



Weekly Claims Process Frequently Asked Questions

Where do I file my weekly claim?

You can file your weekly claim online in the same place you initially filed for unemployment benefits at jobs.utah.gov/ui/home/.

Why do I need to file a weekly claim?

Filing a weekly claim allows you to “check in” with the department to inform us that you need to be paid for that particular week. If someone does not file their weekly “check-in” then we would not know if you are still unemployed or how much you are still in need of.

What if I forgot to file my weekly claim?

You are able to file for a weekly claim up to 21 days after the week you are filing for ends. If you miss filing a week, you can usually catch up as long as you are within the 21 day time frame.

Does my weekly benefit change each week after I file?

The weekly benefit amount is established when your claim is initially filed and would remain the maximum amount you would get for the duration of your benefit year. If you report wages from part time work the amount can be reduced for that particular week, but possible reductions may vary week to week depending on your earnings.

What about the \$600 from the CARE act?

The additional \$600 payment that is part of the CARES Act is a separate benefit that will be added to any traditional unemployment benefits you are eligible for. As long as you receive at least \$1 in traditional unemployment benefits, the additional \$600 benefit will be added to the payment. Once programming for this benefit is completed, the extra benefit will be added to any benefit week that ends 04/04/20 through 07/25/20.

What if my employer has me working every other week?

You are eligible for any week you are not working full-time (traditionally less than 40 hours a week) and making less than your weekly benefit amount. If your employer was scheduling you to work full time every other week then you would be eligible for unemployment benefits for the weeks you are not working. Please remember that you will need to report your earnings when you file your weekly claim for every week, including those you work in.



What if I'm working part-time?

You are eligible for any week you are not working full time (traditionally less than 40 hours a week) and making less than your weekly benefit amount. Provided you are making less than your weekly benefit amount then you would get at least a partial payment of unemployment benefits. Please remember that you will need to report your earnings when you file your weekly claim for the week you worked in.

How do I report my earnings?

When you file your weekly claim answer "Yes" to the question, "During the week, did you work?" You will then be asked to report your gross earnings (before taxes/deductions) for the week, regardless of when you get paid. The system will adjust your weekly unemployment benefit payment based on the gross wages you report.

What if I am no longer unemployed?

Once you have returned to full employment, you can simply stop submitting your weekly claim. The system will automatically close your claim after 21 days of inactivity in making the weekly claim. There is no need for you to contact us.