



State of Michigan  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
TALENT INVESTMENT AGENCY

**Unemployment Insurance**  
Roger Curtis      Wanda M. Stokes  
Director                      Director



## Instructions for Completing the Record of Work Search

**You can report your work search efforts online through the Michigan Web Account Manager (MiWAM) by visiting [www.michigan.gov/uia](http://www.michigan.gov/uia) or by completing and submitting this form in the manner identified below. Your documented effort to seek work may be subject to a random audit.** Creating a profile on a jobs website or viewing an employer’s website does not constitute a valid work search. You must apply for a specific job in the manner prescribed in the job posting. **If you do not complete and submit this form each month, a determination will be made on your eligibility for those week(s) you were paid but did not submit this work search.** This may have an effect on your eligibility for future payments and/or you may be required to pay back the benefits you received for the week(s) in question, plus any applicable interest and penalties.

In accordance with the Michigan Employment Security (MES) Act, Section 28(6)(b), this form must be received by Unemployment Insurance no later than the end of the fourth week from the “First Week Ending Date” that you listed on the reverse side of this form. If you certify for the “First Week Ending Date” and return to work, the Work Search must be submitted within four weeks of the first week ending date in order for it to be on time. You do not have to wait to complete the four weekly searches to submit this form.

**For example:** On the calendar below, the first week ending date is Saturday the 6th. The work search report must be submitted and received by Unemployment Insurance no later than the 4th week after the first week ending date to be considered on time. In the calendar the first certification week ending date and last week are shaded. Your work search report must be received by the Saturday the 3rd.

S	M	T	W	T	F	S	
	1	2	3	4	5	6	1st Week
7	8	9	10	11	12	13	2nd Week
14	15	16	17	18	19	20	3rd Week
21	22	23	24	25	26	27	4th Week
28	29	30	31	1	2	3	UI Must Receive Form

**SUBMITTING YOUR WORK SEARCH**

You must submit your completed work search online by logging into your MiWAM account at [www.michigan.gov/uia](http://www.michigan.gov/uia), or by mailing or faxing your completed work search to:

**Multi-Service Center  
9023 Joseph Campau  
Hamtramck, MI 48212  
Fax Number: 1-517-636-0427**

You may also submit the record of work search in person at an Unemployment Insurance Problem Resolution Office. **Computer and fax service are available at any Michigan Works! Agency Service Center.**

**The following information must be completed for two employers per week on the Record of Work Search form in order to continue to receive benefit payments.**

- **Week Ending Date** – these dates are for the weeks you are claiming. The dates start on Sunday and end on Saturday. Write the Saturday date for each week.
- **Date of Contact** – the dates of your work search must fall within the week ending date (Sunday through Saturday) for each week.
- **Name of Employer** – write the name, if known, of the employer, employment service or agency that was contacted. If the contact was made online and the employer was not specified, enter the name of the search engine of job posting number.
- **Employer Address/Telephone Number** – enter the physical address or location of the position applied for. If the contact was made by telephone, enter the telephone number used.
- **Name and Title of Person Contacted** – enter the name and title, if known, of the person contacted, or the area contacted (e.g., human resources department, website address), or indicate “not known.”
- **Method of Contact** – enter how contact was made, (e.g., in person, phone, mail, fax, email, online)
- **Type of Work** – enter the type of work applied for (e.g., factory worker, retail sales, wait staff, truck driver, etc.)
- **Action Taken** – enter actions taken during work search, (e.g., submitted résumé and/or application, not accepting applications, not hiring, scheduled for interview, etc.)

If you have any questions about this form or work search requirements, contact customer service at 1-866-500-0017 (TTY customers use 1-866-366-0004) between 8:00 AM and 4:30 PM Eastern Time, Monday through Friday.



## Record of Work Search

Section 28(6) of the Michigan Employment Security (MES) Act requires that you look for work for 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 submit your record of work search through your MiWAM account, by fax, by mail, or in person to an Unemployment Insurance Problem Resolution Office. Computer and fax services are available at any Michigan Works! Agency (MWA) location. Your 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 confirmation). Keep a copy for your records. **Detailed instructions on back side.**

**Date Mailed/Faxed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Enter your Social Security Number**

--	--	--	--	--	--	--	--	--	--

(Please print clearly and use black ink)

Date of Contact	Name of Employer	Employer Address/ Telephone Number <small>(Must provide phone number)</small>	Name and Title of Person Contacted	Method of Contact	Type of Work	Action Taken <small>(Application/Resumé submitted, interview, etc.)</small>
-----------------	------------------	---	------------------------------------	-------------------	--------------	--

**First Week Ending Date:** \_\_\_\_\_ Requirement: Two job contacts must have occurred from Sunday through Saturday of each calendar week.


**Second Week Ending Date:** \_\_\_\_\_ Requirement: Two job contacts must have occurred from Sunday through Saturday of each calendar week.


**Third Week Ending Date:** \_\_\_\_\_ Requirement: Two job contacts must have occurred from Sunday through Saturday of each calendar week.


**Fourth Week Ending Date:** \_\_\_\_\_ Requirement: Two job contacts must have occurred from Sunday through Saturday of each calendar week.


**Your Certification:** By signing this form, I am reporting my work searches for the week(s) shown above. The information reported on this form is true and correct to the best of my knowledge and belief. Under section 54 of the Michigan Employment Security (MES) Act, MCL 421.54, intentional misrepresentation of facts are subject to civil and criminal penalties, including an administrative penalty of up to four times the amount of the overpayment received as a result of the intentional misrepresentation and/or criminal prosecution in the form of a misdemeanor or a felony.

Signature: \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date: \_\_\_\_\_

