



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
UNEMPLOYMENT INSURANCE

ROGER CURTIS
DIRECTOR
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DIRECTOR

NOTICE TO REGISTER FOR WORK

Anytime you file a new regular claim, or a claim under a different program (such as Extended Benefits) you must register before you can be eligible for unemployment benefits. For your registration to be complete, you must **report in person** with this form to any Michigan Works! Service Center **no later than three business days** before your first certification through your **Michigan Web Account Manager (MiWAM)** or with **Michigan's Automated Response Voice Interactive Network (MARVIN)**. Take this form to any Michigan Works! Agency (MWA) Service Center to verify that you have placed your profile on the Michigan Talent Bank for Employment Services. Computer services are available at any MWA Service Center.

Name: _____

SSN: _____ - _____ - _____

MICHIGAN WORKS! INSIGNIA WITH ENTRY DATE

Call 1-800-285-WORK (9675) to be connected with the Michigan Works! Agency nearest you.

The MWA must stamp this form and return it to you once they have verified your profile. The MWA Service Center will notify Unemployment Insurance that you have registered for work. Keep this form for the duration of your benefits program as proof the you have registered for work. Your benefit program may be affected later if your registration cannot be proven.

If you were not given an approved waiver from Unemployment Insurance at the time of filing, you must register for work to be eligible for unemployment benefits.

Your Monetary Determination will notify you if the requirement to register for work has been waived. If the requirement has not been waived, you must register for work to be eligible for unemployment benefits.

Explanation of Work Search Requirement

Section 28(6) of the Michigan Employment Security (MES) Act requires that you look for work each week you are claiming unemployment benefits. You must contact a minimum of two employers within each week, and report the details and actions taken for each work search. Complete and submit your record of work search so that it is received by Unemployment Insurance no later than four weeks from the "First Week Ending Date" on the form. You can also submit your Form UIA 1583, *Record of Work Search*, through your MiWAM account, by fax, mail, or in person to an Unemployment Insurance Problem Resolution Office. Computer and fax services are available at any Service Center location. Your work search is subject to audit and verification. To prove benefit eligibility, you must maintain records of your work search (for example, copies of mailed documents, emails and other online confirmations).

(See other side for more information)

Additional copies of Form UIA 1583, *Record of Work Search*, can be obtained online at www.michigan.gov/uia under the *Forms* link or at any Michigan Works! Agency Service Center location. An example of a complete and valid record is shown below.

Date of Contact	Name of Employer	Employer Address/ Telephone Number <small>(If contacted by phone, must provide phone number.)</small>	Name and Title of Person Contacted	Method of Contact <small>(Phone, in person, online, email, fax)</small>	Type of Work	Action Taken <small>(Application/Résumé submitted, interview, not accepting applications, etc.)</small>
First Week Ending Date: <u>11/12/16</u>						
Requirement: Two job contacts must have occurred from Sunday through Saturday of each calendar week						
11/7/16	ABC Company	123 Elm St. Lansing, MI	None listed	Online	Typesetter	Application submitted
11/9/16	XYZ Construction	517-555-6789	John Smith - Owner	Phone	Office manager	Interview scheduled