

How to reopen an unemployment claim



Welcome! Before you proceed with the instructions for reopening a claim, read the below information to find out if you are reopening your claim at the right time. Unemployment law is specific about not filing claims early or late; it must be done during the correct week **to help prevent claim delays and not miss any benefits.** This process allows you to file a weekly claim the following Sunday, for the first week you are unemployed. You cannot reopen your claim and file a weekly cert in the same week.

Claims are always effective on Sundays

If you reopen your claim Monday-Saturday, the effective date is the preceding Sunday. If you reopen it on a Sunday, the effective date is the same day.

<i>Month</i>						
S	M	T	W	T	F	S

“Claims weeks” are always Sunday - Saturday

When the department asks questions about specific weeks, we are referring to what occurred from Sunday – Saturday. Your employer’s week-to-week schedule may be different, but you must provide us information for Sunday-Saturday for our purposes. The claim week ending date, or “CWE,” is always a Saturday.

A common error: reopening your claim a week too early or too late

You must reopen your unemployment claim during the first week when you are fully/partially unemployed and file a new claim once your [current claim expires](#), if you're still unemployed.

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	Worked	Worked	Worked	Worked	Worked-last day	
Effective Date		File Reopen Application				
File First Weekly Certification						

EXAMPLE OF BEING TOO EARLY: You normally work Monday-Friday. You are told on Friday not to return to work next week. Do not reopen your claim when you get home. Wait until SUNDAY to open your claim. You have seven days – Sunday through Saturday – to submit your new claim.

Consequence: Filing early causes the effective date of your reopened claim to be the Sunday of the last week you worked, NOT the first week you were unemployed. This will cause a delay because staff will need to speak with you, and they must adjust the effective date of your reopened claim one week later.

EXAMPLE OF BEING TOO LATE: You go to work Tuesday and are told to go home; your services are no longer needed. You can reopen your claim right away, or any day through Saturday (four days later). DO NOT wait for Sunday.

Consequence: Filing late does not prevent you from requesting backdating. However, there is no guarantee the request will be granted. Your reason for filing late must be allowable according to PA regulations in order for you to be paid, so you may be denied benefits for weeks of unemployment that you missed.

Related information to help you through the rest of your claim

The weekly certifications that you will file in order to receive payments have similar, strict deadlines when it comes to timing. The system will prevent you from filing weekly claims early. However, filing late means you run the same risk of benefits not being granted that week. See our [File Weekly Certifications](#) guide for steps on how to certify your weeks for claim weeks.



 [Reopening a claim](#)

[Sign In/Register](#)

[Forgot Username/Password?](#)

[En Español](#)

Go to <https://benefits.uc.pa.gov/>

Individual

Welcome to Pennsylvania's Unemployment Compensation (UC) system. Apply and manage your UC benefits anytime, anywhere.

Self-Services available include:

- File or Reopen a Claim
- File for Weekly UC Benefits
- Check Claim Status
- View Benefit Payments
- File a Benefit Appeal

Employers

The UC system provides employers a helpful online tool to manage UC benefit requests and account information.

Self-Services available include:

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations
- SIDES E-Response Portal

Third Party

Administrators

The UC System also offers TPAs the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services available will vary depending on the TPA/Employer relationship.

- SIDES Portal
- Respond to Requests, Fact-finding

Please enter your User Name and Password below before you continue. If you have not previously registered on this system, follow the instructions in the Create a User Account section to create a new account that allows you to access additional system features.

For help click the information icon next to each section.

Option 1 - Already Registered

User Name:

Password:

Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

Option 2 – Create a User Account

If you would like to become a fully registered user with Pennsylvania's Unemployment Compensation (UC) Benefits System and have access to all of our online services, select one of the following account types.

  Home  Accessibility  My Dashboard
 Sign Out  Services for Individuals  Services for Employers

Welcome to My Individual Workspace [YOUR NAME]

[View your Personal Profile and Contact Information.](#) This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

- My Dashboard**
- Directory of Services
- My Resources

▼ News and Announcements

[Work](#) **Good [morning] [afternoon] [evening] [FIRST NAME]** close

Notifications

 You have 7 new or unread messages
[Message Center](#) | [Don't Show Again](#)

These messages could impact your Unemployment Insurance benefits

[[Manage Welcome Notifications](#)] **Close**

Welcome to My Individual Workspace [YOUR NAME]

[View your Personal Profile and Contact Information.](#) This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Dashboard

Directory of Services

My Resources

▼ News and Announcements

[Work Registration Required Starting 9/5/2021](#)

All new UC claims filed on or after September 5, 2021, will be required to complete the work registration requirement. This means that you must create an account with the PA CareerLink® system within 30 days of your initial claim. If you fail to complete work registration within 30 days, your claim will be automatically denied until you complete work registration. Please visit www.pacareerlink.pa.gov and follow the prompts for job seekers or [click here](#) to be taken directly to the registration page.

1

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Services Preview

Pinned Links

▼ Widgets

▼ My Benefits Plan

1 Unemployment Insurance Claims – Regular Active

[View Your Benefit Summary](#) 

▼ Need help or more information

[Assistance Center](#)

▼ My Personal Profile



[Update Contact Information](#)

Review and update name, address, phone, or e-mail.



[Update Banking Information](#)

Change your Unemployment Insurance payment method.

[View your Personal Profile and Contact Information](#) 

Navigation bar with icons and text: Home, Accessibility, My Dashboard, Sign Out, **Services for Individuals**, Services for Employers.

Please select from the **Benefits Plan Profile** options listed below.

Unemployment Benefits

Other Benefits

Select claim to view:

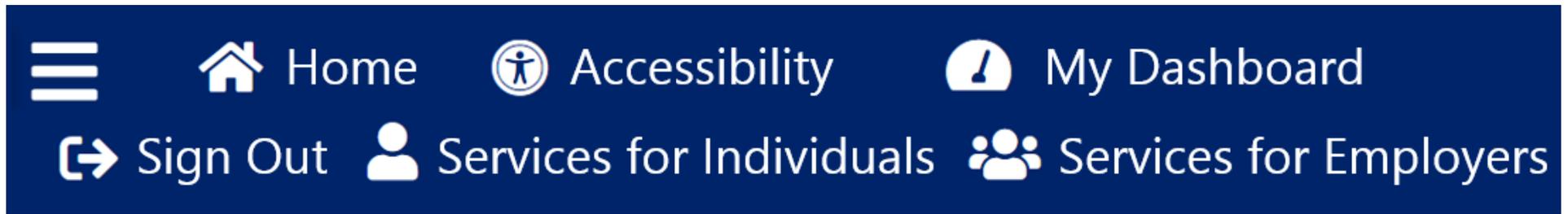
UI #0000000 File Date MM/DD/YYYY ▼

- ▶ **Benefits Rights and Program Information Center**
- ▶ **Claimant Information**

▼ **Current Benefit Claim Details**

 [Benefit Year](#)
[Benefit Year End Date](#)
[Benefit Year Ending](#)
[Duration of Payments](#)

Claim #: 0000000
Claim Effective Date: MM/DD/YYYY
Benefit Year End Date: MM/DD/YYYY
Claim Type: New
Claim Status: Regular
Payment Type: Debit Card



Please select from the Services for Individuals options listed below.

[Unemployment Services](#)

Information about how to file for benefits, which benefits you are entitled to, and determining your eligibility.

[Return to Directory of Services](#)

Please select from the Unemployment Services options listed below.



[PA UC Handbook](#) – Review your rights and responsibilities when filing for and receiving unemployment compensation benefits.



[Appeals](#) -File an online appeal on a determination you feel is incorrect, respond to a notice of appeal, request to have an appeal withdrawn or reopened or view any appeal you have filed or to which you are a party. Please see links below for a printable copy of the appeal instructions and petition to appeal form.

[Appeal Instructions \(PDF\)](#)

[Petition for Appeal \(PDF\)](#)

[Unemployment Benefit Overview](#) – Review information on the unemployment insurance benefits program including how you qualify for benefits.



[File a Wage Protest](#) – File a Wage Protest to notify the UC Service Center of an error on your Notice of Financial Determination.





[Direct Deposit of UC Benefits](#) - Change your Unemployment Compensation payment method.



[TAA Handbook](#) – Review your rights and responsibilities when filing for and receiving TAA benefits.



[Provide Additional Documentation](#) – Upload documents that were requested during claim intake or fact finding



[Reversion 2021 TRA Handbook](#)

[PA CareerLink®](#) - Complete Mandatory work registration requirements, search for work, or schedule an RESEA session.



[Extended Benefits Program](#) Information – Review information about the Extended Benefits (EB) program.



[PEUC Program Information](#) – Information about the Pandemic Emergency Unemployment Compensation (PEUC) Program.



[DUA Handbook](#) – Review your rights and responsibilities when filing for Disaster benefits.



[Work Search Record](#) – Print additional work search records to fulfill weekly work search requirements.



[Overpayment of Benefits](#) – View your Overpayment Balance and/or make a payment toward your Overpayment.



[File a Claim](#) - File a new claim for unemployment insurance benefits or re-open an existing claim.



[Continue process of reopening a new claim](#)