

## Part-time Job PUA Weekly Certification Filing Guide

The first time you file for a weekly benefit you will need to answer 6 questions. This guide aims to help individuals that have part-time earning to report. 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.

The screenshot shows the Pennsylvania's Pandemic Unemployment Assistance Portal. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, and Services for Individuals, along with a Quick Search icon. The main content area features the portal's logo and a heading: "Please verify that the following information is current." Below this, a red message states: "Thank you for returning to Pennsylvania's Pandemic Unemployment Assistance Portal. If any changes in your General Information or your education and employment status have occurred since your last visit please let us know by updating the information below. If the information is accurate click the Continue button to proceed." A note indicates that an asterisk (\*) denotes required fields and that an information icon (i) can be used for help. The form section is titled "Please review/update the following information" and contains three fields: 1. "Date of Birth:" with a text input containing "11/11/1962" and a calendar icon. 2. "Current Employment Status:" with a dropdown menu showing "Not Working" selected, and other options: "None Selected", "Working Full Time", and "Working Part Time". 3. "Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?" with a dropdown menu showing "Not Working" selected, and other options: "Never Worked" and "Other". 4. "Are you receiving Unemployment" with a dropdown menu showing "None Selected".

Home My Dashboard Sign Out Services for Individuals Quick Search

**Pennsylvania's Pandemic Unemployment Assistance Portal**

**Please verify that the following information is current.**

Thank you for returning to Pennsylvania's Pandemic Unemployment Assistance Portal . If any changes in your General Information or your education and employment status have occurred since your last visit please let us know by updating the information below. If the information is accurate click the Continue button to proceed.

\* Indicates required fields. For help click the information icon.

**Please review/update the following information**

\* Date of Birth: 11/11/1962 (mm/dd/yyyy)

\* Current Employment Status:   
 Not Working   
 None Selected   
 Working Full Time   
 Working Part Time

\* Within the last 12 months, have you received a notice of termination or layoff from your job or received documentation that you are separating from military service?   
 Not Working   
 Never Worked   
 Other

\* Are you receiving Unemployment   
 None Selected

## 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

Yes  No

## Review and update continued...

that you are separating from military service?

\* Are you receiving Unemployment Insurance Benefits?

\* Highest Education Level Achieved:

\* Are you attending 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

Home My Dashboard Sign Out Services for Individuals Quick Search

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.

Home My Dashboard Sign Out Services for Individuals Quick Search

\* 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  
No  
Yes, Disabled

Continue

[Sign Out](#)

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

**My Individual Workspace**

- My Dashboard
- Directory of Services
- My Resources

**Services for Individuals**

- Unemployment Services
- Staff Provided Services

**Other Services**

- Communication Center
- Appointment Center
- Assistance Center

**Document Management**

- View My Documents
- Upload a Document
- Scan a Document

**Home** **My Dashboard** **Sign Out** **Services for Individuals** **Quick Search**

**Pennsylvania's Pandemic Unemployment Assistance Portal**

**Welcome to My Individual Workspace Bindy Black.**  
[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**

**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](#)

**Unemployment Services**

- [Provide Additional Documentation](#)  
Upload documents that were requested during claim intake or fact finding.
- [Start an Unemployment Claim](#)  
File an initial claim or re-open an existing claim.
- File for Weekly Benefits**  
File a weekly claim and certify eligibility.
- [Claim Summary](#)  
View a summary of your unemployment benefits claim.
- [More Unemployment Services](#)

**My Benefits Plan**

- 1 Unemployment Insurance Claims - Regular Active  
Benefit Year End Date: 12/26/2020  
Benefit Balance: \$7,605.00  
Open Issues: 3  
[View Your Benefits Plan](#)

**My Messages**

- 0 Unread Messages
- 0 Read Messages
- [Enter the Message Center](#)

**My Calendar**

May 2020

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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

The screenshot displays the Pennsylvania's Pandemic Unemployment Assistance Portal. The top navigation bar includes links for Home, My Dashboard, Sign Out, and Services for Individuals, along with a Quick Search icon. A left-hand menu is organized into three sections: 'My Individual Workspace' (containing My Dashboard, Directory of Services, and My Resources), 'Services for Individuals' (containing Unemployment Services and Staff Provided Services), and 'Other Services' (containing Communication Center, Appointment Center, and Assistance Center). Below the menu, there is a 'Document Management' section with options for View My Documents, Upload a Document, and Scan a Document. The main content area features the Pennsylvania's Pandemic Unemployment Assistance Portal logo and the heading 'Below is a list of your weekly certifications.' with the instruction 'To claim a new week, click the button below.' A prominent blue button labeled 'File Your Weekly Certification to Continue Your Claim' is highlighted with a red rectangular box, and a red arrow points to it from the left. To the right of this button is an information icon with the text 'For help click the information icon.' Below this, a section titled 'Weekly Certifications Review' contains the text 'Below are the weeks for which you have completed certifications to continue your unemployment benefits.' and a message box stating 'No records found' with a link to '[ Return to My Dashboard ]'. A 'Return to Previous Page' button is located below the message box. The footer contains a utility bar with links for Services, Portfolio, Site Map, Site Search, Page Preferences, Feedback, and Assistance, followed by a list of legal and policy links: Privacy Statement, Disclaimer, Terms of Use, Accessibility, Recommended Settings, EEO, Protect Yourself, and Contact Us. At the bottom, there are links for Home and Sign Out, and a copyright notice: 'Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved. 19.0'.

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

- My Individual Workspace
  - My Dashboard
  - Directory of Services
  - My Resources
- Services for Individuals
  - Unemployment Services
  - Staff Provided Services
- Other Services
  - Communication Center
  - Appointment Center
  - Assistance Center
- Document Management
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  - Scan a Document



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



For help click the information icon.

### Explanation of Weekly Certification Process

Payments for Pandemic Unemployment Assistance are based on a seven day period from Sunday through Saturday. **To claim benefits for a week of Pandemic Unemployment Assistance, you must file a weekly certification.** Only by completing a certification each week can you receive an unemployment benefit.

Your weekly benefit claim certifies that for the seven day certification period, you:

1. Were ready, willing and able to work each day
2. Were seeking full time employment as required
3. Did not refuse any job offers or referrals
4. Have reported any employment you had during the week and the gross pay or other payments you received

Your weekly certification should be completed in a timely manner; a delay in filing may result in a delay or denial of your payment.

Cancel Next >>

Exit Weekly Certification

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.

Menu

Home My Dashboard Sign Out Services for Individuals Quick Search

**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.

**OBEY THE LAW!**

Answer all the questions truthfully. Your answers become part of the record of your claim. You **must** report **all** earnings for the weeks in which you work – **even if you have not been paid yet**. Any information you provide may be verified through computer crossmatching programs. If you fail to report wages or otherwise lie about your eligibility, you should expect to get caught.

Providing incorrect information, or information on someone other than yourself may be considered fraud. False statements are punishable pursuant to 18 Pa. C.S. §4904, relating to unsworn falsification to authorities. A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under Section 801 of the Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution, garnishment of federal tax refunds and loss of future benefits.

By filing this claim you acknowledge that you have read the [PUA Handbook](#), which includes information about your civil rights under federal law, and that you are responsible to abide by the information and instructions in the handbook.

I have read and understand the information regarding potential fraud penalties

<< Back Next >>

Exit Weekly Certification

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The next 2 pages is your payment information that is on file. Note: this is only one page in the system. You can also change your payment preference from this page.

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Services for Individuals

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Document Management

- View My Documents
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For help click the information icon.

## Payment Information

Last Updated: 5/5/2020 6:38:10 PM

**\*What type of benefit payment would you like to receive?**

- Direct Deposit (Start or Modify)  
*Select this option to start using direct deposit or to modify your existing direct deposit information*
- Debit Card (Stop Direct Deposit)  
*Select this option to start receiving a debit card and stop your existing direct deposit.*

If you are unsure of your current payment method, or have any questions about payment methods, you may call Pennsylvania Treasury Department's Bureau of Unemployment Compensation Disbursements (Treasury). Additionally, if you need service faster than the time frames indicated below, do not proceed online, call Treasury for immediate assistance. Treasury can be reached at 1-877-869-1956.

If you are confident about your payment method and the change you want to make, please choose an option below:

- Direct Deposit (Start or Modify)
  - Select this option to start using direct deposit or to modify your existing direct deposit information
- Debit Card (Stop Direct Deposit)
  - Select this option to start receiving a debit card and stop your existing direct deposit.

If choosing to stop direct deposit, what you need to know:

- If you had a debit card and received a payment on that card within the last two years, that card will become the card used for payments.
- If you lost that card, call US Bank ReliaCard at 888-233-5916 for a replacement.
- Although it is rare, if you never had a debit card and you stop direct deposit, a debit card will be automatically issued. It will arrive in the mail in 7-10 days. Watch the mail carefully as the card will arrive in a white, unmarked envelope.
- After stopping direct deposit, you can choose to start a new direct deposit. If you do, be aware that, depending on the timing of events, the debit card may be used for payments while the new direct deposit application is processing.

If you are unsure of your current payment method, or have any questions about payment methods, you may call Pennsylvania Treasury Department's Bureau of Unemployment Compensation Disbursements (Treasury). Additionally, if you need service faster than the time frames indicated below, do not proceed online, call Treasury for immediate assistance. Treasury can be reached at 1-877-869-1956.

If you are confident about your payment method and the change you want to make, please choose an option below:

- Direct Deposit (Start or Modify)
  - Select this option to start using direct deposit or to modify your existing direct deposit information
- Debit Card (Stop Direct Deposit)
  - Select this option to start receiving a debit card and stop your existing direct deposit.

If choosing to stop direct deposit, what you need to know:

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- After stopping direct deposit, you can choose to start a new direct deposit. If you do, be aware that, depending on the timing of events, the debit card may be used for payments while the new direct deposit application is processing.

<< Back

Next >>

Exit Weekly Certification

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.

The screenshot shows a web browser window with the URL [uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrIBU8GR9eKx7QYdgISfdSew25LctlwKVN57oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGmPHKj/oJ6yOMoRRQptMabxVNux3uJykPwNLHdx/vAN0C...](http://uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrIBU8GR9eKx7QYdgISfdSew25LctlwKVN57oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGmPHKj/oJ6yOMoRRQptMabxVNux3uJykPwNLHdx/vAN0C...). The page title is "This is the Agile UAT site [May 4th, 2020]".

The main content area features the Pennsylvania's Pandemic Unemployment Assistance Portal logo and a message: "Please review the information below. Click Next to continue." Below this is a progress bar titled "Weekly Certification Filing Process" with steps: Explanation, Eligibility, Job Contacts, Job Offers, Earnings, Certification, and Complete. The "Explanation" step is currently active.

The "Contact Information" section displays the following details:

<b>Name:</b>	Anna L. Cook
<b>Address:</b>	6565 17th Street Harrisburg, PA 17102
<b>Phone:</b>	717-564-8954
<b>Email:</b>	dryman@pa.gov

Below the contact information is a link: [\[ Update Contact Information \]](#). Navigation buttons include "<< Back", "Next >>", and "Exit Weekly Certification".

The footer contains utility links: Services, Portfolio, Site Map, Site Search, Page Preferences, Feedback, Assistance, Privacy Statement, Disclaimer, Terms of Use, Accessibility, Recommended Settings, EEO, Protect Yourself, About this Site, and Contact Us. It also includes "Home" and "Sign Out" buttons.

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.

This is the Agile UAT site [May 4th, 2020]

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Home My Dashboard Sign Out Services for Individuals

**Pennsylvania's Pandemic Unemployment Assistance Portal**

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

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

**Your Eligibility - Availability**

\*Anna, 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, April 26, 2020 and ending Saturday, May 2, 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 records.

This is the week the you are filing for.

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Exit Weekly Certification

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Home Sign Out

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.

The screenshot shows a web browser window with the URL [uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrIBU8GR9eKx7QYdgISfddSew25LctlwKVN57oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGMPHKG/oJ6yOMoRRQptMabxVNux3uJykPwNLHdx/vANOC...](https://uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrIBU8GR9eKx7QYdgISfddSew25LctlwKVN57oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGMPHKG/oJ6yOMoRRQptMabxVNux3uJykPwNLHdx/vANOC...). The browser's address bar shows several tabs, including 'New Tab', 'Central PA Local Ne...', 'Google', 'OPC's', 'CWDS', 'TRA', 'UI ICON', 'GUS Testing', 'Trade Act Programs...', 'UIPL's', 'SAVE', 'ETA Library, Employo...', 'DSLReports', 'Federal Register TAA', 'GUS Conv', 'Punctuation Lessons', and 'WorkforceGPS'. The page header is red and contains the text 'This is the Agile UAT site [May 4th, 2020]'. Below the header is a navigation bar with 'Home', 'My Dashboard', 'Sign Out', and 'Services for Individuals'. A left sidebar menu includes 'My Individual Workspace', 'My Dashboard', 'Directory of Services', 'My Resources', 'Services for Individuals', 'Unemployment Services', 'Staff Provided Services', 'Other Services', 'Communication Center', 'Appointment Center', 'Assistance Center', 'Document Management', 'View My Documents', 'Upload a Document', and 'Scan a Document'. The main content area features the Pennsylvania's Pandemic Unemployment Assistance Portal logo and the text 'Please review the information below. Click Next to continue.' Below this is a progress bar titled 'Weekly Certification Filing Process' with steps: Explanation (completed), Eligibility (current), Job Contacts, Job Offers, Earnings, Certification, and Complete. A Facebook icon and the text 'For help click the information icon.' are also present. The main heading is 'Your Eligibility - New Self-Employment/Sideline Business'. The question is: '\*Anna, did you engage in any new self-employment activities or increase participation in a sideline business for this week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020?'. The 'No' radio button is selected. Below the question are buttons for '<< Back', 'Next >>', and 'Exit Weekly Certification'. The footer contains links for 'Services', 'Portfolio', 'Site Map', 'Site Search', 'Page Preferences', 'Feedback', and 'Assistance', along with a privacy policy and disclaimer. The copyright notice is 'Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved. 19.0'.

# Eligibility questions continued...

Browser tabs: Pennsylvania's Pandemic Unemp... | URL: uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrlBU8GR9eKx7QYdgISftdSew25LcthwKVN57oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGMpHG/0J6yOMoRRQptMAbxVNux3uJykPwNLHdx/vAN0C... | New Tab | Central PA Local Ne... | Google | OPC's | CWDS | TRA | UI | ICON | GUS Testing | Trade Act Programs... | UIPL's | SAVE | ETA Library, Employ... | DSLReports | Federal Register TAA | GUS Conv | Punctuation Lessons | WorkforceGPS

**This is the Agile UAT site [May 4th, 2020]**

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**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.

### Your Eligibility - Training

\*Anna, were you attending school or a training program during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020?  Yes  No

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If you have part-time earnings to report, you will select “Yes” in the “Your Eligibility – Still Unemployed” Section page below.

Pen... Pennsylvania's Pandemic Unempl... x +

uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrlBU8GR9eKx7QYdgIstfdSew25LctlwKvNs7oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGmpHKj/oJ6yOMoRRQptMAbxwNux3uJykPwNLHdx/vAN0C... ☆ | 🔒 | 👤 | ⋮

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**This is the Agile UAT site [May 4th, 2020]**

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**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.

### Your Eligibility - Still Unemployed

Anna, were you still unemployed, as a direct result of this disaster/pandemic, during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020?  Yes  No

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



For help click the information icon.

### Your Job Offers - Refused

\*Anna, did you refuse any job offers during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 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.

<< Back    Next >>

Exit Weekly Certification

You will then be guided through two pages to answer questions on your earnings and work activity.

The screenshot shows a web browser window with the URL [uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrlBU8GR9eKx7QYdglStfdSew25LctlwKVN7oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGMpHGj/oJ6yOMoRRQptMAbxVNux3uJykPwNLHdx/vAN0C...](http://uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrlBU8GR9eKx7QYdglStfdSew25LctlwKVN7oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGMpHGj/oJ6yOMoRRQptMAbxVNux3uJykPwNLHdx/vAN0C...). The browser's address bar shows several tabs and search engines like Google, OPC's, CWDS, TRA, UI ICON, GUS Testing, Trade Act Programs..., UIPL's, SAVE, ETA Library, Employ..., DSLReports, Federal Register TAA, GUS Conv, Punctuation Lessons, and WorkforceGPS.

The page header is red and says "This is the Agile UAT site [May 4th, 2020]". Below the header is a navigation bar with links for Home, My Dashboard, Sign Out, and Services for Individuals. A left sidebar menu contains sections for "My Individual Workspace" (My Dashboard, Directory of Services, My Resources), "Services for Individuals" (Unemployment Services, Staff Provided Services), and "Other Services" (Communication Center, Appointment Center, Assistance Center, Document Management, View My Documents, Upload a Document, Scan a Document).

The main content area features the "Pennsylvania's Pandemic Unemployment Assistance Portal" logo and a message: "Please review the information below pertaining to a potential job placement that the system is indicating." Below this is a "Weekly Certification Filing Process" progress bar with seven steps: Explanation, Eligibility, Job Contacts, Job Offers, Earnings, Certification, and Complete. The "Earnings" step is currently active, indicated by a green circle. To the right of the progress bar is an information icon and the text "For help click the information icon."

### Your Earnings - Work Activity

\* Anna, did you work (full or part-time) or earn wages during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 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, April 26, 2020 and ending Saturday, May 2, 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, April 26, 2020 and ending Saturday, May 2, 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.

\* Anna, did you work your normal full-time hours during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020?  Yes  No

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

<< Back      Next >>

Exit Weekly Certification

If your employer is not listed, the you will need to fill out the employer information screen, to do this select “Other.”

Penntsylvania's Pandemic Unempli x +

uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrIBU8GR9eKx7QYdglStfdSew25LctlwKVN7oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGmpHKj/oJ6yOMoRRQptMabxWNux3ujykPwNLHdx/vAN0C...

New Tab Central PA Local Ne... Google OPC's CWDS TRA UI ICON GUS Testing Trade Act Programs... UIPL's SAVE ETA Library, Employ... DSLReports Federal Register TAA GUS Conv Punctuation Lessons WorkforceGPS

This is the Agile UAT site [May 4th, 2020]

Home My Dashboard Sign Out Services for Individuals

Menu

- My Individual Workspace
  - My Dashboard
  - Directory of Services
  - My Resources
- Services for Individuals
  - Unemployment Services
  - Staff Provided Services
- Other Services
  - Communication Center
  - Appointment Center
  - Assistance Center
- Document Management
  - View My Documents
  - Upload a Document
  - Scan a Document

**Pennsylvania's Pandemic Unemployment Assistance Portal**

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 - Employers

\*Anna, please select the employer that you worked for, during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020:

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

Other  
None Selected  
JOE'S PIZZA  
Other

<< Back Next >>

Exit Weekly Certification

Services Portfolio Site Map Site Search Page Preferences Feedback Assistance

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Home Sign Out

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19.0

Once you select “Other,” you’ll be directed to the Employer Information screen to fill out your employer’s contact information, your job title, hiring information and salary or hourly wage.

The screenshot shows a web browser window with the URL `uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrIBU8GR9eKx7QYdgIstfdSew25LctIwKVN57oU7x4Y/ZUQmHkimX9Dac5vhECW6/H1x8n9DxMKuFA2+TLwGmpHKg/oJ6yOMoRRQptMabxVNux3uJykPwNLHdx/vAN0C...`. The browser's address bar and tabs are visible at the top. The website's header is red with the text "This is the Agile UAT site [May 4th, 2020]". Below the header is a navigation bar with links for Home, My Dashboard, Sign Out, and Services for Individuals. A left-hand menu is open, showing options like Unemployment Services, Staff Provided Services, Other Services, Communication Center, Appointment Center, Assistance Center, Document Management, View My Documents, Upload a Document, and Scan a Document. The main content area is titled "Employer Information" and contains the following fields:

- \* Employer:
- \* Address of Record:
- \* Zip:
- \* City:
- \* State:

Below this is the "Contact Information" section with the following field:

- \* Contact Phone:  -  -

The "Job Title" section is titled "Job Title" and contains the following text and field:

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:

There are information icons (i) in the top right of the Employer Information section and the bottom right of the Job Title section.

## Hiring Information screen continued...

Pennsylvania's Pandemic Unempl x +

uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrIBU8GR9eKx7QYdglStfdSew25LctwKVN7oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGMpHKj/oJ6yOMoRRQptMAbxWNux3uJykPwNLHdx/vAN0C... ☆ | 🔍 | 👤 | ⋮

New Tab Central PA Local Ne... Google OPC's CWDS TRA UI ICON GUS Testing Trade Act Programs... UIPL's SAVE ETA Library, Employ... DSLReports Federal Register TAA GUS Conv Punctuation Lessons WorkforceGPS

**This is the Agile UAT site [May 4th, 2020]**

Menu Home My Dashboard Sign Out Services for Individuals

**\* 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:** \$10.00

---

### Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020:

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

You can use the “Gross Earnings and Hours Calculator” to determine the gross earnings for the week being claimed, in case you have not received a paycheck stub.

Hourly wage: \$10.00

### Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020. Always report your Gross Earnings which are your total earnings before any deductions.

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

**Potential Earnings (Absent-gross earnings you could 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, April 26, 2020 and ending Saturday, May 2, 2020, you are not yet received any payment.

### Work Days

Please indicate the days you worked during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020:

**Select Days Worked:**

- Sunday, April 26, 2020
- Monday, April 27, 2020
- Tuesday, April 28, 2020
- Wednesday, April 29, 2020
- Thursday, April 30, 2020
- Friday, May 1, 2020
- Saturday, May 2, 2020

### Calculate Gross Earnings and Hours

Please enter your Hourly Rate

\$ 10.00

Please enter the number of hours you have worked for the Week Ending 05/02/2020.

Sunday	Monday	Tuesday	Wednesday	Thursday
04/26/2020	04/27/2020	04/28/2020	04/29/2020	04/30/2020
4.00	3.00	4.00	5.00	4.00

Gross Earnings this week: \$ 200.00

Number of hours worked this week: 20

OK Cancel

This is an example of how the "Gross Earnings and Hours Calculator" works for a 20-hour work week with a \$12.00 an hour wage. Select "OK" to finalize the calculation.

### Calculate Gross Earnings and Hours

Please enter your Hourly Rate

\$ 10.00

Please enter the number of hours you have worked for the Week Ending 05/02/2020.

Sunday	Monday	Tuesday	Wednesday	Thursday
04/26/2020	04/27/2020	04/28/2020	04/29/2020	04/30/2020
4.00	3.00	4.00	5.00	4.00

Gross Earnings this week: \$ 200.00

Number of hours worked this week: 20

OK Cancel

The Earning Verification page will allow you to enter your earnings and select the days you've worked. Make sure to select "SAVE."

The screenshot shows a web browser window with the URL `uat.pua.benefits.uc.pa.gov/vosnet/UI/WeeklyCertifications/WeeklyCert.aspx?enc=KTqDeu4GrlBU8GR9eKx7QYdgIstfdSew25LctlwKVN7oU7x4Y/ZUQmHkimX9DAc5vhECW6/H1x8n9DxMKuFA2+tLwGMpHKj/oJ6yOMoRRQptMAbxWNux3uJykPwNLHdx/vAN0C...`. The page title is "This is the Agile UAT site [May 4th, 2020]". The navigation bar includes "Home", "My Dashboard", "Sign Out", and "Services for Individuals".

Below the navigation bar, there is a red banner with the text "This is the Agile UAT site [May 4th, 2020]". Below the banner, there is a blue navigation bar with "Menu", "Home", "My Dashboard", "Sign Out", and "Services for Individuals".

The main content area has a red background with white text: "Always report your Gross Earnings which are your total earnings before any deductions." Below this, there are several input fields for earnings:

- Regular Earnings: \$ 200.00 [Calculate Gross Earnings and Hours](#)
- Potential Earnings (Absent-gross earnings you could have earned): \$ 0.00
- Vacation Pay: \$ 0.00
- Holiday Pay: \$ 0.00
- \* Gross Amount Earned: \$200.00

Below the earnings section, there is a red banner with white text: "IMPORTANT: If you worked at all in the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020 you must report ANY earnings. You must report these earnings even if you have not yet received any payment."

Below the banner, there is a section titled "Work Days" with the text: "Please indicate the days you worked during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020:"

Below the text, there is a section titled "Select Days Worked:" with a list of days and checkboxes:

- Sunday, April 26, 2020
- Monday, April 27, 2020
- Tuesday, April 28, 2020
- Wednesday, April 29, 2020
- Thursday, April 30, 2020
- Friday, May 1, 2020
- Saturday, May 2, 2020

Below the list, there is a red arrow pointing from a box labeled "Click Save" to a "Save" button. Below the "Save" button is a "Cancel" button. Below the "Save" and "Cancel" buttons is a blue button labeled "Exit Weekly Certification".

You will then see your Earnings Confirmation page. You can select "Next" if you do not have to add any additional employers with earnings.

- My Individual Workspace
  - My Dashboard
  - Directory of Services
  - My Resources
- Services for Individuals
  - Unemployment Services
  - Staff Provided Services
- Other Services
  - Communication Center
  - Appointment Center
  - Assistance Center
- Document Management
  - View My Documents
  - Upload a Document
  - Scan a Document



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



For help click the information icon.

### Your Earnings - Confirmation

Anna, please review the employers listed below to confirm these are the employers you received earnings from the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020:

#	Employer	Location	Week Ending Date	Total Earnings	Action
1	Java House	Harrisburg, PA 17102	05/02/2020	\$200.00	<a href="#">Update Earnings</a>
				<b>Total:</b>	<b>\$200.00</b>

### Additional Employers with Earnings

\* Anna, are there any other employers that you worked for (full or part-time) or earned wages from during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 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.*

To complete your PUA Weekly Certification, you'll review the information you provided. Note the next two pages are one screen in the PUA system.

The screenshot shows the Pennsylvania's Pandemic Unemployment Assistance Portal. The top navigation bar includes links for Home, My Dashboard, Sign Out, and Services for Individuals. The left sidebar contains a menu with categories: My Individual Workspace (My Dashboard, Directory of Services, My Resources), Services for Individuals (Unemployment Services, Staff Provided Services), Other Services (Communication Center, Appointment Center, Assistance Center), and Document Management (View My Documents, Upload a Document, Scan a Document).

The main content area features the Pennsylvania's Pandemic Unemployment Assistance Portal logo and a heading: "Please verify the information below. To complete your certification for the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020, check the box below." Below this is a "Weekly Certification Filing Process" progress bar with seven steps: Explanation, Eligibility, Job Contacts, Job Offers, Earnings, Certification, and Complete. The "Eligibility" step is currently active.

A warning message states: "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, April 26, 2020 and ending Saturday, May 2, 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, April 26, 2020 and ending Saturday, May 2, 2020:

Did you refuse any job offers?	No
--------------------------------	----

Once you've finalized your review and that the information is accurate, select "Next" to submit your PUA Weekly Certification.

### Summary of Job Offers Refused

During the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020:

Did you refuse any job offers? **No**

[\[ Change Information on Job Offers Refused \]](#)

### Summary of Earned Money

Listed below are the jobs that have earnings associated with them during the week beginning Sunday, April 26, 2020 and ending Saturday, May 2, 2020.

Did you work (full or part-time) or earn wages during the week? **Yes**  
Did you work your normal full-time hours? **No**

#	Employer	Job Title	Location	Earnings
1	Java House	Barista	Harrisburg, PA 17102	\$200.00
				<b>Total: \$200.00</b>

[\[ Change Information on Earned Money \]](#)

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.

[\[ Unemployment Compensation Fraud Information \]](#)

<< Back

Next >>

You'll then see an overview page. Select "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.

Home My Dashboard Sign Out Services for Individuals

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification Complete

For help click the information icon.

### What to Expect Next

Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is:  
**You should expect to be paid this week.**

You can contact the claim center at 1-800-555-5555 if you have questions.

### Claim Status

Current Claim Data

<b>Claim Number:</b>	381398	<b>Claim Effective Date:</b>	4/12/2020
<b>Claim Type:</b>	New	<b>Benefit Year End Date:</b>	12/26/2020
<b>Claim Status:</b>	Regular Active	<b>Payment Type:</b>	Debit Card
<b>Available Credits:</b>	\$18,408.00	<b>Weekly Benefit Amount:</b>	\$472.00
<b>Claim Benefit Balance:</b>	\$17,994.00	<b>Claim Under Review:</b>	No
<b>Claim Benefit Paid:</b>	\$414.00	<b>Unresolved Issues:</b>	No
<b>Federal Tax Withheld:</b>	Yes		

### Claim Deductions

<b>Federal Tax:</b>	\$41.00	<b>Child Support:</b>	\$0.00
---------------------	---------	-----------------------	--------

Continue

You will return to your PUA dashboard, once you have filed for all available weeks.

The screenshot shows the Pennsylvania's Pandemic Unemployment Assistance Portal dashboard for user Anna Cook. The page is titled "Welcome to My Individual Workspace Anna Cook" and includes a navigation menu on the left and several main content panels.

**Navigation Menu:**

- My Individual Workspace
  - My Dashboard
  - Directory of Services
  - My Resources
- Services for Individuals
  - Unemployment Services
  - Staff Provided Services
- Other Services
  - Communication Center
  - Appointment Center
  - Assistance Center
- Document Management
  - View My Documents
  - Upload a Document
  - Scan a Document

**Main Content Panels:**

- My Personal Profile:** Includes links for "Update Contact Information" (Review and update name, address, phone or e-mail), "Update Banking Information" (Change your Unemployment Insurance payment method), and "View your Personal Profile and Contact Information".
- Unemployment Services:** Includes links for "Provide Additional Documentation" (Upload documents that were requested during claim intake or fact finding), "Start an Unemployment Claim" (File an initial claim or re-open an existing claim), "File for Weekly Benefits" (File a weekly claim and certify eligibility), and "Claim Summary" (View a summary of your unemployment benefits claim). A "More Unemployment Services" link is also present.
- My Benefits Plan:** Shows "1 Unemployment Insurance Claims - Regular Active" with details: Benefit Year End Date: 12/26/2020, Benefit Balance: \$17,994.00, and Open Issues: 0. A "View Your Benefits Plan" link is provided.
- My Messages:** Shows "1 Unread Messages" and "0 Read Messages" with an "Enter the Message Center" link.
- My Calendar:** Displays a calendar for May 2020.

May 2020						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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

Menu

- My Individual Workspace
  - My Dashboard
  - Directory of Services
  - My Resources
- Services for Individuals
  - Unemployment Services
  - Staff Provided Services
  - Other Services
- Communication Center
  - Appointment Center
  - Assistance Center
- Document Management
  - View My Documents
  - Upload a Document
  - Scan a Document



Welcome to My Individual Workspace Anna Cook.  
[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

My Personal Profile

- Claim Summary
- File a Claim
- Weekly Claim Certification**
- Federal Tax Deduction
- Direct Deposit of UC Benefits
- Provide Additional Documentation

1 Unread Messages

0 Read Messages

[Enter the Message Center](#)

Unemployment Services

- [Provide Additional Documentation](#)  
Upload documents that were requested during claim intake or fact finding.
- [Start an Unemployment Claim](#)  
File an initial claim or re-open an existing claim.
- [File for Weekly Benefits](#)  
File a weekly claim and certify eligibility.
- [Claim Summary](#)  
View a summary of your unemployment benefits claim.

[More Unemployment Services](#)

My Benefits Plan

1 Unemployment Insurance Claims - Regular Active

Benefit Year End Date: 12/26/2020

Benefit Balance: \$17,994.00

Open Issues: 0

[View Your Benefits Plan](#)

My Calendar

May 2020

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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

**This is the Agile UAT site [May 4th, 2020]**

Home My Dashboard Sign Out Services for Individuals

My Individual Workspace  
My Dashboard  
Directory of Services  
My Resources

Services for Individuals  
Unemployment Services  
Staff Provided Services

Other Services  
Communication Center  
Appointment Center  
Assistance Center

Document Management  
View My Documents  
Upload a Document  
Scan a Document

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

File Your Weekly Certification to Continue

**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	Stimulus Amount	Payment Amount
3	<a href="#">05/02/2020</a>	5/6/2020 9:39:50 AM	In Progress	N/A	\$472.00	\$101.00	\$540.00	<a href="#">\$373.00</a>
2	<a href="#">04/25/2020</a>	5/5/2020 7:55:30 PM	In Progress	N/A	\$472.00	\$0.00	\$0.00	<a href="#">\$0.00</a>
1	<a href="#">04/18/2020</a>	5/5/2020 6:53:57 PM	In Progress	N/A	\$472.00	\$0.00	\$0.00	<a href="#">\$0.00</a>

Page 1 of 1

Rows: 100

[Return to My Dashboard](#)

[Return to Previous Page](#)

Services Portfolio Site Map Site Search Page Preferences

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Home Sign Out

**This is the weekly federal pandemic stimulus payment less taxes**

**This weekly payment has deducted earnings over the PBC (partial benefit credit) and taxes withheld.**  
**Click on the payment amount link to view the Payment Summary page. This page provides information for the week you selected.**  
**The next slide is an example of the Payment Summary Page.**

# Example of the Payment Summary Page

Menu

Services for Individuals

- Unemployment Services
- Staff Provided Services

Other Services

- Communication Center
- Appointment Center
- Assistance Center

Document Management

- View My Documents
- Upload a Document
- Scan a Document

Home My Dashboard Sign Out Services for Individuals

## Claimant Summary

<b>Claimant Name:</b>	Anna Cook	<b>Program Code:</b>	DUA-UI
<b>Claimant SSN:</b>	###-##-****	<b>Benefit Year Start Date:</b>	4/12/2020
<b>Claimant Address:</b>	6565 17th Street Harrisburg, PA 17102	<b>Benefit Year End Date:</b>	12/26/2020
		<b>Application ID:</b>	381398
		<b>Eligibility Review Date:</b>	5/17/2020

## Payment Summary

<b>Week End Date:</b>	05/02/2020
<b>Claim Filed Date:</b>	05/06/2020
<b>Payment Issue Date:</b>	05/06/2020
<b>Maximum Benefit Amount:</b>	\$18,408.00
<b>Weekly Benefit Amount:</b>	\$472.00
<b>Earnings Claimed:</b>	\$200.00
<b>Adjusted Base Pay Amount:</b>	\$414.00
<b>Total Deductions:</b>	\$101.00
<b>Stimulus Amount:</b>	\$540.00
<b>Payment Amount:</b>	\$913.00
<b>Prevent Payment:</b>	No
<b>Payment Type:</b>	Partial Check
<b>Waiting Week:</b>	No

## Earnings

## Earnings

---

**Regular Earnings:** \$200.00

---

**Total Earnings:** \$200.00

## Deductions

---

**Federal Tax:** \$41.00

**Stimulus Federal Tax:** \$60.00

---

**Total Deductions:** \$101.00

## Adjustment

---

**Adjusted Base Pay Amount:** \$0.00

**Adjustment State Tax:** \$0.00

**Adjustment Federal Tax:** \$0.00

**Adjustment Payment Amount:** \$0.00