

Job Search Requirements

You must look for work while you collect unemployment benefits. To be eligible for benefits each week, you must:

- Make at least three employer contacts OR
- Participate in three in-person job search activities at your local WorkSource office OR
- Have a combined total of three employer contacts and/or job search activities

If you are subject to job search requirements, you will be registered in a computerized job match system when you apply for benefits. For the best match, visit WorkSource and tell us the specific job title that interests you.

You are also required to keep track of your employer contacts and job search activities. You can get a Job Search Log at your local WorkSource office or online at log.go2ui.com.

You must look for work every week to qualify for benefits.

Go Back to Work Fast

You must make at least three employer contacts, or participate in three job search activities at your local WorkSource office, each week that you claim benefits. Visit WorkSource to find all the FREE resources you need to find a job. These include workshops, computers, copiers, telephones, fax machines, Internet access and newspapers. Log onto www.go2worksource.com or call to find the office nearest you.

WorkSource Offices

Aberdeen • 360.533.9318	Port Angeles • 360.457.2100
Auburn • 253.804.1177	Port Hadlock • 360.379.5036
Bellingham • 360.676.1521	Pullman • 509.332.6549
Bremerton • 360.337.4810	Raymond • 360.875.9470
Chehalis • 360.748.2360	Redmond • 425.861.3700
Colville • 509.685.6158	Renton • 206.205.3500
Ellensburg • 509.925.5311	Seattle (North) • 206.529.6043
Everett • 425.258.6300	Seattle (Rainier) • 206.721.6000
Goldendale • 509.773.5503	Shelton • 360.427.2174
Kelso • 360.577.2250	Spokane • 509.532.3000
Kennewick • 509.734.5900	Stevenson • 509.427.4464
Lakewood • 253.984.5400	Sunnyside • 509.836.5405
Long Beach • 360.642.6213	Tacoma • 253.593.7300
Lynnwood • 425.673.3300	Vancouver • 360.735.5000
Moses Lake • 509.766.4105	Walla Walla • 509.527.4393
Mount Vernon • 360.416.3500	Wenatchee • 509.665.6605
Oak Harbor • 360.675.5966	White Salmon • 509.493.1210
Olympia • 360.704.3600	Yakima • 509.574.0105
Omak • 509.826.7310	

If you live outside of Washington, log onto www.servicelocator.org or call 1.877.872.JOBS (5627) to find the employment center nearest you.



The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.

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**You've Applied
for Unemployment -
What's Next?**

**File Your
Weekly Claim**



File your weekly claim online at www.go2ui.com

What is a Weekly Claim?

It is a set of questions you answer about the week that just ended. Your answers tell us if you are eligible for unemployment. If you do not make your claim on time each week, you may not receive a check.

How Do I Make My Weekly Claim?

Log onto www.go2ui.com and click on Weekly Claims. If you have a computer, you can claim from home. If not, you can use computers at your local library or WorkSource office.

When Do I Make My First Claim?

You always claim for a week after it ends. All weeks end at midnight on Saturday night. So, Sunday is the first day you can file for the week that just ended.

The Sunday after you applied for unemployment, or reopened your claim, is the first day you can make your weekly claim. You have until 5:00 p.m. on the last working day of the week to claim (this is usually a Friday, unless there is a state holiday).

For example:

You applied for unemployment this week →

You file your weekly claim this week for the prior week that just ended →

M E S						
L	M	M	J	V	S	D
		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		

What Will Happen the First Time I Claim?

You will be asked to enter your Social Security number, the two-digit month and four-digit year you were born, and to create a personal identification number (PIN).

Your PIN is a four-digit code that you will need to file your claim each week. Be sure that it is a number you will remember.

Do not tell anyone your PIN; it is legally the same as signing your name. You are responsible for all payments made using your PIN.

What if I Do Not Have a Computer?

Call 1.800.318.6022 (TTY 1.800.365.8969). You may have difficulty using cordless and cellular phones.

You can also call to get information about your check; to change your address (Sunday through 3:00 p.m. Friday); or to reopen an existing claim.

If you cannot use the Internet or the phone, use the claim forms included in your Unemployment Claims Kit. Forms are also available at your local WorkSource office.

Was My Claim Accepted?

The message your claim has now been accepted will confirm that your claim is complete. If you disconnect before getting this message, your claim will not be processed. If we need more information, you will be given a special phone number to call. If you do not call as instructed, your check may be delayed.

If you are unsure whether your claim has been accepted, call the Weekly Claims Line at least 24 hours after submitting your claim.

What if My Claim is Late?

Our Internet and telephone systems do not accept late claims. If you try to claim late, or you miss a week, they will not work for you. Call the TeleCenter during regular business hours to restart your claim. You may be denied benefits if you do not claim on time.

You must file your claim on time each week or you may be denied benefits.

What Will I be Asked When I Claim Each Week?

You will be asked the following questions about the week that just ended. If you make a mistake, hang up and start over.

- Were you physically able and available for work each day?
- Did you make an active search for work as directed? If you answer “yes” and you are not exempt from job search requirements, you will be asked an additional question.
- Did you refuse any offer of work or fail to go for a scheduled job interview?
- Have you applied for or received worker’s or crime victim’s compensation?*
- Have you applied for or did you have a change in pension?*
- Did you or will you receive holiday pay from your regular employer for any day of the week you are now claiming?*

- Did you or will you receive vacation pay for any day of the week you are now claiming?*
- Did you or will you receive pay in lieu of notice, or termination pay for any day of the week you are now claiming?*
- Did you serve on a jury?*
- Did you perform duty in the Military Reserve or National Guard for more than 72 consecutive hours?*
- Did you work in self-employment?*
- Did you work for any employer last week?* If yes, provide your employer’s business name, complete mailing address, and dates you worked. (Be prepared. You only have two minutes to respond.)

*Report earnings in the week you earned them, not in the week you received them. Enter the total amount before deductions. For self employment, enter your net earnings. You will also be asked the total hours or days for which you had earnings.

- Did you have any other reportable earnings?* If you are not sure whether earnings are reportable, refer to your Unemployment Claims Kit or call the TeleCenter.

If you worked during the week, you may also be asked:

- Did you work for more than one employer?
- Was this work for the same employer as last week?
- Did you or will you work for the same employer this week?
- Have you had a reduction in hours due to a lack of work?
- Was your separation from employment due to:
 1. A lack of work?
 2. Reduced hours due to a lack of work?
 3. You were fired?
 4. You quit?
 5. Some other reason?