

Alaska

Unemployment Insurance

Online Help Guide

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**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Getting Started

We take fraud seriously. Alaska law imposes severe penalties for attempting to collect benefits to which you are not entitled. Fraud is knowingly making a false statement, misrepresenting a material fact, or withholding information to obtain benefits. All fraud cases are subject to criminal prosecution, fines (you will be required to repay the benefits and any penalties), and imprisonment.

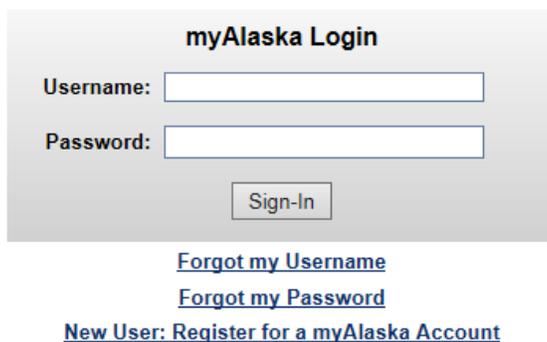
The information you provide will be used to determine your eligibility for Unemployment Insurance (UI) benefits. It is important that your information is accurate and complete for all questions asked. Failure to provide correct information may result in your UI benefits being denied.

Applying for UI online is fast, easy, and secure. You can apply for UI benefits, online, any day and time of the week. Go to my.alaska.gov.

You will need the following information:

- Your Social Security Number.
- Your current mailing and physical address.
- A telephone number where you can be contacted.
- Your most recent employer's name, address, and phone number (as shown on your pay stub).
- Your dates of employment and the reason you are no longer working, for example (quit, fired, lack of work, on-call, or working part-time). It is important to provide your last, actual, physical, day of work, when completing the online application.
- Your total hours worked and gross wages earned in the last week you worked.
- Information about any retirement income you are receiving.
- *If you served in the military in the past 18 months, you will need to fax copy 4 of your DD214.
- *If you are not a U.S. citizen, you will need your Alien Registration Number, the type of card you have, and the expiration date.

To begin, go to my.alaska.gov. Under **Services for Individuals**, select **Unemployment Insurance Benefits**. You will need to enter your username and password. If you are new to MyAlaska, you will need to create an account (see instructions on the next page of this help guide). If you forgot your username or password, select **Forgot my username** or **Forgot my password**. You will be sent an email to the original email address you used to set up your MyAlaska account, with a link to change your username or password. If you no longer have access to the original email, you will need to contact the UI claim center at (907) 269-4700 between the hours of 10 a.m. and 3 p.m. Monday through Friday, and ask a claims representative to reset your MyAlaska account so you can create a new account.



myAlaska Login

Username:

Password:

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

Register for MyAlaska

If you do not have a **MyAlaska** account, you will need to select **New User: Register for a MyAlaska Account**. You will see the following information:

NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)
[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:

Password:

Verify Password:

Secret Question: - Select -

Answer:

Email Address:

Verify Email Address:

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

I accept the User Agreement

- **Username:** You will need to create a username, you cannot use the same username as before and the username must be different from anyone else. For example, if you choose "NorthernLights" and you either had that username before, or someone else has that username, you will have to choose a different, unique, username.
- **Password:** You must choose a password that is between 6 and 50 characters long.
- **Verify Password:** You must verify your password by retyping the password.
- **Secret Question:** If you forget your password, you may be asked to answer a secret question to gain access to your **MyAlaska** account.
- **Email Address and Verify Email Address:** You must enter a valid email address, and verify the address by retyping the email address.
- **You must read and accept the User Agreement to continue.**

Important Information!

You will have **20 minutes per screen** to complete the application, after 20 minutes our system will log you out, **your information will not be saved**, and you will have to start over. **It is important to understand that you do not have 20 minutes to complete the entire application, you have 20 minutes per screen.**

Please use the **PREVIOUS** and **CONTINUE** buttons to navigate the online application. If you use the **BACK** and **FORWARD** buttons on your Internet browser, you may receive unpredictable results.

Filing a New Claim

Once you have access to **MyAlaska**, and have selected **Unemployment Insurance Benefits** you are ready to begin filing your online application for UI benefits.

Client Authentication screen, you will need to enter, and re-enter to verify, your full Social Security Number. You will then need to enter your first and last name (middle initial is optional), and your birthdate. Your birthdate must be in the format mm/dd/yyyy, for example 01/01/2001, 1/1/01 will not be accepted.

State of Alaska Logout

Alaska Department of
Labor and Workforce Development

Client Authentication

Important: The information displayed below has been pre-filled from your **myAlaska** profile. If you wish to update this information, you will need to do so through your **myAlaska** profile. **Note:** You must use the same **myAlaska** account each time you access the unemployment insurance website. You may want to use the same account information that you use for your Alaska Permanent Fund Dividend if you receive one. Please record your **myAlaska** account information for future reference. To insure your privacy and the security of your information, remember to **logout** of the **myAlaska** website when you have finished your session.

SSN (999999999) *

Re-enter SSN (999999999) *

First Name *

Middle Initial

Last Name *

Birthdate (mm/dd/yyyy) mm/dd/yyyy *

If your information does not match what we have in our system, you will be directed to call the UI claim center.

You will need to read the information and check the box (I have read and understand) to be able to continue.

Alaska Law provides severe penalties for collecting, or attempting to collect UI Benefits that you are not entitled to. UI fraud is **KNOWINGLY** making a false statement, misrepresenting a material fact or withholding information to obtain benefits. All fraud cases are subject to criminal prosecution, fines and imprisonment. Third party vendors, including mobile device applications, cannot be used to complete your application. You will be required to certify the answers you provided at the end of this application.

* I have read and understand this UI fraud advisory

Client Menu screen, select **File a new claim or reopen an existing UI claim** to begin the online application. From this screen you can also check your **Current UI claim status** and **Work Search Requirements**, how to set up **Direct Deposit**, or **Debit Card Enrollment**, help finding a job with **AlaskaJobs**, and **1099/Tax Information**.

 State of Alaska
Logout

Alaska Department of

Labor and Workforce Development

Client Menu

Welcome to the Alaska Unemployment Insurance (UI) client menu. Listed below are the options available to you. If you need further assistance, [click here](#) for contact information.

Please use the previous/continue buttons to navigate the application. If you use the back/forward buttons on your internet browser, you may receive unpredictable results. You will have **20 minutes** to complete each page of the application before timing out.

ATTENTION: Pandemic Emergency Unemployment Compensation (PEUC) and Pandemic Unemployment Assistance (PUA) are expiring in September per the American Rescue Plan Act of 2021. This means the final payable week of unemployment benefits for these programs is the week ending Sept. 4, 2021. If you are still in need of benefits after this date and are unsure of your eligibility, you can contact your nearest claim center for assistance. Please see the top of this page for a link to claim center contact information.

Please select from the following options.

- [File a new claim or reopen an existing UI claim](#)
- You must file a regular Unemployment Insurance Claim before filing for Pandemic Unemployment Assistance.
- [File for Pandemic Unemployment Assistance](#)
- [Current UI Claim Status and Work Search Requirements](#)
- [Direct Deposit - Start, change, or verify direct deposit account](#) 
- [Debit Card Enrollment](#) 
 - Card Holders: View your account information online at www.Key2Benefits.com.
- [Get help finding a job, AlaskaJobs](#)
- [1099/Tax Information](#)

The [UI Claimant Handbook](#) explains the claim processes and requirements. It is your responsibility to read and familiarize yourself with the contents of the handbook.

Please review the [top nine things](#) you should know about filing a claim.

Please visit our [assurances](#) page to learn about the privacy and security of information provided for your UI claim. If you have questions about filing a claim, qualifying for a claim, or about the UI Program, see our [Unemployment Insurance Benefits](#) website. To contact a claim center representative [click here](#).

After selecting **File a new claim or reopen an existing UI claim** You will need to read the information on the **Filing Information Screen** prior to continuing the application.

State of Alaska
Logout

Alaska Department of Labor and Workforce Development

Filing Information

This online filing system allows individuals to file a new claim or reopen an existing Alaska claim for UI via the Internet.

Your claim will be effective Sunday of the week the application is submitted on this website. If you wish to file a claim effective a different week, you need to contact your UI Claim Center. For contact information, [CLICK HERE](#).

Before filing a claim, you will need to have the following information available:

- If not a US Citizen, your alien registration number, work permit expiration date, and document type.
- You will need to provide the following for your last employer:
 - Employer name, address, and phone number
 - Separation reason
 - Wages earned the last week you worked
 - Dates of employment
- If you worked for the federal government or were active duty military during the past 18 months, the following are not required, but could expedite your benefits:
 - SF8 or SF50 (federal civilian only)
 - Wage proof
 - Member copy 4 of your DD214 (active duty military only)

The information you provide will be used to determine your eligibility for UI Benefits. It is important that your information is accurate and complete for all questions asked. The law provides penalties for withholding information or making false statements to obtain benefits.

Important: The last page of the Internet application will state that your claim has been accepted and will give you a confirmation number. Unless you receive a confirmation number, your claim will not be processed. If you exit the application before receiving a confirmation number, any information that you have entered will be discarded.

Previous
Continue

Initial Claim Data screen will require you to answer questions about where you worked during the current base period (**the base period of your claim is the first 4 of the 5 completed quarters immediately before the quarter in which you file your claim**).

Pay close attention to the dates provided when you answer the questions. The dates below are only an example, the dates you see when filing will reflect the current base period.

Initial Claim Data

Between 4/1/2020 and 3/31/2021 did you:

A) Work in Alaska? Yes No *

B) Work outside the state of Alaska? Yes No *

Since 4/1/2020 were you on active duty with the military and now residing outside of Alaska? Yes No *

Have you filed a new claim for UI Benefits within the last 12 months from any state other than Alaska? Yes No *

Are you located outside of the US, Canada, the Virgin Islands, or Puerto Rico? Yes No *

Previous
Next

These dates are an example; you will see the actual base period dates when you file your claim.

If you worked in another state during the current base period, you may be eligible for a combined wage claim.

Personal Information screen will require you to provide a current mailing and physical address, and a telephone number. **It is important to keep a good mailing address and phone number on file with UI while filing for benefits. You are responsible for and will be held liable for the content of all correspondence sent to you concerning your UI claim.** You have the option to prepay some of the taxes that may be due by having 10% of your UI benefits deducted each week. You may change your deduction at a later date by contacting the UI claim center.

State of Alaska Logout

Alaska Department of
Labor and Workforce Development

Personal Information

Questions about gender, education, race and ethnicity are used to learn about Alaska's population characteristics and may be used for policy development and economic trends. This information is voluntary and will not affect your eligibility for benefits.

Be advised that the U.S. Postal Service does not forward mail sent from our office. All correspondence will be sent to the mailing address you have provided. You are responsible for and will be held liable for the content of all correspondence sent to you concerning your unemployment insurance claim. Failure to maintain a current mailing and/or physical address may result in a denial of benefits.

Mailing Address: When your mailing address, physical address, or phone number change, update your information. If your mailing address is a P.O. Box, you must enter the physical address where you live.

Name

Attention Line or c/o

Street or PO *

City *

Country ✓

State/Province ✓

Zip Code *

Is your mailing address different than your physical address? Yes No *

Primary Telephone *

Secondary Telephone

Sex ✓

Education ✓

Race ✓

Are you Hispanic? ✓

Do you want 10% of your benefits held for the Internal Revenue Service? Yes No *

You must provide a current mailing address. You are responsible for any mail sent to this address. If your mail is returned, your benefits may be denied. You cannot use a P.O. Box for your physical address.

You must provide a current telephone number where you can be contacted. If we are unable to contact you by telephone or by mail, your benefits may be denied.

Federal Regulations require a deduction equal to 10 percent of your weekly benefit amount. If you answer yes to this question, 10 percent of your weekly benefit amount will be sent to the Internal Revenue Service (IRS) each time you receive a payment, a record of the total deductions made will be sent to the IRS, and Form 1099G will be mailed to you by January 31, of the following year. If you answer no to this question, you will be responsible for paying any taxes due on the UI benefits you received during the year.

Eligibility Questions screen will require you to answer each question. If you do not understand a question, you can select the question mark  with the blue circle for more information. You will see the current base period dates when you file your application.

Eligibility Questions

- Do you have natural children, stepchildren through marriage, legally adopted children or legal ward you wish to claim? Yes No *
- Are you a citizen or national of the United States? Yes No *
- Are you a veteran of the US Armed Forces?  Yes No *
- Do you have a disability?  Yes No *
- Since 4/1/2020, have you been or are you a corporate officer? Yes No *
- Were you medically unable to work for seven or more weeks from: 4/1/2020 to 3/31/2021?  Yes No *
- Are you self-employed or do you own or operate a business?  Yes No *
- Are you currently working on a commission basis?  Yes No *
- Are you filing at this time because you work a rotating schedule such as 2 weeks on 2 weeks off and this is part of your scheduled time off?  Yes No *
- Are you currently registered for or attending school and/or training? Yes No *
- Are you currently, or during this week have you been incarcerated or under third party supervision?  Yes No *
- Are you physically and mentally able to accept full time work? Yes No *
- Are you available to accept and begin full-time work immediately?  Yes No *
- Did you work for a school or educational institution in the last 18 months? Yes No *

If you answer no to this question, you will be prompted to provide this information:

Are you a citizen of Canada? Yes No *

Alien Registration Number *

Work authorization status *

Document type  *

Document expiration date

You will see your actual base period dates when you file your application. Answering yes to this question means you were not able to work in any occupation for at least seven weeks in a base period quarter because of an illness, injury, or disability.

You must be available to accept full-time work in your normal occupation or other occupation in which you have training or experience to receive UI benefits. If you restrict hours, wages or conditions of employment to a point, which will limit your chances of obtaining work, it may be determined that you are not available for full-time work.

The **Eligibility Questions** screen continued. You will need to answer each question to be able to continue with the application.

Deductible Income Questions

- Did you or will you receive any Vacation, Sick, Severance, Bonus, Holiday or Retirement Pay?  Yes No *

Employment History

- Were you in active military duty status since 4/1/2020? Yes No *
- Were you employed as a civilian by the Federal government since 4/1/2020? Yes No *
- Were you employed in Alaska for any employer other than the military or a Federal civilian employer since 4/1/2020? Yes No *
- Were you employed in a state other than Alaska since 4/1/2020? Yes No *

You will be required to report additional payments you receive from your employer when you file for UI benefits.

You do not need to report your Social Security monthly retirement benefit.

*If you worked in more than one state, you will be contacted for a claim choice. You have the option to combine the wages from all the states you worked in and choose which state you want to file against. If we are unable to make contact with you, your UI claim will be based on the wages you earned in Alaska only.

Last Employment Information screen requires you to provide employment information about your most recent job before completing this application. Your UI benefits are based upon all the employer's you worked for during the current base period, not just your last employer. **If you have more than one job, provide information about the employer you worked for immediately before completing this application.** If you do not see your current employer as a choice to select, you will need to select (last employer not listed) and type the information into the boxes on the (last employment information) screen. **Please use the employer name, address, and phone number as shown on your pay stub.**

Last Employment Information

Enter your most recent employer that you worked for prior to filing this claim. Include work that was/is part-time, full-time, on-call or still working. Be as specific as you can when entering the last day worked and site location.

Employer's Name	<input type="text"/>	*
Employer's Mailing Address	<input type="text"/>	*
Employer's City	<input type="text"/>	*
Employer's Country	United States <input type="button" value="v"/>	✓
Employer's State/Province	<input type="text"/>	*
Employer's Zip Code	<input type="text"/>	*
Employer's Telephone Number:	<input type="text"/>	*
Start Date: (mm/dd/yyyy)	<input type="text" value="mm/dd/yyyy"/>	*
Last Day Worked:	<input type="text" value="mm/dd/yyyy"/>	*
Pay Rate: (#####.##)	\$ <input type="text"/>	*
Pay Unit	<input type="text"/>	*
Job Title ?	<input type="text"/>	*
Work Site Location	<input type="text"/>	*
Separation Reason	<input type="text"/>	*

*It is very important to report the reason you are no longer working (Separation Reason). Your employer will be contacted to verify the information you provide. If you were fired from your job, choose Discharged, not Laid Off/Lack of Work. If you are still working, choose working full-time, part-time, or on-call, depending on your current situation.

Registration Information screen obtains information to determine your registration requirements. It is important to provide correct information. **Failure to provide correct information may result in your UI benefits being denied.**

We have used (Anchorage and Job Center Midtown) as an example. You will see your actual city and job center listed on your application. If you do not see this question, it means our application software has already determined that you are more than 55 road miles from an Alaska job center based upon the zip code you provided.

Registration Information

The information you provide will help to determine Job Service registration requirements for your claim. This information is needed to provide the best customer service to our clients.

- Is your town/village more than 55 road miles from the Anchorage Job Center Midtown? Yes No *
- Do you have a definite date you will be going back to full-time work? Yes No *
- Are you normally dispatched through a referring union? Yes No *
- Will you be relocating outside of Alaska within 14 days? Yes No *

Previous

Next

Answer yes to this question if an employer has given you a definite date to return to full-time work. The information you provide may be verified with the employer.

Answer yes to this question if you are dispatched to work by a dispatching union. You must be in good standing and eligible for dispatch in your area of residence to meet the UI dispatching requirements. The information you provide may be verified with your union.

Certification Page screen is the final step of the online application. This screen gives you additional instructions; failure to follow the instructions may result in your UI benefits being denied. **You must read the information and check each box before submitting the application.**

Certification Page

Please check all boxes to certify this application.

I certify that:

- I am requesting a determination of eligibility for UI benefits.
- I am the person named in this application.
- I understand my information may be shared with other state or federal agencies as authorized by Alaska and federal laws.
- I authorize my former employer to release all information necessary to determine my eligibility for benefits.
- I understand it is my responsibility to read the contents of the UI Claimant Handbook.
- I understand in collecting or attempting to collect benefits fraudulently, I will be disqualified, required to repay the benefits received and may be subject to additional civil and criminal penalties.

* I certify that I have read the above statements and the information I have provided is true and correct.

- You will receive a Monetary Determination in the mail listing your employer and wages on which your claim is based. It is your responsibility to contact the UI Claim Center immediately if it is incorrect. If you have Federal, military or wages earned in other states, a new monetary will be sent to you once these wages are added to your claim.

* I certify that I have read the above advisories.

* **Registration for Work Requirements**
Based on the information provided you must register, create, and post a resume online in the AlaskaJobs. If you have already posted your resume in AlaskaJobs, it is your responsibility to verify your resume information is up-to-date and online for employers and division staff to refer you to available jobs. Failure to comply with this requirement within 7 days will result in the denial of your UI benefits.

* You may be selected to participate in a reemployment services program. If selected, you will receive a letter informing you of your requirement to participate.

* **Work Search Requirements**
You are required to report 2 valid work search contact(s) per week. You will receive a letter in the mail regarding what is considered a valid work search and how to report work search contact(s), when you open a new claim or reopen an existing claim. If you are in active filing status, continue to report your work searches, you will not receive this letter.

* **Weekly Claims**
To receive UI Benefits, you must file every week. The first week you can file for is 9/25/2021. To file for this week online, click the unemployment insurance link on the myAlaska website between 9/26/2021 and 10/2/2021.

* I certify that I have read the above instructions and understand failure to comply as instructed will result in a denial of benefits.

Previous Submit Cancel

You can register and post a resume online on **AlaskaJobs** by visiting alaskajobs.alaska.gov on the Internet.

These dates are only an example, pay close attention to the dates you are given on your application. You must file weekly certifications to request payment of UI benefits.

Alaska law requires UI benefits be paid by electronic funds transfer (Debit Card) or electronic payment to an account (Direct Deposit). You can set up direct deposit to have your benefits deposited into your personal checking or savings account. If you choose not to use direct deposit, you will automatically receive a U.S. Bank ReliaCard® debit card provided by U.S. Bank within two weeks of submitting your application for UI benefits.

You will only receive a debit card if it is determined you are eligible for UI benefits.

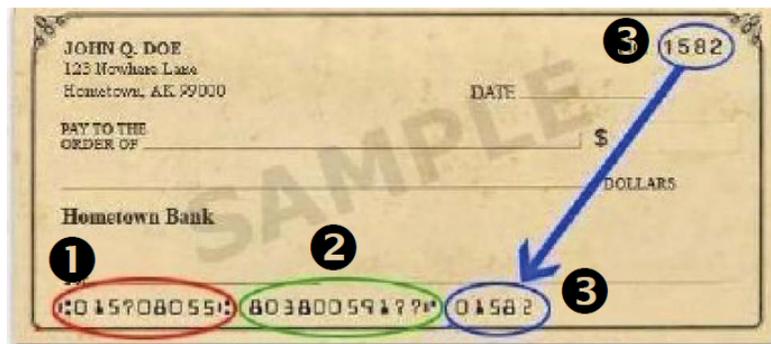
Direct Deposit

You can set up direct deposit during the UI application process, or at any other time, by visiting my.alask.gov and selecting **Unemployment Insurance Benefits** then **Direct Deposit**. You will need your 9 digit routing number and either your (checking or savings) account number, as shown in the example below.

Direct deposit

You can set up, reactivate or cancel your direct deposit by selecting "Direct Deposit" on our online Benefit Internet Filing (BIF) system. You will need the following information to establish direct deposit:

1. The routing number is 9 digits surrounded by | :
2. The account number (do not include hyphens or other special characters)
3. Do not enter the check number



IMPORTANT: Direct deposit is automatically suspended if it has not been used for a year or more. Your benefits will be issued by debit card until direct deposit is re-established.

Filing for Weekly UI Benefits Online

After you have opened a UI claim, you will need to file a weekly certification every week, which will determine if you are eligible to receive a payment. Filing your certification online is fast, easy, and secure. You can file your weekly certification, online, any day and time of the week. Go to my.alaska.gov. Under **Services for Individuals**, select **Unemployment Insurance Benefits** and sign into your account. Choose (File for UI benefits for weeks ending X/X/XXXX). Your current week to claim date will be shown.

You will be required to answer every question. You will not be able to continue to the next screen until you have provided the required information. If you do not understand a question, you can select the question mark with the blue circle for more information.

Personal Information is where you will be required to verify your current mailing and physical address, and telephone number each time you file a certification.

The screenshot shows the 'Personal Information' form from the Alaska Department of Labor and Workforce Development. The form includes a header with the state logo and 'Logout' link, and a sub-header 'Personal Information'. Below this is a paragraph of explanatory text about the use of demographic data and a warning about mailing addresses. The form fields include: Name, Attention Line or c/o, Street or PO (marked with a red asterisk), City (marked with a red asterisk), Country (dropdown menu with 'United States' selected and a green checkmark), State/Province (dropdown menu with 'Alaska' selected and a green checkmark), Zip Code (marked with a red asterisk), a question 'Is your mailing address different than your physical address?' with radio buttons for 'Yes' and 'No' (marked with a red asterisk), Primary Telephone (marked with a red asterisk), Secondary Telephone, Sex (dropdown menu with a green checkmark), Education (dropdown menu with a green checkmark), Race (dropdown menu with a green checkmark), Are you Hispanic? (dropdown menu with a green checkmark), and a question 'Do you want 10% of your benefits held for the Internal Revenue Service?' with radio buttons for 'Yes' and 'No' (marked with a red asterisk). At the bottom are 'Previous' and 'Next' buttons. Three callout boxes on the right provide additional instructions: the first points to a question mark icon and explains its function; the second points to the address fields and warns against using a P.O. box; the third points to the telephone fields and emphasizes the need for a current contact number.

State of Alaska Logout

Alaska Department of
Labor and Workforce Development

Personal Information

Questions about gender, education, race and ethnicity are used to learn about Alaska's population characteristics and may be used for policy development and economic trends. This information is voluntary and will not affect your eligibility for benefits.

Be advised that the U.S. Postal Service does not forward mail sent from our office. All correspondence will be sent to the mailing address you have provided. You are responsible for and will be held liable for the content of all correspondence sent to you concerning your unemployment insurance claim. Failure to maintain a current mailing and/or physical address may result in a denial of benefits.

Mailing Address: When your mailing address, physical address, or phone number change, update your information. If your mailing address is a P.O. Box, you must enter the physical address where you live.

Name

Attention Line or c/o

Street or PO *

City *

Country ✓

State/Province ✓

Zip Code *

Is your mailing address different than your physical address? Yes No *

Primary Telephone *

Secondary Telephone

Sex ✓

Education ✓

Race ✓

Are you Hispanic? ✓

Do you want 10% of your benefits held for the Internal Revenue Service? Yes No *

? You can click on a question mark for additional information.

You must provide a current mailing address. You are responsible for any mail sent to this address. If your mail is returned, your benefits may be denied. You cannot use a P.O. Box for your physical address.

You must provide a current telephone number where you can be contacted. If we are unable to contact you by mail or telephone, your benefits may be denied.

Weeks Claimed screen will require you to answer specific questions about the week you are claiming. You will see the actual week ending date of your current filing cycle when you file your certification. You must answer each question, to be able to continue to the next screen. Depending on your answers, you may be required to provide additional information.

Weeks Claimed

You are filing for the week ending 9/11/2021. If this is not the week you wish to file for, please contact your Unemployment Insurance Claim Center. For contact information, [click here](#).

Depending on your answers, you may be asked to provide additional information. Do not exit until you have certified that your answers are true and correct. After you certify, you will receive a confirmation page for your records.

Week Ending

9/11/2021

Were you available and physically able to work full-time each day of the week? Yes No *

Did you refuse any offer of work or a job referral? Yes No *

Were you attending school or a training program during the week? Yes No *

Did you travel? Yes No *

Did you move to a different town? Yes No *

Are you receiving a monthly retirement payment? Yes No *

Did you receive a lump sum payment from an employer for vacation, sick, severance, bonus, holiday, retirement, or other? (Do not include monthly retirement payments) Yes No *

Did you work for any employers? Yes No *

Were you self-employed during the week? Yes No *

Previous

Next

If you worked, you will be required to provide the employer's name, address, and phone number, and your total hours and gross wages earned during the week. The information you provide will be verified with your employer. Failure to provide accurate information may result in your UI benefits being denied, and you will be required to repay the benefits, and any penalties.

Answer yes to this question if you are self-employed and actually spent any hours on your business, whether you had earnings or not. Even if you did not have earnings, and will not receive payment for the self-employment services, you must still report the hours you spent on your business. If you are self-employed but did not spend any hours on your business, and did not have any earnings for the week, answer no.

Reported Income screen is used when you worked in a specific week because you are required to report your hours and gross wages. To begin, select **Add Employer**.

The majority of overpayments are due to misreported work and earnings. If it is determined fraudulent information was submitted, you must repay all benefits paid during the week affected, along with a penalty equal to 50 percent of the overpayment, and you will be disqualified from receiving future benefits for up to 52 weeks.

You will see the actual week ending date of your current filing cycle.

Reported Income

Under State law, the amount of benefits payable to an individual for a week shall be reduced by 75% of the wages earned by the individual during the week that are in excess of \$50.

Week ending 9/11/2021

Employer Name	Pay Rate	First Day	Last Day	Separation Reason	Hours	Earnings	Certified	Edit/Delete
<input type="button" value="Add employer"/>								

Select **Add Employer** to go to the **Wage Entry** screen where you will be able to enter your employer's name, your pay rate, first and last day of work, your current work status, and your total hours and gross earnings for the week.

The **Wage Entry** screen will require you to provide information about your work and earnings for the week. The calendar week begins with a Sunday and ends with a Saturday. You will need to enter information into each box; you cannot leave a box blank. You must enter your employer's name, your pay rate, your first and last day of work, and your current work status under **Separation Reason** as shown in the example below. **If you did not work on one of the days during the week, enter zero (0) for the Hours and Earnings.**

Our software will calculate your total hours worked and gross earnings, you will need to certify that the totals are correct.

*The dates below are only for this example; you will see the actual dates of your current filing cycle when you file your certification.

Wage Entry ✕

Report your earnings between 9/5/2021 and 9/11/2021.

Employer ✓

Pay Rate ✓

Pay Unit ✓

First day of work ✓

Last day of work ✓

Separation Reason ✓

You must enter gross wages for the work you performed (including tips or commission), even if you have not been paid. For partial hours, report in 15 minute increments. Example: If you worked 7 ½ hours during the day, report as 7.5. If you worked 7 ¼ hour, report as 7.75.

	SUN 9/5/2021	MON 9/6/2021	TUE 9/7/2021	WED 9/8/2021	THUR 9/9/2021	FRI 9/10/2021	SAT 9/11/2021
Hours	<input type="text"/>	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Earnings	<input type="text"/>	<input type="text" value="75.00"/>	<input type="text" value="75.00"/>	<input type="text" value="75.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total hours between 9/5/2021 and 9/11/2021:

Total gross earnings 9/5/2021 and 9/11/2021:

Do you certify that the totals from above are correct? Yes No ✓

By answering yes, you are certifying that the information is correct.

Before going to the next screen of the application, review your work and earnings on the **Reported Income** screen. If you need to edit or delete any information, you can select (**Edit/Delete**).

Reported Income

Under State law, the amount of benefits payable to an individual for a week shall be reduced by 75% of the wages earned by the individual during the week that are in excess of \$50.

Week ending 9/11/2021

Employer Name	Pay Rate	First Day	Last Day	Separation Reason	Hours	Earnings	Certified	Edit/Delete
TANANA CHIEFS CONFERENCE INC	\$15.00 Per Hour	09/06/2021	9/8/2021	Working Part-time	15	\$225.00	Yes	
					15	\$225.00		

Self-employed net earnings during the week you are claiming are reported on this questionnaire. You are required to report your total hours and net earnings (after expenses). To calculate your net earnings, subtract your business expenses from your total income earned during the week of self-employment, and enter the information for each day of the week.

*The dates given below are for the example only; you will see the actual dates of your current filing cycle.

If you did not, and will not receive payment for the self-employment services, you must still report the hours you spend on your business, and report ZERO (0) for the earnings.

Self-Employment Net Earnings Questionnaire

Under State law, the amount of benefits payable to an individual for a week shall be reduced by 75% of the wages earned by the individual during the week that are in excess of \$50.

Enter your hours and net earnings for each day you performed self-employment. Round partial hours up to the nearest hour. For example, if you worked 3.5 hours, enter 4 hours. Click the help button for instructions on how to enter self-employment earnings. [?](#)

Total hours and net earnings for the week ending 9/11/2021

	SUN 09/05/2021	MON 09/06/2021	TUE 09/07/2021	WED 09/08/2021	THUR 09/09/2021	FRI 09/10/2021	SAT 09/11/2021
Hours	<input type="text"/>						
Earnings	<input type="text"/>						

Total hours: 0
Total net earnings: \$0.00

Do you certify that the totals from above are correct? Yes No *

Your total hours and net earnings will automatically be calculated. You must review this information, paying close attention to the total hours and total net earnings amount, and make any corrections before certifying the totals are correct.

You must report any hours spent on your business, even if you had no earnings for the week.

By answering yes, you are certifying that the information is correct.

You must enter your net earnings for each day of the week after subtracting your business expenses. If you had no earnings, report zero (0) for each day.

Alaska's Work Search Requirements

The work search information you provide will be reviewed and selected for audit. You must keep a record of all your work search contacts while filing for UI benefits. Failure to follow work search requirements will result in your UI benefits being denied.

Depending on your location, you will be required to make and report either one (1) or two (2) work search contacts each week. Work search information is given to you when you file your new claim application, and a letter is mailed to the mailing address you provided within seven (7) days of filing your new claim application.

If you have questions about work search requirements, you can call the UI claim center at (907) 269-4700 between the hours of 10 a.m. and 3 p.m. Monday through Friday.

A valid work search must include the following information:

- The name of the employer contacted.
- The date you contacted the employer.
- How you contacted the employer (in person, by phone, or Internet).
- The employer's contact information (if the contact was made in person provide the address, if by phone provide the phone number, if on the Internet provide the website or email address).

A valid work search does not include contacting a job center office (unless that is the method the employer has requested) a private employment agency where a fee is charged, or calling the UI claim center. If you are using a job search engine such as AlaskaJobs or Craigslist to search for work, you must give the posting number if the employer name is not available. AlaskaJobs, Craigslist, and other job search engines will not be accepted as the employer name.

Did you make one employer work search contact for the week ending 9/11/2021 Yes No ✓

Date of contact:	Monday 9/6/2021	✓
Business name:	State of Alaska	✓
Method of contact:	Website	✓
Website:	Workplacealaska.com	✓

For the work search to be valid, you must provide the required information. You cannot leave a

If you report that you did not search for work during the week, you will be asked to provide a reason for not performing the work search.

You will receive notice on the certification page that a claim center representative will contact you for additional information. There is no need to call the claim center while your claim is being reviewed.