

Step by Step for filing your Louisiana Unemployment Claim

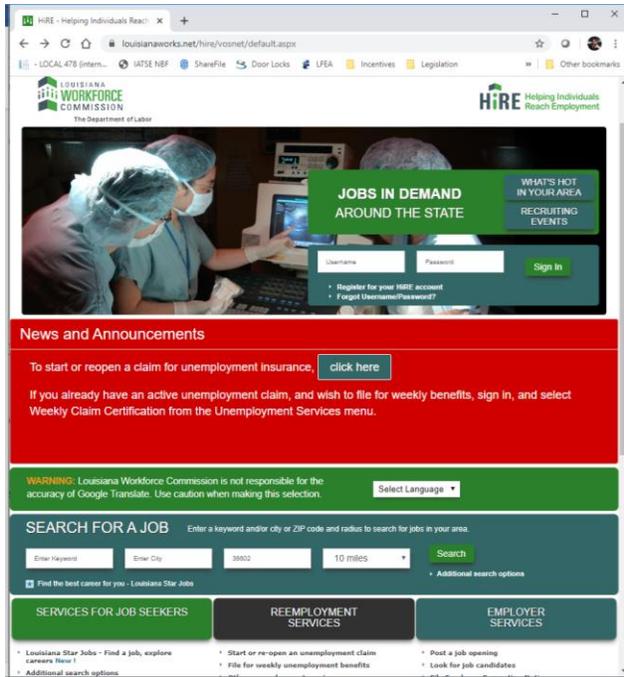
Things to have to file your unemployment claim

Driver License

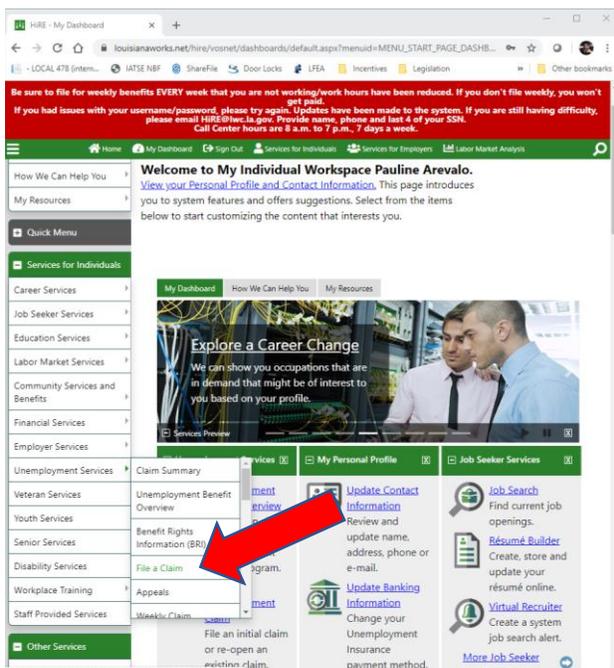
Bank Account information Routing and Account number

Past check stubs / rough employment record

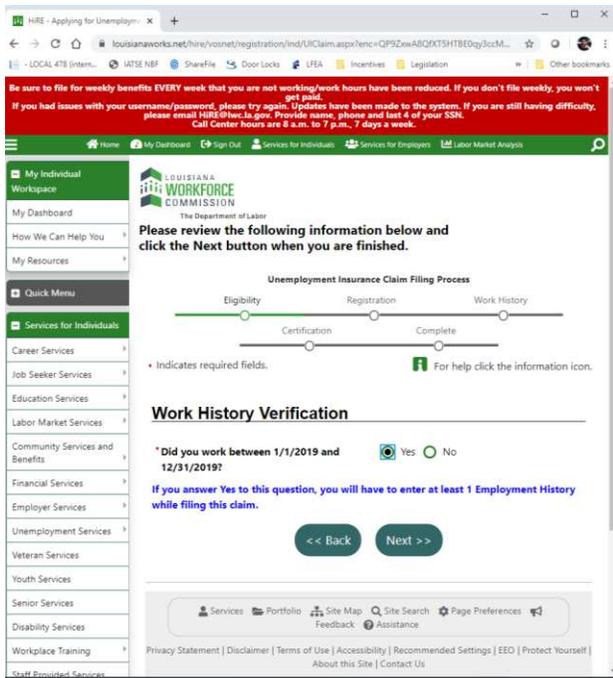
1. Log / create an account at www.louisianaworks.net - Click register for your HiRE account if you have never filed before. This is the site all your unemployment processing will happen from.



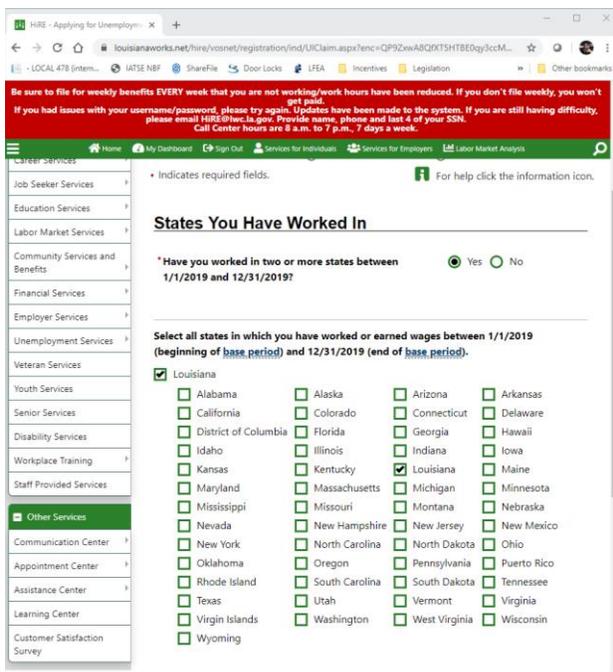
2. Under Services for Individuals – Unemployment Services – Select File a Claim



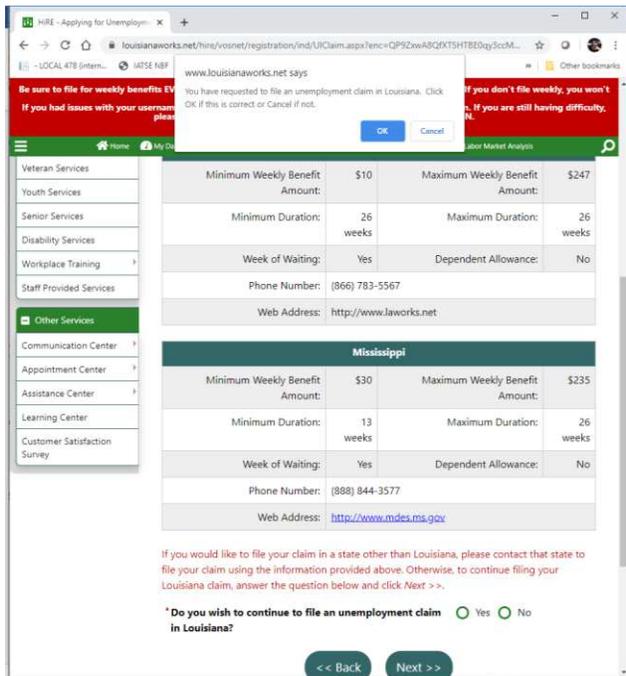
- They will ask to review your information then it goes to a page that says please sign up for direct deposit because the debit cards take longer. – you can click next on both these pages
- Work History Verification page - Click Yes if you worked between 1/1/2019 and 12/31/2019



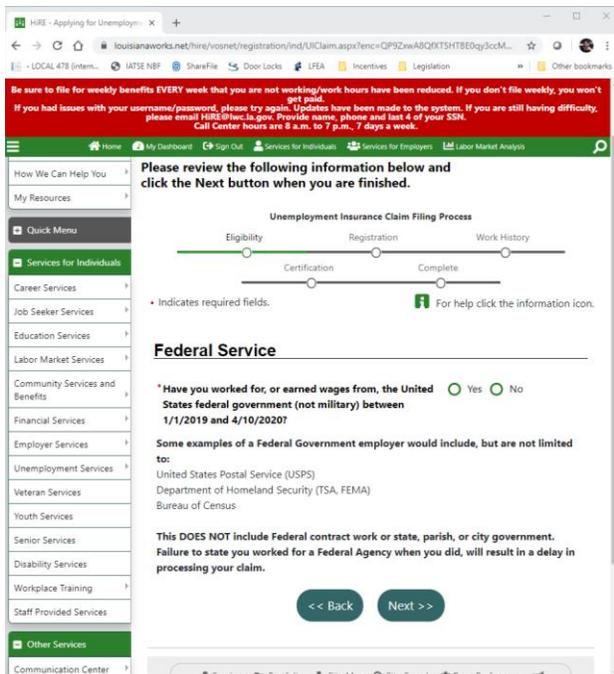
- Did you work in Two or more states / Have you claimed unemployment? If you have worked in two or more states, it will bring up a screen like below. Click off Louisiana and any other state you may have worked in during 2019.



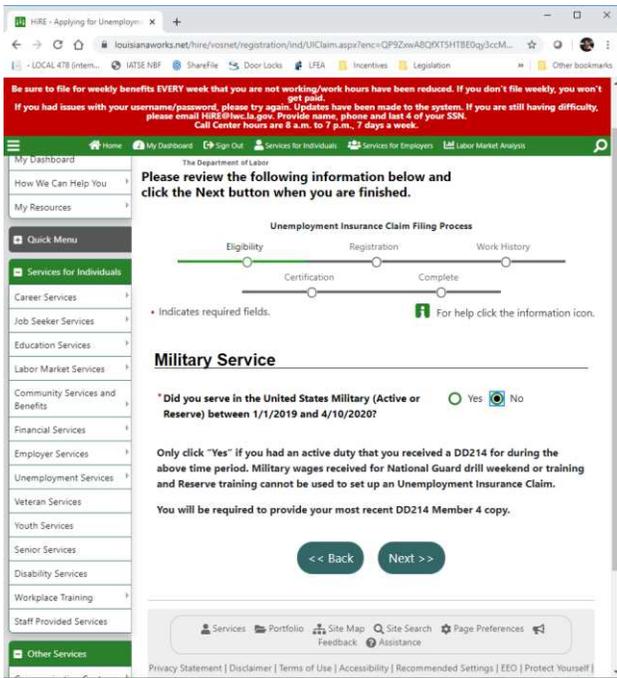
6. If you have multiple states, be sure to file the Claim in Louisiana - you will not see this screen if you only worked in Louisiana. It will let them know they should reach out to the other states to see what your wages were so they can possibly bring your determination amount up.



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.

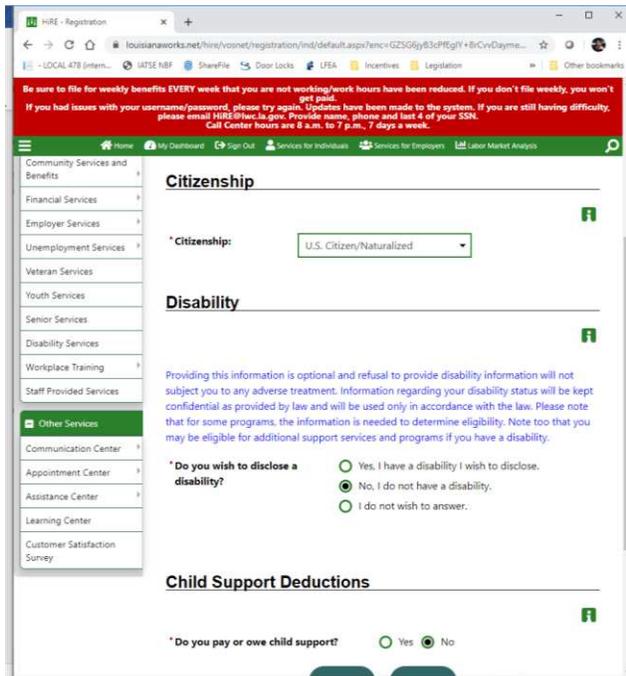
10. Name Page

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

The screenshot shows the 'HIRE - Registration' page. At the top, there is a red banner with a warning about weekly benefits. Below the banner is a navigation menu with 'Quick Menu' and 'Services for Individuals' expanded. The 'Education Information' section is active, showing a progress bar with 'Eligibility', 'Registration', and 'Work History' stages. The 'Registration' stage is further divided into 'Certification' and 'Complete'. The form includes a dropdown for 'Your Highest Education Level Achieved' (set to 'Bachelor's Degree'), a question 'Are you attending school?' (set to 'No, Not Attending Any School'), and a question 'Do you have specific plans to enroll or attend school or vocational training in the next 12 months?' with radio buttons for 'Yes' and 'No' (selected).

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

The screenshot shows the 'HIRE - Registration' page with the 'Employment Information' section active. The form includes dropdown menus for 'Current Employment Status' (set to 'Not Working'), 'Type of business worked in' (set to 'Private Business'), and 'Unemployment Eligibility Status?' (set to 'Claimant'). It also features radio buttons for 'Claimant has been exempted from work search' (selected 'No'), 'Are you currently looking for work?' (selected 'Yes'), and 'Do you have any related licenses or certifications?' (selected 'No'). A question about termination or military separation is also present, with 'No' selected. Navigation buttons for '<< Back' and 'Next >>' are at the bottom.

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.

The screenshot shows the 'Unemployment Insurance Claim Filing Process' progress bar with steps: Eligibility, Registration, Work History, Certification, and Complete. Below the progress bar, there are three questions with radio button options:

- * If offered a job today, could you accept? Yes No
- * Are you self-employed, or the owner, or operator of a business or farm? Yes No
- * Are you an elected official? Yes No

Navigation buttons: << Back, Next >>

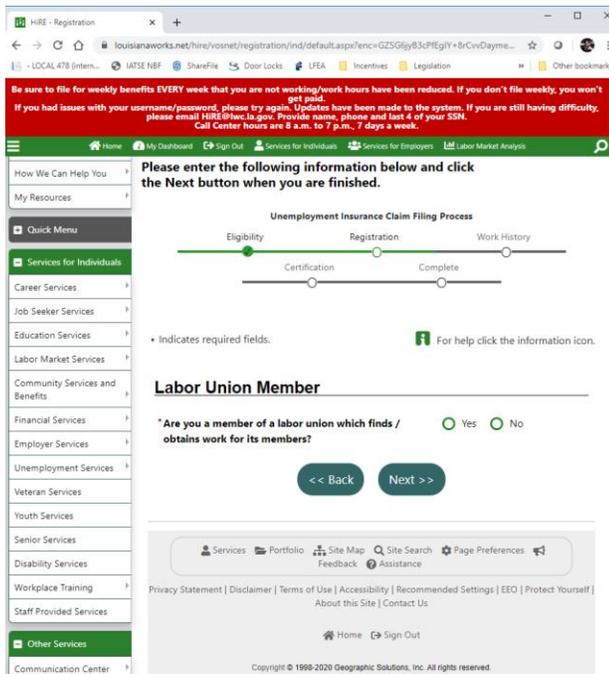
18. Employment – Misc – This is where you answer Yes for COVID-19. Be sure to read these questions and answer yes if they apply.

The screenshot shows the 'Employment - Miscellaneous' section with several questions and radio button options:

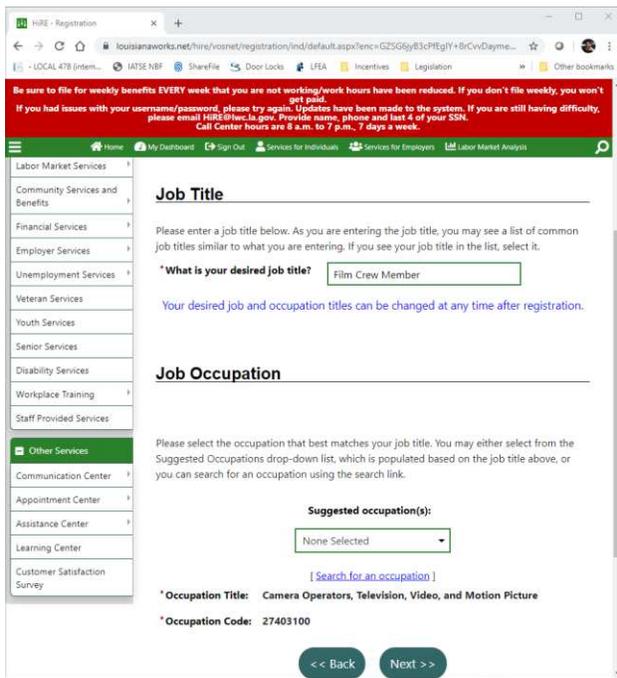
- * Since you have become unemployed, are you working on a commission basis? Yes No
- * Are you attending school or training? (For the purposes of your work availability, answer No if you're participating in online courses or taking classes at night.) Yes No
- * Did you become unemployed or partially unemployed as a direct result of a foreign trade competition covered by a Certified Trade Petition? (If not sure, answer No.) Yes No
- * Have you been employed by a public or private school during the past 18 months? (Answer No if you are a Head Start employee or day care employee.) Yes No
- * Are you filing for Unemployment Insurance benefits for reasons related to COVID - 19 (Coronavirus)? Yes No

Navigation buttons: << Back, Next >>

19. 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



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



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

HIRE - Employment History

Be sure to file for weekly benefits EVERY week that you are not working/work hours have been reduced. If you don't file weekly, you won't get paid. If you had issues with your username/password, please try again. Updates have been made to the system. If you are still having difficulty, please email HiRE@lwc.la.gov. Provide name, phone and last 4 of your SSN. Call Center hours are 8 a.m. to 7 p.m., 7 days a week.

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

*Type of employment: Regular

*Full or part-time: Full Time (30 Hours or More)

*Number of hours a week you normally work? (excluding overtime):
 Whole Hours: More than 40
 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? Yes No

*Gross earnings this week: \$ 0.00

Employer's Reason for Separation: Not Yet Submitted

Partial Employment is defined as a reduction in your normal and customary hours with your regular full-time employer due to a lack of work.

*Reason for Separation: Layoff

- 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.

The screenshot shows a web browser window with the URL louisianaworks.net/hire/vosnet/UI/Monetary/MonetaryReview.aspx?enc=YBEIsugULgp81pWoatyk.... The page title is "HIRE - Monetary Review". A red banner at the top contains a warning: "Be sure to file for weekly benefits EVERY week that you are not working/work hours have been reduced. If you don't file weekly, you won't get paid. If you had issues with your username/password, please try again. Updates have been made to the system. If you are still having difficulty, please email HIRE@lwc.la.gov. Provide name, phone and last 4 of your SSN. Call Center hours are 8 a.m. to 7 p.m., 7 days a week." Below the banner is a navigation menu with "Home", "My Dashboard", "Sign Out", "Services for Individuals", "Services for Employers", and "Labor Market Analysis". A sidebar menu on the left includes "Assistance Center", "Learning Center", and "Customer Satisfaction Survey". The main content area is titled "Monetary Information" and contains the following text: "Please select the appropriate option below to indicate whether the employers and wages above are shown correctly:" followed by three radio button options:
1. I agree that these are all of the employers and wages I had between 1/1/2019 and 12/31/2019.
2. I had other employment and/or wages between 1/1/2019 and 12/31/2019 that are not shown.
3. I did not work at one or more of the employers listed above.
Below this is the "Employer Gap Analysis" section, which includes a link to "Enter Explanation" and a table with the following data:

Employer	Employment Start Date	Employment End Date	Separation Reason	Gap Summary
I A T S Local 478 ()	3/18/2016	3/31/2020	Layoff	No Gap

 At the bottom of the form is a "Next >>" button.

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.

The screenshot shows a web browser window with the URL louisianaworks.net/hire/vosnet/registration/ind/ConfirmUIClaim.aspx. The page title is "HIRE - Unemployment Insurance". A red banner at the top contains the same warning as in the previous screenshot. Below the banner is a navigation menu with "Home", "My Dashboard", "Sign Out", "Services for Individuals", "Services for Employers", and "Labor Market Analysis". A sidebar menu on the left includes "My Individual Workspace", "My Dashboard", "How We Can Help You", "My Resources", "Quick Menu", "Services for Individuals", "Career Services", "Job Seeker Services", "Education Services", "Labor Market Services", "Community Services and Benefits", "Financial Services", "Employer Services", "Unemployment Services", "Veteran Services", "Youth Services", "Senior Services", "Disability Services", and "Workplace Training". The main content area is titled "Unemployment Insurance Claim Confirmation" and contains the following text: "Please review the information below. Click Next to continue." Below this is a progress bar for the "Unemployment Insurance Claim Filing Process" with steps: Eligibility, Registration, Work History, Certification, and Complete. Below the progress bar is the "Unemployment Insurance Claim Confirmation" section, which includes the text: "You can check what we currently have on file for your unemployment claim. Click the Review My Claim link below. If you do not need to check your information, just click Next." Below this text is a "[Review My Claim]" link and a "Next >>" button. At the bottom of the page is a footer with links for "Privacy Statement", "Disclaimer", "Terms of Use", "Accessibility", "Recommended Settings", "EEO", "Protect Yourself", "About this Site", and "Contact Us".

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.

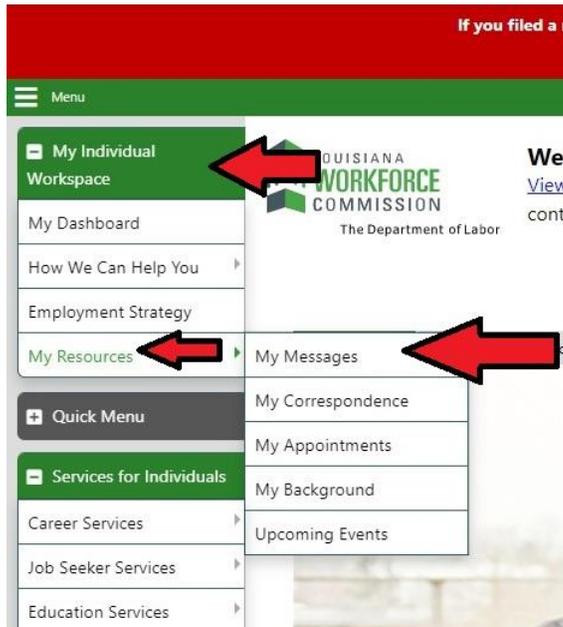
31. Important Agreement – click yes to file your claim – you are almost done.

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.



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 associated 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.