

Colorado Department of Labor and Employment
Unemployment Insurance Operations
P.O. Box 400, Denver, CO 80201-0400
303-318-9000 (Denver-metro area) 1-800-388-5515 (outside Denver-metro area)

UNEMPLOYMENT INSURANCE HANDBOOK FOR CLAIMANTS

This handbook provides general information and does not constitute legal advice. For questions involving legal interpretations or when litigation is involved, always refer to the Colorado Revised Statutes, which are published and enacted according to Article 5 of Title 2, Colorado Revised Statutes. The statutes dealing directly with unemployment insurance (UI) law (Articles 70 to 82 of Title 8, Colorado Revised Statutes) are known as the Colorado Employment Security Act (CESA). To view CESA online, visit www.coworkforce.com/UIB/ and click on **Colorado Employment Security Act (CESA)**.

To view this handbook online, visit www.coworkforce.com/UIB/ and click on **Claimant Handbook**.

If you would like to request additional copies of this publication or if you have any questions about the UI Program, visit www.coworkforce.com/UIB/ and click on **Contact Us** or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).



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Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

INTRODUCTION

This handbook provides information about your rights and responsibilities while filing for unemployment insurance (UI) benefits. It does not have the force and effect of the law and is not to be considered legal advice. It may provide answers to questions you have while filing for UI benefits.

If you do not understand something or if you have a problem with your claim for UI benefits that does not appear to be covered in this handbook, call or e-mail the Customer Contact Center. You can also receive general information by calling the Colorado Unemployment Benefits Line (CUBLine), a computerized telephone-response system.

UI is not a welfare program. It is temporary income to help workers who are unemployed through no fault of their own. When a UI claim is filed, the claimant's social security number and alien permit number, if applicable, are verified. Only U.S. citizens and certain aliens are eligible to receive UI benefits.

In Colorado, no deduction is made from the worker's wages to finance UI benefits. The payment of UI benefits is supported by the collection of taxes from employers who are covered by the Colorado Employment Security Act.

All information provided to the UI Program may be verified through federal matching programs. Federal matching programs compile information provided by private employers and government agencies for the purpose of cross matching data from various sources. Data that may be used in federal matching programs includes name, social security number, employer name, employer address, and wages. UI Program claimant data may be shared with other government participants of federal matching programs.

Colorado law requires employers to document the legal work status of employees. The Colorado Department of Labor and Employment conducts random audits of employers to ensure compliance.

IMPORTANT TELEPHONE NUMBERS AND WEB-SITE ADDRESSES

Customer Contact Center

303-318-9000 (Denver-metro area)
1-800-388-5515 (outside Denver-metro area)
www.coworkforce.com/uib/; click on **Contact Us**

Hearing Impaired

303-318-9016 (Denver-metro area)
1-800-894-7730 (outside Denver-metro area)

CUBLine and CUBLine Online

303-813-2800 (Denver-metro area)
1-888-550-2800 (outside Denver-metro area)
www.coworkforce.com; click on **CUBLine Online**

UI Appeals

303-318-9299 (Denver-metro area)
1-800-405-2338 (outside Denver-metro area)
Fax 303-318-9248

Colorado Department of Labor and Employment Web Site

The Colorado Department of Labor and Employment Web site (www.coworkforce.com) provides UI information and links to online applications that allow you to estimate UI benefits, file an initial claim, file a request for payment of UI benefits via the Colorado Unemployment Benefits Line Online (CUBLine Online), register for work, and view current job postings. In addition, this Web site provides a link (**Contact Us About a Claim**) to the Unemployment Claims Feedback Form, which allows you to submit questions about a UI claim or provide information to the Customer Contact Center.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

WHAT YOU NEED TO DO NOW

Read This Handbook. This handbook contains important information regarding UI benefits.

Check Your Forms. You will receive various forms that contain important information relating to your claim for UI benefits. Be sure to carefully read and understand **every** form you receive. If you have any questions regarding these forms, call or e-mail the Customer Contact Center.

Look for Work and Record Your Job Contacts. You are required to look for work in order to receive UI benefits. You may be asked to provide a record of your work-search efforts. Therefore, it is important to maintain a record of your job contacts. It is recommended that you use pages 26 through 28 to record those job contacts. If needed, you can print additional Work-Search Logs, which can be accessed at www.coworkforce.com/UIB/ by clicking on **Claimant Handbook**, then clicking on **Work-Search Log**.

Register With Your Local Workforce Center. Follow the instructions on the employment-registration notice.

WHAT YOU NEED TO DO DURING YOUR CLAIM FOR UI BENEFITS

- Make sure you are able to work, available for work, and willing to accept suitable work.
- Continue your job search.
- Maintain your list of job contacts.
- Make your requests for payment **on time** by calling CUBLine or visiting CUBLine Online. (See “How Do I Get Paid?” for more information.)

NOTE: If you **do not** make your request for payment on time, you may not be paid UI benefits for the period of time for which you make a late request for payment.

- Report all hours worked and all earnings received.

IMPORTANT REMINDERS

Processing your claim for UI benefits can take 4 to 6 weeks. No benefit payments are released until processing is complete. You must call CUBLine or visit CUBLine Online on time to request payment and report your eligibility while your claim is being processed.

The first week you are eligible for UI benefits is an unpaid waiting week. You must meet all the weekly eligibility requirements during this week to be credited for an unpaid waiting week. You must request payment and report your eligibility by calling CUBLine or visiting CUBLine Online on time to receive credit for your waiting week.

You have 12 calendar days from the date you file your new UI claim to cancel the claim. If you do not cancel the claim within the 12 calendar days, the claim is valid for your “benefit year” (see “Your Benefit Year” for an explanation of a benefit year). You cannot establish a new claim for UI benefits until the benefit year ends, but you can reopen the existing claim if UI benefits are available.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

WHAT IS THE INTERACTIVE-VOICE-RESPONSE SYSTEM?

The UI Program uses an interactive-voice-response (IVR) system. When you call the Customer Contact Center or CUBLine, you must choose from a menu of options. Listen carefully to the menu options prior to making a selection; wording and options may change at any time. When you call the Customer Contact Center during regular business hours (7:30 a.m. to 4:30 p.m., Mountain time, Monday through Friday), your call is routed to the appropriate customer-service representative based on the menu option you choose. CUBLine is available 24 hours a day, 7 days a week and is fully automated.

Select a menu option by pressing the corresponding number on your telephone keypad (a touch-tone telephone is required to use the keypad) or by speaking the number clearly. Avoid calling when there is an excessive amount of background noise, which may interfere with voice recognition. A corded telephone is recommended. You may experience problems if you use a telephone with push buttons in the handset or if you use a cordless or cellular telephone. Be advised that some transactions on the IVR system require your social security number and/or personal identification number (PIN). The PIN required is the same PIN used for CUBLine and CUBLine Online.

Benefits Menu

When you call the Customer Contact Center at 303-318-9000 or 1-800-388-5515, your call is routed to the **Benefits** menu. If you know your party's 5-digit extension, press or speak "1." To hear the menu in English, press or speak "2." To hear the menu in Spanish, press or speak "3." After selecting a language, options available for selection are as follows:

Option 1 – If you are calling to file a new claim or to reopen a claim filed within the past year, press or speak "1."

Option 2 – If you are calling as a result of a message from CUBLine, press or speak "2."

Option 3 – If you are calling about wages reported on your monetary determination of benefits, press or speak "3."

Option 4 – If you are an employer, press or speak "4."

Option 5 – If you are calling about an overpayment on your unemployment insurance claim or have received a letter regarding your acceptance of a new job, press or speak "5."

Option 6 – For all other transactions, press or speak "6." This selection allows you to find out when your last UI benefit payment was issued, change your address, obtain information about filing an appeal, or make a PIN transaction (change your PIN or report a lost PIN).

NOTE: Under special circumstances, additional options may be available.

FORM UIB-571, PERSONAL IDENTIFICATION NUMBER

A PIN is issued to every claimant. If you do not receive a PIN within 7 days of filing your claim for UI benefits, call or e-mail the Customer Contact Center.

Only you know your PIN. This PIN ensures that only you have access to your claim when using CUBLine, CUBLine Online, or the IVR system. Keep your PIN confidential and in a safe place. You are responsible for all actions involving your PIN. If you lose your PIN or need a new one, call the Customer Contact Center to request a new PIN.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

HOW DO I GET PAID?

To receive payment, you must make a request for payment by calling CUBLine or visiting CUBLine Online. CUBLine is a computerized telephone-response system that allows you to submit a request for payment of UI benefits via a touch-tone telephone. CUBLine Online allows you to submit a request for payment of UI benefits via the Internet. Requests for payment of UI benefits are made every two weeks. You must call CUBLine or visit CUBLine Online every 2 weeks to request payment of UI benefits.

You **must** make your request for payment during the 7 days immediately **following** the 2 weeks for which you are requesting payment. When you open your claim, a notice that gives you the dates within which you must make your first request for payment on CUBLine or CUBLine Online is mailed. A new notice is automatically mailed each time you make a request for payment; the notice is attached to your check if you receive payment. It is recommended that you mark your calendar with reminders to request payment on the Sunday dates immediately following each 2-week period for which you request payment. You may request payment any time during the calendar week (Sunday through Saturday) that follows the 2-week period for which you request payment; however, the sooner you make your request for payment within this timeframe, the sooner you will receive payment for which you are eligible.

You are responsible for knowing when you are scheduled to make your request for payment.

NOTE: A 3-year calendar is provided on the inside back cover of this handbook.

If you do not call to request payment, you will not be paid. UI Operations considers a 7-day week to be Sunday through Saturday. If you make your request for payment after 11:59 p.m. on the Saturday of your week to request payment, you may not be paid for the period of time for which you are requesting payment.

If you make your request for payment too early (before the Sunday date shown on the notice), your claim will be **inactivated**. You will not receive any further notices of when to make requests for payment. If you wish to request payment for any further weeks, you must call the Customer Contact Center to reopen your claim.

CUBLINE ONLINE INFORMATION

CUBLine Online allows you to request payment of UI benefits online. Go to www.coworkforce.com, and click on **CUBLine Online**. Detailed instructions for requesting payment online are posted on the Web site.

CUBLINE INFORMATION

CUBLine allows you to request payment of UI benefits, obtain payment information, change your address, or obtain general information about the UI Program via a telephone.

Select a menu option or respond when prompted by pressing your telephone keypad or by speaking your selection and response as appropriate.

CUBLine recognizes voice commands; conversation or background noise may interfere with voice recognition. A corded telephone is recommended. You may experience problems if you use a telephone with push buttons in the handset or if you use a cordless or cellular telephone.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

Requesting Payment of UI Benefits on CUBLine

When you call 303-813-2800 (Denver-metro area) or 1-888-550-2800 (outside Denver-metro area), your call is routed to the **CUBLine** menu. At the start of the call, you are given the option to press or speak “1” for English or “2” for Spanish.

After selecting a language, press or speak “1” when asked if you have a current claim established.

NOTE: If you do not have an established claim, call the Customer Contact Center or visit www.coworkforce.com to file a new claim. For general information, including how to file a claim, press or speak “2” after selecting a language.

After selecting Option 1 to indicate that you have a current claim established, when asked if you want to file for payment, press or speak “1.” When requested, enter your social security number on your telephone keypad or speak your social security number. When requested, enter your PIN on your telephone keypad or speak your PIN.

NOTE: You may change your PIN at any time through CUBLine. To change your PIN, press or speak “4” after making the selection to indicate you have a current claim established. In the event that your PIN is lost or for any other reason cannot be identified, you must call the Customer Contact Center to request a new PIN.

CUBLine Questions

When calling CUBLine to request payment of UI benefits, you must respond to the following questions that can be answered “yes” or “no.” For each question, respond by pressing or speaking “1” for “yes” or “9” for “no.”

- Were you able to work and available for work during the week ending (date)? During the week ending (date)?

- Did you receive payment for severance, vacation, pension, or social security during the week ending (date)? During the week ending (date)?

NOTE: Answer “yes” only if you have **not** already informed UI Operations about the payment.

- Did you attend school or training during the week ending (date)? During the week ending (date)?

NOTE: Answer “yes” only if you have **not** already informed UI Operations about attending school or training.

- Did you refuse any job offers or separate from any employment during the week ending (date)? During the week ending (date)?

NOTE: Answer “yes” only if you have **not** already informed UI Operations about the job separation or job refusal.

- You have been instructed to make and record job contacts each week. Did you make your required job contacts during the week ending (date)? During the week ending (date)?

NOTE: If you are job-attached or union-attached, your work-search obligation is waived. Answer “yes” to this question if you are able to work and available to immediately return to work for your employer or in a union assignment.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

- Did you work or have a paid holiday during the week ending (date)? During the week ending (date)?

You are asked to provide the following information only if you responded that you worked or had a paid holiday during the week in question.

Press or speak the number of hours that you worked, not including the minutes, then speak “pound” or press “#.”

You entered (number) hours; if correct, press or speak “1,” or if incorrect, press or speak “9.”

Report your total earnings or holiday pay before deductions are taken from your pay, even if you have **not** yet been paid. Do not include cents; round up to the nearest whole-dollar amount, and then speak “pound” or press “#.” If you did not earn any money, press or speak “0,” and then speak “pound” or press “#.”

You entered (amount) dollars; if correct, press or speak “1,” or if incorrect, press or speak “9.”

- Did you receive a payment for prior commission sales during the week ending (date)? During the week ending (date)?

If you worked during either week, you must enter hours and earnings. Report your gross wages (before taxes and other deductions). Earnings are reported for the week in which they were earned, regardless of when you are paid for the work. When reporting earnings, do not include cents; round up to the nearest whole-dollar amount.

Listen carefully when CUBLine asks you to verify the responses you entered. If you

wish to change any response, this is your opportunity to do so.

Do not hang up until CUBLine informs you that your claim for UI benefits for the weeks filed has been accepted. If you hang up before hearing this statement, your request for payment has not been accepted and you will not receive payment of UI benefits for which you may be eligible. If you hang up before CUBLine confirms acceptance of your request for payment, you must file again through CUBLine by the end of the filing period.

NOTE: The U.S. Postal Service does **not** forward UI benefit payments even if you have requested that they forward your mail. You must change your address via CUBLine before filing for payment if you wish to receive your payment timely. If a benefit payment is returned to UI Operations by the U.S. Postal Service, the payment for the weeks claimed will be delayed and may not reach you for several weeks.

FORM UIB-1, CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS

Form UIB-1, Claim for Unemployment Insurance Benefits, provides basic information that was obtained when you filed your UI claim. On this form, you must sign an affirmation that you are a United States citizen or a legal resident alien and provide documentation that you have one of the following forms of identification (ID):

- A valid Colorado driver’s license or a valid Colorado ID card.
- A United States military ID card or a military dependent ID card.
- A United States Coast Guard Merchant Mariner card.
- A Native American tribal document.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

NOTE: Under special circumstances, unemployed workers who live in a state other than Colorado may be required to file their UI claims with Colorado's UI Program. These claimants must provide proof that they have a valid driver's license or ID card from their current state of residence.

Verify that the information on the form is correct, and provide all information that is requested. If you need to make any corrections or changes, cross out the incorrect information, and print the change. You must **sign, date, and return** the form in order to receive UI benefits.

FORM UIB-388, NOTICE OF INCOME-TAX WITHHOLDING

Form UIB-388, Notice of Income-Tax Withholding, confirms the income tax withholding option you selected when you filed your claim for UI benefits.

Make sure this is the option you selected. You may change your withholding option only once during your claim for UI benefits.

If you wish to change the withholding option or want further information on the impact that tax withholding has on your UI benefits, call or e-mail the Customer Contact Center.

UI benefits are considered taxable income and must be reported on your federal and state income tax returns. Questions on how your withholding option may impact your federal and state income tax returns must be directed to either the Internal Revenue Service (for federal income tax returns) or the Colorado Department of Revenue (for state income tax returns).

In January the UI Program mails Form UIB-1099-G, Certain Government Payments, which shows the amount of UI benefits paid to you during the previous year. You are responsible for promptly informing the Customer Contact Center of any address

changes to ensure that Form UIB-1099-G is mailed to your correct address.

FORM UIB-5, MONETARY DETERMINATION OF UNEMPLOYMENT INSURANCE BENEFITS

Form UIB-5, Monetary Determination of Unemployment Insurance Benefits, provides the wages used to calculate the weekly benefit amount and the maximum benefit amount for which you may be eligible.

Being monetarily eligible does not automatically entitle you to receive UI benefits. Separate decisions about issues such as vacation pay, severance pay, and job separations are made to determine entitlement to UI benefits. A claim for UI benefits is based on a 4-quarter (12-month) period that is set by law and is referred to as a base period. The wages paid to you during this period are used to determine your potential weekly benefit amount and maximum benefit amount. You have 52 weeks in which to claim UI benefits, but your maximum benefit amount cannot exceed your weekly benefit amount multiplied by 26.

Review the Monetary Determination of Unemployment Insurance Benefits carefully. All items are described in detail on the reverse side of the form.

Weekly Benefit Amount – The weekly benefit amount is the amount of UI benefits that you are eligible to receive each week before taxes and other deductions if it is determined that you are entitled to receive UI benefits.

Maximum Benefit Amount – The maximum benefit amount is the total amount of UI benefits that you are eligible to receive during your benefit year if it is determined that you are entitled to receive UI benefits. Divide the maximum benefit amount by the weekly benefit amount to calculate the

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number of weeks for which you may be entitled to UI benefits.

NOTE: If you would like more information on how your weekly benefit amount and maximum benefit amount are calculated, go to www.coworkforce.com and click on **Benefits Estimator**.

Base Period and Base-Period Wages – The base period is composed of 4 calendar quarters (12 months). Base-period wages are the gross wages paid to you during the base period. This 1-year period of wages is used to determine your potential weekly benefit amount and maximum benefit amount.

If, during the base period, you worked for any employers that are not listed on the Monetary Determination of Unemployment Insurance Benefits, if wages are missing, or if the wages reported on this form are incorrect, follow the instructions on the reverse side of the form. Notify the Customer Contact Center if you need assistance completing this form.

In each of the following cases, you will receive a new Monetary Determination of Unemployment Insurance Benefits once the wage information is added to your claim.

Federal-Civilian Employer – Your wages are added once they are verified by the federal agency for which you worked. You must sign and return Form ES-935, Claimant’s Affidavit of Federal-Civilian Service, Wages, and Reason for Separation.

Military Employer – UI Operations asks that you provide a copy of your Form DD-214, Member 4, so that your claim can be processed as quickly as possible. Failure to provide your DD-214 may result in a substantial delay in processing your claim. Mail the copy to: Unemployment Insurance Operations, P.O. Box 400, Denver, CO 80201-0400. You may also fax it to

303-318-9014. Notarized copies are not required.

Combined-Wage Claim (combining wages from more than one state) – Your out-of-state wage information is requested from the appropriate state or states and added when received.

YOUR BENEFIT YEAR



Your claim is valid for a 52-week period called a benefit year. This does not mean that you can collect UI benefits for a full 52 weeks if you remain unemployed throughout the benefit year. Rather, this is the time frame in which you

have the opportunity to collect the maximum amount of UI benefits payable on your claim. You may exhaust your UI benefits before the benefit year expires.

If you move, return to work, and become unemployed again, or if for any reason you stop requesting payment of UI benefits during your benefit year and you wish to request payment again, call the Customer Contact Center to reopen your claim.

If you reopen an existing claim, you may need to renew your registration with the local workforce center.

Regardless of whether you file a new claim or reopen an existing claim for UI benefits, the day on which you initiate the new or reopened claim determines the claim’s effective date. If you file on Sunday, Monday, Tuesday, or Wednesday, the effective date is the Sunday at the beginning of that week. If you file on Thursday, Friday, or Saturday, the effective date is the Sunday at the beginning of the following week.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

WHAT IS MY BASE PERIOD?

UI benefits are not based on financial need but on wages earned in covered employment and paid during a 12-month period called the base period. Covered employment is employment for which your employer is required to pay UI taxes. Most employment in Colorado is covered employment.

The base period is the first four of the last five completed calendar quarters at the time you file your initial claim for UI benefits. A calendar quarter is a 3-month time period; there are four calendar quarters in a calendar year.

The calendar quarters are January through March, April through June, July through September, and October through December. A completed calendar quarter is a quarter in which all three months are in the past.

To determine your base period, locate the month in which you filed your claim for UI benefits in one of the boxes containing an asterisk (*) that is to the right of an arrow. The base period of your claim consists of the four quarters to the left of this arrow.

Oct. Nov. Dec.	Jan. Feb. March	April May June	July Aug. Sept.		*Jan. Feb. March			
	Jan. Feb. March	April May June	July Aug. Sept.	Oct. Nov. Dec.		*April May June		
		April May June	July Aug. Sept.	Oct. Nov. Dec.	Jan. Feb. March		*July Aug. Sept.	
			July Aug. Sept.	Oct. Nov. Dec.	Jan. Feb. March	April May June		*Oct. Nov. Dec.
Year Before Last	Last Year				This Year			

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

WHEN DO I CONTACT THE CUSTOMER CONTACT CENTER?

Call the Customer Contact Center if you:

- Need to request payment of UI benefits but have not requested payment in three or more weeks.
- Become self-employed or an officer of a corporation.
- Begin attending school or are considering going to school.
- Begin to perform volunteer work.
- Have moved out of state.
- Become unable to work for any reason.
- Become unavailable for work for any reason.
- Begin to receive workers' compensation.
- Separate from a job.
- Are receiving other pay (e.g., severance, vacation, social security, pension or retirement, sick pay) that you have not previously reported to UI Operations.

NOTE: Cashing out a 401K or other retirement account that was contributed to by your employer is considered retirement pay and must be reported.

- Have been instructed by CUBLine or CUBLine Online to do so because of an issue with your claim.

When you return to full-time work and you have filed for all weeks you were unemployed, you do not need to call the Customer Contact Center. Simply discontinue requesting UI benefit payments through CUBLine or CUBLine Online.

AM I ENTITLED TO RECEIVE UI BENEFITS?

You have the right to leave a job for any reason, but the circumstances of the separation determine whether or not you are entitled to receive UI benefits. The reasons for the job separations from all base-period employers and from your most recent employer impact your entitlement to UI benefits. UI Operations gathers information regarding the reasons you are no longer employed with each employer; this information is obtained from you and from each employer. The statements received from you and from the employers are reviewed, and Form UIB-6, Notice of Decision, is issued to notify you of your entitlement to UI benefits based on each individual employer.

Full Award

If you are out of work through no fault of your own, such as laid off due to lack of work, you are entitled to UI benefits. If you were laid off due to a lack of work, you may not receive a Notice of Decision.

Disqualification

If you are determined to have been responsible for the job separation, a disqualification may be imposed. Your UI benefits may be postponed and/or your maximum benefit amount may be reduced. If you disagree with a Notice of Decision, you have the right to appeal that decision. For further appeal instructions, please see "Form UIB-6 Reverse," page 14.

NOTE: If you file an appeal, continue to request payment via CUBLine or CUBLine Online if you remain unemployed while the appeal is being processed.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

FORM UIB-6, NOTICE OF DECISION

When a decision on your entitlement or eligibility for UI benefits is made, Form UIB-6, Notice of Decision, is mailed. You may receive more than one Notice of Decision. Each notice addresses a separate issue.

Decisions are based upon the Colorado Employment Security Act. You may view this publication online by visiting www.coworkforce.com/UIB/ and clicking on **Colorado Employment Security Act (CESA)**. The most common decisions that you may receive address:

- **Job Separations** – Decisions regarding the most-recent job separation and any job separation from a base-period employer.
- **Ability and Availability** – Decisions regarding being able to work, being available for work, actively seeking work, and accepting suitable work.
- **Receiving Other Payments** – Decisions regarding receipt of payments such as severance pay, vacation pay, and wages in lieu of notice.
- **Reporting Requirements** – Decisions regarding the requirement to report to the workforce center when requested, to report timely on CUBLine or CUBLine Online, or to provide information to the UI Program as requested.

If you do not understand a Notice of Decision or how it impacts your claim, contact the Customer Contact Center immediately. A customer-service representative will help you to understand the decision and its impact on your claim.

Form UIB-6 Reverse

If you wish to appeal one or more decisions, please read the reverse side of the Notice of Decision carefully. Each decision must be appealed separately. You have 15 calendar days from the date of the decision to file a timely appeal. If the 15th day is Saturday, Sunday, or a legal holiday, the appeal must be received (faxed) or postmarked (mailed) by the following business day.

If you file a late appeal, you must demonstrate that you had “good cause” for filing late. See Regulations Concerning Employment Security Part XII Good Cause for more information. You may view this publication online by visiting www.coworkforce.com/UIB/ and clicking on **Regulations Concerning Employment Security**.

You must file your appeal by mail or fax. The mailing address and the fax number are on the Notice of Decision. Make sure that both sides of the Notice of Decision are submitted if you file an appeal. Retain a copy of your appeal, including both sides of the Notice of Decision, for your records.

Answer the general questions on the form. Provide specific, factual information as to the reason for your disagreement with the decision. You must sign the appeal in order for UI Appeals to accept it as a valid appeal.

Continue to request payment of UI benefits via CUBLine or CUBLine Online **while your appeal is pending**. If your appeal is successful, you receive UI benefits only for those weeks for which a valid request for payment was received and all eligibility requirements were met.

For more information about UI appeals, visit www.coworkforce.com and click on **How Do I Appeal?**; then click on **Appeals Section**.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

Military Claims

Once your claim has been processed, an entitlement decision is issued on Form B-6UCX, Notice of Decision – UCX. If you disagree with the Notice of Decision – UCX, you must submit your appeal to the appropriate military-service branch at the address shown on the reverse side of the form.

HOW DO I REGISTER FOR WORK?

You must complete an employment registration with a workforce center in Colorado or a local employment office outside Colorado in order to collect UI benefits. Failure to complete the employment registration may prevent the payment of UI benefits until the registration is completed.

NOTE: If you have been granted job-attached status, you are not required to register with a workforce center or a local employment office.

FORM UIB-536, NOTICE TO COMPLETE AN EMPLOYMENT REGISTRATION AND PREPARE A WORK-SEARCH AGREEMENT

If you live in Colorado, Form UIB-536, Notice to Complete an Employment Registration and Prepare a Work-Search Agreement, is sent to you. This notice provides instructions on how to complete your registration with your local workforce center. This registration may be conducted by telephone, in person, by mail, or online at coloradojobs.cdle.org. The registration options available vary by office. Read the notice carefully to see which options are available to you.

Workforce centers offer a variety of services, including job banks, job referrals, and job-search workshops, at no cost.

If the time scheduled for your interview is inconvenient, or if you would prefer to use a different workforce center, notify the workforce center at the telephone number listed on the form.

NOTE: If you have been granted job-attached status, you do not receive the Notice to Complete an Employment Registration and Prepare a Work-Search Agreement.

FORM B-569, NOTICE TO REGISTER FOR WORK

If you live outside Colorado and have not been granted job-attached status, you receive Form B-569, Notice to Register for Work. This notice instructs you to register with the local employment office in your resident state. You must return this completed form once you have registered with a local employment office.

WHAT IS JOB-ATTACHED STATUS?

Under certain circumstances, you may be eligible for job-attached status, which waives your work-search requirement. Job-attached status may be approved if you:

- Are unemployed due to a temporary lack of work from your most recent employer, have a recall date within 16 weeks from the week in which you became unemployed, and are available for immediate recall.
- Obtain work through a union hiring hall, are properly registered with such hall, and are available for immediate recall.
- Have accepted new employment that begins within 2 weeks from the date the job offer was accepted.

Although your work-search requirements may have been waived, you must continue to request payment of UI benefits via

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CUBLine or CUBLine Online and meet all other eligibility requirements.

WHAT IS A SEASONAL WORKER?

For UI purposes, a seasonal worker is defined as a person who works for an employer who conducts business only during a defined period of time. Seasonal workers may also be hired in an occupation



that operates only for a defined period of time. An employer must apply for and be granted seasonal status by UI

Operations in order to designate employees as seasonal workers. Examples of employees that may be designated seasonal workers include ski instructors employed during the ski season and tax preparers employed during the peak season for the filing of income-tax returns.

Seasonal workers cannot collect UI benefits based on wages paid for the seasonal employment unless they are out of work during the specified season. Seasonal workers who work outside the season are no longer considered seasonal workers and may be able to collect UI benefits based on the seasonal wages.

EXAMPLE:

You are a chairlift operator, and your employer's designated season for your occupation is October 15 through April 15. You must be out of work between October 15 and April 15 in order to collect UI benefits based on the wages paid for the seasonal employment. If you are laid off at the end of the season on April 15, you cannot collect UI benefits between April 16 and October 14 based on wages paid for this employment.

If your employer's season ends on April 15, and you work through April 16, you are no longer a seasonal worker, and you may be entitled to UI benefits based on the wages paid by this employer.

AMERICA'S SERVICE LOCATOR

America's Service Locator (ASL) is a Web site that contains information on service providers that are relevant to employment and training. ASL has partnered with America's Workforce Network (AWN) to provide information about the services available for workers and employers. You can find information on services, including One-Stop Career Centers, child-care providers, and transportation services. Visit ASL's Web site at www.servicelocator.org or contact AWN's toll-free help line at 1-877-872-5627.

WHAT ARE THE WEEKLY ELIGIBILITY REQUIREMENTS?

If, for any reason, you do not meet one or more of the eligibility requirements, during any given week, you cannot receive UI benefits for that week even if you were unemployed and requested payment of UI benefits through CUBLine or CUBLine Online.

In order to be eligible to receive UI benefits, you must meet the following eligibility requirements:

Able to Work

You must be mentally and physically able to work your normal workweek. For example, if you worked full-time hours for the base-period employers on your claim, you must be able to work full-time now.

You must report to the Customer Contact Center any restrictions on your ability to work.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

Available for Work

You must be ready to report to work immediately in the event you are offered employment. You must make the necessary arrangements for family care, transportation, or any other potential issue so that you are available to report to work immediately if needed.

You must report to the Customer Contact Center any restrictions on your availability for work.

Actively Seek Work



You must make a continuing effort to find suitable employment. You may be required to contact a specific number of employers each week. The contacts you make must be for work you are reasonably qualified to perform

and are willing to accept. Actions that are considered an active search for employment include completing job applications, faxing or mailing resumes, telephoning employers, or visiting the employers in person.

You must report to the Customer Contact Center any restrictions you place on your search for work.

Accept Suitable Work

Suitable employment includes work of an equal or substantially higher skill level than an individual's past employment. You must be willing to accept suitable work. There are penalties for refusing to accept suitable work when it is offered, as well as for refusing referrals that could lead to a job offer.

You must report to the Customer Contact Center any refusal of a job offer or of a referral to a job.

WHAT IF I AM WORKING?

Any employment (full-time, part-time, temporary assignments, short-term contracts, or cash-in-hand jobs, such as mowing lawns and babysitting) **must** be reported when you call CUBLine or visit CUBLine Online to request payment of UI benefits.

Working 32 or more hours in a week is considered full-time employment. If you work 32 or more hours in any given week, UI benefits cannot be paid for that week.



If you are working part-time while continuing to request UI benefits based on full-time earnings, you must continue to seek full-time work and meet all of the other eligibility requirements.

You may earn, in gross wages, up to 25 percent of your weekly benefit amount in any given week before earnings have any effect on the UI benefits for that week. Earnings over 25 percent of your weekly benefit amount, but less than your weekly benefit amount, are subtracted dollar-for-dollar from that week's UI benefits. Once your earnings in a given week equal or exceed your weekly benefit amount, UI benefits are not paid for that week. UI benefits that cannot be paid based on hours

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or earnings are not subtracted from your maximum benefit amount; rather, they remain available for you to claim during the benefit year.

EXAMPLE:

Your weekly benefit amount is \$200 (25 percent = \$50).

If you worked 32 or more hours in a given week, regardless of the wages you earned during that time, UI benefits for that week are not paid.

If you worked fewer than 32 hours in a given week and:

- You earned \$50 or less, the earnings do not affect your UI benefit amount for that week.
- You earned \$51, your UI benefit amount for that week is \$199.
- You earned \$200 or more, UI benefits for that week are not paid.

Your Earnings	Your UI Benefit Amount (based on \$200 weekly benefit amount)
\$50 or less	\$200
51	199
52	198
75	175
100	150
150	100
199	51
200 or more	0

Failure to accurately report earnings for any week in which UI benefits are claimed may be considered fraud and may cause an overpayment of UI benefits. Penalties may be assessed.

You do not need to notify the Customer Contact Center when you no longer need to request



payment because you have returned to full-time work (32 or more hours) or have gross earnings greater than your weekly benefit amount. Your claim automatically becomes inactive when you stop requesting payment via CUBLine or CUBLine Online. Be sure to request payment for any week in which you did not work full-time or did not have gross earnings greater than your weekly benefit amount.

WHAT IF I AM OVERPAID?

Claimants sometimes receive UI benefits to which they are not entitled, which results in an overpayment of UI benefits. Should this occur on your UI claim, you are responsible to repay the full amount of any overpaid UI benefits, including any taxes that were withheld.

Overpayments occur for a variety of reasons, such as:

- You were unable to work or unavailable for work.
- You did not actively look for work or refused an offer of suitable work.
- You reported a payment late or inaccurately.
- You did not report earnings, you underreported earnings, or you were late to report earnings.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

- You failed to report a job separation.
- Upon appeal, a full award of UI benefits is reversed.

UI Integrity, Benefit Payment Control (BPC) conducts reviews of UI claims. If an overpayment occurs, you are notified of your rights and responsibilities concerning the overpayment. If alternate arrangements are not made, some or all future UI benefits may be withheld to repay the overpayment. If you do not make and keep arrangements to repay the overpaid UI benefits, you may have to pay additional fees, and you may be reported to the credit-reporting agencies. If you are overpaid UI benefits, contact UI Integrity, BPC at 303-318-9035 (Denver-metro area) or 1-877-464-4622 (outside Denver-metro area) for a more complete explanation of your options for repayment.

FRAUD

Detecting and prosecuting fraud is a high priority for Colorado's UI Program. Knowingly making a false statement or withholding information in order to receive UI benefits is an act of fraud. The penalty for fraud can include a 4-week postponement of future UI benefits for each week in which you fraudulently requested payment of UI benefits. You must also repay the entire amount of UI benefits fraudulently received and pay a monetary penalty of 50 percent of that amount. Additional collection activities may include civil and criminal prosecution, including court costs, fines, and/or imprisonment.

WHAT IS THE NATIONAL DIRECTORY OF NEW HIRES PROGRAM?

The National Directory of New Hires was established under a federal law requiring employers to report all newly hired employees for the purpose of locating

individuals who are delinquent in payment of child-support obligations. Colorado's UI Program has access to this new-hire information. Cross matches are performed using new-hire information and current UI-claim information to determine if claimants are attempting to receive UI benefits while earning wages.

WHAT IS THE BENEFIT ACCURACY MEASUREMENT PROGRAM?

The Benefit Accuracy Measurement (BAM) program is a federally mandated program that is administered in all 50 states. BAM investigators review randomly selected claims to determine whether UI benefits payments were properly issued or denied.

If your claim is randomly selected, you are notified that a particular week is being reviewed for proper payment of your UI benefits or that a specific denial issue is being reviewed. You must respond to a detailed questionnaire by mail or telephone.

If you are selected for review, you can assist by providing:

- Accurate records of your work history, including dates of employment, reason for any job separation, wages earned, employer addresses and telephone numbers, and rates of pay.
- Records of any money earned during each week for which you have requested payment of UI benefits.
- Detailed records of your work-search activities. (You may use pages 26 through 28 of this handbook to record your work-search contacts.)

You are responsible for maintaining accurate records.

Questions? Go to www.coworkforce.com; send an e-mail to internet.claims@state.co.us; or call 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).

CUBLine or CUBLine Online

303-813-2800 (Denver-metro area)
1-888-550-2800 (outside Denver-metro area)
www.coworkforce.com
24 hours a day, 7 days a week

The following options are presented when you call CUBLine:

- To file for payment, press or speak “1.”
- To change your mailing address, press or speak “2.”
- To get payment information, press or speak “3.”
- To change your PIN, press or speak “4.”
- To get general information, press or speak “5.”

Continue to call CUBLine or visit CUBLine Online:

- While your claim is being processed by UI Operations.
- If you filed an appeal and the outcome of the appeal is pending.
- While waiting for a redetermination of base-period wages.
- Even if you are job-attached or have received a waiver of the work-search requirement.

Stop calling CUBLine or visiting CUBLine Online when you return to full-time work. Contact the Customer Contact Center if you have questions.

NOTE: If you call CUBLine or visit CUBLine Online late, you may not be paid UI benefits.

CUBLine o CUBLine Online

303-813-2800 (área urbana de Denver)
1-888-550-2800 (fuera del área urbana de Denver)
www.coworkforce.com
24 horas al día, 7 días por semana

Cuando llame a CUBLine, puede usar las siguientes opciones:

- Para reclamar por su pago, marque o hable “1.”
- Para cambiar su dirección de correo, marque o hable “2.”
- Para escuchar información sobre sus pagos, marque o hable “3.”
- Para cambiar su número de identificación personal (PIN), marque o hable “4.”
- Para escuchar información general, marque o hable “5.”

Continúe llamando a CUBLine o usando CUBLine Online:

- Mientras que su reclamo está siendo procesado por el Programa de Seguro de Desempleo.
- Si apeló alguna decisión en su reclamo y está esperando el resultado.
- Si está esperando una re-determinación de sus ganancias reportadas en el período base.
- Aún si está “job attached” (atado a su trabajo) o tiene permiso de no buscar trabajo.

Deje de llamar a CUBLine o de usar CUBLine Online cuando regrese al trabajo por tiempo completo. Comuníquese con el Centro de Servicio de Clientes si tiene preguntas.

ANOTE: Si llama a CUBLine o entregue sus respuestas en CUBLine Online tarde, es posible que no reciba los beneficios.

SERVICE EVALUATION

Dear Claimant,

The Colorado Department of Labor and Employment is dedicated to providing quality service to you, our customer. To provide quality service, we need your help in telling us how we are doing.

Please answer the following questions at any time during your claim by circling your response. In **Comments**, we want to hear about the things we are doing well and the areas that did not meet your expectations.

(4 - Strongly agree, 3 - Agree somewhat, 2 - Disagree somewhat, 1 - Disagree strongly)

I was treated courteously and with respect. 4 3 2 1

I was treated in a business-like manner. 4 3 2 1

The representative had a thorough knowledge of unemployment insurance. 4 3 2 1

My call was answered within a reasonable period of time. 4 3 2 1

The overall quality of service met my expectations and needs. 4 3 2 1

Comments

OPTIONAL

Name

Telephone Number

(_____) _____

Thank you!

CUBLine or CUBLine Online

303-813-2800 (Denver-metro area)
1-888-550-2800 (outside Denver-metro area)
www.coworkforce.com

When filing for UI benefits, CUBLine and CUBLine Online ask you the following questions, and you are asked to answer each question twice (once for each week):

- Were you able and available for work?
- Did you receive payments for severance, vacation, pension, or social security?
- Did you attend school or training?
- Did you refuse any work or separate from any employment?
- Did you make the required number of job contacts?
- Did you work or have a paid holiday?
- Did you receive a payment for prior commission sales?

If you **do not confirm** your answers with CUBLine or CUBLine Online, there is **no record** that you requested payment.

NOTE: If you call CUBLine or visit CUBLine Online **late**, you may not be paid UI benefits.

You cannot file for any 2-week period until after midnight of the Saturday of the second week.

If you file for only one week, your claim will be stopped and you will be required to call the Customer Contact Center to resume filing.

CUBLine o CUBLine Online

303-813-2800 (área urbana de Denver)
1-888-550-2800 (fuera del área urbana de Denver)
www.coworkforce.com

Cuando solicite su pago de beneficios, CUBLine y CUBLine Online le hacen las siguientes preguntas para determinar su elegibilidad. Tiene que responder dos veces a cada pregunta – una vez por cada una de las dos semanas que está reclamando.

- ¿Estuvo dispuesto y disponible a trabajar?
- ¿ Recibió pago de separación, vacaciones, una pensión, o seguro social?
- ¿ Asistió a la escuela o algún tipo de entrenamiento?
- ¿ Negó alguna oferta de trabajo o se separó de algún empleo?
- ¿ Hizo los contactos de trabajo requeridos? (No le harán esta pregunta si está “job attached”, o sea, si tiene permiso de no buscar trabajo.)
- ¿ Trabajó o recibió pago por un día festivo?
- ¿ Recibió pago por trabajo de comisión previo?

Si se desconecta la llamada en CUBLine o termina la sesión con de CUBLine Online antes de confirmar sus respuestas, su reclamo por su pago de beneficios no será registrado en el sistema.

ANOTE: Si llama a CUBLine o entregue sus respuestas en CUBLine Online tarde, es posible que no reciba los beneficios por las semanas que reclamó tarde.

No puede solicitar beneficios por un período de 2 semanas hasta después de medianoche del sábado de la segunda semana. Si solicita beneficios por solamente una semana, su reclamo se cierra, y tendrá que llamar al Centro de Servicio de Clientes para poder reactivar su reclamo.

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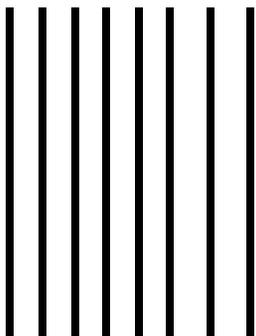
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DIRECTOR OF UNEMPLOYMENT INSURANCE
COLORADO DEPARTMENT OF LABOR &
EMPLOYMENT

P.O. Box 400

Denver, CO 80201-0400



EARNINGS LOG

Use this log to record and calculate your earnings, record when the earnings are reported, and record the impact of the earnings on your UI benefit payments.

Important: Be sure to report these earnings when you request payment for the week in which they were earned.

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

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Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*	

* Include this information when you file for your biweekly claim via CUBLine or CUBLine Online.

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Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

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Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
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Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

* Include this information when you file for your biweekly claim via CUBLine or CUBLine Online.

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Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online		Date Received	Check Number	Amount of UI Benefit Payment		Total Hours*	Total Earnings*		

* Include this information when you file for your biweekly claim via CUBLine or CUBLine Online.

WORK-SEARCH LOG

You must keep a record of your job contacts. You may be asked to produce this record at any time.

Date Mo/Day/Yr	Employer Name, Address, Telephone Number, or E-mail Address	How Contacted	Person Contacted	Work Sought	Results	Application or Resume Filed?
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No

WORK-SEARCH LOG

You must keep a record of your job contacts. You may be asked to produce this record at any time.

Date Mo/Day/Yr	Employer Name, Address, Telephone Number, or E-mail Address	How Contacted	Person Contacted	Work Sought	Results	Application or Resume Filed?
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No

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		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/ Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail/Fax			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No