



Employment Security Department
WASHINGTON STATE

Avoid common issues that cause delays

An unemployment guide for COVID-19

Tips to apply and file weekly claims for regular and expanded benefits.

November 2020

Here's the process

We are required to make sure you don't qualify for regular unemployment before you can apply for expanded benefits under the federal CARES Act (pandemic unemployment assistance).

Get ready

[esd.wa.gov/
unemployment](https://esd.wa.gov/unemployment)

- Read the FAQs
- Check eligibility
- Download the checklist
- Gather info

Set up your account

- Watch the video
- Double check your info before submitting!

Apply for unemployment

- Read the FAQs
- Read the guide

Apply for expanded benefits (pandemic unemployment assistance)

- Download the checklist

Submit weekly claims

- This is how you get paid
- Submit each week

About this guide

- Using this guide can help you get your benefits faster – especially if you are self-employed, partially self-employed, an independent contractor or a worker whose wages and hours are not reported to the Employment Security Department.
- This guide does not go through all questions on the applications – only those that could create a stumbling block during the COVID-19 crisis.
- Want to see more of the unemployment application and weekly claim? [Join a webinar, listen to a recorded webinar in English or download the presentation.](#)

Why does this matter?

We want to help you get your benefits as smoothly and quickly as possible. Following the tips in this guide will help you avoid issues that can delay your payment.

Tips to avoid the most common issues

1. We suggest applying for unemployment within two weeks of losing your job.

You can request to backdate your claim, which would make it start earlier than the date you apply. Keep in mind, if you waited too long before applying, we're required to find out why. We may need to ask more questions before deciding if we can approve benefits for the backdated weeks.

If you haven't applied for unemployment recently, watch the tutorial video when setting up your SAW account. It's not the most intuitive process, especially if there's a chance you may already have a SecureAccess (SAW) account. [Watching this 9-minute video](#) may save you a lot of time.

2. Enter your name as it appears on your Social Security card.

For example, if your Social Security card says "Robert T Smith" then enter that. Do not enter Robert Smith or Bob Smith. If you've married or changed your legal name but haven't updated it with the Social Security Administration, enter your prior name as it shows on your card.

3. Double check your Social Security number and date of birth before you click "Submit."

4. If you don't recognize the employers we list for you, double check.

Our records might have a different name for your employer than what you expect. Franchises of larger corporations may use the corporate name for reporting, but a different name locally. Before manually entering your employer's info, find out your employer's legal business name or look up their Federal Employer Identification Number (FEIN). You can usually find this on your paystub or W-2.

5. Read questions carefully before answering. These are the questions where issues most often arise:

Able and available to work. This question is about you, not about the current situation. It's asking if you're *physically able to work*, not if your employer or state restrictions allow you to work. If your employer offers you telework, you can answer "yes." If you refuse telework, you may not be considered available for work, and you should answer "no."

Caregiving due to school or daycare closures. If you can't go to work or telework from home because you're providing constant and ongoing help or care to kids due to school or daycare closures, you should answer "no." Even if you're not eligible for regular unemployment, you may still be eligible for Pandemic Unemployment Assistance (PUA). If your kids don't require constant care, or you're able to telework your normal number of hours with them at home, then you should answer "yes."

Currently attending school. This question asks if your availability for work is affected by attending school, a training program or an apprenticeship. Only answer "yes" if *you* are currently attending school, a training program or an apprenticeship (including remotely).

U.S. citizenship and legal right to work. If you're a U.S. citizen or have a legal right to work in the U.S., make sure you answer "yes." You'll have an opportunity to provide your current documents for verification.

It's okay to select "no" on the job search question. Job search is currently optional. If you've been laid off, we still encourage you to look for work during this time, but it's not required. Selecting no won't affect your claim. Find the most current info about search requirements on our website at esd.wa.gov.

Workers' compensation. Unless you're *currently* receiving workers' compensation from the Department of Labor & Industries, do not answer yes to the workers' compensation question. Even if you *were* receiving it but no longer are, answer "no."

Before you begin

1. **Download the unemployment insurance application checklist and get your documents ready** (esd.wa.gov/self-employed)
2. **Download the expanded benefits (PUA) application checklist and get your documents ready** (esd.wa.gov/self-employed)
3. **Watch the tutorial video and set up your account** (esd.wa.gov/technical-support)

Already applied for unemployment and were denied? Skip to page 14 for some tips on the application for expanded benefits and the weekly claim.

Unemployment application

The guidance on the next few pages should help you fill out the unemployment application.

There are also specific tips for self-employed, independent contractors and others who work for businesses that don't report hours and wages to the Employment Security Department.

This does not cover all the questions on the unemployment application however, so if you'd like to see more you can [join a webinar or look at the webinar slideshow on our website.](#)

Unemployment application

Section 1: “Your profile”

Be sure to enter the correct information from your driver’s license so that we can verify your identity and process your claim more quickly.

Drivers License

Do you have a Washington state driver's license or Washington state ID?

Yes

No

License or ID number (See "A" in picture):

Confirm your WA driver license or ID number


Date issued (B):

Expiration date (C):

Your Height (ex. 5 feet, 2 inches) (D):

Feet

Inches



Save

Cancel

<

Next >

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Unemployment application

Section 1, “Your profile”

If you just became unemployed and the date is correct, select “**yes.**”

If you have been unable to submit your application prior to the date shown because you could not access the system, or you have not been able to reach us on the phone (and the date is incorrect), select “**no.**”

Submit an application Welcome, Testing Account Settings

Home Submit an application

Estimated percentage completed

30%

Application for unemployment benefits

Your profile

- John Smith
- Certification
- Certification cont'd
- Certification cont'd
- Your Identity
- Driver's license
- Benefits in other states
- Injury or illness
- Federal jobs
- Military jobs
- Work in other states
- Claim start date**

Your profile

Claim start date

You are applying for benefits this week, so your claim year start date is Mar 15 2020. Is this the date you want your claim to start?

☒ Yes ☐ No

Save **Cancel** **< Previous** **Next >**

Unemployment application

Section 1, “Your profile”

If you selected “no” on the last screen, put the date in that you last worked and first tried to apply.

Note: If you want to backdate your claim start date more than one week, or restart a claim that you haven’t claimed on for more than 4 weeks, you’ll need to contact us.

Submit an application

Welcome, Testing Account

Settings

Home

Submit an application

Estimated percentage completed

30%

Application for unemployment benefits

Your profile

John Smith

Certification

Certification cont'd

Certification cont'd

Your Identity

Driver's license

Benefits in other states

Injury or illness

Federal jobs

Military jobs

Work in other states

Claim start date

Your profile

Claim start date

You are applying for benefits this week, so your claim year start date is Mar 15 2020. Is this the date you want your claim to start?
What do you want your claim year start date to be?

You have requested to change your claim start date to Mar 8 2020. Is this correct?

Yes

No

Mar 8 2020

Mar

2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today

Close

Save

Cancel

Previous

Next

Unemployment application

Section 2, “Your employers”

If you worked ONLY for yourself or as an independent contractor, select “no.” (Not sure if this is you? [Read the information on our website](#) and determine if you are an independent contractor.)

If you worked both for someone else AND for yourself over the past 15-18 months, select “yes” and report the dates you worked for someone else.

You’ll report earnings from self-employment, as an independent contractor or for work with a business that does not report your wages and hours to the Employment Security Department on the application for expanded benefits (called a “COVID-19 PUA Claim”).

The screenshot shows the 'Your employers' section of the unemployment application. At the top, there is a blue header with a hamburger menu icon, the text 'Submit an application', and a user greeting 'Welcome, Testing Account' with a 'Settings' link. Below the header is a light blue navigation bar with a home icon and the text 'Home > Submit an application'. A progress bar indicates 'Estimated percentage completed' at 50%. The main content area is titled 'Application for unemployment benefits' and has a sidebar with three options: 'Your profile', 'Your employers' (which is selected and highlighted in blue), and 'Washington employers'. Below the sidebar, there is a section titled 'Your employers' with a question: 'Did you work for a Washington employer?'. To the right of the question are two buttons: 'Yes' and 'No'. Below the question, there is explanatory text: 'What qualifies an employer as a Washington state employer? If you work for a national or international organization or individual within Washington, this would be classified as a Washington employer.' and a note: 'Note: Please make sure you have your employer's name, address, and pay stubs available prior to selecting an employer from the list. Your claim may be delayed if the employer you have selected does not match the employer on your paystubs.' At the bottom of the page, there are two buttons: 'Save' and 'Cancel' on the left, and 'Previous' and 'Next' on the right.

Submit an application

Welcome, Testing Account Settings

Home > Submit an application

Estimated percentage completed

50%

Application for unemployment benefits

Your profile

Your employers

Washington employers

Add missing employer

Your employers

Did you work for a Washington employer?

Yes No

What qualifies an employer as a Washington state employer? If you work for a national or international organization or individual within Washington, this would be classified as a Washington employer.

Note: Please make sure you have your employer's name, address, and pay stubs available prior to selecting an employer from the list. Your claim may be delayed if the employer you have selected does not match the employer on your paystubs.

Many companies and organizations with multiple offices may designate a specific site to handle all unemployment. If you worked for one of these companies understand that the search results may not display your actual address, but rather the designated site.

Save Cancel

Previous Next

Unemployment application

Section 2, “Your occupation”

Enter the type of work you do, for example, “landscaper.” If you plan to continue working in this field in the future, you can answer “yes” to the next question.

The screenshot shows a web application for submitting an unemployment application. The top navigation bar includes a menu icon, the title 'Submit an application', and user information 'Welcome, Testing Account' with a 'Settings' link. Below this is a breadcrumb trail: 'Home > Submit an application'. A progress bar indicates 'Estimated percentage completed' at 60%. The main content area is titled 'Application for unemployment benefits' and features a sidebar with four sections: 'Your profile', 'Your employers', 'Your occupation', and 'Occupation code'. The 'Your occupation' section is currently active. The main form area is titled 'Your occupation' and contains the following text: 'What was your primary occupation during the base year? Click "Search occupation."'. Below this is a text input field for 'Primary occupation' with a yellow 'Required' label. To the right of the input field is a blue 'Search occupation' button, which is highlighted with a red rectangle and a red arrow. Below the input field is a link: 'See this [employment data website](#) to determine whether your current occupation is in demand'. At the bottom of the form is a question: 'Are you going to continue to look for work in this occupation?' with two radio button options: 'Yes' and 'No'. The bottom of the page has a 'Save' and 'Cancel' button on the left, and 'Previous' and 'Next' navigation buttons on the right.

Submit an application

Welcome, Testing Account Settings

Home > Submit an application

Estimated percentage completed

60%

Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Your occupation

Occupation

What was your primary occupation during the base year?
Click "Search occupation."

Primary occupation Required Search occupation

See this [employment data website](#) to determine whether your current occupation is in demand

Are you going to continue to look for work in this occupation?

Yes No

Save Cancel

Previous Next

Unemployment application

Section 3, “Your occupation”

Being on standby means you don’t have to look for work while on unemployment, unless we tell you otherwise. While work search is optional, you do not need to request standby.

Submit an application

Welcome, Testing Account

Settings

Home

Submit an application

Estimated percentage completed

70%

Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Union membership

Part-time work

Standby

Your occupation

Standby request

Standby means you are:

- Unemployed with your regular employer due to a lack of work and you expect to return to full-time work with this employer within the next four weeks; or
- Unemployed and starting work with a new employer within the next two weeks.

If your employer has told you that you will be returning to work and given you an expected return to work date, you cannot request standby. Since standby waives your work search requirements, we will decide if you qualify, not your employer. You must look for work each week until we notify you that you are allowed to be on standby.

[Click here if you would like to learn more about the Unemployment Standby benefit.](#)

Do you wish to request Standby?

Yes

No

Required

Save

Cancel

Previous

Next

Unemployment application

Section 3, “Your occupation”

This question is asking if your availability for work is affected by attending school, a training program or an apprenticeship.

If you are currently attending school, a training program or an apprenticeship (including remotely), answer “**yes.**”

Submit an application

Welcome, Michelle Chabot

Settings

Home

Submit an application

Estimated percentage completed

70%

Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Union membership

Trabajo de tiempo parcial

Standby

School or training

Your occupation

School or training

Are you currently attending school or a training program?

Are you a registered apprentice currently attending an approved non-union electrical apprenticeship?

Yes

No

Yes

No

Save

Cancel

< Previous

Next >

Unemployment application

Section 3, “Your occupation”

This is a question about *you*—not about the current situation. During COVID-19, most people can answer “yes.”

Able and available to work. This question is about you, not about the current situation. It’s asking if you’re physically able to work, not if your employer or state restrictions allow you to work. If your employer offers you telework, you can answer “yes.” If you refuse telework, you may not be considered available for work, and you should answer “no.”

Caregiving due to school or daycare closures. If you can’t go to work or telework from home because you’re providing constant and ongoing help or care to kids due to school or daycare closures, you should answer “no.” Even if you’re not eligible for regular unemployment, you may still be eligible for Pandemic Unemployment Assistance (PUA). If your kids don’t require constant care, or you’re able to telework your normal number of hours with them at home, then you should answer “yes.”

Submit an application Welcome, Testing Account Settings

Home Submit an application

Estimated percentage completed

80%

Application for unemployment benefits

Your profile

Your employers

Your occupation

Occupation code

Union membership

Part-time work

Standby

School or training

Able and available

Your occupation

Able and available for work

Are you physically able to work and available for work?

Yes No

Save Cancel

Previous Next

Unemployment application

Section 5, “Claim summary”

Double check your information is correct before pressing “**Submit.**”

You cannot go back after this step. Changing your information or answers later will likely require you to call us, which will delay your benefits.

The screenshot shows a web application interface for submitting an unemployment application. At the top, a dark blue header contains a hamburger menu icon, the text 'Submit an application', and user information 'Welcome, Testing Account' with a 'Settings' gear icon. Below the header, a light blue navigation bar shows 'Home' and 'Submit an application'. A progress bar indicates 'Estimated percentage completed' at 90%. The main content area is titled 'Application for unemployment benefits' and features a sidebar with a list of steps: 'Your profile', 'Your employers', 'Your occupation', 'Getting paid', 'Payment options', 'Claim Summary', and 'Submit application'. The 'Submit application' step is highlighted with an orange arrow. The main panel, titled 'Submit application', contains the instruction 'To complete your application, select "Submit."' and a large empty text area. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Submit'. The 'Submit' button is highlighted with a red box and a red arrow pointing down to it from above.

Submit an application Welcome, Testing Account Settings

Home Submit an application

Estimated percentage completed

90%

Application for unemployment benefits

Your profile **Submit application**

Your employers

Your occupation

Getting paid

Payment options

Claim Summary

Claim Summary

Submit application

To complete your application, select "Submit."

Save Cancel Previous **Submit**

Expanded benefits application (COVID-19 PUA Claim)

Expanded benefits application

The next screens are for the application for expanded benefits, called a **“COVID-19 PUA Claim”** in eServices.

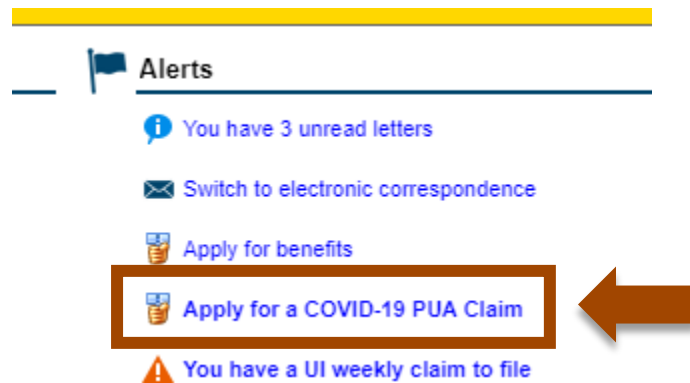
Please note: You will see many of the same questions on this application as you did on the unemployment application. Answer the questions the same way if nothing has changed. Use the previous pages of this guide to help with those questions.

Expanded benefits application (COVID-19 PUA Claim)

eServices Homepage

Once you've filed your claim (for either regular unemployment or Pandemic Emergency Unemployment Compensation), you'll see this link appear on your eServices homepage.

Click it to start the application for expanded benefits.



Expanded benefits application (COVID-19 PUA Claim)

Section 1: Your profile, “Eligibility”

Tell us if one or more of these COVID-19 related situations applies to you. When answering, assume the question applies to when you were first affected by the COVID-19 pandemic, even if your current situation is different. The weekly claim will ask you the same questions about your current situation.

Note about the first question

When to answer “No”

If your place of employment didn’t close at any time during the public health emergency, answer “No” to this question.

If your place of employment closed, but you can return to your regular hours of work this week, answer “No” to this question.

If your place of business closed, but it wasn’t directly due to the COVID-19 emergency declaration or social distancing protocols, answer “No” to this question.

For example: You work in a store that closed or laid off workers because store traffic decreased substantially.

When to answer Yes

If your place of employment closed at any time due to the COVID-19 public health emergency and, during this week, you are unable to return to your regular hours of work due to the COVID-19 emergency declaration or social distancing protocols, you may answer “Yes” to this question.

For example: After your restaurant reopened, your hours were reduced because you work as a waiter in a county that required restaurants to limit the number of customers, reducing the need for waiters.

If you’re not sure why your employer closed, please ask your employer.

COVID-19 PUA Claim

Your profile

Certification

Eligibility Questions

Your profile

Eligibility

To file in Washington, you must have been employed, self-employed or scheduled to start employment or self-employment in **Washington state** at the time you were affected by the COVID-19 public health emergency. Or, you must have been prevented from starting employment or self-employment in Washington state due to the COVID-19 pandemic. If none of these situations apply to you, you must file in another state.

You must certify you are unemployed, partially unemployed, unable to work, or unavailable for work for one or more of the following reasons (answer yes to all that apply):

Did your place of employment close as a direct result of the COVID-19 public health emergency?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Are you an independent contractor or self-employed individual, and has the COVID-19 public health emergency severely limited your ability to do your customary work activities?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Are you unable to work from home or anywhere because you are the main caregiver to a child or household member who needs your constant and ongoing care; and they cannot attend school, daycare or other facility that is closed as a direct result of the COVID-19 public health emergency?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Are you unable to reach your place of employment because of quarantine imposed by a state or municipal order restricting travel as a result of the COVID-19 public health emergency?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Are you unable to reach your place of work because you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Were you scheduled to start a job in Washington state but no longer have the job or are unable to reach the job as a direct result of the COVID-19 public health emergency?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Did you have to quit as a direct result of COVID-19?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Were you diagnosed with COVID-19?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Do you have symptoms of COVID-19 and are seeking a medical diagnosis?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Has an individual in your household been diagnosed with COVID-19?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Are you providing constant and ongoing care for a family member or household member who has been diagnosed with COVID-19?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Did you become the breadwinner or major support for a household because the head of household died as a direct result of COVID-19?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
I understand that I am certifying honestly on my application for Pandemic Unemployment Assistance, under penalty of perjury, that I am unemployed, partially unemployed, unable to work, or unavailable for work for the reason(s) I marked "Yes" above.		

Save

Cancel

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Next >

Expanded benefits application (COVID-19 PUA Claim)

Section 1: Your profile, “Teleworking”

Only answer “Yes” if your employer has offered you the option of teleworking. This question does not ask if you are willing to telework. It asks if you can telework for your usual employer, working remotely or from home, for your usual number of hours with pay.

If you work in an occupation that does not have the ability to telework, you should answer “no.” For example, if you are a server in a restaurant, teleworking is not an option.

Again, answer these questions about teleworking by assuming the question applies to when you were first affected by the COVID-19 pandemic, even if your current situation is different. The weekly claim will ask you the same questions about your current situation.

COVID-19 PUA Claim

Your profile

Certification

Eligibility Questions

Teleworking

Your profile

Teleworking

Were you offered the option to telework (work remotely or from home) for your usual number of hours with pay during the COVID-19 public health emergency?

YesNo

Considering the reason(s) you checked above, can you still telework (work remotely or from home) your usual number of hours?

YesNo

On what date did you become unemployed, partially unemployed, unable to work, unavailable for work, or prevented from starting new employment due to the COVID-19 public health emergency?


Required

SaveCancel

< PreviousNext >

Section 1: Your profile, “Your identity”

Drivers License	
Do you have a Washington state driver's license or Washington state ID?	<div>Yes</div> <div>No</div>
License or ID number (See "A" in picture):	<div></div>
Confirm your WA driver license or ID number	<div></div>
Date issued (B):	<div></div>
Expiration date (C):	<div></div>
Your Height (ex. 5 feet, 2 inches) (D):	
Feet	<div></div>
Inches	<div></div>



The image shows two sample Washington state identification cards. The top card is a Driver License for Susan A. Sample, issued 01/03/2007, expires 01/03/2014, height 5'06", weight 120 lbs, eyes blue, hair brown. The bottom card is an ID card for John A. Sample, issued 01/03/2007, expires 01/03/2014, height 5'06", weight 120 lbs, eyes blue, hair brown. Both cards feature the Washington state seal and the text 'WASHINGTON STATE DRIVER LICENSE' and 'WASHINGTON STATE IDENTIFICATION CARD'.

Save

Cancel

<

Next >

Expanded benefits application (COVID-19 PUA Claim)

Section 1: Your profile, “Work in other states”

For this question, we need information about work you did for employers outside of Washington State. This question is not asking about work you about self-employment.

So, if you take jobs where you occasionally perform work located in other states, answer “**yes**” and report that information

For example, you worked for ABC Grocery Store in Post Falls, Idaho. ABC will have reported your wages to Idaho and not to Washington, so you will need to provide this information.

[Home](#) > [Submit a COVID-19 PUA application](#)

COVID-19 PUA Claim

Your profile

PUA Information

Certification

Eligibility Questions

Personal information

Driver's license

Benefits in other states

Federal jobs

Military jobs

Work in other states

Your profile

Work in other states

Have you worked in any state other than Washington in the last 18 months?

Yes

No

Required

Save

Cancel

< Previous

Next >

Section 2: Your employers, “Self-employment”

This section asks for income you made while self-employed, an independent contractor, or while you worked in “non-covered” employment. Non-covered employment means your employer does not report wages to the Employment Security Department. Religious organizations are one example.

If you are an employee of your own corporation and the corporation pays you wages, answer “yes.”

The screenshot shows the 'COVID-19 PUA Claim' application interface. On the left is a sidebar with navigation links: 'Your profile', 'Your employers', 'Washington employers', 'Add missing employer', and 'Self-Employment' (which is highlighted with an orange arrow). The main content area is titled 'Your employers' and contains a section for 'Self-Employment'. This section explains that income from self-employment, independent contracting, or non-covered employment can be used for the benefit. It lists three categories of income: 'From your own business', 'As an independent contractor', and 'From employers that don't report your wages to us for unemployment purposes, such as certain religious organizations (called non-covered employment)'. Below this is a question: 'Did you earn money through self-employment, as a 1099 independent contractor or in non-covered employment during the 2019 tax year?'. There are 'Yes' and 'No' buttons to the right of the question. A large yellow warning box contains an exclamation mark icon and text stating: 'If you are eligible for Pandemic Unemployment Assistance, then the money you made through self-employment (including independent contracting work) or non-covered employment can be used to calculate your weekly unemployment benefit. You will need to provide proof of your income, and the income you report will be used to calculate your benefits after we validate your documentation. Incorrect reporting of your income may result in disqualification from Pandemic Unemployment Assistance and other consequences.' At the bottom of the form are 'Save' and 'Cancel' buttons on the left, and 'Previous' and 'Next' buttons on the right.

COVID-19 PUA Claim

Your profile

Your employers

Washington employers

Add missing employer

Self-Employment

Your employers

Self-Employment

Income that counts when calculating your Pandemic Unemployment Assistance benefit amount may include earnings:

- From your own business
- As an independent contractor
- From employers that don't report your wages to us for unemployment purposes, such as certain religious organizations (called non-covered employment)

Did you earn money through self-employment, as a 1099 independent contractor or in non-covered employment during the 2019 tax year?

Yes No

If you are eligible for Pandemic Unemployment Assistance, then the money you made through self-employment (including independent contracting work) or non-covered employment can be used to calculate your weekly unemployment benefit.

Warning: You will need to provide proof of your income, and the income you report will be used to calculate your benefits after we validate your documentation.

Incorrect reporting of your income may result in disqualification from Pandemic Unemployment Assistance and other consequences.

Save Cancel

Previous Next

Expanded benefits application (COVID-19 PUA Claim)

You must complete BOTH tasks on the screen below so we can verify your income:

Your profile

Your employers

Washington employers

Aldelt Sausage Company

Add missing employer

Self-Employment

Your employers

Self-Employment

Income that counts when calculating your Pandemic Unemployment Assistance benefit amount may include earnings:

- From your own business
- As an independent contractor
- From employers that don't report your wages to us for unemployment purposes, such as certain religious organizations (called non-covered employment)

Did you earn money through self-employment, as a 1099 independent contractor or in non-covered employment during the 2019 tax year?

Yes

No

If you are eligible for Pandemic Unemployment Assistance, then the money you made through self-employment (including independent contracting work) or non-covered employment can be used to calculate your weekly unemployment benefit.

You will need to provide proof of your income, and the income you report will be used to calculate your benefits after we validate your documentation.

Incorrect reporting of your income may result in disqualification from Pandemic Unemployment Assistance and other consequences.

Earnings

- If you are self-employed, report your earnings after your reasonable business expenses have been deducted from your gross income. If you are unsure what these amounts are, please consult your accountant, tax advisor, or other financial professional.
- If you worked in non-covered employment, report your gross wages before deductions.

To provide your earnings:

- Fill in the boxes below for each of quarter and
- Attach your documents for proof of income. See [detailed instructions and a list of acceptable documents.](#)

If there are discrepancies between the income shown on your documents and the amounts you provided in the boxes, it could delay receiving the correct weekly benefit amount.

Mar 31 2019	Jun 30 2019	Sep 30 2019	Dec 31 2019
Net Earnings	Net Earnings	Net Earnings	Net Earnings
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Attach documentation of your self-employment or non-covered earnings below so we can make a final decision on your claim. Submit documents only from the list of acceptable documents. Please ensure that the amounts you enter as "Earnings" in the boxes above match as closely as possible to the corresponding amounts on your documents. If you currently do not have documents available, you can return to your eServices account and provide them when you have them prior to Dec 31 2020.

If your claim is approved, you will be paid the minimum amount of \$235 per week until we verify your income. Federal Pandemic Unemployment Compensation (\$600 per week) will be added when applicable. Once we verify your income, your weekly benefits could be adjusted retroactively.

Upload Documentation

Save

Cancel

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Expanded benefits application (COVID-19 PUA Claim)

Task 1

Enter **quarterly earnings** in each box. The Employment Security Department uses the two quarters with the highest income to calculate your weekly benefit amount.

To provide income from self-employment

Find the quarterly net figures on your business accounting documents, such as your profit and loss statement, balance sheet, or your business check register. Your accountant, tax advisor or other financial professional might be able to help you find the right figures if you need help.

In any quarter:

- Report net earnings (after reasonable business expenses are deducted).
- If you had no income, enter \$0.
- If your business lost income, enter \$0.
- If you are an employee of your own corporation, enter wages you paid yourself in each quarter of 2019.

The figures you enter should match as closely as possible the amounts on the documents you submit. If they don't, we will need to contact you to discuss the difference, which could delay your payment.

To provide income from employers who don't report wages to the Employment Security Department (called non-covered employment)

For example, if you earn money:

- As a salesperson paid solely by commission.
- As an elected official.
- As a Native American tribal member working on tribal lands.
- By working for a religious organization.

Report your gross wages (before taxes and other deductions are subtracted). Probably the easiest way to get that figure is from your W-2 form(s).

Task 2

Upload documents that show your **2019** earnings. The only acceptable documents are those listed below.

- Upload **only** 2019 documents.
- Please do not submit any password-protected documents.

We will pay you the minimum weekly benefit amount until you provide your documents. Once you submit your documents, we will review them and pay you retroactively for any more benefits to which you're entitled. To prevent delays in receiving all your benefits, we recommend submitting these documents within 21 days of submitting your application. You cannot submit documents after Dec. 26, 2020.

Acceptable documents – 2019 only

- 1040 Single filing
- 1040 Joint filing. Submit together with Schedule C.
- 1125-E
- Schedule F: Profit or Loss from Farming
- W-2
- 1099-Misc
- 1040-SE
- 1065 Schedule K-1

Weekly claim

The next screens are in the weekly claim.

Submitting weekly claims is very important. That's how you get paid each week.

3 tips on weekly claims:

1. **Start submitting weekly claims the Sunday after you apply, even if you are not yet approved.** This will make your payments come faster if you are approved.
2. **You must file weekly claims every week to get paid every week.**
3. **Once you submit your application for regular or expanded benefits then:**
 - a. Look for a link on your eServices home screen that says "You have a weekly claim to file." Before you submit your current weekly claim, we will ask you to first submit weekly claims for any weeks you might have missed if it's been four or less weeks since you last claimed. If you worked during any of those weeks, no problem. Submit the claim anyway – just answer the questions honestly.
 - b. Submit your current weekly claim.

Note: If you do not want to submit claims for any missed weeks before you submit your current weekly claim, you will have to contact the claims center and speak to an agent.

Weekly claim

Job search section

The Washington Legislature has made job searching optional at least until Sept. 1, 2020. Until the Legislature requires it again, you may answer “**No**” to this question.

If you have been looking for work and completed at least three [job search activities](#), you can answer “**Yes**.”

If you answer “**Yes**,” you must report all three job search activities. Reporting your job searches will get you ready for when the state Legislature requires it again.

Weekly claim

Weekly claim

How to submit

Fraud warning

Paid time off

Pay after last day worked

Work for employers

Self-employment

Jury duty

Workers' compensation

Retirement pay

School and training

Able and available

Job search

Weekly claim

Job search questions for Sunday, Mar 8 2020 to Saturday, Mar 14 2020

Did you complete at least **three** job search activities and keep a written record as required? If you didn't complete at least three activities, you must answer No.

Yes

No

Job search activities include contacting an employer by email, fax, Internet, mail, phone or in person. They also include participating in an in-person workshop, training or other job search activities at a WorkSource center or other employment center.

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ESD.WA.GOV

PUA Eligibility section

This section is new as of Aug. 8, 2020. Tell us if one or more of these COVID-19 related situations applies to you. The questions pertain ONLY to the dates listed at the top of the screen.

Visit our website for [guidance about how to answer the PUA eligibility questions](#).

Note about the first question

When to answer “No”

If your place of employment didn’t close at any time during the public health emergency, answer “No” to this question.

If your place of employment closed, but you can return to your regular hours of work this week, answer “No” to this question.

If your place of business closed, but it wasn’t directly due to the COVID-19 emergency declaration or social distancing protocols, answer “No” to this question.

For example: You work in a store that closed or laid off workers because store traffic decreased substantially.

When to answer Yes

If your place of employment closed at any time due to the COVID-19 public health emergency and, during this week, you are unable to return to your regular hours of work due to the COVID-19 emergency declaration or social distancing protocols, you may answer “Yes” to this question.

For example: When your restaurant reopened, your hours were reduced because you work as a waiter in a county that required restaurants to limit the number of customers, reducing the need for waiters.

If you’re not sure why your employer closed, please ask your employer.

The teleworking question

Only answer “Yes” if your employer has offered you the option of teleworking. This question does not ask if you are willing to telework. It asks if you can telework for your usual employer, working remotely or from home, for your usual number of hours with pay.

If you work in an occupation that does not have the ability to telework, you should answer “no.” For example, if you are a server in a restaurant, teleworking is not an option.

If you answer “**Yes**” to the question about teleworking, another teleworking question—marked with a red box below—will appear. When answering it, consider any reasons you might have answered “**Yes**” to the first 12 questions. Then answer: Can you still telework your usual number of hours?

You might receive an additional determination letter based on your answers on this screen. If you are eligible for benefits, you will still receive your payment within 2 to 3 days of submitting your claim.

Weekly claim

Home Alerts Weekly claim

Weekly claim

Weekly claim

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Summary

PUA Transition

Advice of Rights

PUA Eligibility

Weekly claim

Eligibility for Sunday, Jul 26 2020 to Saturday, Aug 1 2020:

Did your place of employment close as a direct result of the COVID-19 public health emergency?

Yes No

Are you an independent contractor or self-employed individual, and has the COVID-19 public health emergency severely limited your ability to do your customary work activities?

Yes No

Are you unable to work from home or anywhere because you are the main caregiver to a child or household member who needs your constant and ongoing care; and they cannot attend school, daycare or other facility that is closed as a direct result of the COVID-19 public health emergency?

Yes No

Are you unable to reach your place of employment because of quarantine imposed by a state or municipal order restricting travel as a result of the COVID-19 public health emergency?

Yes No

Are you unable to reach your place of work because you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19?

Yes No

Were you scheduled to start a job in Washington state but no longer have the job or are unable to reach the job as a direct result of the COVID-19 public health emergency?

Yes No

Did you have to quit as a direct result of COVID-19?

Yes No

Were you diagnosed with COVID-19?

Yes No

Do you have symptoms of COVID-19 and are seeking a medical diagnosis?

Yes No

Has an individual in your household been diagnosed with COVID-19?

Yes No

Are you providing constant and ongoing care for a family member or household member who has been diagnosed with COVID-19?

Yes No

Did you become the breadwinner or major support for a household because the head of household died as a direct result of COVID-19?

Yes No

Can you telework (work remotely or from home) your usual number of hours with pay during the COVID-19 public health emergency?

Yes No

Considering the reason(s) you checked above, can you still telework (work remotely or from home) your usual number of hours?

Yes No

Required

Save Cancel

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Weekly claim

Private Income section

- Private income protection insurance is insurance you might have purchased from companies such as Aflac, MetLife, The Standard or Guardian.
- Supplemental unemployment benefits are usually purchased by employers for their employees.

If you received any income from these two sources in the week listed, you must report how much you received. We will deduct that same amount from your unemployment benefits.

The screenshot shows a web application interface for 'Weekly claim'. At the top, there is a dark blue header with a hamburger menu icon, the text 'Weekly claim', a dark blue search bar, and a 'Settings' gear icon. Below the header is a light blue navigation bar with links for 'Home', 'Alerts', and 'Weekly claim'. The main content area has a left sidebar titled 'Weekly claim' containing a list of menu items: 'Weekly claim', 'Fraud warning', 'Paid time off', 'Pay after last day worked', 'Work for employers', 'Self-employment', 'Jury duty', 'Workers' compensation', 'Retirement pay', 'School and training', 'Able and available', 'Job search', 'Refused work', 'Summary', 'PUA Transition', 'Advice of Rights', 'PUA Eligibility', and 'Private Income' (which is highlighted with an orange arrow). The main panel is titled 'Weekly claim' and contains a section for 'Eligibility for Sunday, Jul 26 2020 to Saturday, Aug 1 2020:'. A green box states: 'Certain types of private benefits are deductible from your PUA payments, like private income protection insurance benefits or supplemental unemployment benefits.' Below this, a question asks: 'Did you apply for or receive any private income protection insurance or supplemental unemployment benefits?'. There are two yellow buttons, 'Yes' and 'No', with a yellow tooltip labeled 'Required' pointing to the 'No' button. At the bottom of the form are 'Save' and 'Cancel' buttons on the left, and '< Previous' and 'Next >' buttons on the right.

Weekly claim

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Private Income

Weekly claim

Eligibility for Sunday, Jul 26 2020 to Saturday, Aug 1 2020:

Certain types of private benefits are deductible from your PUA payments, like private income protection insurance benefits or supplemental unemployment benefits.

Did you apply for or receive any private income protection insurance or supplemental unemployment benefits?

Yes No Required

Save Cancel < Previous Next >