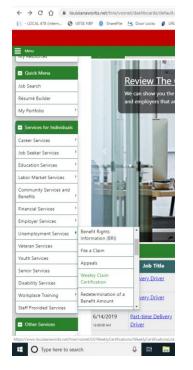
Go to <u>www.louisianaworks.net</u> and log in.

### 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

| 📔 - LOCAL 478 (intern 📀 1               | ATSE NBF 🕘 ShareFile 🙁 Door Locks 🧋 LFEA 📙 Incentives 📒 Legislation 🔯 The Studio System 📙 Office 🚥 IMDIsPro 🛞 Online Safey Traini 🧔 - LOCAL 478 MTP ( 📥 Starlight Studios 🥳 Saf   |
|---|---|
|   | Our Call Center will be open 8 a.m 7 pm. Sunday, 3/22, providing unemployment insurance assistance to individuals.<br>Given the large number of people needing assistance, our hold times are significant. We appreciate your patience. |
| E Menu                                  | 👫 Home 🛛 My Dashboard 🕞 Sign Duit 💄 Services for Individuals 🕮 Services for Employers. 🔛 Labor Market Analysis  |
| My Individual<br>Workspace              | Below is a list of your weekly certifications.<br>To claim a new week, click the button below.  |
| My Dashboard                            | The Department of Labor   |
| How We Can Help You                     |   |
| Employment Strategy                     |   |
| My Resources                            | File Your Weekly Certification to Continue Your Claim   |
| Quick Menu                              | rie four weekly certification to continue four claim  |
| Job Search                              | Weekly Certifications Review  |
| Résumé Builder                          |   |
| My Portfolio                            | Below are the weeks for which you have completed certifications to continue your unemployment benefits.   |
| Services for Individuals                | No records found  |
|   | [ Return to My_Dashboard ]  |
| Other Services     Communication Center | Return to Previous Page   |
| Appointment Center                      | Return to Previous Page   |
| Assistance Center                       | 🛓 Services 📾 Portfolio 🊠 Site Map 🛛 Site Search 🏚 Page Preferences 📢 Feedback 🚱 Assistance  |
| Learning Center                         | Privacy Statement   Disclaimer   Terms of Use   Accessibility   Recommended Settings   EEO   Protect Yourself   About this Site   Contact Us  |
| Customer Satisfaction<br>Survey         | 🐗 Home 🕞 Sign Out   |
|   | Copyright © 1968-2020 Geographic Solutions, Inc. All rights reserved.<br>For more information contract Geographic Solutions.<br>9 P 0   |

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.

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

| $\leftrightarrow$ $\rightarrow$ C $\triangle$ $\triangleq$ louisia | ianaworks.net/hire/vosnet/UI/WeeklyCertifications/WeeklyCertifications.aspr/?enc=OnVEumI4pEcr?r7c1y5ImnOhV)KS7RbxbNRNknRl6H6Vz2DXMNJumc/5gz/IsusEkNPEz/EakR21UkDeJSPNwv1NGtGn7woe77RVb12Katg48AvbKCdrOMJYFgsEHWPP 🛠 🛛 🖉  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 📔 - LOCAL 478 (intern 🔇 IAT  | TSE NBF 🛞 ShareFile 😒 Door Locks 🦸 LFEA 📙 Incentives 📙 Legislation 💁 The Studio System 📒 Office 🕬 IMDbPro 🛞 Online Safety Traini 🕥 - LOCAL 478 MTP ( 📥 Starlight Studios 🐹 Safety Pass Portal D » 📔 Other bookr  |  |  |  |  |  |  |
|  | Our Call Center will be open 8 a.m 7 pm. Sunday, 3/22, providing unemployment insurance assistance to individuals.<br>Given the large number of people needing assistance, our hold times are significant. We appreciate your patience.  |  |  |  |  |  |  |
| Menu Menu  | 徐 Home 《 My Detributed 대 Sign Out _ 을 Services for Individuals 사람 Similers I Market Analysis Quick Servity 및   |  |  |  |  |  |  |
| How We Can Help You  | Weekly Certification Filing Process  |  |  |  |  |  |  |
| Employment Strategy  | Explanation Eligibility Job Contacts Certification Complete  |  |  |  |  |  |  |
| My Resources   |  |  |  |  |  |  |  |
| <ul> <li>Quick Menu</li> </ul>                                     | For help click the information icon.   |  |  |  |  |  |  |
| Job Search   |  |  |  |  |  |  |  |
| Résumé Builder   | Know the Rules Avoid Overpayments and Don't Commit Fraud   |  |  |  |  |  |  |
| My Portfolio 🕨   | Know the Rules Avoid Overpayments and Don't Commit Fraud   |  |  |  |  |  |  |
| Services for Individuals   | You must report any activity that brings in or may bring in income at any time even if you have not yet been paid.   |  |  |  |  |  |  |
| Other Services   | The LWC uses various sources to detect unemployment fraud. Failure to report eligible income could result in the overpayment of benefits any unemployment payment you receive that you are not entitled to which you will be required to repay. Worse, a determination that you knowingly and purposely committed fraud could lead to a criminal investigation and criminal charges. |  |  |  |  |  |  |
| Communication Center   | You are required to repay any overpayment balances by submitting funds directly to LWC, by deducting the amount from your future unemployment payments, or if necessary, the funds will be withheld from your state and/or   |  |  |  |  |  |  |
| Appointment Center   | federal income tax refunds.  |  |  |  |  |  |  |
| Assistance Center  | If your overpayment is a result of fraud:  |  |  |  |  |  |  |
| Learning Center  | You will be disqualified for 52 weeks from the date of the decision from receiving unemployment benefits.  |  |  |  |  |  |  |
| Customer Satisfaction<br>Survey                                    | <ul> <li>You will be referred for legal action, such as criminal investigation or prosecution.</li> <li>Your recreational hunting and fishing licenses may be suspended until your debt is paid in full or you are current for 90 days on a repayment schedule.</li> </ul>   |  |  |  |  |  |  |
| Survey   | Liens may be assessed until your debt is paid in full.   |  |  |  |  |  |  |
|  | Your federal or state income tax refunds will be garnished.  |  |  |  |  |  |  |
|  | I have read and understand the information regarding potential fraud penalties.  |  |  |  |  |  |  |
|  | << Back Next >>  |  |  |  |  |  |  |
|  | Exit Weekly Certification  |  |  |  |  |  |  |

- 5. Verify your contact information and press NEXT
- 6. On this page click yes to verify you are a member of IATSE

| <ul> <li>My Individual</li> <li>Workspace</li> </ul> | WORKFORCE                              | Please answe             | r the question below        | and click the <i>Next</i> b  | utton to continue.               |            |
|--|--|--------------------------|-----------------------------|------------------------------|----------------------------------|------------|
| My Dashboard   | The Department of Lab                  | or                       |                             |                              |                                  |            |
| How We Can Help You                                  |  |                          |                             | w                            | eekly Certification Filing Proce | 55         |
| Employment Strategy                                  |  |                          | Explanation                 | Eligibility                  | Job Contacts                     | Ce         |
| My Resources   |  | -                        | Q                           | 0                            | 0                                |            |
| <ul> <li>Quick Menu</li> </ul>                       |  |                          |                             |                              |                                  |            |
| Job Search   |  |                          |                             |                              |                                  |            |
| Résumé Builder                                       | Union Membe                            | . r                      |                             |                              |                                  |            |
| My Portfolio   | Union Membe                            | 1                        |                             |                              |                                  |            |
| _  | Your claim currently ind               | licates that you are a m | ember of a labor union whic | h finds / obtains work for i | ts members.                      |            |
| <ul> <li>Services for Individuals</li> </ul>         | *During the week beg                   |                          |                             | O No                         |                                  |            |
| Other Services                                       | ending Saturday, Ma<br>the I.A.T.S.E.? | arch 21, 2020, were yo   | ou a member of              |                              |                                  |            |
| Communication Center                                 |  |                          |                             |                              |                                  |            |
| Appointment Center                                   |  |                          |                             |                              | << Back Next >>                  |            |
| Assistance Center                                    |  |                          |                             |                              |                                  |            |
| Learning Center                                      |  |                          |                             |                              | Exit Weekly Certification        |            |
| Customer Satisfaction                                |  |                          |                             |                              |                                  |            |
| Survey   |  |                          | Sonic                       | or 🖻 Portfolio 💻 Sito Ma     | in 🔿 Sito Soarch 🕐 Dago Brol     | loroncor 🚽 |

 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.

| <ul> <li>Quick Menu</li> </ul>  |  |
|---------------------------------|--|
| Job Search                      |  |
| Résumé Builder                  | Eligibility Review Questions   |
| My Portfolio >                  |  |
| Services for Individuals        | 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.   |
| Other Services                  | During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020:  |
| Communication Center            | *Did you work or earn wages during this week? 🔿 Yes 💿 No   |
| Appointment Center              | * Did you refuse any job offers? 🔿 Yes ) No  |
| Assistance Center               | * 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       |
| Learning Center                 | *Were you able and available to work?   Yes O No   |
| Customer Satisfaction<br>Survey | * 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  |

Questions on some of the weekly have changed on some weekly. Make sure you are saying YES to both these questions. NO to everything else.

Other that 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

DON'T List as SEVERANCE anymore – there is now this question in your weekly. – Don't list Severance in your application either.

×

Did you receive a supplemental unemployment benefit pursuant to a collective bargaining agreement? – when you click yes, it will ask for the amount.

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.

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

| Communication Center -          |  |
|---------------------------------|--|
| Appointment Center              | Summary of Elizibility Daviau Anguara  |
| Assistance Center               | Summary of Eligibility Review Answers  |
| Learning Center                 | During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020:  |
| Customer Satisfaction<br>Survey |  |
|                                 | 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   |
|                                 |  |
|                                 | [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 certification. |
|                                 | [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.

| How We Can Help You                          | -   |                                  | W           | eekly Certification Filing Proce | SS            |          |              |
|--|---|----------------------------------|-------------|----------------------------------|---------------|----------|--------------|
| Employment Strategy                          |   | Explanation                      | Eligibility | Job Contacts                     | Certification | Complete |              |
| My Resources                                 |   | Q                                |             | <i>•</i>                         |               |          |              |
| Quick Menu                                   |   |                                  |             |                                  |               |          |              |
| lob Search                                   | What to Expect Next   |                                  |             |                                  |               |          |              |
| Résumé Builder                               |   |                                  |             |                                  |               |          |              |
| My Portfolio                                 | Thank you for submitting your Weekly Ce<br>Your claim is still under review. You ma |                                  |             |                                  |               |          |              |
| <ul> <li>Services for Individuals</li> </ul> | You can contact the claim center at 1-866   | -783-5567 if you have questions. |             |                                  |               |          |              |
| <ul> <li>Other Services</li> </ul>           |   |                                  |             |                                  |               |          |              |
| Communication Center                         | Claim Status  |                                  |             |                                  |               |          |              |
| Appointment Center                           |   |                                  |             |                                  |               |          |              |
| Assistance Center                            | Current Claim Data  |                                  |             |                                  |               |          |              |
| Learning Center                              | Claim Number:   | 4381                             | 085         | Claim Effectiv                   | e Date:       |          | 3/15/2020    |
|  | Claim Type:   | New                              |             | Benefit Year E                   | nd Date:      |          | 3/13/2021    |
| Customer Satisfaction<br>Survey              | Claim Status:   | Regu                             | lar Active  | Payment Type                     |               |          | Direct Depos |
| ,  | Available Credits:  | \$4,90                           |             | Weekly Benef                     |               |          | \$191.00     |
|  | Claim Benefit Balance:  | \$4,96                           | 56.00       | Claim Under I                    | Review:       |          | No           |
|  | Claim Benefit Paid:   | \$0.00                           | )           | Unresolved Is                    | sues:         |          | Yes          |
|  | Federal Tax Withheld:   | Yes                              |             |                                  |               |          |              |
|  | Claim Deductions  |                                  |             |                                  |               |          |              |
|  | Federal Tax:  | \$0.00                           | )           | Child Support                    | :             |          | \$0.00       |
|  |   |                                  |             | 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.<br>Given the large number of people needing assistance, our hold times are significant. We appreciate your patience.                |          |
|----------------------------|---|----------|
| E Menu                     | off Home 👩 My Dashboard 🕞 Sign Out 💄 Services for Individuals 斗 Services for Employers 🔟 Labor Market Analysis  |          |
| My Individual<br>Workspace | You have successfully filed your certification for the week beginning Sunday, March 15, 2020 and ending Saturday, March 21  | 1, 2020. |
| My Dashboard               | The Department of Labor   |          |
| How We Can Help You 🔶      | Weekly Certification Fillng Process   |          |
| Employment Strategy        | Explanation Eligibility Job Contacts Certification Complete   |          |
| My Resources               |   |          |
| Quick Menu                 | What to Expect Next   |          |
| Job Search                 | Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is:  |          |
| Résumé Builder             | main you to summung you weeky Lettinication, based on our records, your expected payment status for this regiment week is:<br>Your claim is still under review. You may be contacted by an agency representative if additional information is needed. |          |
| My Portfolio 🕨             | You can contact the claim center at 1-866-783-5567 if you have questions.   |          |
| Services for Individuals   | 1   |          |

**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

| Quick Menu                      |   |
|---------------------------------|---|
| Job Search                      |   |
| Résumé Builder                  |   |
| My Portfolio                    | Eligibility Review Questions  |
| Services for Individuals        | 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.  |
| Other Services                  | During the week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020:   |
| Communication Center 🔶          | * Did you work or earn wages during this week? 💿 Yes 🔘 No   |
| Appointment Center              | *Are you still employed or working part-time? 💿 Yes 🔿 No  |
| Assistance Center               | * Did you refuse any job offers? 🔿 Yes 💿 No   |
| Learning Center                 | *Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week? O Yes O No       |
| Customer Satisfaction<br>Survey | *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   |
| O Type here to search           | 4 前 📾 🤷 👩 💪 磁 🕸 🤗 💶 🚾 📲   |

**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) |
|---|----------------------------|
|   |                            |
| P   |                            |
| Trade Name:   |                            |
|   |                            |
|   |                            |
| Address of Record:  |                            |
|   |                            |
| Zip:  |                            |
|   |                            |
|   |                            |
| _   |                            |
| City:   |                            |
|   |                            |
|   |                            |
| State:  |                            |
|   | Louisiana                  |
| Contact Information   |                            |
|   |                            |
| Initial Contact Method: Choose Other in this dropdown             |                            |
|   |                            |
| Other   |                            |
|   |                            |
| Contact Title:  |                            |
|   |                            |
|   |                            |
| Contact First Name:   |                            |

Contact Last Name:

Contact Phone:

|--|

Contact E-mail:

Contact Website:

If online, include site name

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. <mark>(use Camera Operator, Film and Television Production if it is an option)</mark>

# Suggested occupation(s):

|--|

[ Search for an occupation

Occupation Title:

Occupation Code:

**Hired Information** 

Is this a permanent position with this employer?



| Salary:  | <mark>(put you</mark> i | <mark>r hourly</mark> | wage | <mark>here)</mark> |
|----------|-------------------------|-----------------------|------|--------------------|
| \$ 0.00  |                         |                       |      |                    |
|          |                         |                       |      |                    |
| Salary T | ype: <mark>(cho</mark>  | ose hou               | rly) |                    |

None Selected

▼

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)

C 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