

APPLYING FOR UNEMPLOYMENT BENEFITS

Department of Employee Relations

May 11, 2020

1. AUTHORIZATION PROCESS

In order to use the online unemployment portal, you will need to get authorized and verified. This process will require you to create a username and password.

VIDEO LINK: https://media.wisconsin.gov/ui/ext/benefits/username_creation.htm

2. INITIAL APPLICATION

You are required to complete an initial application that will determine your eligibility for benefits. To file please go to <https://my.unemployment.wisconsin.gov>

For a listing of the information you will need when you apply please go to:

<https://dwd.wisconsin.gov/uiben/information-needed.htm>

VIDEO LINK: https://media.wisconsin.gov/ui/ext/benefits/how_to_apply.htm

TIPS:

- You will need to report the last day you were physically at work.
- The reason for filing for all City employees should be LAID OFF/LACK OF WORK
- You have to indicate that you are ABLE and AVAILABLE to work.
- Employees should indicate that they are expected to return to work within 8 weeks (even if the furlough plan later extends beyond 8 weeks).
- Employees who have worked for other employers over the last 18 month period will be required to report employer address, phone #, first day and last day of work, and reason for leaving.

PLEASE NOTE: THERE IS NO REQUIREMENT TO PERFORM WORK SEARCH FOR EMPLOYEES WHO ARE FURLOUGHED OR WHO ARE WORKING REDUCED HOURS. HOWEVER, EMPLOYEES WHO ARE FURLOUGHED MAY BE REQUIRED TO REGISTER FOR SERVICES WITH WISCONSIN JOB SERVICE.

3. WEEKLY CERTIFICATION

Once your initial application is approved, you have to file a weekly certification to receive the benefit. This certification should be filed on Sunday for the week that ended the prior Saturday. Please note that a calendar week for UI purposes always start on Sunday and ends on Saturday.

TIP: *You must file a weekly claim certification within 14 days of the end of the calendar week you are claiming, but you cannot file your claim for a week until after the week has ended.*

PLEASE NOTE: BENEFITS WILL START FROM THE TIME YOU BECOME ELIGIBLE FOR UNEMPLOYMENT, NOT FROM THE TIME YOUR APPLICATION IS SUBMITTED OR APPROVED.

4. Benefit eligibility is usually determined within 7 days of filing the initial claim. If benefits are payable, they are usually paid within 7 days of completing your weekly claim.
5. Unemployment benefits are considered income taxes for federal and state purpose. You can have the taxes withheld from the payment.

Tips for Completing Initial UI Application and Filing Weekly Certification

- Use the name printed on your social security card and driver's license
- All wages have to be reported: secondary jobs, part-time or temporary employment
- You need to continually verify that you are able, available, and willing to work
- All questions apply to the specific calendar week for which you are claiming. When asked if you quit a job, you are being asked if you quit during the week you are claiming.
- You may enroll for **Direct Deposit** online by going to <https://my.unemployment.wisconsin.gov> and selecting **Payment Method Option** after logging in. Benefit payments may also be deposited onto a Visa pre-paid debit card.

TIP: If you are furloughed during a week of a recognized City of Milwaukee holiday you will not receive holiday pay during that week but you will be given a floating holiday to use before the end of the fiscal year.

Disqualifications

- If you refuse work or fail to return to work without cause
- If you not able to work or available for work in a week
- If you are receiving SSDI payments (You cannot receive both SSDI and Unemployment benefits)
- If receiving retirement benefits (Social Security benefits are not treated as a retirement payment)
- Failing to file a weekly certification within 14 days may result in disqualification for that week

How to Avoid Common Mistakes

- The state must have your correct mailing address. Important information will be mailed to you and if the mail is not delivered, your eligibility may be affected or your benefit payments may be delayed.
- Employees attending school outside of hours that fall outside of 7am to 5pm should carefully respond to the question about school attendance to avoid unnecessary delays.
- Timely filling of the application or the weekly certification is important and will prevent unnecessary delays in weekly payments and/or issues with your claim.
- Failure to correctly report all work and earnings could result in overpayments and penalties.
- Wages must be reported in the week they are earned, even if they will not be paid until a later week.
- If you have received UI benefits under a different name, you must first change your name with the WisDOT and the Social Security Administration before applying for benefits.
- If you are returned to work for any reason, immediately report working and earning wages on your weekly claim certification. Do not wait until you receive your first City paycheck.
- If you have a question about your eligibility, please review the information found at <https://dwd.wisconsin.gov/uiben/faqs/eligibility.htm>

Online Services: my.unemployment.wisconsin.gov

To Apply For Benefits Sunday 12pm to 5pm Monday-Friday 6am to 7pm Saturday 9am to 2:30pm	To File Your Weekly Claim Sunday 9am to Midnight Monday-Friday available 24 hrs Saturday 1am to 3pm
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Disclaimer: This summary has been prepared for your information and to facilitate the application process. If there is any discrepancy between the information provided and information from the DWD, the DWD language will prevail.