Welcome!

Thanks for tuning in. We’ll get started promptly at 12:30

Webinar norms:
  • Please mute yourself and turn your camera off.
  • If you joined with a computer, enter questions in the chat box, found by hovering about 2/3 of the way down the presentation screen.
  • If you joined by phone, you’ll have opportunities to unmute yourself to ask your question.
Welcome!

Ann Astin
Department of Workforce Development
Division of Employment and Training
Phone (608) 267-7214
ann.astin@dwd.wisconsin.gov
Unemployment Insurance Basics: Assisting Library Patrons

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Department of Workforce Development
Topics of Discussion

- UI Benefits
- Applying for Benefits (Initial Claim)
- Filing a Weekly Claim
- Basic Eligibility Requirements
- Miscellaneous
- Questions
Purpose: Bridge the gap between jobs when workers lose their job through no fault of their own.

100% Employer financed
 Ui Benefits: A Two-Step Process

Step 1. File an initial claim to apply for benefits.

Step 2. File a weekly claim.
Step 1: Initial Claim (Apply)

• File an initial claim during the first week the claimant wants to receive a payment or within 7 days of the end of that calendar week.

• File online at: my.unemployment.wisconsin.gov
You will need the following:

- Social Security number
- Driver’s License number
- Work history, including employer’s name, address, and start and end dates for the last 18 months (includes all full-time and part-time work)
- Username and password
After the initial claim is filed

A monetary computation will be mailed. The computation is based on past earnings.

- **Benefit Year** = 52 weeks
- **Weekly Benefit Rate**
  - 4% of high quarter wages
  - Maximum Weekly Benefit Rate = $370
- **Maximum Benefit Amount**
  - The lesser of 26 weeks or 40% of base period wages
Waiting Week

This has been temporarily suspended by legislation between the weeks of March 15, 2020 and February 7, 2021.

• There is a waiting week in Wisconsin.

• Claimants will not receive a benefit payment for the first week that would typically be payable.

• Claimants MUST file a weekly claim for this week or it will not be considered the waiting week.
Step 2: File Weekly Claim

• File weekly claim at: my.unemployment.wisconsin.gov after the week has ended. (Sunday is the earliest.)

• Weekly claim deadline = 14 days after week has ended.

• If a weekly claim is not filed within the 14 day deadline, your claim will de-activate and an initial claim will be required before weekly claims can be resumed.
Step 2: File Weekly Claim (cont.)

• File a weekly claim for each week the claimant wants to receive payment.

• The claimant will need to answer several questions about the week(s) they are claiming.
Registering with Wisconsin Job Service

• Required to register with Job Service, even if working part-time.

• Register online at: https://JobCenterofWisconsin.com/ui

• Full registration requires three steps:
  • Set up an account via the secure login screen
    • Can use your UI portal username and password
  • Register for services (including SSN)
  • Complete a resume (even if work search is not required)
Able and Available for Work

- Must be able to work and available for full-time (32 hours/week) work.
- If they have a medical restriction or are attending school, they may still be eligible.
- Any restrictions preventing the claimant from working full-time will need to be reported to the department.
Work Search*

• As a result of Governor Evers Emergency Order, claimants do not need to do a work search during the Governor's declared emergency.

• No action is needed on the claimant’s part regarding the work search.

*This is specific to the COVID-19 pandemic as of 04/10/2020 and subject to change.*
Refusing Work

• Refusing work may affect eligibility.
• Must report work that was refused.
• The department will consider the reason for refusal.
• The department will also compare conditions of the offer to similar work to determine if refusing the offer was for good cause.
Did You Work?

• Report ALL work (full-time, part-time, temporary, etc.) even if the claimant has not yet been paid.
  • They will be prompted to provide hours and wages.

• The “partial wage formula” determines if benefits are due and the amount payable.

• Refer to the “How to Apply and Eligibility Frequently Asked Questions” handout for an example of the partial wage formula.
Claiming Partial Benefits

• No benefits are payable for a week when:
  • total hours equal or exceed 32, including:
    work performed, work that was missed, holiday, vacation, dismissal/termination or sick pay.
  • the combined total of wages, wages lost due to missed work, holiday, vacation, dismissal/termination, sick pay, bonus pay, or back pay exceed $500.
Missed Work with Current Employer

• If working and filing for partial benefits, report any work that is missed, including days that weren’t scheduled because the claimant requested off.

• No benefits will be paid if they miss more than 16 hours of work in a week.
Separations

• “During the week, did you have a separation from employment (other than a layoff due to lack of work)?”

• These separations will be investigated and may affect eligibility.
Other Types of Pay

• Report sick pay and holiday pay in the week(s) the pay is for.

• Report bonus pay when it is paid.

• Vacation and dismissal pay are only reportable if assigned/allocated to a specific timeframe.

• Social Security Disability payments will disqualify you from receiving UI benefits.

• Social Security Retirement does not affect eligibility.
Retirement Pay

- Report retirement payment(s).
- Retirement payments include periodic (such as monthly) and lump sum payments from retirement plans, pensions, annuities, 401(k)'s, 403(b)'s, 457(b)'s, as well as Railroad Retirement Benefits.
- Retirement pay funded by a base period employer reduces UI weekly entitlement.
- Lump sum retirement payments, such as 401(k)'s, affect UI benefits for the week the payment is received, unless rolled over into another retirement plan within 60 days.
Temporary Help Agencies

• The claimant must make it clear what type of work they will accept before they are hired.

• Follow the agency's requirements at the end of each assignment.

• When reporting work from a temporary help agency to UI, make sure to report the temporary agency that is paying, not the client company where work is performed.
Approved Training Courses

• All training funded by WIOA (Workforce Innovation Opportunity Act), TAA (Trade Adjustment Assistance), or other DWD programs is approved.

• Other types of training may be approved if it is full-time and vocational.

• When in approved training, the work search requirement is waived and the requirement to be available for full-time work is waived.
New program for self-employed, independent contractors, those with limited work history, and others not covered by regular UI.

Pandemic Unemployment Assistance (PUA)

Unemployment Insurance Summary For RRRAN

COVID-19

If you are requesting unemployment insurance benefits because your employment was affected by COVID-19 (the illness caused by coronavirus), click here.

Pandemic Unemployment Assistance (PUA)

Pandemic Unemployment Assistance (PUA) is for individuals who do not qualify for regular unemployment insurance (UI) or other UI extensions. This is not an application for the additional 13 weeks of Pandemic Emergency Unemployment Compensation (PEUC) or the additional $600 Federal Pandemic Unemployment Compensation (FPUC) payment. If you are currently receiving regular UI, continue to file your weekly claims; that is all that is needed for PEUC and FPUC benefits. Click here to file for Pandemic Unemployment Assistance.
Federal Pandemic Unemployment Compensation (FPUC)

**Eligibility:** FPUC is payable to individuals who are otherwise entitled to receive:

- Regular Unemployment Insurance (UI),
- Unemployment Compensation for Federal Employees (UCFE),
- Unemployment Compensation for Ex-Service Members (UCX),
- Pandemic Emergency Unemployment Compensation (PEUC),
- Pandemic Unemployment Assistance (PUA),
- Extended Benefits (EB),
- Short-Time Compensation (STC) [also known as Work-Share],
- Trade Readjustment Allowance (TRA) or
- Disaster Unemployment Assistance (DUA).

Eligible to receive $600 payment in addition to their weekly benefit amount (effective week ending 4/4/20)
Payment Options

• Payment Options: Direct Deposit or Debit Card (Relicard 855-279-1271)

• Child Support is withheld if there is a court order.
State and Federal Taxes

• UI payments are taxable income.

• Federal (10%) and State (5%) taxes can be withheld.

• 1099G’s are NOT mailed. Logon at my.unemployment.wisconsin.gov to get a copy.
Claimant Responsibilities

• The claimant is responsible for their UI claim.
• Credentials should not be shared (username and password). They will be responsible for any false/inaccurate information that is provided.
• Answer questions on the claim truthfully.
• There are penalties for filing false claims.
• Don’t ask friends, relatives, co-workers, etc. questions regarding UI benefits - Ask UI!
Online Claimant Portal

- An online automated inquiry system is available for their convenience.
- Claimant can logon to find out:
  - When last payment was made
  - Amount of payment
  - Remaining benefit amount
  - Start/end date of your claim
  - Status of pending eligibility issues or appeals
Your Responsibilities

• The claimant **MUST** enter the information into the computer themselves. Librarians should **NEVER** touch the keyboard or use the mouse for the claimant.

• Librarians can answer general questions covered in this material or in FAQs (to be provided).

• Claim-specific questions should be directed to UI: **414-435-7069 or 844-910-3661**
Helpful Resources

FAQs and General Information
https://dwd.wisconsin.gov/UI/
https://dwd.wi.gov/uiben/faqs
https://dwd.wi.gov/covid19

Work Search Requirements video
https://youtu.be/NMwGFvkcO6Y?t=5
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