pay.

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## Weekly claim

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Casual labor

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Retirement pay

School and training

### Weekly claim

#### School and training questions for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Did you begin attending a school or training program?

Yes

No

All dates used in this claim are for example purposes only.

If you answer "Yes," we will send you a questionnaire. Watch for a message under "Alerts" in eServices that says, "We need information from you."

If you have attended apprentice training for the week, answer "Yes." Provide the start and end dates of current training period.

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## Weekly claim

### Weekly claim

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Paid time off

Pay after last day worked

Work for employers

Hours and earnings

Self-employment

Jury duty

Workers' compensation

Retirement pay

School and training

Able and available

### Weekly claim

All dates used in this claim are for example purposes only.

#### Able and available questions for Sunday, Jun 7 2020 to Saturday, Mar 15 2020 to Saturday, Mar 21 2020

Were you physically able and available to work all hours scheduled by your SharedWork employer?

Yes

No

- **Able to work** - You are physically and mentally capable, and have legal authority to work in the United States.
- **Available for work** - Each day you claim benefits, you must be immediately ready and willing to accept suitable work in your labor market during hours normal for your occupation. To meet the department's reporting requirements, you must be physically located in the United States (or Canada, if you are a Canadian citizen or have legal authority to work in the United States or Canada) including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands, for each day of the week.

If you were not able and available for work **or** if you refused work with your SharedWork employer, answer "no" to this question. You will be sent a questionnaire to complete, and a decision will be made about your eligibility for benefits.

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Cancel

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## Weekly claim

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Retirement pay

School and training

Able and available

Refused work

## Weekly claim

### Job search questions for Sunday, Mar 15 2020 to Saturday, Mar 21 2020

Did you refuse any offer of work from your Shared Work employer?

Yes

No

All dates used in this claim are for example purposes only.

- If you answer "Yes" to this question, you will receive a fact-finding questionnaire or an "alert" after the weekly claim has been submitted. Complete the questionnaire. A decision will be made about your eligibility for benefits.
- When you are **not** able or available to work with your SharedWork employer, answer "No" to the previous question: "Were you able and available for work with your SharedWork employer?"

Save

Cancel

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## Weekly claim

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Able and available

Job search

Job search log

Refused work

Summary

## Weekly claim

Please review this information carefully. To change an answer, click on the topic in the left navigation panel. However, once you go back, you will need to go through all screens again from that point forward.

### Summary

Tell the truth when you answer questions. Information you provide will be verified through state and federal databases. We consider it fraud if you intentionally fail to report information on your claim. This may include incorrectly reporting your work, earnings or availability for work. Penalties for fraud include a denial of benefits, paying back benefits you already received, paying a fine, and even criminal charges.

I will answer all questions truthfully to the best of my abilities.



Did you or will you receive paid time off or sick, vacation or holiday pay?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

Are you getting paid for any period after you last worked, such as severance pay, pay in lieu of notice, or termination pay?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

Did you work for any employer(s), whether you have been paid yet or not?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

Did you work in self-employment or casual labor, whether you have been paid yet or not?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

Have you been or will you be paid for jury duty?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

Did you apply for or receive workers' compensation for an on-the-job injury?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

Other than Social Security, did you apply for or have a change in a retirement plan not previously reported?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--



## Weekly claim

### Weekly claim

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Refused work

Summary

Submit

### Submit

Select the "Submit" button to submit this weekly claim.

Save

Cancel


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Submit

Select "Home" to return to your eServices dashboard.

## Confirmation

 Settings

 Home > Weekly claim > Confirmation

### Confirmation

Your weekly claim has been accepted for processing.

We will review your weekly claim before payment. If approved, we will release it to your bank within three business days. It may take an additional day or two for your bank to process the payment and for the money to arrive in your account.

[Click here to search for job opportunities.](#)

[Go back](#)



> Your Name will appear here  
Your email address will appear here  
The last time you logged in will appear here



## Alerts

There are no alerts

Click to manage your active claim.



## I want to

- [Manage my active claim](#)
- [Change federal withholding preference](#)
- [Send a message/ask a question](#)
- [Update union information](#)
- [Upload a document](#)

[Summary](#)[Online activity](#)[Notices/letters](#)[Name/address](#)[Job Search Log](#)[1099s](#)[Applications/Forms](#)[My accounts](#)[All accounts](#)

If payment status is "Pending," your claim is being reviewed for eligibility. Check the **Pending Issues** tab for information.

## ☰ Claimant eServices

⚙ Settings

Weeks summary

Decisions status

Pending Issues

Benefits

Online activity

Notices/letters

Report change



### Weeks summary

Week ending	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
Apr 18 2020	Pending	0.00	0.00	0.00	0.00	
Apr 11 2020	Pending	0.00	0.00	0.00	0.00	

If payment status is "Invalid," it means you may not be eligible for benefits. Contact your employer's representative. Or call the SharedWork Unit at 800-752-2500, option 1.

☰ Claimant eServices ⚙️ Settings

[Weeks summary](#) | [Decisions status](#) | [Pending Issues](#) | [Benefits](#) | [Online activity](#) | [Notices/letters](#) | [Report change](#)

📅 Weeks summary

Week ending	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
04/25/20	Invalid	0.00	0.00	0.00	0.00	
04/18/20	Invalid	0.00	0.00	0.00	0.00	
04/11/20	Invalid	0.00	0.00	0.00	0.00	
04/04/20	Invalid	0.00	0.00	0.00	0.00	
03/28/20	Invalid	0.00	0.00	0.00	0.00	
03/21/20	Invalid	0.00	0.00	0.00	0.00	



If payment status says "Excess earnings" or "Excess hours and earnings," this means you worked too many hours or earned too much money to be eligible for benefits for that week.

**UI claim** Settings

Home > UI claim

**Account alerts** There are no alerts

**I want to**

- Apply for training benefits
- Request standby
- Upload a document

**Weeks summary** | Decisions status | Pending Issues | Benefits | Online activity | Notices/letters | Report change

**Weeks summary**

You have enough benefits left for 26 payments as long as you remain eligible. however your claim ends 7/15/2023. NOTE: Other factors, such as deductions from your benefits, may impact the amount and number of payments you will receive. Based on your available benefits, your final payment may be less than your weekly benefit amount.

Week ending	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
Sep 17 2022	Processing - Web	0.00	0.00	0.00	0.00	
Sep 10 2022	Excess earnings	578.00	578.00	0.00	0.00	
Sep 3 2022	Paid	578.00	463.00	12.00	103.00	Sep 9 2022
Aug 27 2022	Excess hours and earnings	578.00	578.00	0.00	0.00	
Aug 20 2022	Paid	578.00	463.00	12.00	103.00	Aug 25 2022
Aug 13 2022	Paid	578.00	463.00	12.00	103.00	Aug 18 2022
Aug 6 2022	Excess hours and earnings	578.00	578.00	12.00	103.00	Aug 18 2022
Jul 30 2022	Paid	578.00	463.00	12.00	103.00	Aug 17 2022
Jul 23 2022	Waiting week	0.00	0.00	0.00	0.00	

9 Rows

If payment status says "Disqualified," check the **Decisions status** tab to find out the reason.

Select the dollar amount under **Benefits paid** for more details.

## Claimant eServices

Settings

Weeks summary | Decisions status | Pending Issues | Benefits | Online activity | Notices/letters | Report change

### Weeks summary

Week	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
04/18/20	Paid	1,097.00	0.00	0.00	1,097.00	Apr 24 2020
04/11/20	Paid	1,097.00	0.00	0.00	1,097.00	Apr 24 2020
04/04/20	Paid	1,097.00	0.00	0.00	1,097.00	Apr 24 2020
03/28/20	Paid	497.00	0.00	0.00	497.00	Apr 24 2020
03/21/20	Paid	497.00	0.00	0.00	497.00	Apr 24 2020
03/14/20	Waiting week	0.00	0.00	0.00	0.00	
06/15/19	Disqualified	0.00	0.00	0.00	0.00	

# Frequently asked questions (FAQs) for SharedWork

## **My employer offered me work outside my normal schedule. Do I have to accept it?**

If your employer gives you **24 hours' notice** of the additional work, you are expected to accept it.

## **I have a retirement account. My employer and I contribute to it. Do I need to report this on my weekly claim?**

- Yes, if you are *currently* receiving monthly retirement payments. Answer "Yes" to the question "Did you apply for or have a change in a retirement plan not previously reported?"
- No, if you received a cash-out of your retirement fund.

## **I attend apprenticeship training courses once in a while. Do I need to report this on my weekly claim?**

Yes. Answer "Yes" to the question, "Did you begin attending a school or training program?" We will send you additional questions about the start and end dates of the current training period.

## **More information**

[ESDWAGOV - SharedWork claimant FAQ](#)

[ESDWAGOV - SharedWork employer FAQ](#)

# Unemployment Questions -



## **When do I file my weekly claims?**

- You can claim any time Sunday through Saturday for the previous week.

## **What do I do when I work full time?**

- Continue to file your weekly claims, even for weeks in which you will not be paid.
- If you no longer want to receive benefits, simply stop filing weekly claims.

## **Is there a waiting week and do I need to submit a weekly claim for that week?**

- There is a waiting week. Yes, you need to submit a weekly claim for every week you want to receive benefits.



# Virtual Assistant

eServices Login Languages

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English | Español

## Newsroom menu

### FREQUENTLY USED LINKS

[COVID-19 information](#)  
[COVID-19 FAQs](#)  
[About the agency](#)  
[News releases](#)  
[Jobs with Employment Security](#)  
[Governors Committee on Disability Issues and Employment \(GCDE\)](#)

### RELATED LINKS

[Access Washington](#)  
[Washington Healthplanfinder](#)

### FORMS

[Newsroom forms and publications library](#)  
[General information request \(PDF\)](#)  
[Own records request \(PDF\)](#)  
[GCDE photo release form \(PDF\)](#)  
[Authorization to release records - Individual \(PDF\)](#)  
[Authorization to release records - Employer \(PDF\)](#)

### CONTACT US

[Media inquiries](#)

## Newsroom



### Unemployment insurance information

[Potential new claim one pager](#)  
[COVID-19 information](#)  
[COVID-19 information for workers and FAQ](#)

### Nov. 20, 2020 bipartisan letter to Congressional delegation

[Letter to Congressional delegation re: CARES Act, from ESD and bipartisan lawmakers \(Nov. 20, 2020\)](#)

### Additional links:

Virtual Assistant

Hello. Welcome to the Washington State Employment Security Department.



# Resources to help!



- [Information about SharedWork](#)
- SharedWork Unit: 800-752-2500, option 1
- Your Employer's SharedWork Representative
- eServices support: 855-682-0785
- Other programs and useful information: [esd.wa.gov](http://esd.wa.gov)
- Reemployment and retraining services: [WorkSourceWA.com](http://WorkSourceWA.com)

