

Filing a Weekly Claim in eServices

These instructions will show you how to complete your weekly claim through eServices when you are attending union apprenticeship training.

1. Log into your eServices account through, <https://secure.esd.wa.gov/>. There will be an alert if there is a week or weeks available for you to file.
2. Click on the, **You have a weekly claim to file** hyperlink.

The screenshot shows the user's eServices account dashboard. At the top, there are sections for 'About me' (with an 'Update' button), 'Alerts' (showing 1 unread notice and 2 unread letters), and 'I Want To' (with links for 'Send us a message', 'Change federal withholding preference', and 'Update union information'). Below this is a navigation bar with 'Summary' selected, and other options like 'Recent items', 'Names and addresses', and '1099s'. The main content area is titled 'My accounts' and contains three 'UI claim' cards. The first card, which is highlighted with a red arrow, shows a claim with an 'Active' status and a notification: 'You have a weekly claim to file'. The other two cards show claims with 'Expired' status.

3. You can claim last week or up to the last 4 weeks using eServices. If you have multiple weeks to file, the first available week will display under **Continue where I left off**. If you want to skip that week, you can choose a week under **Restart using a different week**.

The screenshot shows the 'Your claim options' section. It states: 'The last weekly claim you submitted was for Jun 11 2017 to Jun 17 2017. You have at least one weekly claim to submit.' It then provides instructions: 'Select "Continue with Jun 18 2017 to Jun 24 2017" if you want to submit: • Your first weekly claim; • All weekly claims since the last time you submitted a weekly claim; or • All weekly claims since you restarted your claim.' It also notes: 'Otherwise, restart your claim by selecting one of the buttons under "Restart using a different week." If you do this, you will submit all weekly claims since the week you select. You won't be able to submit weekly claims for prior weeks.' At the bottom, there are two main sections: 'Continue where I left off:' with a button 'Continue with Jun 18 2017 to Jun 24 2017' (highlighted with a red arrow), and 'Restart using a different week:' with three buttons: 'Submit for Jul 09 2017 to Jul 15 2017', 'Submit for Jul 02 2017 to Jul 08 2017', and 'Submit for Jun 25 2017 to Jul 01 2017'.

If you choose a different week, you will be prompted to restart your claim. If you restart your claim, you won't be able to submit weekly claims for prior weeks.

Your profile

Claim restart date

Your claim will have a restart date of Jul 2 2017. Is this the week you wish to restart your claim?

You will be asked if you worked since you last filed a weekly claim.

Your profile

Reopen Claim

The last week for which you filed a claim was Jun 24 2017. Have you worked since this date? Required

4. You will answer questions for one week at a time and the Sunday through Saturday dates of the week will display. One question will display on a page. Click the **Next** button after you answer each question.

Weekly claim

How to submit

The following questions apply only to Sunday, Jun 18 2017 to Saturday, Jun 24 2017.

If you worked from Sunday, Jun 18 2017 to Saturday, Jun 24 2017, 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.

If we require you to look for work, you can enter your job search activities in this weekly claim. You must also record them in a paper job search log. We may ask to see your log at any time. If you don't have it when we ask, we might deny your benefits, and you might have to repay any benefits you received.


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.

5. Read the fraud warning and click the, **I agree** button.

Weekly claim

Fraud warning

Answer the following questions truthfully. We verify your information with data in state and federal databases. Fraud is misrepresenting or knowingly withholding information about a claim. It has serious consequences. Our team of special investigators is solely focused on identifying fraud. Breaking the rules, such as intentionally failing to report earnings accurately, could result in a denial of benefits, an overpayment, a fine, and even criminal prosecution. I will answer all questions truthfully to the best of my abilities.

I agree 

Required

Cancel Next Submit

6. Answer if you received paid time off for that week.

Weekly claim

Paid time off for Sunday, Jun 18 2017 to Saturday, Jun 24 2017

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

Yes No

Required

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

Cancel Next Submit

7. Answer if you are getting paid for any period after you last worked, such as severance pay, pay in lieu of notice, or termination pay.

Weekly claim

Pay after last day worked for Sunday, Jun 18 2017 to Saturday, Jun 24 2017

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

Required

- **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.

Cancel Next Submit

8. Select the correct response for if you worked for any employer(s) during the week. If you did work, you will be asked to list the employer(s) and provide the hours and earnings for the week.

Weekly claim

Work for other employers for Sunday, Jun 18 2017 to Saturday, Jun 24 2017

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

Yes No

Required

Cancel < Next > Submit

9. Answer the self-employment question.

Weekly claim

Self-employment questions for Sunday, Jun 18 2017 to Saturday, Jun 24 2017

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

Yes No

Required

- **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.

Cancel < Next > Submit

10. Answer the jury duty question.

Weekly claim

Jury duty questions for Sunday, Jun 18 2017 to Saturday, Jun 24 2017

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

Yes No

Required

Cancel < Next > Submit

11. Answer the workers' compensation question.

The screenshot shows a web form titled "Weekly claim" with a sub-header "Workers' compensation questions for Sunday, Jun 18 2017 to Saturday, Jun 24 2017". The main question is "Did you apply for or receive workers' compensation for an on-the-job injury?". Below the question are two radio button options: "Yes" and "No". A yellow callout box labeled "Required" points to the "Yes" option. A green banner below the options contains the text: "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." At the bottom of the form are buttons for "Cancel", "Next", and "Submit".

12. Answer if you applied for or had a change in a retirement plan.

The screenshot shows a web form titled "Weekly claim" with a sub-header "Retirement pay questions for Sunday, Jun 18 2017 to Saturday, Jun 24 2017". The main question is "Other than Social Security, did you apply for or have a change in a retirement plan not previously reported?". Below the question are two radio button options: "Yes" and "No". A yellow callout box labeled "Required" points to the "Yes" option. A green banner below the options contains the text: "Required payments include pensions, 401K, deferred compensation, IRAs, annuities, union retirement and 403(B) plans." At the bottom of the form are buttons for "Cancel", "Next", and "Submit".

13. Answer **Yes** to the school or training question if you began training during the week.

The screenshot shows a web form titled "Weekly claim" with a sub-header "School and training questions for Sunday, Jun 18 2017 to Saturday, Jun 24 2017". The main question is "Did you begin attending a school or training program?". Below the question are two radio button options: "Yes" and "No". A yellow callout box labeled "Required" points to the "Yes" option. A red arrow points to the "Yes" option. At the bottom of the form are buttons for "Cancel", "Next", and "Submit".

14. If you are a referral union member, you will be asked if this is a full-time apprenticeship training with your union. Select **yes**.

Weekly claim

Apprenticeship questions for Sunday, Jun 18 2017 to Saturday, Jun 24 2017

Is this full-time apprenticeship training with your union?

Yes No

Required

Cancel < Next > Submit

15. Enter the beginning and end dates of your classroom apprenticeship training with your union.

Weekly claim

Apprenticeship questions for Sunday, Jun 18 2017 to Saturday, Jun 24 2017

Please provide the beginning and end dates of your classroom apprenticeship training with your union.

Begin: End:

Required Required

Cancel < Next > Submit

16. You will see a confirmation page on how you completed your weekly claim. If you made a mistake you can cancel the week and start over. Click the **Next** button to continue.

Weekly claim

Please review this information carefully. To change an answer, click on the topic in the left navigation panel.
Summary for Sunday, Jun 25 2017 to Saturday, Jul 1 2017

Answer the following questions truthfully. We verify your information with data in state and federal databases. Fraud is misrepresenting or knowingly withholding information about a claim. It has serious consequences. Our team of special investigators is solely focused on identifying fraud. Breaking the rules, such as intentionally failing to report earnings accurately, could result in a denial of benefits, an overpayment, a fine, and even criminal prosecution. I will answer all questions truthfully to the best of my abilities.

I agree

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

Yes No

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

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Did you begin attending a school or training program?

Yes No

Is this full-time apprenticeship training with your union?

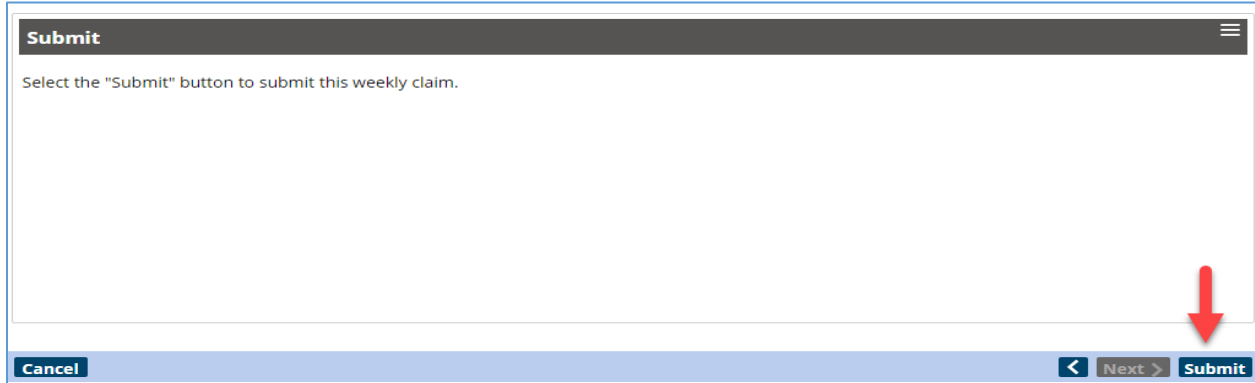
Yes No

Please provide the beginning and end dates of your classroom apprenticeship training with your union.

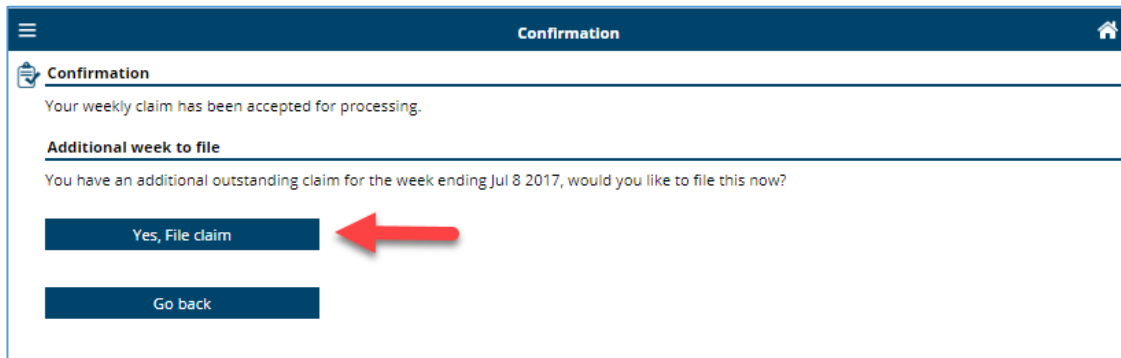
Begin: End:

Cancel **< Next >** **Submit**

17. Click the **Submit** button to submit your weekly claim.



18. A confirmation page will display telling you the weekly claim has been accepted for processing for that week and also let you know if there are additional outstanding weeks that need to be filed. At this point you can click the **Yes, file claim** to just process that week.



19. Click the **Go back** button to file additional weekly claims. This will take you back to the first page where you will file your weekly claim for the next week.

