

Certifying Weeks with Earnings

Reporting Gross Earnings.....	1
Employer is listed.....	3
Employer is not listed	8
Vacation Pay	10
Interactive Voice Response (IVR) / Pennsylvania Teleclaims system (PAT).....	12

Reporting Gross Earnings

Earnings include wages earned during the week for which you are filing and include hourly and salaried pay, holiday pay, vacation pay, and potential earnings (wages you would have earned if you had reported to work when work was available).

Gross earnings are all earnings for the week before deductions for taxes, insurance contributions, dues, wage garnishments and other deductions that may apply.

Gross earnings must be reported the week they are earned, not the week those earnings are paid to you. For the purpose of unemployment compensation (UC), a week is based upon a Sunday through Saturday time frame.

For example, you worked and earned \$150 in gross earnings from ABC Company for work you did between Sunday, June 13 and Saturday, June 19. However, ABC Company pays on a biweekly basis, and you will not receive your wages for that period until July 2. You must report those gross earnings at the time you file for the week ending June 19; not on, or after, July 2.

If you were absent from work, missed work or turned down shifts, select the **Yes** button. These gross wages you would have earned for hours absent should be reported as Potential Earnings in a later question.

If you worked and earned wages or were compensated with vacation or holiday pay, commissions, or tips, select the **Yes** button.

Your Earnings - Work Activity

* Robert, were you absent from work when work was available during the week ☐ Yes ☐ No
beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025?

- If you missed scheduled work or turned down shifts, this is considered "absent from work" (unless you are on an approved leave of absence or are suspended from work).
- If you were absent from work and work was available, you will be asked to report the gross wages you would have earned for the hours absent on the next screen. You will enter this amount in the Potential Earnings field. All earnings are added together to calculate your benefit payment.

* Robert, did you work (full or part-time) or earn wages during the week ☐ Yes ☐ No
beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025?

- Wages includes regular pay, commissions, tips, vacation pay, holiday pay, potential earnings, and any other payments based on your work.
- **If you worked at all during the week, you must report those earnings, even if you did not receive payment yet.**
- Information is crossed checked. If you do not tell us about wages, you may be disqualified and have to pay back any benefits you received.
- Call us at 888-313-7284 if you need to change your responses after submission of this weekly certification.

IMPORTANT: If you worked at all in the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

Please note that Pennsylvania's Unemployment Compensation (UC) Benefits System now immediately cross checks the answers you provide against several State and Federal databases. If you do not tell us about wages earned during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025 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.

<< Back

Next >>

If you indicate that you worked (full or part-time) or earned wages, you will be asked if you worked your normal full-time hours during the week for which you are filing.

*** Robert, did you work (full or part-time) or earn wages during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025?**

☒ Yes ☐ No

- Wages includes regular pay, commissions, tips, vacation pay, holiday pay, potential earnings, and any other payments based on your work.
- If you worked at all during the week, you must report those earnings, even if you did not receive payment yet.
- Information is crossed checked. If you do not tell us about wages, you may be disqualified and have to pay back any benefits you received.
- Call us at 888-313-7284 if you need to change your responses after submission of this weekly certification.

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*** Robert, did you work your normal full-time hours during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025?**

☐ Yes ☐ No

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

<< Back

Next >>

Employer is listed

From the drop down, select the employer you worked for during the week for which you are filing.

Note: If you worked for multiple employers during the week, you must report the earnings for each employer separately.

Your Earnings - Employers

*** Robert, please select the employer that you worked for or were absent from work when work was available from, during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025:**

None Selected ▼

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

<< Back

Next >>

When you choose an employer from the drop-down menu, the employer information will be shown on the next screen. You may need to enter a telephone number for the employer.

Employer Information

*** Employer:**

WINCHESTER AUTO REPAIRS

*** Address of Record:**

WINCHESTER TRACEY L

*** Zip:**

19365

*** City:**

PARKESBURG

*** State:**

Pennsylvania ▼

On the same page, you will be asked about your job title and job information.

Contact Information

* Contact Phone:

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Job Title and Occupation

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

Complete the **Earnings Verification** fields.

Regular Earnings: The amount of *gross wages you earned during the week for which you are filing.

Gross wages: Total earnings for the week before all deductions (including taxes, insurance contributions, dues, wage garnishments and other deductions that may apply).

Gross wages = Hourly rate of pay X Hours worked

Potential Earnings: Also known as "Absent Hours," this is the gross amount you would have been paid if you had reported to work when work was available.

Vacation Pay: This is employer-paid vacation time.

Holiday Pay: This is employer-paid holiday time.

Gross Amount Earned: This field displays a total of all the fields above.

Workdays: You may enter the days you worked during the week for which you are filing.

Click **Save**.

Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025:

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

* Regular Earnings:	\$ <input type="text" value="0.00"/>	Calculate Gross Earnings and Hours
* Potential Earnings (If work was available to you and you did not go to work you must report the money you would have earned):	\$ <input type="text" value="0.00"/>	
* Vacation Pay:	\$ <input type="text" value="0.00"/>	
* Holiday Pay:	\$ <input type="text" value="0.00"/>	
* Gross Amount Earned:	\$0.00	

IMPORTANT: If you worked at all in the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

Work Days

Please indicate the days you worked during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025:

- Select Days Worked:
- ☐ Sunday, March 9, 2025
 - ☐ Monday, March 10, 2025
 - ☐ Tuesday, March 11, 2025
 - ☐ Wednesday, March 12, 2025
 - ☐ Thursday, March 13, 2025
 - ☐ Friday, March 14, 2025
 - ☐ Saturday, March 15, 2025

Save

Cancel

Once you have entered your earnings for the first employer, you will be asked if you have any additional employers with earnings to report.

Your Earnings - Confirmation

Robert, please review the employers listed below to confirm these are the employers you received earnings from the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025:

#	Employer	Location	Weekly Earnings	Total Earnings	Action
1	WINCHESTER AUTO REPAIRS	PARKESBURG, PA 19365	\$300.00	\$300.00	Update Earnings
				Total:	\$300.00

Additional Employers with Earnings

* Robert, are there any other employers that you worked for (full or part-time) or earned wages from during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025?

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.

<< Back

Next >>

By selecting Yes, you will be navigated to the same screen you completed with your earnings from your first employer.

Employer is not listed

The employer for whom you worked is not listed in the dropdown.

Select **Other** from the dropdown or check the box. ("Other" and the check box work in tandem.)

Your Earnings - Employers

* Ashlar, please select the employer that you worked for or were absent from work when work was available from, during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025:

Other ▼

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



<< Back

Next >>

You will be presented with the Employer Information screen. The fields will be blank to allow you to enter the information for the employer that was not listed.

Employer Information

* Employer:

* Address of Record:

* Zip:

* City:

* State:

Pennsylvania ▼

Contact Information

* Contact Phone:

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Job Title and Occupation

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:

None Selected ▼

Hourly Wage:

Complete all the required fields to add the new employer.

When filing for subsequent weeks, the new employer will be available for selection from the drop down.

Vacation Pay

When reporting Vacation Pay, you must answer Yes or No to the question, "Do you have a return to work date with this employer?"

If you have become permanently separated from the employer, you will answer "No."

If you are continuing to work reduced hours for this employer, answer "Yes."

If you have been separated from this employer, but you know you will be returning to work for the same employer, answer "Yes" and provide the date you expect to return to work with the employer (either on a part-time or full-time basis).

Hired Information	
* Is this a permanent position with this employer?	<input type="radio"/> Yes <input type="radio"/> No
* Salary:	\$ <input type="text" value="0.00"/>
* Salary Type:	<input type="text" value="None Selected"/>
Hourly Wage:	

Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025:

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

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

* **Potential Earnings (If work was available to you and you did not go to work you must report the money you would have earned):** \$

* **Vacation Pay:** \$

* **Do you have a return to work date with this employer?** ☐ Yes ☐ No

* **Holiday Pay:** \$

* **Gross Amount Earned:** \$300.00

IMPORTANT: If you worked at all in the week beginning Sunday, March 9, 2025 and ending Saturday, March 15, 2025 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

You may continue to add employers and earnings by clicking **Yes** and completing the **Employment Information, Hired Information and Earnings Verification** for each employer for whom you worked that week.

Interactive Voice Response (IVR) / Pennsylvania Teleclaims system (PAT)

The IVR or Pennsylvania Teleclaims (PAT) system is available 24 hours each day, 7 days a week for weekly certifications for individuals who do not have access to the internet or cannot certify their claims online.

*PAT is available on all holidays. If you get a busy signal, please try again.