

Top 10 Things You Should Know . . .

About the Unemployment Insurance System When Filing Your Claim



Unemployment Insurance (UI) provides temporary financial assistance to qualified individuals who have lost their jobs through no fault of their own and who continue to meet eligibility requirements of State law.

The program is not a right to all who have lost their job.

Keep these top ten key facts in mind when you are filing for UI benefits to ensure accurate and quick payment of benefits.

- 1. Accurately Report the Reason You Are Unemployed.** Accurately report your reason for separation from your job when you initially file your claim for benefits.
- 2. Report Any Wages You Are Earning While Claiming Benefits.** You must report your gross wages for each week you work. Report on *all* earnings – including part-time or temporary work.
- 3. Register with Job Service.** You must register as directed with Job Center of Wisconsin at <https://jobcenterofwisconsin.com> to be eligible to collect UI benefits.
- 4. Be Available for Work.** In order to collect benefits, you must continually verify that you are able, available and willing to accept suitable work.
- 5. Actively Search for Work.** You must search for work as directed each week or benefits may be denied.
- 6. Develop an Effective Work Search Plan.** Contact your local [Job Center](#) for help with planning an effective work search.
- 7. Avoid Errors and Ensure Proper Payment of Benefits.** To prevent errors that may result in an overpayment, read all of the information provided to you.
- 8. Don't Delay – As Soon As You Begin Working Again, Report Your Return to Work.** Immediately report working and earning wages on your weekly claim certification. Do not wait until you receive your first paycheck.
- 9. Follow the Rules to Prevent Yourself from Committing Fraud.** Anyone who collects UI benefits is legally responsible for following the rules. Failure to follow the rules can have serious consequences.
- 10. Know Your Responsibilities and Ask for Help.** If you have a question or would like additional information visit our website at <http://unemployment.wisconsin.gov>.

DWD is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format or need it translated to another language, please call 414-438-7713 or 608-232-0824 or TTY 1-888-393-8914.