

Certifying Weeks with Earnings

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Reporting Gross Earnings

Earnings include wages earned during the week for which you are filing and include hourly and salaried pay, holiday pay, vacation pay and potential earnings (wages you would have earned if you had reported to work when work was available).

Gross earnings are all earnings for the week before deductions for taxes, insurance contributions, dues, wage garnishments and other deductions that may apply.

Gross earnings must be reported the week they are earned, not the week those earnings are paid to you. For the purpose of unemployment compensation (UC), a week is based upon a Sunday through Saturday time frame.

For example, you worked and earned \$150 in gross earnings from ABC Company for work you did between Sunday, June 13 and Saturday, June 19. However, ABC Company pays on a biweekly basis and you will not receive your wages for that period until July 2. You must report those gross earnings at the time you file for the week ending June 19; not on, or after, July 2.

If you worked and earned wages or were compensated with vacation or holiday pay, commissions, or tips, select the **Yes** button.

You will be asked if you worked your normal full-time hours during the week for which you are filing. Select the **Yes** or **No** button.

Note that you may not be eligible for benefits if you worked full-time.

Your Earnings - Work Activity

* Mary, did you work (full or part-time) or earn wages during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021? Yes No

This includes all wages such as regular pay, commissions and tips, vacation or holiday pay, potential earnings, or any other payment based on your previous work.

IMPORTANT: If you worked at all in the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021 you must report ANY earnings. You must report these earnings even if you have not yet received any payment.

Please note that Pennsylvania's Unemployment Compensation (UC) Benefits System now immediately cross checks the answers you provide against several State and Federal databases. If you do not tell us about wages earned during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021 you could be **disqualified from receiving unemployment benefits** and you will have to pay back any benefits you have received. You will not have the opportunity to modify your answers once finally submitted.

* Mary, did you work your normal full-time hours during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021? Yes No

Mary, to be eligible for UC benefits you must have worked less than full-time.

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Employer is listed

From the drop down, select the employer you worked for during the week for which you are filing.

Note: If you worked for multiple employers during the week, you must report the earnings for each employer separately.

Your Earnings - Employers

* Mary, please select the employer that you worked for, during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021:

Mary, please check here if the employer that you worked for is not in the list above.

None Selected

None Selected

WAL-MART ASSOCIATES INC

Other

Complete the required fields to provide information pertaining to the job where you earned the wages for the week you are filing.

Employer Information

* Employer:

* Address of Record:

* Zip:

* City:

* State:

Contact Information

* Contact Phone: - -

Job Title

Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* Job Title

Hired Information

* Is this a permanent position with this employer? Yes No

* Salary: \$

* Salary Type:

Hourly Wage:

Complete the **Earnings Verification** fields.

Regular Earnings: The amount of *gross wages you earned during the week for which you are filing.

Gross wages: Total earnings for the week before all deductions (including taxes, insurance contributions, dues, wage garnishments and other deductions that may apply).

Gross wages = Hourly rate of pay X Hours worked

Potential Earnings: Also known as "Absent Hours," this is the gross amount you would have been paid if you had reported to work when work was available.

Vacation Pay: This is employer-paid vacation time.

Holiday Pay: This is employer-paid holiday time.

Gross Amount Earned: This field displays a total of all the fields above.

Work Days: You may enter the days you worked during the week for which you are filing.

Click **Save**.

Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021:
Always report your Gross Earnings which are your total earnings before any deductions.

Regular Earnings: \$ 0.00 [Calculate Gross Earnings and Hours](#)

* Potential Earnings (If work was available to you and you did not go to work you must report the money you would have earned): \$ 0.00

* Vacation Pay: \$ 0.00

Holiday Pay: \$ 0.00

* Gross Amount Earned: \$0.00

IMPORTANT: If you worked at all in the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021 you must report ANY earnings. You must report these earnings even if you have not yet received any payment.

Work Days
Please indicate the days you worked during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021:

Select Days Worked:

- Sunday, June 6, 2021
- Monday, June 7, 2021
- Tuesday, June 8, 2021
- Wednesday, June 9, 2021
- Thursday, June 10, 2021
- Friday, June 11, 2021
- Saturday, June 12, 2021

Once you have entered your earnings for the first employer, you will be asked if you have any additional employers with earnings to report.

Your Earnings - Confirmation

Mary, please review the employers listed below to confirm these are the employers you received earnings from the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021:

No records found

Additional Employers with Earnings

* Mary, are there any other employers that you worked for (full or part-time) or earned wages from during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021? Yes No

This includes all wages such as regular pay, commissions and tips, vacation or holiday pay, potential earnings, or any other payment based on your previous work.

By selecting Yes, you will be navigated to the same screen you completed with your earnings from your first employer.

Employer is not listed

The employer for whom you worked is not listed in the dropdown.

Select **Other** from the dropdown or check the box. ("Other" and the check box work in tandem.)

Your Earnings - Employers

* Mary, please select the employer that you worked for, during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021:

Other

Mary, please check here if the employer that you worked for is not in the list above.

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You will be presented with the Employer Information screen. The fields will be blank to allow you to enter the information for the employer that was not listed.

Employer Information

* Employer:

* Address of Record:

* Zip:

* City:

* State:

Contact Information

* Contact Phone: - -

Job Title

Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* Job Title

Complete all the required fields to add the new employer.

Employer Information

* Employer:

* Address of Record:

* Zip:

* City:

* State:

Contact Information

* Contact Phone: - -

Job Title

Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* Job Title

When filing for subsequent weeks, the new employer will be available for selection from the drop down.

Vacation Pay

When reporting Vacation Pay, you must answer Yes or No to the question, "Do you have a return to work date with this employer?"

If you have become permanently separated from the employer, you will answer "No."

If you are continuing to work reduced hours for this employer, answer "Yes."

If you have been separated from this employer, but you know you will be returning to work for the same employer, answer "Yes" and provide the date you expect to return to work with the employer (either on a part-time or full-time basis).

Hired Information

* Is this a permanent position with this employer? Yes No

* Salary: \$ 15.00

* Salary Type: Hour

Hourly Wage: \$15.00

Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021:

Always report your Gross Earnings which are your total earnings before any deductions.

Regular Earnings: \$ 360.00 [Calculate Gross Earnings and Hours](#)

* Potential Earnings (If work was available to you and you did not go to work you must report the money you would have earned):

\$ 0.00

* Vacation Pay: \$ 120.00

* Do you have a return to work date with this employer? Yes No

* What is the return to work date? 06/14/2021 [Today](#)

Holiday Pay: \$ 0.00

* Gross Amount Earned: \$480.00

IMPORTANT: If you worked at all in the week beginning Sunday, June 6, 2021 and ending Saturday, June 12, 2021 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

You may continue to add employers and earnings by clicking **Yes** and completing the **Employment Information, Hired Information and Earnings Verification** for each employer for whom you worked that week.

Interactive Voice Response (IVR) / Pennsylvania Teleclaims system (PAT)

The IVR or Pennsylvania Teleclaims (PAT) system is available for weekly certifications for individuals who do not have access to the internet or cannot certify their claims online. **Be advised, earnings cannot be reported through the PAT system.** Therefore, your payment(s) may be delayed.

When filing for weekly benefits through PAT, you may report that you worked. However, you must contact the UC Service Center to report your total earnings. Payments will not be processed for that week until you report your gross weekly earnings to the UC Service Center and those earnings have been documented.