

Know Your UI Numbers



1

Stay Eligible!

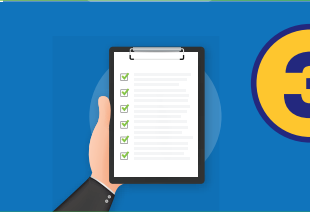
Unemployment Insurance (UI) benefits are designed to help people who are unemployed due to no fault of their own and who are ready, willing, and able to work. In exchange for receiving benefits, the UI program requires job seekers like you to complete at least one work search activity each week. Then, you must certify biweekly to receive benefits. When certifying, you must report your work search activities and any wages you earned while searching.



2

Stay Active!

Work search activities help you keep in touch with available opportunities and get back to work as soon as possible. Claimants are expected to and required to submit one work search activity per week here in Michigan to remain eligible to receive UI Benefits.



3

Log Your Searches!

- Apply for a job online using MiWAM or by posting on Indeed, LinkedIn, etc.
- Participate in Reemployment Services & Eligibility Assessment workshops.
- Keep records of your work search activities and report when certifying.
- Attend an online job fair, hiring event, or networking activity.
- Update your resume in writing and online using MiTalent.org.

Have Earnings? Report All of Them!

Each time you certify, you must report any gross earnings (money earned before taxes). If you have wages from full-time, odd jobs, part-time, temporary, self employment, or tips, you must report them the week they were earned – even if not yet paid.

File Biweekly Certifications

If you certify online, you are able to file a biweekly claim certification in order to receive benefits for prior weeks. Follow the prompts when you certify online to upload supporting documents as needed.



Understand Your Gross Wage

Take note of how much you earn before taxes. This could be an hourly wage, salary, or even a commission, etc. Be sure to include all of them if they apply!



Track Your Weekly Hours Worked

You may need them to calculate your gross earnings. Log your hours on a piece of paper or on a smartphone to help you to certify accurately, it is even more important if you do not receive a weekly pay stub.



Report and Log Your Earnings

Report earnings when certifying biweekly for benefits. If you worked or earned money, select “yes” when asked in MiWAM. Then calculate and enter your gross earnings for the claim week. If you are an hourly employee, see the example in the box below:



$$\text{YOUR WAGE RATE} \times \text{HOURS WORKED} = \text{GROSS EARNINGS}$$

Remember That Accuracy Matters!

The UIA works with employers to verify the earnings information you provide. Don't risk losing your UI benefits and having to pay penalties – make sure that you carefully keep track of your hours and earnings each week. We recommend making it a habit to keep accurate records so you do not miss the 11:59 p.m. Saturday deadline. You can also find a step-by-step tutorial on how to log your activities at Michigan.gov/UIA or you can contact our UIA Customer Service at: **1-866-500-0017**.