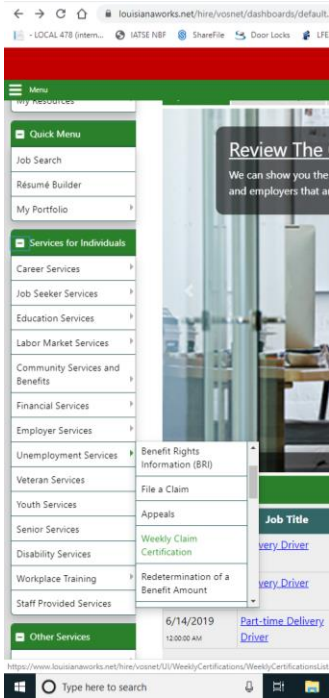


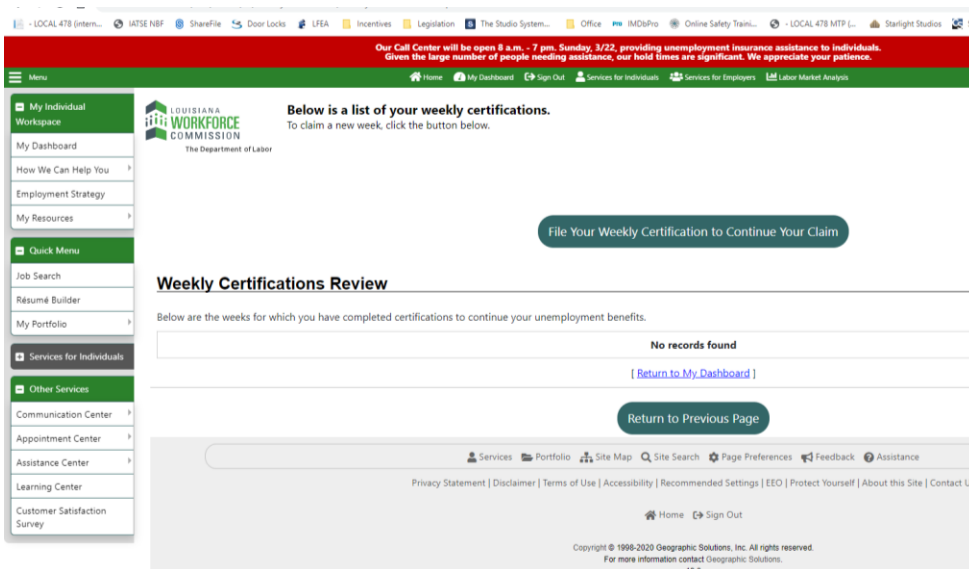
Filing your weekly Louisiana Unemployment claim

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

The screenshot shows the Louisiana Workforce Commission website. At the top, a red banner reads: "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." Below this is a navigation menu with options like Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. A progress bar titled "Weekly Certification Filing Process" shows five steps: Explanation, Eligibility, Job Contacts, Certification, and Complete. The "Explanation" step is currently active. Below the progress bar, a section titled "Know the Rules -- Avoid Overpayments and Don't Commit Fraud" contains text explaining that users must report any activity that brings in or may bring in income at any time, even if not yet paid. It also lists consequences of overpayment, such as disqualification for 52 weeks or referral for legal action. At the bottom of this section, there is a checkbox that is checked, with the text "I have read and understand the information regarding potential fraud penalties." Below the checkbox are two buttons: "<< Back" and "Next >>". At the very bottom of the page is a button labeled "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

The screenshot shows the Louisiana Workforce Commission website. At the top, the logo for the Louisiana Workforce Commission is visible, along with the text "The Department of Labor". Below the logo, a message reads: "Please answer the question below and click the Next button to continue." A progress bar titled "Weekly Certification Filing Process" shows five steps: Explanation, Eligibility, Job Contacts, Certification, and Complete. The "Eligibility" step is currently active. Below the progress bar, a section titled "Union Member" contains text asking if the user's claim currently indicates they are a member of a labor union which finds / obtains work for its members. Below this text is a question: "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". Below the radio buttons are two buttons: "<< Back" and "Next >>". At the very bottom of the page is a button labeled "Exit Weekly Certification".

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.

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
- * 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

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 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

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
- 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 Did you receive bonus pay during this week, excluding...

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

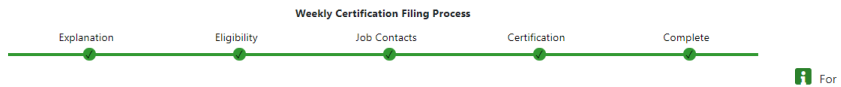
I have read and understand the information regarding potential fraud penalties and acknowledge that the information on this page is true and accurate and wish to certify.

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

<< 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.

- How We Can Help You
- Employment Strategy
- My Resources
- Quick Menu**
- Job Search
- Résumé Builder
- My Portfolio
- Services for Individuals**
- Other Services**
- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey



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

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

Menu

My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

My Resources

Quick Menu

Job Search

Résumé Builder

My Portfolio

Services for Individuals

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

Weekly Certification Filing Process

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

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

<< 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:

(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