

# Weekly Certification Instructions for Partial Claims

When you have a partial claim (a system filed claim through your employer) the only responsibility you have as a claimant is to do your weekly certifications. Your weekly certification is how you get your benefits each week. If you do not complete your weekly certification you will NOT receive your unemployment benefits for the week. You will be sent an e-mail from the agency each week that contains a link (<https://www.jobs4tn.gov/vosnet/ui/weeklycertifications/weeklycertificationsMassLayoffValidation.aspx>) which will direct you to the certification. When you click on the link in the e-mail you will be taken to the screens below. Follow the instructions on these pages:



We need to verify that you have an active claim in the system. Please enter the required information below and click next to continue.

\* Indicates required fields.

For help click the question mark icon.

**Verification**

\* Social Security Number (SSN):

\* Re-enter Social Security Number:

Date of Birth:

First Name:

Last Name:

Zip Code:

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Complete the fields on the page (see above) and click the "Next" button. After clicking "Next", you will be taken to this page (see below):



Below is a list of your weekly certifications. To claim a new week, click the button below.

For help click the question mark icon.

[Submit a Weekly Certification](#) ←

**Weekly Certifications Review**

Below are the weeks for which you have completed weekly certifications to continue your unemployment benefits.

**No weeks have been certified**

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You will see a section named Weekly Certifications Review which will show you all of the weeks that you have completed certifications (in the example no weeks have been certified). In order to certify click on the "Submit a Weekly Certification" button which will take you to this page:

### Weekly Certification Filing Process

Explanation

For help click the question mark icon.

#### Explanation of Weekly Certification Process

Payments for unemployment benefits are based on a seven day period from Sunday through Saturday. **To claim benefits for a week of unemployment, you must file a weekly certification.** Only by completing a certification each week can you receive an unemployment benefit.

Your weekly benefit claim certifies that for the seven day certification period, you:

1. Were ready, willing and able to work each day
2. Were seeking full time employment as required
3. Have completed your Work Search Verification
4. Did not refuse any job offers or referrals
5. Have reported any employment you had during the week and the gross pay or other payments you received

Your weekly certification should be completed in a timely manner; a delay in filing may result in a delay or denial of your payment.

Calculating wages during weekly certification

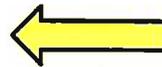
SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

WORKED WORKED WORKED UNEMPLOYED SEPARATED WORKED FOR BENEFITS ONLINE WORKED FOR BENEFITS ONLINE

3 days x 8 hours x 10 dollars = \$240

Cancel

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Help

Here is the explanation of the certification and even a short video if you have any wages that you earned during the week. After reading this screen and/or watching the video, click the "Next" button.

The next page is for you to read regarding the rules of certifying. You need to read this page carefully then click the box stating you understand the information you just read, then you click "Next" (see below):

Weekly Certification Filing Process

Explanation

For help click the question mark icon.

Know the Rules -- Avoid Overpayments and Don't Commit Fraud

If you begin work, you **must** report to the Tennessee Department of Labor and Workforce Development **any** earnings for the week you start work -- **even if you have not yet been paid.**

The Tennessee Department of Labor and Workforce Development uses various ways and multiple sources to check if someone who gets unemployment benefits is working.

Failure to report your earnings could result in overpayment of benefits, which you will be required to repay. Worse, a determination that you committed fraud could lead to an investigation and criminal charges.

Any unemployment payment you receive that you are not supposed to get is considered an overpayment. The Tennessee Department of Labor and Workforce Development will recoup overpayment balances by deducting the amount from future unemployment payments, or if necessary, by assessing penalties and garnishing any federal and/or state income tax refunds.

If your overpayment is found to be from the result of fraud:

- You will be disqualified for 52 weeks from receiving unemployment benefits.
- You will be referred for legal action, such as investigation and/or prosecution.
- Liens will be assessed.
- Your federal and/or state income tax refunds will be garnished.

  I have read and understand the information regarding potential fraud penalties

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The next screen you will see is your contact information. Read this page and if you need to make any changes click on the "Update Contact Information" link to make changes. If no changes are needed click the "Next" button (see below).

Weekly Certification Filing Process

Explanation

For help click the question mark icon.

Contact Information

You **MUST** keep your contact information current. If you move, you must update your address with the Tennessee Department of Labor and Workforce Development immediately. Changing your address with the U.S. Postal Service does **NOT** change your address with us.

Please click *Update Contact Information* to change the contact information below.

Click *Next* to continue without changing your information.

Name:   
Address:   
Phone:   
Email: 

[\[ Update Contact Information \]](#)

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The next screen is the Eligibility Review Questions. The week for which you are certifying for should be above the first question. Read and answer the questions carefully. Once you have finished answering click on the "Next" button (see below).

Weekly Certification Filing Process

Explanation

Eligibility

 For help click the question mark icon.

Eligibility Review Questions

**Employers including temporary agencies and staff companies report earned wages to the Agency every week. Your failure to report wages during this certification will lead to an overpayment. If you are a member of the National Guard in any other state than Tennessee, you must report your weekend Guard earnings.**

**During the week beginning Sunday, November 19, 2017 and ending Saturday, November 25, 2017:**

\* Did you work or earn money?  Yes  No

\* Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week?  
 Yes  No

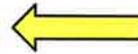
\* Were you able and available to work each day?  Yes  No

\* Did you receive or apply for workers' compensation during this week?  Yes  No

\* Did you receive Vacation/Holiday/Birthday pay during this week?  Yes  No

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The next screen is a review screen showing your answers to the review questions on the previous page. If you need to make any changes to your answers click the "Change Eligibility Review Answers" link. Also on this page is a summary of your employer job contacts. Since you are a Partial Claims filer your job search is deferred (meaning you aren't required to do job searches). The job search list will say "Deferred" in all three lines. You will need to click on the "Unemployment Compensation Fraud Information" link and read the information. After reading click the checkbox stating that you have read and understand the information you just read, then click "Next".

See below:

Weekly Certification Filing Process

Explanation      Eligibility      Job Contacts      Certification

Summary of Eligibility Review Answers

During the week beginning Sunday, November 19, 2017 and ending Saturday, November 25, 2017:

Did you work or earn money? No

Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during this week?

No

Were you able and available to work each day? Yes

Did you receive or apply for workers' compensation during this week? No

Did you receive Vacation/Holiday/Birthday pay during this week? No

[ [Change Eligibility Review Answers](#) ]

Summary of Employer Job Contacts

Listed below are the deferred employer jobs that have been established for you during the week beginning Sunday, November 19, 2017 and ending Saturday, November 25, 2017.

#	Job Title	Employer	Location	Contact Date	Applied for Job Date	First Job Interview Date	Source
1	Deferred	Deferred (4) - Job attached - #1	N/A	11/24/2017	11/24/2017		Other
2	Deferred	Deferred (4) - Job attached - #2	N/A	11/24/2017	11/24/2017		Other
3	Deferred	Deferred (4) - Job attached - #3	N/A	11/24/2017	11/24/2017		Other

[ [Change Job Contacts](#) ]

I have read and understand the information regarding potential fraud penalties and acknowledge that the information on this page is true and accurate.

[ [Unemployment Compensation Fraud Information](#) ]

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Once you click next you are finished with your certification. Make sure the screen shows that you have completed the certification process. You should receive benefits within 48-72 hours on your Way To Go card you received from the agency or your bank account if you chose to have your benefits direct deposited. You will receive an e-mail each week with the link for you to certify.