

# Unemployment Insurance



**Employment  
Security  
Department**  
WASHINGTON STATE

*Specifically tailored for state employees to help prepare them for accessing unemployment insurance benefits. This information is current as of June 30<sup>th</sup>, 2020.*

# Topics we will cover



- How to apply for unemployment benefits
- How to submit a weekly claim each week
- We will address when to file your initial and weekly claims
- We will briefly discuss PFML and UI



# Why the SharedWork Program?



- Retain skilled workforce, reduce payrolls costs, serve as a smart alternative to full-layoffs...
- Employees collect partial benefits to replace a portion of their lost wages.
- Employees on SharedWork do not have to look for other work.
- Employees must be available for all work offered by their regular employer.
- Employers must continue to pay for employees' health insurance.



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

# What you will need



- Logged in and on the Internet, [www.esd.wa.gov](http://www.esd.wa.gov)
- Pen and paper
- SSN, address, Date of birth
- WA Drivers License or WA ID if you have one
- Employer names, addresses, and dates of employment for past 18 months
- Bank routing and account numbers – if you want to sign up for direct deposit today



# Filing a New Unemployment Insurance Claim



**Employment  
Security  
Department**  
WASHINGTON STATE



HOME

UNEMPLOYMENT

PAID LEAVE

JOBS & TRAINING

UNEMPLOYMENT TAXES

EMPLOYER RESOURCES

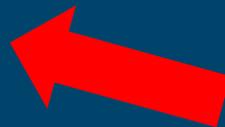
LABOR MARKET INFO

NEWSROOM

# New to unemployment?

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

[Start here](#)



# Already applied?

Login to finish your unemployment application or submit your weekly claim.

[Login now](#)

# 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

### 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](#)

*We use SecureAccess Washington to protect your personal information*



## BEFORE APPLYING

[Eligibility requirements](#)

[Layoffs, furloughs and more](#)

[Application checklist](#)

[Benefits webinar](#)

## AFTER APPLYING

[Application confirmation](#)

[Benefits decision](#)

[Benefit denials, appeals](#)

[Estimate your benefit](#)

[When payments begin](#)

[Sign up for direct deposit](#)

[Sign up for debit card](#)

[Update your information](#)

[Unemployed Worker Handbook](#)

## FREQUENTLY USED LINKS

[Handbook for unemployed workers](#)

[Request your unemployment records](#)

[Overpayments](#)

[Layoff assistance for workers](#)

## RELATED LINKS

[Benefit extensions](#)

[Find a local WorkSource office](#)

[Get your 1099-G tax statement](#)

[Forms and publications](#)

## CONTACT US

[Submit a question about your claim](#)

[Information for unemployed workers](#)

# Technical support

## On this page:

[Create account tutorial](#) | [Guides](#) | [Frequently Asked Questions](#) | [Contact Help Desk](#)

## Tutorial: Creating an account



Watch this tutorial to avoid common problems and mistakes. You will learn:

1. How to look up an existing account
2. How to create a SecureAccess Washington account
3. How to create an eServices account
4. Answers to frequently asked questions

## Helpful guides for eServices

- [eServices User Guide](#)
- [Resetting your PIN](#)
- [Filing an appeal](#)
- [Contact help desk](#)

## Frequently Asked Questions

# 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

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- Pay taxes
- Apply for SharedWork
- Apply for the Work Opportunity Tax Credit
- Manage your employees' unemployment claims
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  - File an appeal

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**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



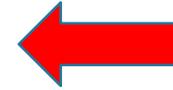


## eServices

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



➤ Testing Account  
eservicetesting2020@gmail.com  
Last logged on Mar 18 2020



Alerts

✓ There are no alerts



I want to

[Submit an application](#)



[Send a message/ask a question](#)

[Upload a document](#)

Summary

Online activity

Notices/letters



My accounts

Account type

Benefit year begin

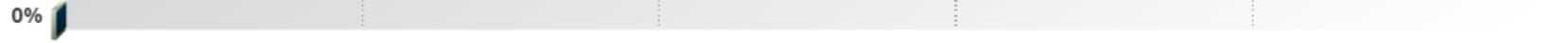
Benefit year end

Status

Expiration

No processed claims

Estimated percentage completed



Application for unemployment benefits

Your profile

Time Estimate

Your profile

Read and certify

Unemployment benefits registration application

Please read this important message before you begin.

The average time it takes to complete this application is 30 - 60 minutes. Depending on how you answer the questions will impact the time it will take to complete the application since some questions will require additional information.

If you begin the application and need to log out, be sure to save your work so you can resume where you left off.

**Note: All saved, uncompleted applications will be automatically deleted by 6:30 p.m. Saturday.**



Save Cancel

< Previous Next >

Estimated percentage completed

0%

Application for unemployment benefits

Your profile

Time Estimate

Certification

Your profile

Read and certify

Welcome to the unemployment benefits application.

To qualify for unemployment benefits, you must:

- Have been employed for at least 680 hours in your base year.
- Be able to work and available for work.
- Search every week for work that's suitable for you.

After you apply, we will decide if you qualify, and we will let you know.

Do not use this online application if:

- You are a victim of domestic violence, stalking, sexual assault or trafficking and do not want your address on record with us. To keep your information private, sign up for the [Address Confidentiality Program](#). Then call the claims center at 800-318-6022 to apply for benefits.
- You did not work in Washington since 9/1/2018. Contact the unemployment agency in the state where you worked the longest in the past 24 months.
- If you left the military in the last 18 months, and you are not physically in Washington state.

Before you start, have ready:

- Your Social Security number.
- Information about jobs you have had in the last 18 months. Include part-time and temporary jobs. For each employer, you need a:
  - Business name.
  - Mailing address.
  - Phone number.
  - Date you worked.
- Paper and pen or pencil.
- If you had a military employer, your DD214 form.
- If you had a federal civilian employer, your SF50 or SF8.

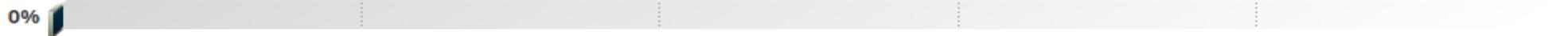
Save

Cancel

< Previous

Next >

Estimated percentage completed



Application for unemployment benefits

- Your profile
- Time Estimate
- Certification
- Certification cont'd

Your profile

Read and certify

Save and continue button

You don't have to complete the entire application all at once. But if you don't type anything for 15 minutes, the application will time out and you will lose your information. Be sure to choose the *Save and continue* button.

If you choose not to continue this application, we will discard it on Saturday.

Get a confirmation number!

Be sure to get a confirmation number proving you submitted your application. If you exit the application before receiving a confirmation number, you will lose any information you entered and you'll have to start over. You will also need the number if you exit and return to the application later.

When to apply

Your unemployment benefits claim will start Sunday of the week you apply. If you don't want to start your claim yet, wait to apply until the week (Sunday through Saturday) you want your claim to start.

Save

Cancel

< Previous

Next >

## Estimated percentage completed

0%

## Application for unemployment benefits

### Your profile

Time Estimate

Certification

Certification cont'd

Certification cont'd

### Your profile

#### Read and certify

##### We protect your privacy

The Employment Security Department strictly obeys state and federal laws that protect your private information. We do, however, share your information with other government agencies to verify your eligibility for this and other government programs. Read our [privacy statement](#) for details.

##### Fraud

If you lie on this application or provide false information, we might find that you committed fraud. You could be:

- Disqualified from receiving benefits.
- Have to pay back benefits received.
- Required to pay a penalty.
- Charged with a crime.

##### Certify

I certify that the information I provided on this form is true and complete to the best of my knowledge. I understand that omitting or giving false information is considered fraud, and I could have to pay back benefits received and pay a penalty. I also could be denied future unemployment benefits.

Save

Cancel

< Previous

Next >

Estimated percentage completed

10%

Application for unemployment benefits

Your profile

- Time Estimate
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity

Your profile

Your identity

Your Social Security number

Your date of birth

Your name as it appears on your Social Security card

First name

Last name

Middle name

Suffix

Have you used any other names for work, such as a maiden name?

Do you have a nickname or another preferred name?

Are you a U.S. citizen or an American national?



Be careful with this question

Save

Cancel

Previous

Next

Estimated percentage completed



Application for unemployment benefits

Your profile

- Time Estimate
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license**

Your profile

Drivers license

Do you have a Washington state driver's license or Washington state ID?

License or ID number (See "A" in picture):

Date issued (B):

Expiration date (C):

<b>Yes</b>	No
WDL1234567B	
Jan 1 2020	
Jan 1 2026	



# Application for unemployment benefits

## Your profile

Time Estimate

Certification

Certification cont'd

Certification cont'd

Your Identity

Driver's license

## Your profile

### Drivers License

Do you have a Washington state driver's license or Washington state ID?

License or ID number (See "A" in picture):

Confirm your WA driver license or ID number

Date issued (B):

Expiration date (C):

Your Height (ex. 5 feet, 2 inches) (D):

Feet

Inches

Yes	No
<input type="text"/>	<input type="text"/>



Save

Cancel

< Previous

Next >

# Application for unemployment benefits

## Benefits in other states

Have you applied for or received unemployment benefits from a state other than Washington in the last 12 months?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

## Injury or illness

Have you been unable to work for 13 or more consecutive weeks due to an injury or illness?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

## Federal employer

Did you work for the federal government in the last 18 months? This doesn't include military service.

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

## Military jobs

Did you separate from active duty military service in the last 18 months?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

## Work in other states

Have you worked in any state other than Washington in the last 18 months?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

Estimated percentage completed

Application for unemployment benefits

- Your profile
- Melanie Streight
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license
- Benefits in other states
- Injury or illness
- Federal jobs
- Military jobs
- Work in other states
- Claim start date

Your profile

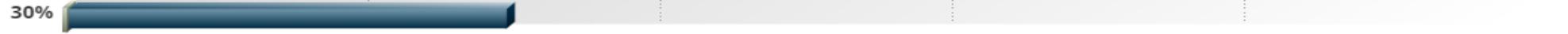
Claim start date

You are applying for benefits this week, so your claim year start date is Jun 28 2020. Is this the date you want your claim to start?

 Yes
  No

If your first furlough day is anytime between June 28<sup>th</sup> and July 4<sup>th</sup>, you can file your initial claim/application any day during the week and you will have a start date of 6/28.

Estimated percentage completed



Application for unemployment benefits

- Your profile
- John Smith
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license
- Benefits in other states
- Injury or illness
- Federal jobs
- Military jobs
- Work in other states
- Claim start date
- Anti-harassment

Your profile

Anti-harassment

Do you currently have an anti-harassment order in place for your protection?

Yes

No

Save

Cancel

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Estimated percentage completed



Application for unemployment benefits

Your profile

- John Smith
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license
- Benefits in other states
- Injury or illness
- Federal jobs
- Military jobs
- Work in other states
- Claim start date
- Anti-harassment
- Contact information

Your profile

Contact information

Mailing address   Please confirm this address

Address Verification Required

Do you have a physical address that is different than your mailing address?

What is the best way to contact you if we need to talk about your claim? **Please note:** If we attempt to contact you and you don't respond, it could affect your benefits or create an overpayment.

How do you want to receive important correspondence from us?

Email

Primary Phone

Save

Cancel

Previous

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Estimated percentage completed



Application for unemployment benefits

- Your profile
- John Smith
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity

Your profile

Contact information

Mailing address USA

Please confirm this address

Check address

Country USA Multi-Line [Click here to verify your address](#)

Street 712 PEAR ST

Street 2

Unit type Unit # City OLYMPIA

State WASHINGTON Zip 98501-1513 County THURSTON

Attention

Save Cancel

voicemail?

Save Cancel

Previous Next

Estimated percentage completed



Application for unemployment benefits

- Your profile
- John Smith
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity

Your profile

Contact information

Mailing address USA

Please confirm this address

Check address

Country USA

Multi-Line

Click here to verify your address

Street 712 PEAR ST

Street 2

Unit type

State WASHINGTON

Attention

City OLYMPIA

County THURSTON

Select Verified Address

Postal office recognized

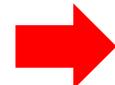
712 PEAR ST SE  
OLYMPIA WA 98501-1513

Select this address

Entered address

712 PEAR ST  
OLYMPIA WA 98501-1513

Select this address



OK

Cancel

Save

Cancel

Save

Cancel

Previous

Next

Estimated percentage completed



Application for unemployment benefits

- Your profile
- John Smith
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license
- Benefits in other states
- Injury or illness
- Federal jobs
- Military jobs
- Work in other states
- Claim start date
- Anti-harassment
- Contact information

Your profile

Contact information

Mailing address USA  Please confirm this address

712 PEAR ST SE

Street 2

Unit type Unit # OLYMPIA

WASHINGTON 98501-1513 THURSTON

Attention: In care of...

Do you have a physical address that is different than your mailing address? Yes No

What is the best way to contact you if we need to talk about your claim? **Please note:** If we attempt to contact you and you don't respond, it could affect your benefits or create an overpayment. Both email and phone

How do you want to receive important correspondence from us? Send by U.S. mail

Email myname@email.com

Primary Phone USA 000 000-0000 Permission to leave a detailed voicemail? Yes No

Would you like to provide an additional phone number? Yes No

Secondary Phone USA 000 000-0001 Permission to leave a detailed voicemail? Yes No

Estimated percentage completed



Application for unemployment benefits

Your profile

- John Smith
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license
- Benefits in other states
- Injury or illness
- Federal jobs
- Military jobs
- Work in other states
- Claim start date
- Anti-harassment
- Contact information
- Demographics

Your profile

Personal information

What is your gender?

Male

If you could receive written materials in any language, which would you prefer? We can't guarantee we can send you information in the language you choose.

English

We are required to ask these questions. Answering them is voluntary. If you don't want to answer, select "Do not want to answer" as your answer.

What is your highest level of education?

High School Graduate or GED

What is your ethnic background?

Not Hispanic or Latino

What is your race? Select all that apply.

African American/black

American Indian/Alaska Native

Asian

Native Hawaiian/Pacific Islander

Caucasian/white

Do not want to answer

Are you a U.S. military veteran?

Not a veteran

Do you have a disability?

Not disabled

Save

Cancel

Previous

Next

Estimated percentage completed

Application for unemployment benefits

- Your profile
- Your employers
  - Washington employers
    - Dshs Hqs

Washington employer: Dshs Hqs

Employer details

Employer's name   I did not work for this employer

Address

What date did you **start** working for this employer?

What date did you last **physically** work for this employer?

Why did you separate from this employer?

Have you applied for or are you receiving retirement pay from this employer?

Please provide your gross income before any deductions, including taxes.  Per

How many hours a week did you work, on average?

If you have wages reported from your State Agency, this will come up. If not, you will get the following screens.

Save

Cancel

< Previous

Next >

Estimated percentage completed



Application for unemployment benefits

Your profile

Your employers

Washington employers

Add missing employer

Your employers

Did you work for a Washington employer?

Yes No

What qualifies an employer as a Washington state employer? If you work for a national or international organization or individual within Washington, this would be classified as a Washington employer.

Note: Please make sure you have your employer's name, address, and pay stubs available prior to selecting an employer from the list. Your claim may be delayed if the employer you have selected does not match the employer on your paystubs.

Many companies and organizations with multiple offices may designate a specific site to handle all unemployment. If you worked for one of these companies understand that the search results may not display your actual address, but rather the designated site.

Save Cancel

Previous Next

Estimated percentage completed

50%



Application for unemployment benefits

Your profile

Your employers

Washington employers

Washington employer

Washington employer

Employer search

Search For my Washington employer

Remove this employer

Save

Cancel

< Previous

Next >

Estimated percentage completed

Search

Employer search

Select how you want to search for the employer. Then fill in as much as you can and hit the "Search" button.

Name Address Employer ID

Name

EMPLOYMENT SECURITY

Search

Results

EMPLOYMENT SECURITY DEPT

STATE OF WASHINGTON
212 MAPLE PARK DR OLYMPIA WA 98504-0001

EMPLOYMENT SECURITY DEPT

Country USA Multi-Line
Street SYSTEMS AND REPORTS
Street 2 PO BOX 9046
Unit type Unit # City OLYMPIA
State WASHINGTON Zip 98507-0000 County

Can't find my employer OK Cancel

Save Cancel

Previous Next

Estimated percentage completed

Application for unemployment benefits

- Your profile
- Your employers
  - Washington employers
    - Dshs Hqs

Washington employer: Dshs Hqs

Employer details

Employer's name   I did not work for this employer

Address

What date did you **start** working for this employer?

What date did you last **physically** work for this employer?

Why did you separate from this employer?

Have you applied for or are you receiving retirement pay from this employer?

Please provide your gross income before any deductions, including taxes.  Per

How many hours a week did you work, on average?

Save

Cancel

< Previous

Next >

Estimated percentage completed

Application for unemployment benefits

- Your profile
- Your employers
  - Washington employers
    - Dshs Hqs

Washington employer: Dshs Hqs

Employer details

Employer's name DSHS HQS

Address HR CONSULTANT DSHS HR DIVISION OLYMPIA WA 98501

I did not work for this employer

What date did you **start** working for this employer?

What date did you last **physically** work for this employer?

Why did you separate from this employer?

Have you applied for or are you receiving retirement pay from this employer?

Please provide your gross income before any deductions, including taxes.

How many hours a week did you work, on average?

- Required
- Required
- Currently working full time
- Currently working part time
- Currently working reduced hours(partially employed)
- Fired
- Laid off
- Leave of absence
- Quit
- Shared work reduced hours
- Strike
- Suspended
- Temporarily out of work to attend mandatory apprenticeship training



Save

Cancel

< Previous

Next >

Estimated percentage completed



Application for unemployment benefits

- Your profile
- Your employers
  - Washington employers
    - Dshs Hqs

Washington employer: Dshs Hqs

Employer details

Employer's name: DSHS HQS  I did not work for this employer

Address: HR CONSULTANT DSHS HR DIVISION OLYMPIA WA 98501

What date did you **start** working for this employer? Oct 10 2016

What date did you last **physically** work for this employer? Jun 26 2020

Why did you separate from this employer? Shared work reduced hours

Have you applied for or are you receiving retirement pay from this employer? Yes No

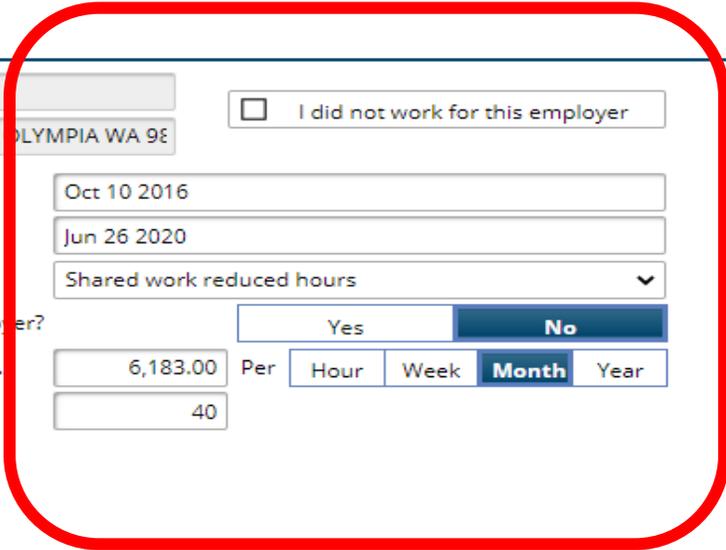
Please provide your gross income before any deductions, including taxes. 6,183.00 Per Hour Week **Month** Year

How many hours a week did you work, on average? 40

This is \$ paid to you because you retired, not if you are contributing to your plan



Historical not, not furlough hours



Save

Cancel

< Previous

Next >

## Did you work for another Washington employer?

Yes

No

What qualifies an employer as a Washington state employer? If you work for a national or international organization or individual within Washington, this would be classified as a Washington employer.

Note: Please make sure you have your employer's name, address, and pay stubs available prior to selecting an employer from the list. Your claim may be delayed if the employer you have selected does not match the employer on your paystubs.

Many companies and organizations with multiple offices may designate a specific site to handle all unemployment. If you worked for one of these companies understand that the search results may not display your actual address, but rather the designated site.

## Your employers

### Employment wage summary

The employers for which you have provided information are shown below. This includes employers that we found in wage reports as well as any employers added by you. Employers marked "DNW" have already been flagged for agent review because you marked "Did Not Work." Employers marked "Pend" are waiting for a response from the federal government or another state.

### Wage Summary

DNW	Pend	Employer	Q1 Hours	Q1 Wage	Q2 Hours	Q2 Wage	Q3 Hours	Q3 Wage	Q4 Hours	Q4 Wage
<input type="checkbox"/>	<input type="checkbox"/>	EMPLOYMENT SECURITY DEPT	713	12,126	623	10,775	585	10,289	636	12,050
			713	12,126	623	10,775	585	10,289	636	12,050



FYI Only. Please do not check either of these boxes.

Estimated percentage completed

60%

Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Your occupation

Occupation

What was your primary occupation during the base year?  
Click "Search occupation."

Primary occupation

Required

Search occupation

Required

See this [employment data website](#) to determine whether your current occupation is in demand or not.

Are you going to continue to look for work in this occupation?

Yes

No

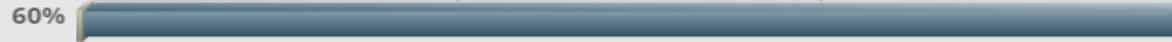
Save

Cancel

Previous

Next

Estimated percentage completed



Application for unemployment benefits

Search occupation codes

First: Search for a job title.

Single word search only, please use full text

insurance claims clerk

Search

Next: Choose one for details, then press "OK."

Filter

Code	Title
13-1031.02	Insurance Adjusters, Examiners, and Investigators
29-2071.00	Medical Records and Health Information Technicians
43-3011.00	Bill and Account Collectors
43-9041.00	Insurance Claims and Policy Processing Clerks
43-9041.01	Insurance Claims Clerks
43-9041.02	Insurance Policy Processing Clerks

6 Rows

13-1031.02 - Insurance Adjusters, Examiners, and Investigators

**Job Responsibilities** Investigate, analyze, and determine the extent of insurance company's liability concerning personal, casualty, or property loss or damages, and attempt to effect settlement with claimants. Correspond with or interview medical specialists, agents, witnesses, or claimants to compile information. Calculate benefit payments and approve payment of claims within a certain monetary limit.

Alternate Job Titles

OK

Cancel

Estimated percentage completed

60%

Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Your occupation

Occupation

What was your primary occupation during the base year?  
Click "Search occupation."

Primary occupation 13-1031.02 - Insurance Adjusters, Examiners, and Investigators

Change occupation

See this [employment data website](#) to determine whether your current occupation is in demand or decline.

Are you going to continue to look for work in this occupation?

Yes

No

Answering "yes" to this question does not mean you are agreeing to go look for work. You are not required to do so while on SharedWork.

Save

Cancel

< Previous

Next >

Estimated percentage completed

70%

Application for unemployment benefits

- Your profile
- Your employers
- Your occupation
  - Occupation code
  - Union membership

Your occupation

Union membership

Do you get your work through a union dispatch or referral list?

Yes  No

Have you applied for or are you receiving union retirement pay?

Yes  No

Unions in this capacity are those that you would find work through. State employees generally do not belong to this kind of unit.

Save

Cancel

< Previous

Next >

## Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Union membership

Standby

### Your occupation

#### Standby request

You do not need to apply for standby while the governor's "stay home, stay healthy" order is in effect.



If you do not return to work when the order is lifted, you can request standby at that time. You will need to provide the date you plan to return to work.

#### Standby means you are:

- Unemployed with your regular employer due to a lack of work and you expect to return to full-time work with this employer within the next twelve weeks; or
- Unemployed and starting work with a new employer within the next twelve weeks.

If your employer has told you that you will be returning to work and given you an expected return to work date, you can request standby. Since standby waives your work search requirements, we will decide if you qualify, not your employer. You must look for work each week until we notify you that you are allowed to be on standby.

[Click here if you would like to learn more about the Unemployment Standby benefit.](#)

Do you wish to request Standby?

Yes

No

Select where you are returning to work:

EMPLOYMENT SECURITY

[Search for a different employer](#)

Requesting standby is not necessary while state employees are participating in the SharedWork unemployment program.

Save

Cancel

< Previous

Next >

**Estimated percentage completed**

70%



**Application for unemployment benefits**

- Your profile** 
- Your employers** 
- Your occupation**
  - Occupation code
  - Union membership
  - Part-time work
  - Standby
  - School or training** 

**Your occupation**

**School or training**

Are you currently attending school or a training program?

Estimated percentage completed

80%

Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Union membership

Part-time work

Standby

School or training

Able and available

Your occupation

Able and available for work

Are you physically able to work and available for work?

Yes

No

Be able to work all hours and be available for all work hours offered by the SharedWork employer.

Save

Cancel

Previous

Next

Estimated percentage completed



Application for unemployment benefits

- Your profile
- Your employers
- Your occupation
  - Occupation code
  - Union membership
  - Part-time work
  - Standby
  - School or training
  - Able and available
  - Federal taxes

Your occupation

Federal taxes

You must pay federal taxes on your unemployment benefits. Do you want us to withhold 10 percent of your payment each week?

 Yes
  No

**If you decide later that you don't want us to withhold the 10 percent, we can't return the money we already deducted.**

**⚠ If we require you to pay back benefits because we overpaid you, you must pay us:**

- The benefits you received.
- Any money we withheld for tax purposes.

Estimated percentage completed



Application for unemployment benefits

- Your profile
- Your employers
- Your occupation
- Getting paid
  - Payment options

Getting paid

Employment Security offers two options for receiving your unemployment benefits: debit card or direct deposit. Which option would you like us to use for your benefits payment - direct deposit into your bank account or deposit onto a debit card? Select one below.

Debit Card  Direct Deposit Required

[Learn more about a debit card payment option](#)

[Learn more about the direct deposit payment option](#)

Save

Cancel

< Previous

Next >

Employment Security offers two payment options for you to receive your unemployment benefits: debit card or direct deposit. Which option would you like us to use for your benefits payment – direct deposit into your bank account or deposit onto a debit card? Select one below.

Debit Card

Direct Deposit

[Learn more about all fees associated with the debit card option](#)

[Learn more about the direct deposit payment option](#)

We will deposit your benefit payments onto a debit card.

You will receive your debit card 7 to 10 days from today in a white envelope with Employment Security Department in the upper left hand corner. Follow the instructions provided with the card to activate it.



**We are required to provide you with certain disclosures relating to the KeyBank debit card program prior to completing your application.**

There are no:

- Monthly fees.
- Per purchase fees.
- Cash reload fees.
- In-network ATM withdrawal fees (There is a \$1.75 ATM out-of-network fee. This fee can be lower depending on how and where this card is used.)
- In- or out-of-network ATM fees for balance inquiries.
- Automated or live agent customer service fees.
- Per month inactivity fees after 180 days of inactivity.
- Overdraft or credit feature.

KeyBank charges three other types of fees:

- \$12 2-day expedited delivery of replacement card
- 2% international transaction fee
- \$3 international ATM withdrawal fee

Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit [cfpb.gov/prepaid](https://cfpb.gov/prepaid).

You can find details and conditions for all fees and services in the cardholder agreement.

Employment Security prepaid card is issued by KeyBank, N.A. There is no purchase price charged to enroll in the program nor is there any fee to activate the card.

You can find this and more information including a Long Form Disclosure that includes all fees relating to the benefits card program on our website at [esd.wa.gov/unemployment/debit-card-info](https://esd.wa.gov/unemployment/debit-card-info). Additionally, these disclosures will be provided to you in the card package when you receive your benefits card.

Estimated percentage completed



Application for unemployment benefits

- Your profile
- Your employers
- Your occupation
- Getting paid
  - Payment options

Getting paid

Employment Security offers two payment options for you to receive your unemployment benefits: debit card or direct deposit. Which option would you like us to use for your benefits payment – direct deposit into your bank account or deposit onto a debit card? Select one below.

Debit Card Direct Deposit required

[Learn more about all fees associated with the debit card option](#)

[Learn more about the direct deposit payment option](#)

Save

Cancel

< Previous

Next >

## Getting paid

Employment Security offers two payment options for you to receive your unemployment benefits: debit card or direct deposit. Which option would you like us to use for your benefits payment – direct deposit into your bank account or deposit onto a debit card? Select one below.

[Learn more about all fees associated with the debit card option](#)

[Learn more about the direct deposit payment option](#)

I give the Employment Security Department permission to deposit my benefit payments into my bank or credit union account.

PAY TO THE ORDER OF

---

Account type

Routing number  Name of bank or credit union  Account number  Confirm account number

**Important:** If there is an error in processing your direct deposit, the department will default your payment to our debit card. To learn more about the debit card features please visit us at [esd.wa.gov/unemployment/debit-card-info](http://esd.wa.gov/unemployment/debit-card-info).

 **If you don't have one of your checks handy, look at your monthly bank statement or contact your bank or credit union.**

### Claim Summary

---

#### Your identity Edit

Social Security Number

Date of Birth

Legal Name

Middle Name  Suffix

Have you used any other names for work, such as a maiden name?  Yes  No

Do you have a nickname or another preferred name?  Yes  No

Are you a U.S. citizen or an American national?  Yes  No

---

#### Claim Start Date Edit

Your claim is effective:

---

#### Contact Information Edit

Mailing address

Street 2

Unit Type  Unit #

Attention: In care of...

Do you have a physical address that is different than your mailing address?  Yes  No

---

#### Correspondence Edit

What is the best way to contact you if we need to talk about your claim? **Please note:** If we attempt to contact you and you don't respond, it could affect your benefits or create an overpayment.

How do you want to receive important correspondence from us?

Email

Primary phone    Permission to leave a detailed voicemail?  Yes  No

Do you want to provide an additional number?  Yes  No

Secondary phone    Permission to leave a detailed voicemail?  Yes  No

---

#### Your Employers Edit

Employer Name

Reason  Separation

Start Date  Separation Date

---

#### Payment Option Edit

Your selected payment method:

---

[< Previous](#) [Next >](#)



Each section has an “edit” button if you need to correct anything.

Estimated percentage completed

90%

Application for unemployment benefits

- Your profile
- Your employers
- Your occupation
- Getting paid
  - Payment options
- Claim Summary
  - Claim Summary
- Submit application

Submit application

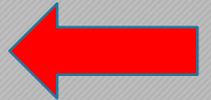
To complete your application, select "Submit."

Save

Cancel

Previous

Submit



 Confirmation

**Congratulations!** You have successfully submitted your application for unemployment benefits!

Your confirmation number is 0-014-720-529. Write it down or print this page for your records.

Watch for an email describing your rights and responsibilities that will advise you of your next steps. After you receive the email you can also find these instructions in the "Notices" section of your eServices homepage.

Your claim may have been flagged for additional review for one of the following reasons:

- You reported you had a claim in another state.
- We think you might qualify for an injury or illness claim, based on what you reported in your application.
- You reported you are a member of the International Longshore and Warehouse Union.

If your claim was flagged then it may take several days for an agent to review your claim. Once we have completed the review and processed your claim, you will receive the email mentioned above. If for some reason your claim can't be processed, an agent will contact you with additional information.

Help us improve eServices. [Click here to take a quick survey of your registration experience.](#)

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

Go back



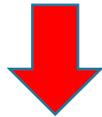
Alerts

- You have 1 unread message
- You have 7 unread letters
- Switch to electronic correspondence
- 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



Unread notices

All notices



Unread letters

All letters

Your Benefit Rights and Responsibilities

- Monetary Determination
- SEAP Eligibility
- Data Sharing Notice
- Monetary Determination
- Monetary Determination
- Data Sharing Notice
- Determination Letter



I Want To

Delete

> Message



### Presentation of Benefit Rights

Received: Monday, Jun 25, 2018 9:27:33 PM  
Subject: Your Benefit Rights and Responsibilities

#### Your responsibilities as an unemployment claimant

**You're responsible for understanding this important information.**

**Don't reply to this email! We won't receive it.** If you have questions, log into eServices and go to your outbox to submit a question or call the claims center at 800-318-6022.

#### How much you'll be paid

Your claim is based on all your work and earnings from 1/1/2017 to 12/31/2017. We estimate that you should receive \$465 each week for up to 26 weeks, for a total of up to \$12090.

However, these amounts are only estimates. We'll review your information and send you a *Statement of Benefits, Wages and Hours*, which will show if you're eligible for a new claim. If you are, the statement will show you the weekly amount you're eligible for and the maximum amount you have available. Examine it carefully and let us know if you believe anything is incorrect.

Log in to eServices to change how you receive your benefits payments. You can choose to get them on a debit card or deposited directly into your bank account.

Once we gather more information about your separation from an employer, we'll let you know.

We might:

- Send you a questionnaire and might also ask to speak to you by phone.
- Send you and the employer a written decision after we gather all the information we need. The letter will tell you whether you're eligible to receive unemployment benefits.

You must:

- Start submitting weekly claims right away as instructed below under *You must submit weekly claims*. **We can write a decision only if you have been submitting weekly claims!**

**You can use your eServices account at [esd.wa.gov](http://esd.wa.gov) to:**

- Manage and view your unemployment benefits.
- Submit weekly claims.

**i** We are processing an unprecedented number of unemployment claims and our highest priority is getting benefit payments out to customers as quickly as we can. As a result, we are unable to respond to all questions submitted online in a timely manner and we apologize. Many questions can be answered on our website at [esd.wa.gov/unemployment](http://esd.wa.gov/unemployment). You may also want to subscribe to email updates about our response to COVID-19. Thank you for your patience.



**Alerts**



**I want to**



[Request PEUC extended benefits](#)



[You have a UI weekly claim to file](#)

[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 Apr 5 2020

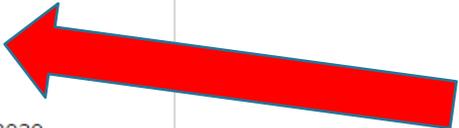
Benefit year ending Apr 3 2021

Weekly benefit amount \$574.00

Status Active



[You have a UI weekly claim to file](#)



This will be how you access your current account

*At this point, you have successfully filed a new claim. Next, we will cover just a couple more slides to keep you on the right path.*

SUCCESS

**i** We are processing an unprecedented number of unemployment claims and our highest priority is getting benefit payments out to customers as quickly as we can. As a result, we are unable to respond to all questions submitted online in a timely manner and we apologize. Many questions can be answered on our website at [esd.wa.gov/unemployment](http://esd.wa.gov/unemployment). You may also want to subscribe to email updates about our response to COVID-19. Thank you for your patience.



**Alerts**



**I want to**

[Request PEUC extended benefits](#)

[Manage my active claim](#)

[You have a UI weekly claim to file](#)

[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 Apr 5 2020

Benefit year ending Apr 3 2021

Weekly benefit amount \$574.00

Status Active

[You have a UI weekly claim to file](#)

You can use either link to file your weekly claim. It will appear every Sunday.



Account alerts

You have 3 unread letters

If needed later



I want to

- Restart my claim to begin filing again
- 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 7/4/2020. 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
-------------	--------	-----------------------	------------	------------	---------------	--------------

# What we know about the CARES Act



- Pandemic Unemployment Assistance
  - This will expand benefits to those that are generally not covered by regular unemployment, such as self employed, independent contractors, worked less that 680 hours
- An additional \$600 added to benefits each week, Mar 29-Jul 25. There is no application process. This will be automatic if you qualify for any amount of regular unemployment.
- Pandemic Emergency Unemployment Compensation
  - An additional 13 weeks for those that have exhausted their benefits
- Follow [www.esd.wa.gov](http://www.esd.wa.gov) for the latest information. You can even sign up to get alerts when new information is posted.



# Lets talk about when your claim starts -



- When is the start date of my claim?
  - A = If your first furlough day is during the week beginning 6/28, you can file your initial claim/application anytime during that week. If you start your claim during this week, you will not have a waiting week.

	31	Jun 1	2	3	4	5	6
J U N E	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	Jul 1	2	3	4

# When do I file my weekly claim -



- When do I file my weekly claims?
  - A = Preferably every Sunday for each previous week that you want to receive benefits. For example, if your claim start date is 6/28 you will submit your first weekly claim on 7/5 or anytime during that week.

	31	Jun 1	2	3	4	5	6
J U N E	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	Jul 1	2	3	4

Start of claim



59

	5	6	7	8	9	10	11
J U L Y	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	Aug 1



Submit your weekly claim during this time

# Unemployment Questions -



- How do I file my weekly claim?
  - Using eServices, under the alert section, click on “You have a UI weekly claim to file”. You can also file by using our automated phone system 800-318-6022
- What do I do when I return to work full time?
  - Just stop submitting your weekly claims
- Is the waiting week being waived?
  - A = Yes, if your claim is effective between March 8<sup>th</sup> and August 1<sup>st</sup>, 2020. This is timeframe may be extended.



# More Unemployment Questions -



- Am I required to look for work?
  - A = Not as long as you are participating in the Shared Work program.
- Can I receive unemployment if my employer is paying me sick pay, vacation pay, or personal time off?
  - A = Yes, but you have to report the hours and earnings if it is attributable to the week that you are claiming
- I have a second job or I work part time at another job, can I receive unemployment?
  - A = Yes, it is possible. You will need to report your hours and earnings during the week that you are doing the work.

# More Unemployment Questions -



- What is the base year?
  - A = Currently it is January 2019 through December 2019
  - Note: On July 5, the base year will change to April, 2019 through March, 2020
- I have a link to apply for PUA or PEUC. Do I need to do that?
  - A = No, not at this time. You will only apply for PUA only if you do not qualify for regular unemployment. PEUC – is for those that have used all the unemployment money in their account and need additional weeks to claim. You apply for that when you are nearing the end or have exhausted all the benefits in your regular claim.
- What do I do if my name and social security number has been used for a fraudulent claim?
  - A = Report this to ESD asap by using the “Report imposter fraud” link on our [esd.wa.gov](http://esd.wa.gov) website.
- All information and Frequently Asked Questions on [www.esd.wa.gov](http://www.esd.wa.gov)



QUICK LINKS

IMPORTANT UPDATES

COVID-19 (coronavirus)  
Subscribe to COVID-19 alerts

Report imposter fraud

BEFORE APPLYING

Eligibility requirements  
Layoffs, furloughs and more  
Application checklist  
Benefits webinar

APPLY

Regular unemployment checklist  
Eligibility checker  
Expanded unemployment checklist  
Expanded unemployment application guide

AFTER APPLYING

Application confirmation  
Submit weekly claim  
Benefits decision  
Benefit denials, appeals  
Estimate your benefit  
When payments begin  
Sign up for direct deposit  
Sign up for debit card  
Update your information

ALERT Affected by COVID-19?

**Workers & Businesses:** [Learn more](#) about important changes and [subscribe to updates](#) about our response to COVID-19.

## Unemployment benefits

### Affected by COVID-19

- The federal CARES Act expands unemployment benefits to people affected by COVID-19. If you are not eligible for regular unemployment, learn more about Pandemic Unemployment Assistance here:

Self-employed and independent contractors

[Learn more](#)

Sick, or caring for a family member?

[Learn more](#)

Lost work or part-time worker?

[Learn more](#)

What are unemployment benefits?

Unemployment benefits provide you with temporary income when you lose your job through no fault of your own. The money partly replaces your lost earnings and helps you pay expenses while looking for new work. The benefits, from taxes your former employer(s) paid, are not based on financial need.

COVID-19 QUESTIONS

How can we help?

Scroll down for additional links and information

# Resources to Help!



- For everything – [www.esd.wa.gov](http://www.esd.wa.gov)
  - *This includes COVID-19, as it relates to programs and services provided by the Employment Security Department*
- SharedWork Site – [esd.wa.gov/SharedWork](http://esd.wa.gov/SharedWork)
- eServices Account Support – 855-682-0785
- Unemployment Insurance Claims – 800-318-6022
- Shared Work Unit – 800-752-2500
- Your Agency's Shared Work Representative
- Reemployment and Retraining Services – [www.WorkSourceWA.com](http://www.WorkSourceWA.com)

