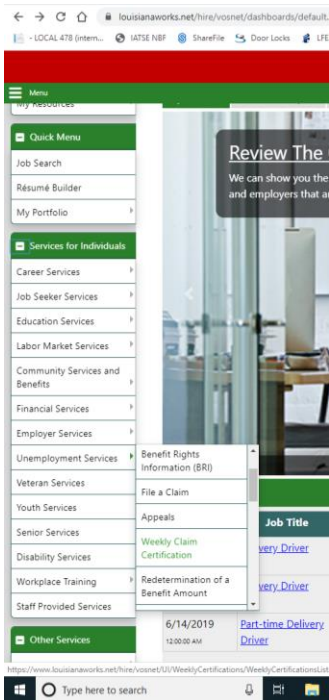


Filing your weekly Louisiana Unemployment claim

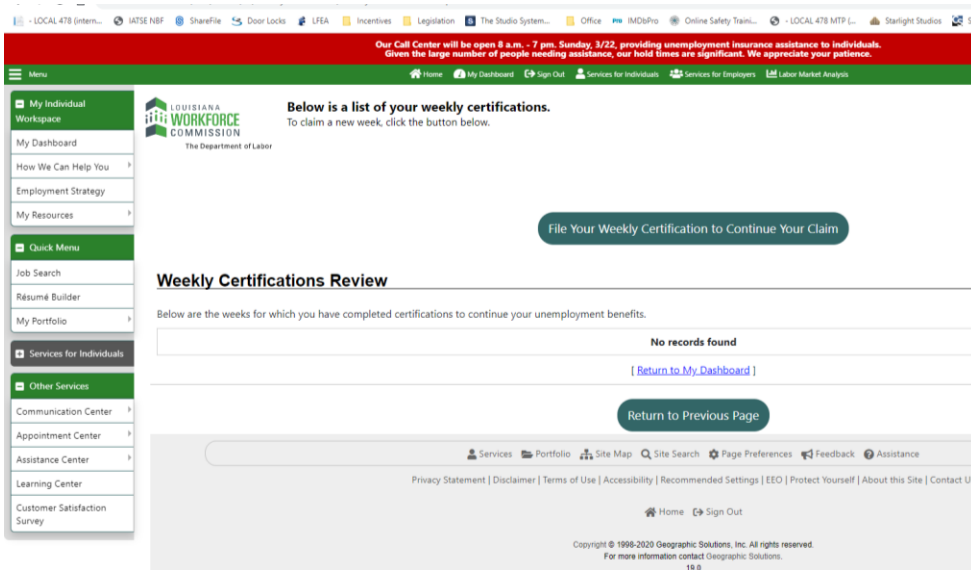
Due to an unprecedented demand of unemployment claims, please file your weekly certification based on the following rules. If the last digit of your SSN is between 0 and 3, please file your weekly certification on Sunday or Wednesday thru Saturday. If the last digit of your SSN is between 4 and 6, please file your weekly certification on Monday or Wednesday thru Saturday. If the last digit of your SSN is between 7 and 9, please file your weekly certification on Tuesday thru Saturday.

Go to www.louisianaworks.net and log in.

1. From your DASHBOARD, go to Services for Individuals, then Unemployment, then Weekly Claim Certification



2. Click File your Weekly Certification to Continue Your Claim

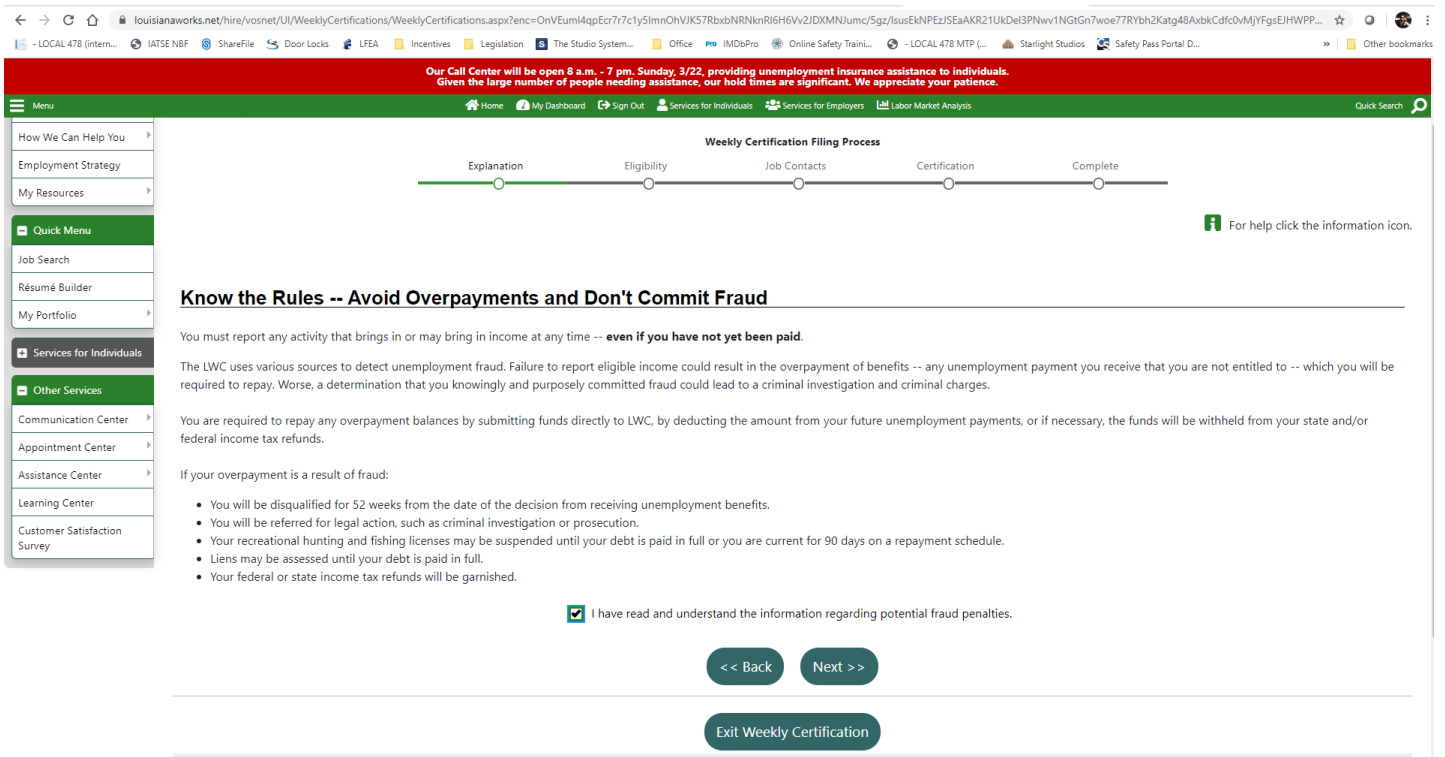


3. The next page, you will see this message

IMPORTANT NOTICE: Because of the COVID-19 national emergency, work search requirements are suspended/deferred until further notice.

Click NEXT at the bottom of the page.

4. Be sure to read this page and check the box at the bottom. Then hit NEXT



5. Verify your contact information and press NEXT

6. On this page click yes to verify you are a member of IATSE – if you don't have this screen, don't worry

The screenshot shows the Louisiana Workforce Commission website. On the left is a navigation menu with sections: My Individual Workspace, Quick Menu, Services for Individuals, and Other Services. The main content area has a header with the Louisiana Workforce Commission logo and the text "Please answer the question below and click the Next button to continue." Below this is a progress bar titled "Weekly Certification Filing Process" with four steps: Explanation, Eligibility, Job Contacts, and Certification. The "Eligibility" step is currently active. The question is: "Your claim currently indicates that you are a member of a labor union which finds / obtains work for its members. * During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020, were you a member of the I.A.T.S.E.?" The "Yes" radio button is selected. Navigation buttons include "<< Back", "Next >>", and "Exit Weekly Certification".

7. IF you did not work this past week use this screen. **If you worked**, go to 7b in the instructions on page 5. – BE SURE TO MARK EACH LINE.

The screenshot shows the "Eligibility Review Questions" section of the Louisiana Workforce Commission website. The left navigation menu is visible. The main content area has a heading "Eligibility Review Questions" and a sub-heading "Employers including temporary agencies and staff companies report earned wages every week. Your failure to report wages during this certification will lead to an overpayment." Below this is a question: "During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020:" followed by a list of questions with radio button options: "Did you work or earn wages during this week?" (No selected), "Did you refuse any job offers?" (No selected), "Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week?" (No selected), "Were you able and available to work?" (Yes selected), "Are you attending school or training? (For the purposes of your work availability, answer No if you're participating in online courses or taking classes at night.)" (No selected), "Did you receive or apply for workers' compensation during this week?" (No selected), "Did you receive vacation or severance pay during this week?" (No selected), "Did you receive bonus pay during this week, excluding any incentive payments or safety awards?" (No selected), and "Did you receive any holiday pay during this week?" (No selected). Navigation buttons include "<< Back", "Next >>", and "Exit Weekly Certification".

If you are PUA only, you will see this screen.

Eligibility Review Questions

During the week beginning Sunday, June 28, 2020 and ending Saturday, July 4, 2020:

- * Did you work for anyone, earn wages, or were you self-employed during the week? Yes No
- * Did you refuse to accept work or a job referral? Yes No
- * Did you receive or apply for Workers Compensation benefits? Yes No
- * Did you receive or apply for private income protection for loss of wages including illness or disability? Yes No
- * Did you receive a supplemental unemployment benefit pursuant to a collective bargaining agreement? Yes No
- * Did you receive a retirement pension, excluding social security, not previously reported to this agency? Yes No
- * Did you attend school or a training program, not previously reported to the agency? Yes No
- * Other than for reasons that were the direct result of the disaster, were you able and available to work each day of the week? Yes No
- * Are you still unemployed as the direct result of this disaster? Yes No

<< Back

Next >>

Exit Weekly Certification

Other than for reasons that were the direct result of the disaster, were you able and available to work each day of the week? YES

Are you still unemployed as the direct result of this disaster? YES

*If you have a current unemployment claim and plan to file for weekly benefits, **do NOT report any federal stimulus payments (also known as Economic Impact Payments) or income tax refunds as earnings. These funds do not count as earnings, and reporting them as such will likely result in you not receiving any unemployment benefits for the week.*** *

Other important tips:

- If you reported vacation pay, severance pay, etc. on your claim application, you do NOT report it again on your weekly certification.*
- Worker's Compensation is NOT unemployment insurance.*

7b. IF YOU worked even 1 day this week, you must answer YES to Working / Earning Wages & to still employed / part time – You will get another screen after this to put in details about the work. **DO NOT CHOSE LAYOFF** In the next screen it will ask about when you worked, how much you earned and other specifics. If it has a red star, answer it to the best of your ability. – choosing Still Employed or Working Part time is the way to keep from needing to refile. You could still be called back three weeks later. Just because you are employed does not mean you have to report wages.

Quick Menu

- Job Search
- Résumé Builder
- My Portfolio

Services for Individuals

Other Services

- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey

Eligibility Review Questions

Employers including temporary agencies and staff companies report earned wages every week. Your failure to report wages during this certification will lead to an overpayment.

During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020

* Did you work or earn wages during this week? Yes No

* Are you still employed or working part-time? Yes No

* Did you refuse any job offers? Yes No

* Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week? Yes No

* Were you able and available to work? Yes No

* Are you attending school or training? (For the purposes of your work availability, answer No if you're participating in online courses or taking classes at night.) Yes No

* Did you receive or apply for workers' compensation during this week? Yes No

* Did you receive vacation or severance pay during this week? Yes No

* Did you receive bonus pay during this week, excluding any incentive payments or safety awards? Yes No

* Did you receive any holiday pay during this week? Yes No

8. Review your answers and click the box at the bottom. Then click NEXT

- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey

Summary of Eligibility Review Answers

During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020:

Did you work or earn wages during this week? No

Did you refuse any job offers? No

Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week? No

Were you able and available to work? Yes

Are you attending school or training? (For the purposes of your work availability, answer No if you're participating in online courses or taking classes at night.) No

Did you receive or apply for workers' compensation during this week? No

Did you receive vacation or severance pay during this week? No

Did you receive bonus pay during this week, excluding any incentive payments or safety awards? No

Did you receive any holiday pay during this week? No

[\[Change Eligibility Review Questions \]](#)

I have read and understand the information regarding potential fraud penalties and acknowledge that the information on this page is true and accurate and wish to certify.

[\[Unemployment Compensation Fraud Information \]](#)

9. Then you get a confirmation screen – It should say “You should expect to be paid for this week” Your Dollar amounts will be different than what is on this screen as well. This happens to be someone who does not work full time.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

What to Expect Next

Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is:
Your claim is still under review. You may be contacted by an agency representative if additional information is needed.

You can contact the claim center at 1-866-783-5567 if you have questions.

Claim Status

Current Claim Data			
Claim Number:	4381085	Claim Effective Date:	3/15/2020
Claim Type:	New	Benefit Year End Date:	3/13/2021
Claim Status:	Regular Active	Payment Type:	Direct Deposit
Available Credits:	\$4,966.00	Weekly Benefit Amount:	\$191.00
Claim Benefit Balance:	\$4,966.00	Claim Under Review:	No
Claim Benefit Paid:	\$0.00	Unresolved Issues:	Yes
Federal Tax Withheld:	Yes		

Claim Deductions

Federal Tax:	\$0.00	Child Support:	\$0.00
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[Continue](#)

9b. If you reported working, it may put excessive wages on your weekly claim or it will lower the amount they will issue to you.

10. After you click Continue, you will see this screen and you are DONE! Be sure to do this each week.

Our Call Center will be open 8 a.m. - 7 pm, Sunday 3/22, providing unemployment insurance assistance to individuals. Given the large number of people needing assistance, our hold times are significant. We appreciate your patience.

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

LOUISIANA WORKFORCE COMMISSION
The Department of Labor

You have successfully filed your certification for the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

What to Expect Next

Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is:
Your claim is still under review. You may be contacted by an agency representative if additional information is needed.

You can contact the claim center at 1-866-783-5567 if you have questions.

11. Return to your CLAIM SUMMARY page and take a look to see that it posted.

Weekly Benefit Certifications

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

#	Week Ending	Certification Filing Date	Benefit Pay Date	Payment Number	Benefit Amount	Federal Withholding	Stimulus Amount	Payment Amount
22	07/04/2020	7/7/2020 9:30:14 AM	In Progress	N/A	\$107.00	\$71.00	\$540.00	\$96.00
21	06/27/2020	6/30/2020 9:14:09 AM	7/1/2020	15488723	\$107.00	\$71.00	\$540.00	\$96.00
20	06/20/2020	6/23/2020 4:11:14 PM	6/24/2020	15173610	\$107.00	\$71.00	\$540.00	\$96.00
19	06/13/2020	6/17/2020 10:09:29 AM	6/18/2020	14898748	\$107.00	\$71.00	\$540.00	\$96.00
18	06/06/2020	6/10/2020 10:13:19 AM	6/11/2020	14590790	\$107.00	\$71.00	\$540.00	\$96.00
17	05/30/2020	6/2/2020 10:51:25 AM	6/3/2020	14249505	\$107.00	\$71.00	\$540.00	\$96.00
16	05/23/2020	5/26/2020 5:28:50 PM	5/27/2020	13930160	\$107.00	\$71.00	\$540.00	\$96.00
15	05/16/2020	5/20/2020 9:53:45 AM	5/21/2020	13667159	\$107.00	\$71.00	\$540.00	\$96.00
14	05/09/2020	5/12/2020 2:57:53 PM	5/13/2020	13298437	\$107.00	\$71.00	\$540.00	\$96.00
13	05/02/2020	5/7/2020 8:04:09 AM	5/8/2020	13035414	\$107.00	\$71.00	\$540.00	\$96.00

Page 1 of 1 Rows: 100



[\[File Benefit Certification \]](#)

Payment Summary

Below are the details on how each weekly payment was determined.

#	Week Ending	WBA	Earnings Claimed	Total Deductions	Stimulus Amount	Payment Amount	Pay Type	Trans Number
22	07/04/2020	\$107.00	\$0.00	\$71.00	\$540.00	\$636.00	Taxes Withheld	
21	06/27/2020	\$107.00	\$0.00	\$71.00	\$540.00	\$636.00	Taxes Withheld	23132307
20	06/20/2020	\$107.00	\$0.00	\$71.00	\$540.00	\$636.00	Taxes Withheld	22670782
19	06/13/2020	\$107.00	\$0.00	\$71.00	\$540.00	\$636.00	Taxes Withheld	22272679
18	06/06/2020	\$107.00	\$0.00	\$71.00	\$540.00	\$636.00	Taxes Withheld	21838861
17	05/30/2020	\$107.00	\$0.00	\$71.00	\$540.00	\$636.00	Taxes Withheld	21365358



It will say in progress until they process the payment. Once the payment is issued you will also see a payment number.

Got questions, please email me. sect@iatse478.org