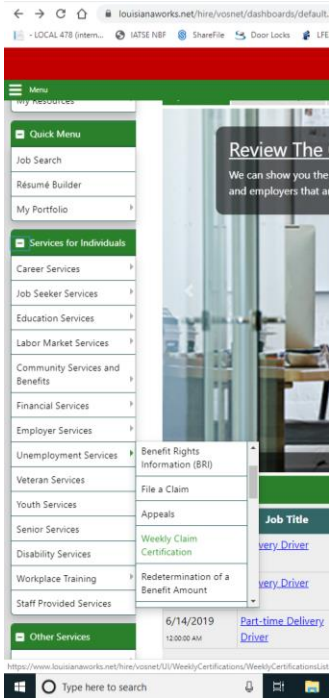


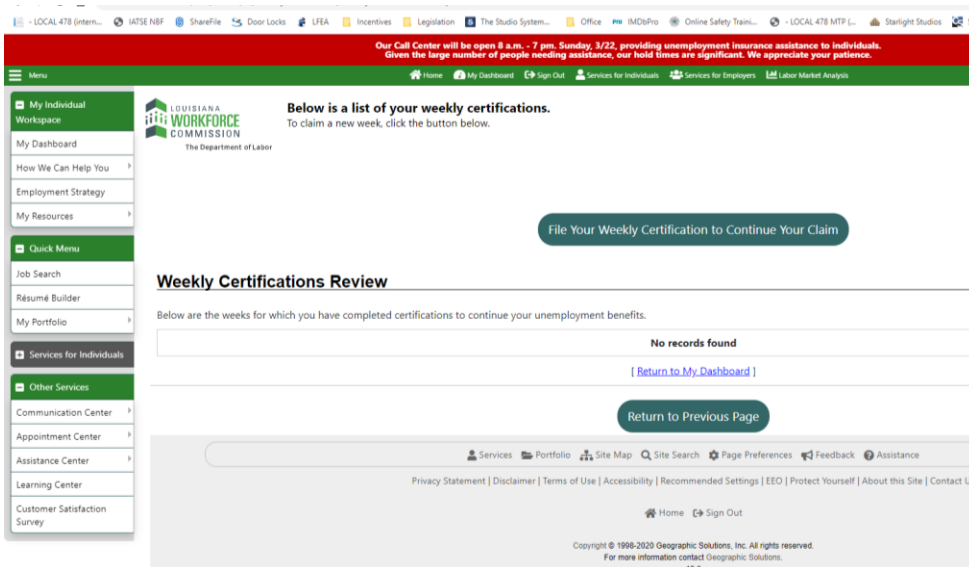
# Filing your weekly Louisiana Unemployment claim

Go to [www.louisianaworks.net](http://www.louisianaworks.net) and log in.

## 1. From your DASHBOARD, go to Services for Individuals 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

The screenshot shows the 'Weekly Certification Filing Process' progress bar with five steps: Explanation, Eligibility, Job Contacts, Certification, and Complete. The 'Explanation' step is currently active. Below the progress bar is a section titled 'Know the Rules -- Avoid Overpayments and Don't Commit Fraud'. The text explains that the LWC uses various sources to detect unemployment fraud and that failure to report eligible income could result in overpayment of benefits, which must be repaid. It also lists consequences for overpayment, such as disqualification for 52 weeks, legal action, and suspension of licenses. At the bottom of the section, there is a checkbox that has been checked, indicating that the user has read and understood the information regarding potential fraud penalties. Navigation buttons for '<< Back', 'Next >>', and 'Exit Weekly Certification' are visible.

#### 5. Verify your contact information and press NEXT

#### 6. On this page click yes to verify you are a member of IATSE

The screenshot shows the 'Union Member' section of the 'Weekly Certification Filing Process'. The progress bar indicates that the 'Explanation' step is complete, and the 'Eligibility' step is currently active. The question asks: '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.?'. There are two radio buttons: 'Yes' (which is selected) and 'No'. Navigation buttons for '<< Back', 'Next >>', and 'Exit Weekly Certification' are visible.

7. IF you did not work this past week or are not receiving relief pay, continue here. Otherwise, go to page 5 in the instructions, but you may have to come back to portions of this part of the instructions. – BE SURE TO MARK EACH LINE.

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Customer Satisfaction Survey

### Eligibility Review Questions

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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

\* 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

<< Back
Next >>

Exit Weekly Certification

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

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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

Did you receive bonus pay during this week, excluding any incentive payments or safety awards?

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

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.
 

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

<< Back
Next >>

9. Then you get a confirmation screen – Don't be surprised if at the top it says it is still under review. 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.

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**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.

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**Claim Status**

Current Claim Data

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

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**Claim Deductions**

<b>Federal Tax:</b>	\$0.00	<b>Child Support:</b>	\$0.00
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[Continue](#)

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.

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**Services for Individuals**

**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.

**7b. IF YOU worked even 1 day this week or are RECEIVING two weeks pay, you must answer YES to Working / Earning Wages & to still employed / part time**

**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

<< Back    Next >>

Exit Weekly Certification

**8b. It will take you to a screen asking for this information.** (Sorry, I can't go any further or I will mess up this person's claim) Any information I have added is highlighted – do the same as you did for listing wages when you started the claim. Use your hourly wage in gross wages and in the dropdown it. The items with red asterisks are required.

Employer Information

Employer: (This is the only required line of this section I think. Use the payroll company)

Trade Name:

Address of Record:

Zip:

City:

State:

Contact Information

\*

Initial Contact Method: Choose Other in this dropdown

Contact Title:

Contact First Name:

Contact Last Name:

Contact Phone:

 -  - 

Contact E-mail:

Contact Website:

 If online, include site name

Job Title

**Job Title**

Job Title

Please enter the position you applied for with the above employer.

Job Title

(use whatever you did in the application)

## Job Occupation

Job Occupation

Please select the occupation from the drop-down box that best matches the job title. (use Camera Operator, Film and Television Production if it is an option)

Suggested occupation(s):

[ [Search for an occupation](#) ]

Occupation Title:

Occupation Code:

Hired Information

Is this a permanent position with this employer?

Yes  No

Salary: (put your hourly wage here)

\$

Salary Type: (choose hourly)

\*

\*

\*

Hourly Wage:

Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020:

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

\*

**Gross Amount Earned:**

0.00

**(This should be the 40 hours times your hourly wage)**

**IMPORTANT:** If you worked at all in the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020 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 15, 2020 and ending Saturday, March 21, 2020:

Select Days Worked: **(use actual days, or mark the 5 week days for relief pay)**

- Sunday, March 15, 2020
- Monday, March 16, 2020
- Tuesday, March 17, 2020
- Wednesday, March 18, 2020
- Thursday, March 19, 2020
- Friday, March 20, 2020
- Saturday, March 21, 2020

Hopefully after this screen, it will take you back to either 8 or 9 in the steps above. Please let me know what happens so I can document