

PA Unemployment Claims Filing Tips

New Claim

- Claims are effective for 1 year. (the BYB date of your claim – Benefit Year Begin date)
- Say No to being a seasonal worker. A "seasonal worker" is a very specific agricultural job in unemployment law.
- When choosing your union from a drop-down list, if it is not listed, there is a box to check where you can enter it, manually.
- Non-Union employees must register with the CareerLink and complete the work search requirements if you do not have an exact recall date in writing.

Reopening your claim

- The process is the same for opening a new claim and reopening a claim. The system will know which it is after you submit the application.
- **THIS IS A CHANGE:** If reopening a claim, you must reopen **during** the week of unemployment, then file the weekly benefit starting Sunday.
- If your work schedule is "on and off," meaning you work some weeks but not others, you must reopen your claim in situations where you work less than you did the prior week:
 - You worked part-time and claimed partial benefits, but the next week you worked very little or not at all.
 - You worked full time but are at least partially unemployed the next week.
- Your Employer information needs to be reentered for every period of employment even if it is for the same employer.

Filing weekly and Payments

- You need to file weekly claims to receive payments.
- If you are unable to claim a week, your claim may need to be reopened.

Work Registration and Work Search

- Union employees who receive jobs through a union hiring hall are **not exempt** from registration with the CareerLink, you are exempt from work search requirements and the work search question should not appear when you file weekly claims. If the question *does* appear, you should indicate "yes", you have met your requirements.

Victim of Fraud

- If you were unable to open a claim because a fraudster opened one using your information, you must first file a fraud report.
- If your claim has been identified as being hijacked by a third party, you **MUST** create a new User.Name and password.

Dashboard

- The dashboard section of your claim, is where you can find communication from the UC program, including Monetary determinations, determinations regarding a separation from employment, or a message from a UC representative.