Step by Step for filing your Louisiana Unemployment Claim

Things to have to file your unemployment claim

Driver License

Bank Account information Routing and Account number

Past check stubs / rough employment record

1. Log / create an account at <u>www.louisianaworks.net</u> - Click register for your HiRE account if you have never filed before. This is the site all your unemployment processing will happen from.



2. Under Services for Individuals – Unemployment Services – Select File a Claim



- 3. They will ask to review your information then it goes to a page that says please sign up for direct deposit because the debit cards take longer. you can click next on both these pages
- 4. Work History Verification page Click Yes if you worked between 1/1/2019 and 12/31/2019

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Community Services and Benefits	* Did you work between 1/1/2019 and Ves O No 12/31/20192
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 Did you work in Two or more states / Have you claimed unemployment? If you have worked in two or more states, it will bring up a screen like below. Click off Louisiana and any other state you may have worked in during 2019.

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6. If you have multiple states, be sure to file the Claim in Louisiana - you will not see this screen if you only worked in Louisiana. It will let them know they should reach out to the other states to see what your wages were so they can possibly bring your determination amount up.

 LOCAL 478 (intern S IATSE NBF sure to file for weekly benefits E f you had issues with your usernar plea 	www.louisianaworks.net says You have requested to file an unemplo OK if this is correct or Cancel if not.	and the second	-	
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Youth Services	Amount:		Amount:	
Senior Services	Minimum Duration:	26	Maximum Duration:	26
Disability Services		weeks		weeks
Workplace Training	Week of Waiting:	Yes	Dependent Allowance:	No
Staff Provided Services	Phone Number:	(866) 783-556	7	
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7. Federal Service – for most people this answer is no.



8. Military Service – once again, for most, this answer is no.



- 9. Login information and demographics pick your user name and security questions.
- 10. Name Page
- 11. Address Page
- 12. Phone Page be sure to select voice on the primary phone
- 13. Notification page choose email then tell them where you are accessing the site from
- 14. Citizenship / Disability/ Child Support



15. Education page



16. Employment Information – the referred by status will show up once you select Claimant – Choose Not Applicable



17. Employment Status – this is where you "notate" you have 1099 work. – Do not mark this unless you have wages that are not claimed under W-2s. Kit rentals do not need to be reported as self-employed income.



18. Employment – Misc – This is where you answer Yes for COVID-19. Be sure to read these questions and answer yes if they apply.



Labor Union Member – yes or no – using No for this example. – It was really important to have this information before, but now that people do not have to do weekly work searches, if it gives you problems, tell it no. Local 478 is in their system by typing I Atse you need the space for some reason between the I and A

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20. Job Title and Occupation – your TITLE should be whatever you usually work as. The OCCUPATION you should probably put Camera Operators, Television, Video, and Motion Picture. If you start typing Camera Operator it will give you the option to click on the description. This is how they are flagging people to the film industry

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Labor Market Services	3
Community Services and Benefits	, Job Title
Financial Services	Please enter a job title below. As you are entering the job title, you may see a list of common
Employer Services	job titles similar to what you are entering. If you see your job title in the list, select it.
Unemployment Services	* What is your desired job title? Film Crew Member
Veteran Services	Your desired job and occupation titles can be changed at any time after registration.
Youth Services	
Senior Services	
Disability Services	Job Occupation
Workplace Training	•
Staff Provided Services	
Other Services	Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or
Communication Center	you can search for an occupation using the search link.
Appointment Center	Suggested occupation(s):
Assistance Center	b
Learning Center	None Selected
Customer Satisfaction	[Search for an occupation]
Survey	*Occupation Title: Camera Operators, Television, Video, and Motion Picture
	*Occupation Code: 27403100
	<< Back Next >>

- 21. Ethnic Origin page
- 22. Military Service Page answer appropriately

- 23. Identification Page
- 24. Payment information page put your routing number in and if it is correct the Bank name should come up in a pop up, then fill under the routing info. Also decide on this page if you want to have federal taxes withheld at 10%
- 25. FINALLY we are at UNEMPLOYMENT Compensation Claim click next
- 26. Previous Employment History a list of employers are going to pop up choose the one that you have worked at most recently.
- 27. Employer page If it is a payroll company and the address is a Louisiana Address, don't worry about changing it.
 - a. Did you earn at least \$2470 from this employer?
 - b. Is this your last employer? hopefully this is yes
 - c. Job Title what you do
 - d. Occupation use Camera Operator again if it is film related
 - e. Position

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	* Type of employment:	Regular 👻			
	* Full or part-time:	Full Time (30 Hours or More) 🔹			
	* Number of hours a week you normally work? (excluding	Whole Hours: More than 40 🔻			
	overtime):	Partial Hours:			
	* Gross Salary:	\$ 18.50			
	*Salary is based upon:	Hour 🔻			
	*Salary is commission-based:	🔿 Yes 💿 No			
	*Date you began work:				
	03/18/2016 🗰 (MM/DD/YYYY)	Today.			
	You indicated the date as March 18	, 2016			
	Currently Employed:				
	* Are you currently employed with this employer?	O Yes 💿 No			
	* Gross earnings this week:	\$ 0.00			
	Employer's Reason for Separation:	Not Yet Submitted			
	Partial Employment is defined as a customary hours with your regula of work.	a reduction in your normal and r full-time employer due to a lack			
	*Reason for Separation:	Lavoff			

- f. Date last worked is under Reason for Separation
- g. All the buttons after this are probably NO
- h. Job Duties type in a short description of duties may want to include this language.
 - i. Film and television production work is project to project. The work is the same, but the payroll companies change depending on the project. Due to the high stress and long hours, workers tend to take breaks between projects. Entire industry shut down due to COVID-19
- i. Hit save and when the pop ups come up for would you like to add click cancel all 3 times.

You will repeat Step 27 for the W-2 work you have done that is reported in the unemployment system.

28. Once all your work is in, or you have input your major employers, - Base Period Employment – will pull up in a grid at the top of this page. It will show where you worked in 2019 and how much you earned in each quarter.

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Survey	Monetary Info	rmation				
	* Please select the app wages above are show	ropriate option b	elow to indicate	whether the er	nployers an	d
	I agree that these a 12/31/2019.	re all of the emplo	yers and wages I	had between 1/	1/2019 and	
	O I had other employ shown. You do not need include Self-Emp	ment and/or wage to select this option of the select this option	s between 1/1/2 on if the missing tate, Military, or	019 and 12/31/20 employment and Federal Civil Serv	019 that are I/or wages ice	not
	O I did not work at or	ne or more of the e	mployers listed	above.		
	Employer Gap	Analysis				
	Click on Enter Explanatio	on link to submit ye	our explanation f	or Gap in Employ	ment Histor	y.
	Employer	Employment Start Date	Employment End Date	Separation Reason	Gap Sum	imary
	I A T S Local 478 ()	3/18/2016	3/31/2020	Layoff	No Gap	
			Next >>			

29. Unemployment Insurance Claim Confirmation – if you put a union in here, DO NOT click Review My Claim, just hit next. For some reason the Union box is still throwing everyone into a crazy loop. You can review your claim if you need to, just know to hit the back button. To get out of it if it starts giving you problems. Or there are not any corrections to make.



30. Self Employment – This is where you report your 1099 work in a sense. It is very broad and as long as you answer the questions, it will qualify you for the federal portion of the unemployment if you did not qualify for the state portion. What you put here will not help increase the state portion of the determination.

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Be sure to file for weekly If you had issues with yo	benefits EVERY week that you are not workin get p ur username/password, please try again. Upc please email HiRE@lwc.la.gov. Provide Call Center hours are 8 a.m.	g/work hours have been reduced. If y aid. lates have been made to the system. If name, phone and last 4 of your SSN. to 7 p.m., 7 days a week.	ou don't file weekly, you won't you are still having difficulty,
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Financial Services	Self Employment		
Employer Services	*	10	
Unemployment Services	 In what field are you self- employed? 		
Veteran Services	• What hours and days do you		
Youth Services	work in self-employment?	2	
Senior Services	• How are you paid in self-	Name Colostad	
Disability Services	employment?	None selected •	
Workplace Training	• What is your regular		
Staff Provided Services	employment occupation?		
Dilhar Services	 What hours and days do you normally work in your regular 		
- Other dervices	occupation?		
Communication Center	- What is your salary in your		
Appointment Center	regular occupation?		
Assistance Center	• How does working in self-		
Learning Center	employment affect your		
Customer Satisfaction	regular occupation?		
Survey	Are you seeking full-time employment?	O Yes O No	
	 Are you able and available to accept full-time employment if offered? 	O Yes O No	

31. Important Agreement – click yes to file your claim – you are almost done.



- 32. There will next be a page with a bunch of green boxes to check off. Read through them and check them off and click next at the end.
- 33. Then you will get a summary of everything you checked off. Click next at the bottom and it takes you to your dashboard. You have filed your return.

So I filed my unemployment claim, what is next?

Expect to get an email in the next day or two that is your Monetary Determination letter. If you don't see it within a couple of days, log in to your HiRE account and look to see if it is there in your messages.

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Menu			
 My Individual Workspace 	<		We Viev
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Take a look at your letter. The top should have a grid of your W-2 wages for the period they were looking for and you should find something like this.

Weekly Benefit Amount (WBA):	\$85.00
Maximum Benefit Amount (MBA):	\$2,210.00
Benefit Year begins (BYB):	03/29/2020
Benefit Year End* (BYE):	03/27/2021
*the last date to receive benefits associa	ated with this claim

The Weekly Benefit Amount will be anywhere between \$0 - \$247 - This number is only reflective of the state amount and does not reflect the federal \$600 per week they are adding

The Maximum Benefit Amount will be your WBA times 26 weeks.

The Benefit Year Begins date is the important one. Work done before this date that you may receive checks for after this date do not count as additional income or have to be reported on your weekly claim.

Next you file your Weekly Claim Certification - see document Filing your Weekly Louisiana

Unemployment Claims

You have to look at it as submitting your timecard. Accounting starts accepting timecards on Sunday for the prior Sunday to Saturday. You have until Friday at 4pm to submit that timecard.

So a time card that is due on Sunday, April 5th is to report for the week Sunday March 29-Saturday April 4. If you do not submit the timecard between Sunday, April 5 and Friday, April 10 at 4pm, YOU DO NOT GET PAID They do not go backwards.

They do the deposits as they process the weekly certification, so the sooner you file, the sooner your deposit processes. Page | 11