PUA Weekly Certification Filing Guide

The first time a you file for a weekly benefit you will need to answer 6 questions. The answers on these screen shots are examples, please select the answer that best applies to you.

Please note that these screenshots are of our test system and may not be identical to the live system; however, we hope this helps serve as a general guide in the new PUA system.

The next 4 screenshots are one page in the PUA system, you will need first review and update your information before proceeding to answering the 6 questions for your PUA Weekly Certification Filing.

Review and update continued…

that you are separating from military service?

* Are you receiving Unemployment Insurance Benefits?

None Selected ▾
None Selected
Neither Claimant nor Exhaustee
Claimant
Exhaustee

* Highest Education Level Achieved:

12th Grade Completed & Did not receive diploma ▾

* Are you attending school?

None Selected ▾

* Citizenship:

Citizen of U.S. or U.S. Territory ▾

* Are you currently looking for work?

○ Yes ● No

* Are you authorized to work in the United States?

● Yes ○ No

* Do you have a disability?

○ Yes ○ No ● Not Specified

* Have you received SSI payments within the last 6

Review and update continued…

that you are separating from military service?

* **Are you receiving Unemployment Insurance Benefits?**

None Selected ▾

* **Highest Education Level Achieved:**

12th Grade Completed & Did not receive diploma ▾

* **Are you attending school?**

None Selected ▾

| None Selected |
| Yes, Attending High School, Junior High, Middle, or Elementary School |
| Yes, Attending An Alternative High School |
| Yes, Attending College or a Technical or Vocational School |
| No, Not Attending Any School |

* **Citizenship:**

* **Are you currently looking for work?**
　○ Yes   ⦿ No

* **Are you authorized to work in the United States?**
　⦿ Yes   ○ No

* **Do you have a disability?**
　○ Yes   ○ No   ⦿ Not Specified

* **Have you received SSI payments within the last 6**
　○ Yes   ⦿ No

This is the final page of your information review and update before proceeding to the new screen in the PUA system to start your PUA Weekly Certification Filing.

* **Have you received SSI payments within the last 6 months?**   ○ Yes   ⦿ No

* **Have you received SSDI payments within the last 6 months?**   ○ Yes   ⦿ No

Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

* **Did you ever serve over 180 consecutive days in active duty for the US military?**   ○ Yes   ⦿ No

* **Have you been classified as a disabled veteran?**

None Selected ▾
None Selected
No
Yes, Disabled

Continue

Sign Out

You'll be redirected to the dashboard to start the Weekly Certification Filing process, select "File for Weekly Benefits."

Select "File Your Weekly Certification to Continue Your Claim" to get started on your filing.

The first PUA Weekly Certification Filing Screen provides the Explanation of the Weekly Certification Process, simply select "Next," to proceed to the next page.

The second screen of the PUA Explanation of the Weekly Certification Process provides legal reminders about potential fraud penalties, you'll need to select "I have read and understand the information regarding potential fraud penalties" prior to selecting "Next" to proceed with the Weekly Certification Filing.

Confirm that your name, address, phone number and email address are accurate. If not, select "Update Contact Information" to correct. If the information is correct, select next.

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Scan a Document

Pennsylvania's Pandemic Unemployment Assistance Portal

Please review the information below.
Click *Next* to continue.

Weekly Certification Filing Process

Explanation   Eligibility   Job Contacts   Job Offers   Earnings   Certification   Complete

🔲 For help click the information icon.

Contact Information

Name:	Bindy L. Black
Address:	1864 GREEN ST Harrisburg, PA 17102
Phone:	717-694-2135
Email:	dryman@pa.gov

[Update Contact Information]

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Exit Weekly Certification

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On the Eligibility Screen, you will select "YES" if the COVID-19 Pandemic prevented you from being able to go to work. The week that you are filing for will be visible.

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Please complete the information below.
When you have finished, click *Next* to continue.

Weekly Certification Filing Process

Explanation ✓ — Eligibility ○ — Job Contacts ○ — Job Offers ○ — Earnings ○ — Certification ○ — Complete ○

For help click the information icon.

Choose YES if the Pandemic prevented you from being able to go to work.

Your Eligibility - Availability

*Bindy, other than for reasons that were the direct result of the disaster/pandemic, were you able and available to go to work during the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020?

○ Yes ○ No

The law indicates that, you must have been able to go to work and if you were offered a job you must have been available to accept that job. If not, you could be disqualified from receiving unemployment for the week. You will not have the opportunity to modify your answers once finally submitted.

Please note that this information may be crossed checked with employer re...

This is the week the you are filing for.

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You'll continue through the Eligibility pages by answering questions on new self-employment/sideline businesses, training, and confirming unemployment in the next three pages.

Eligibility questions continued…

Eligibility questions continued...

You'll then need to confirm whether there was any job offer refusals during the week in which you are certifying.

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Please review the information below pertaining to a potential job placement that the system is indicating.

Weekly Certification Filing Process

Explanation — Eligibility — Job Contacts — Job Offers — Earnings — Certification — Complete

ℹ For help click the information icon.

Your Job Offers - Refused

* **Bindy, did you refuse any job offers during the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020?** ◯ Yes   ◯ No

This includes any part-time or full time job offer even if you feel this was not a suitable position for you.

IMPORTANT: The law says you could be **disqualified from receiving unemployment benefits** and you will have to pay back any benefits you have received if you do not have a good reason why you did not accept suitable work when offered. You will not have the opportunity to modify your answers once finally submitted.

Please note that an employer may notify the State if you refuse to accept suitable work from them.

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Then, you'll be asked to report any work activity and any earnings if work activity did take place.

Please review the information below pertaining to a potential job placement that the system is indicating.

Weekly Certification Filing Process

Explanation — Eligibility — Job Contacts — Job Offers — Earnings — Certification — Complete

For help click the information icon.

Your Earnings - Work Activity

*Bindy, did you work (full or part-time) or earn wages during the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020?   ○ 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, March 29, 2020 and ending Saturday, April 4, 2020 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

Please note that Pennsylvania's Pandemic Unemployment Assistance Portal 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, March 29, 2020 and ending Saturday, April 4, 2020 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.

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Exit Weekly Certification

The next two pages are of the Certification Summary that will be one screen in the PUA System.

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Please verify the information below.

To complete your certification for the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020, check the box below.

Weekly Certification Filing Process

Explanation — Eligibility — Job Contacts — Job Offers — Earnings — Certification — Complete

WARNING: FURNISHING FALSE INFORMATION OR WITHHOLDING ANY MATERIAL INFORMATION MAY RESULT IN DISQUALIFICATION FROM RECEIVING UNEMPLOYMENT INSURANCE BENEFITS IN PENNSYLVANIA AND MAY RESULT IN CRIMINAL PROSECUTION FOR FRAUD.

Summary of Eligibility Review Answers

During the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020:

Other than for reasons that were the direct result of the disaster/pandemic, were you able and available to go to work during the week?	Yes
Did you engage in any new self-employment activities or increase participation in a sideline business during this week?	No
Were you attending school or a training program?	No
Were you still unemployed as a direct result of this disaster/pandemic?	Yes

[Change Eligibility Review Answers]

Summary of Job Offers Refused

During the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020:

Did you refuse any job offers?	No

Once you've reviewed the information and confirmed that it is correct, you'll select "Next" to submit your weekly filing.

[Change Information on Job Offers Refused]

Summary of Earned Money

Listed below are the jobs that have earnings associated with them during the week beginning Sunday, March 29, 2020 and ending Saturday, April 4, 2020.

Did you work (full or part-time) or earn wages during the week?   No

[Change Information on Earned Money]

No Earnings Explanation

i did not work

[Change Information on No Earnings Explanation]

☑ I have read and understand the information regarding potential fraud penalties and acknowledge that the information on this page is true and accurate and wish to continue to file my weekly certification.

[Unemployment Compensation Fraud Information]

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Exit Weekly Certification

Select "Yes, I would like to continue" to continue filing for back dated weeks up to the date you were unemployed to file PUA weekly certifications for each week of your unemployment for PUA benefit payments.

Note: The system has the date you entered as first unemployed from your initial claim and is has opened those weeks for you to certify.

You'll be directed to the Claim Status Screen to see your information. Select "Exit Weekly Certification" to go back to your dashboard.

To see the weeks that you have claimed, select "Unemployment Services," "Weekly Claim Certification."

You'll be taken to the Weekly Certifications Review page that displays all the weeks that you have filed for.

Pennsylvania's Pandemic Unemployment Assistance Portal

Below is a list of your weekly certifications.
To claim a new week, click the button below.

ⓘ For help click the information icon.

File Your Weekly Certification to Continue Your Claim

Weekly Certifications Review

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

#	Week Ending	Certification Filing Date	Benefit Pay Date	Payment Number	Benefit Amount	Federal Withholding	Payment Amount
2	04/11/2020	5/4/2020 6:05:08 PM	In Progress	N/A	$195.00	$0.00	$0.00
1	04/04/2020	5/4/2020 11:23:11 AM	In Progress	N/A	$195.00	$0.00	$0.00

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