

Department of
Labor & Employment
Unemployment Insurance Program
P.O. Box 400, Denver, CO 80201-0400
303-318-9000 (Denver-metro area)
1-800-388-5515 (outside Denver-metro area)



Your Guide to Unemployment Benefits

Get started at
www.coloradoui.gov



Form B-19
Rev. 4/2012

Table of Contents

This guide provides general information to claimants who have filed for unemployment benefits. It does not give legal advice.
For more information go to www.coloradoui.gov

Table of Contents

Services for Job Seekers.....	1
Fraud.....	2
24/7 Online Resources.....	3
Quick Reference.....	4
Qualifying for Benefits.....	5
Payment Process.....	6
Maintaining Your Eligibility for Benefits.....	7
Avoiding Benefit Delays.....	8
Tips for CUBLine Online and CUBLine.....	8
Items Affecting Your Claim.....	9
Understanding Your Appeal Rights.....	10
Earnings Log.....	11
Work-Search Log.....	12
Payment Calendar.....	13

What is Unemployment Insurance?

Unemployment Insurance (UI) is a program to pay benefits and help workers who have lost their job through no fault of their own. The UI Program helps to lessen the negative impact that unemployment has on the economy. This program is not paid for by employees; employers fund the UI Program.



Services for Job Seekers

More than 50 workforce centers across Colorado provide a variety of no-cost services to job seekers. In addition to job search assistance your local workforce center can help with resume critiquing, interview skills, and training assistance. Other services include:

- Career counseling
- Computer and Internet access
- Certification programs
- Updated and comprehensive job listings
- Programs for veterans, youth, and those with disabilities
- Training and skills upgrading
- Hiring events and job fairs in your area
- Information on career and salary trends



Remember to register at www.connectingcolorado.com your first week or go to your local workforce center to register for work search tools.

This is required in order to receive benefit payments.

To find a workforce center near you visit www.coloradoui.gov.

Fraud



Fraud Warnings

Detecting and prosecuting cases involving UI fraud is a high priority for Colorado's UI Program.

If you receive benefits fraudulently, **you must repay the benefits + a 50% penalty**, and you may be disqualified from receiving future benefits. You may also be charged criminally in state and/or federal court.

Fraud includes:

- **Not reporting hours and earnings** to the UI Program if you work while collecting benefits.
- **Failing to report employment.** This includes: commission, temporary, 1099, self-employment, or cash jobs.
- **Failing to report a job separation.**
- **Fabricating work search efforts** or failing to conduct a valid work search.
- **Failing to report refusals of work.**
- **Making a false statement or misrepresentation to receive or increase benefits** (e.g., failing to report school attendance while collecting benefits).
- **Using another person's identity** (name and/or social security number) to work and file for benefits.
- **Helping someone file a fraudulent UI claim.**
- **Failing to report other types of compensation** (e.g., Workers' Compensation benefits, Social Security Disability Insurance).
- **Failing to report being unable and unavailable to work** (e.g., ill or injured, out of area, on vacation, etc.) and collecting benefits.

Repaying Overpayments

An overpayment occurs when unemployment benefits are paid and it is later determined that benefits should not have been paid (not eligible or entitled). You must pay these unemployment benefits back.

Some of the common causes of overpayments include:

- A hearing officer's decision reverses a previous award of benefits.
- You incorrectly report information when filing for payment, and the information is corrected later.
- Your wages were incorrectly reported by your employer, and they are corrected later.
- The UI Program incorrectly processes your claim, and it is corrected later.

If you cannot repay the entire amount immediately, ask us if you can set up a repayment plan.

Unemployment Insurance Integrity
Benefit Payment Control
303-318-9035 (Denver-metro area)
1-877-464-4622 (outside Denver-metro area)

If you continue to be eligible for payment, we may be able to give you a reduced payment until the overpayment is paid.



Remember:

We regularly audit UI claims to ensure that benefits were properly paid in accordance with state and federal law.



Don't share your PIN with anyone.

For more information go to
www.coloradoui.gov/overpaymentfaqs



24/7 Online Resources

www.coloradoui.gov has a wealth of information to assist you with your unemployment-benefit needs:

Services

- Job-search Tools
- Address Change
- Telephone-number Change
- Benefits Estimator
- Request Payment (CUBLine Online)
- Self-Service Resource Guide
- Work Registration
- Payment-method Selection
- Forms and Publications
- Check Status (MyUI Claimant)

MyUI Claimant

www.coloradoui.gov/MyUI

- Check your claim status
- Check your benefits eligibility
- Review and edit your profile
- View your balances

CUBLine Online

www.coloradoui.gov/payment

Request your benefits payment.

Informational Videos

Go to www.coloradoui.gov/videos to find information about unemployment benefits.

Facebook and Twitter

Keep updated on items that may affect your benefits by following us on Facebook and Twitter

- **Facebook:** <http://www.facebook.com/pages/Colorado-Dept-of-Labor-Employment/311346204371>
- **Twitter:** <http://twitter.com/ColoradoLabor>

Frequently Asked Questions (FAQs)

- Appeals FAQs
- Colorado Automated Payment Card FAQs
- Direct Deposit FAQs
- Emergency Unemployment Compensation FAQs
- General Unemployment Benefits FAQs
- Overpayments FAQs
- Quality Control FAQs

Find additional information about:

- Base-period Wages
- National Guard or Military Reserves
- Benefits Overview
- Industrial Claims Appeals
- Colorado Automated Payment Card
- Income-tax Information
- Direct Deposit
- Overpayments
- Emergency Unemployment Compensation
- Quality Control
- Unemployment Fraud
- Three-year Calendar
- Job Attached or Union Attached
- Seasonal Workers
- Work Share
- State Extended Benefits
- Resources for People Losing Benefits

Colorado Workforce Centers

www.connectingcolorado.com

You are required to register for work search and for a variety of job seeker services.

Spanish Handbook

Para un copia de este folleto en español vaya al www.coloradoui.gov y haga clic en "Forms & Publications."



Quick Reference

Customer Service Center

303-318-9000 (Denver-metro area)
1-800-388-5515 (outside Denver-metro area)
Monday through Friday from 7:30 a.m. to 4:30 p.m. (MST)
Fax: (303) 318-9014

Línea Español

303-318-9333 (área metropolitana de Denver)
1-866-422-0402 (fuera del área metropolitana de Denver)

Telecommunications Device for the Deaf (TDD)

303-318-9016 (Denver-metro area)
1-800-894-7730 (outside Denver-metro area)

CUBLine Online and CUBLine

www.coloradoui.gov/payment
303-813-2800 (Denver-metro area)
1-888-550-2800 (outside Denver-metro area)

- Claim or payment information—Press 1
- Address change—Press 2
- PIN change—Press 3
- Frequently asked questions—Press 4
- Request payment—Press 5

Unemployment Insurance Appeals

303-318-9299 (Denver-metro area)
1-800-405-2338 (outside Denver-metro area)
Monday through Friday from 7:30 a.m. to 4:30 p.m. (MST)

Chase Bank - CAP Card Services

Customer service: 1-866-316-3925 (toll free)
www.chase.com and www.myaccount.chase.com (Chase's cardholder website)

Equal Opportunity

- U.S. Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws.
1-800-669-4000 (toll free)
- Colorado Division of Civil Rights enforces Colorado antidiscrimination law
303-894-2997
- If you believe that the UI Program discriminated against you on a claim, contact the Equal Employment Opportunity Commission at 1-800-669-4000

IMPORTANT! This document contains important information about your unemployment compensation rights, responsibilities and/or benefits. It is critical that you understand the information in this document. If needed, call 303-318-9000 for assistance in the translation and understanding of the information in the document you have received.

¡IMPORTANTE! Este documento contiene información importante sobre sus derechos, obligaciones y/o beneficios de compensación por desempleo. Es muy importante que usted entienda la información contenida en este documento. Si necesita asistencia para traducir y entender la información contenida en el documento que recibió, llame al 303-318-9000.



Qualifying for Benefits

You must:

1. Have earned \$2,500 during your base period
2. Be unemployed through no fault of your own
3. Be able, available, and actively seeking work

You will receive a form called **Statement of Wages and Possible Benefits** that shows how much you earned and how much you may receive in benefits.

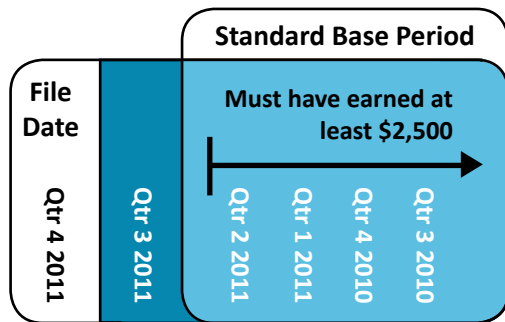
1 Determining Your Base Period

Standard Base Period

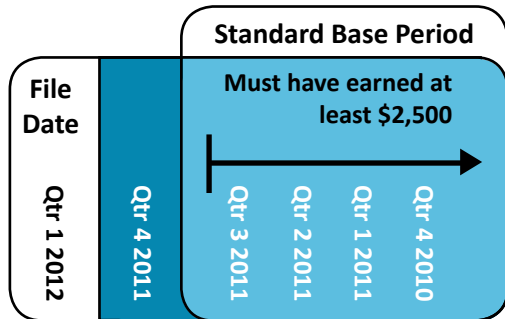
You must have earned at least \$2,500 during the standard base period (the first four of the last five completed calendar quarters before the start date of your claim)

Qtr 1 Jan Feb Mar	Qtr 2 Apr May June	Qtr 3 July Aug Sep	Qtr 4 Oct Nov Dec
----------------------	-----------------------	-----------------------	----------------------

Example 1 - File Date: Qtr 4, 2011



Example 2 - File Date: Qtr 1, 2012



Remember:

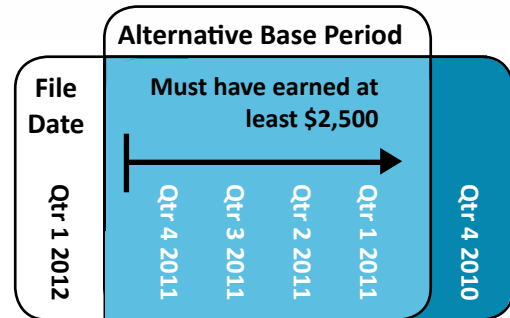
- Until information is received from your previous employer(s), your eligibility is yet to be determined.
- You are required to register at www.connectingcolorado.com or sign up for work-search tools at your local workforce center **during your first week** in order to receive benefits.



Alternative Base Period

If you did not earn at least \$2,500 during the standard base period, you may be eligible using an alternate base period (the last four completed calendar quarters before the start date of your claim). Follow the instructions on the Statement of Wages and Possible Benefits to request an alternative base period.

Example 1 - File Date: Qtr 1, 2012



2 Job Separations

In order to qualify for benefits, you must have lost your job through no fault of your own; for example a layoff or reduction in hours or pay not related to performance.

Quitting Your Job

You have the right to leave a job for any reason at any time, but the circumstances of the separation will determine if and when you will receive benefits.

Discharge or Other Reasons

You may still be eligible for payment if you separated from your job. A partial list of reasons includes:

- domestic violence
- personal harassment by the employer not related to the job performance
- hazardous working conditions
- medical conditions

3 Able, Available, and Actively Seeking Work

In order to qualify for benefits, you must be able and available for work. You must also be actively seeking work.

By being able and available for work you are:

- actively seeking work and meeting your work-search requirements
- physically and mentally able to work
- available to accept work immediately if a job is offered

Keep track of your work search using the work-search log in the back of this guide.

Payment Process

Processing Your Claim

Processing your claim application can take from **four to six weeks** to complete. After you file your claim, we request separation information from your previous employer(s). When processing is complete, you will either receive payment or a **Notice of Decision** explaining why you will not receive a payment.

We will send you a personal identification number (PIN) in a plain white envelope. You must retain this PIN for access to unemployment benefits and services.

If you are eligible for benefits, payment will be deposited to the Colorado Automated Payment (CAP) Card for any payable weeks you have requested.

Requesting Payment

In order to be paid benefits, you must request payment every two weeks. **Payment may take two to three business days to receive from the time you submit your payment request.**

Your first request for payment will be on the Sunday immediately following the first two weeks of your claim.

You are responsible for knowing when you are scheduled to request payment. Use the Payment Request Schedule in the back of this guide to help you keep track of the dates.

Request payment even if you are waiting:

- To hear whether you are eligible for benefits
- To hear about an appeal
- For us to add wages to your claim

To request payment use CUBLine Online or CUBLine:



CUBLine Online is an application available on the internet to request payment.

Visit www.coloradoui.gov/payment.



CUBLine is a telephone line you can use for requesting payment and automated FAQs.

(303) 813-2800 (Denver-metro area)
1-888-550-2800 (outside Denver-metro area)



For more information go to
www.coloradoui.gov/paymentprocess



Requesting Payment Too Early or Late

Requesting payment too early or late will result in your claim being closed or “shut down.” If this occurs, future payments may be delayed and you must reopen your claim. You may reopen your claim online at www.coloradoui.gov or contact the Customer Service Center.

Debit Card

Claimants who file for unemployment receive a debit card, called a CAP Card issued by Chase bank. You will receive your CAP Card in a plain white envelope. Your payments are put onto the CAP Card unless you choose to be paid by direct deposit.

You are issued two different numbers by Chase:

- A 6-digit access code that you use when you call Chase customer service.
- A 4-digit PIN that you use for transactions. The Chase PIN is not the same as the unemployment PIN.

To activate your CAP Card or find out about their rules and fees, call Chase at 1-866-316-3925 (toll free).

The CAP Card is valid for three years. You should retain your card to avoid paying a fee by Chase in cases where you may open another unemployment claim.

Direct Deposit

You can have your unemployment benefits deposited directly to your checking or savings account. Go to www.coloradoui.gov to update your payment method. You will need your social security number, unemployment program PIN, and bank account and routing number.



Do

- Check your mail for your PIN, CAP Card and other notices.
- Request payment every two weeks.
- Use the calendar in the back of this guide.
- Register at www.coloradoui.gov/MyUI to help determine payment request dates.



Don't

- Lose your PIN numbers; you receive one from Chase and one from UI.
- Request payment too early or too late.



Maintaining Your Eligibility for Benefits

To Maintain Your Eligibility for Benefits:

- Request payment every two weeks
- Be actively seeking work and record this on the work search log
- Be physically and mentally able to work
- Be willing to accept suitable work
- Be available to begin work immediately if a job is offered
- Tell the truth
- Report any hours you worked and money you earned each time you request payment. Even if it is one dollar or one hour, you must report it.

Work-Search Requirements

You must make a continued and organized effort to look for work. A workforce center will assign you a number of contacts you must make each week.

You must keep a list of these efforts; we may request proof at any time up to two years after your benefit-year-end date. We provide a work-search log sample in this guide. You may also find this on www.coloradoui.gov.

For every job contact **you must keep a verifiable list of:**

- What action you took
- The method by which you applied for a job
- The type of work you were looking for
- The person you contacted, a telephone number, email address or other **reliable** contact information
- The outcome of the contact

We may conduct an audit of your claim at any time.

You may be asked to provide your work-search log. If you are unable to produce the log with all requirements, you may not be eligible for benefits.

Accepting Suitable Work

You must be willing to look for and accept suitable work. Various factors are considered when determining if work is suitable including, but not limited to, rate of pay, prior experience, and length of unemployment.



For more information go to www.coloradoui.gov/eligibility.

You may also reopen your claim at www.coloradoui.gov.

Hired!

You do not need to call us to tell us that you found full-time work; simply stop requesting payments. Stop requesting payment your next regularly scheduled date after your first day of full-time work, not when you receive your first paycheck.

Working and Reporting Your Hours and Earnings

You are allowed to work part-time (less than 32 hours a week) while you are collecting unemployment benefits. We can pay you part of your benefits for a week when you work part-time, but you must have earned less than your weekly benefit amount.

The law states that you can earn up to 25 percent of your weekly benefit amount and still get your full unemployment payment. After that, we must reduce your unemployment payment by one dollar for each dollar you earn.

Keep track of your hours and earnings using our earnings log in the back of this guide. You will need to report this information when you request payment.

Additionally, you must report when you no longer work for an employer.

Reopen Your Claim

When we say that your claim has “shut down” we mean that CUBLine does not recognize you when you request payment. You must reopen your claim prior to requesting payment. You may reopen your claim online at www.coloradoui.gov or contact the Customer Service Center.



Do

- Actively search for suitable work.
- Maintain a work-search log and retain it for two years.
- Report all earnings and hours worked.



Remember:

Stop requesting payment your next regularly scheduled date after your first day of full-time work, not when you receive your first pay check.



Avoiding Benefit Delays



To avoid delays in your unemployment benefits, be sure to:

- **Register at www.connectingcolorado.com your first week or go to your local workforce center to register for work-search tools.** This is required in order to receive benefit payments.
- Return any required paperwork to the UI Program timely.
- Look for your CAP Card in the mail. It comes in a plain white envelope from Chase bank.
- Make sure your **updated address and telephone number** is on file. If your address has changed, you can update it through CUBLine or go to www.coloradoui.gov/address for more information.
- Meet your **weekly eligibility requirements**.
- **Request payment on your regularly scheduled date.** If you request too early or too late, you will be required to reopen your claim.
- Report all earnings and hours worked, even if it is one dollar or one hour.
- Be actively searching for full-time employment and tracking your progress. You can utilize the work-search log in the back of this guide.
- Find more work-search forms online at www.coloradoui.gov.

Tips for CUBLine Online and CUBLine

- Have your unemployment PIN and social security number handy.
- Make sure you report your earnings and hours worked even if you have not received wages yet. Round up to the nearest hour or dollar amount.
- You are asked yes or no questions on both CUBLine Online and CUBLine; be sure to answer these accurately.
- You can access the following automated menu options when you call CUBLine:
 - Information about your claim or payment—Press 1
 - Address change—Press 2
 - PIN change—Press 3
 - Frequently asked questions—Press 4
 - Request payment—Press 5



CUBLine Online is an application available on the internet to request payment. Visit www.coloradoui.gov/payment.



CUBLine is a telephone line you can use for requesting payment and automated FAQs.
(303) 813-2800 (Denver-metro area)
1-888-550-2800 (outside Denver-metro area)



Remember:

You must register at www.connectingcolorado.com or with a workforce center for work-search assistance.



Items Affecting Your Claim

Waiting Week

The first week you are eligible for benefits is an unpaid waiting week. You must meet all of the weekly eligibility requirements during this week to be credited for an unpaid waiting week. Additionally, you must request payment and report your eligibility to receive credit for your waiting week.

Benefit Year

Your claim lasts for one year. You may run out of unemployment benefits before the benefit year ends. Most claims have approximately six months of benefits. After the benefit-year-end date, we cannot pay any more unemployment benefits, even if there is money left on the claim.

Taxes

Your unemployment benefits are taxable by both the federal and state government. You can decide to have taxes taken from your payment. While you are on unemployment, you can change your decision only once.

Work in Other States

You may have wages in more than one state. You may choose to use these wages on your Colorado unemployment claim. In order to use out-of-state wages on your claim, you must have wages in Colorado during the base period.

If you have not already told us about your employment in another state, call the Customer Service Center to add the employer to your claim.

Federal Civilian Wages

The federal government does not report your wages to us; we request your federal wages after you file for unemployment. Those wages are added to your claim after they are verified by the federal agency for which you worked.

Your federal wages may not appear on your first Statement of Wages and Possible Benefits form. When we add the wages to your claim, you will receive a new Statement of Wages and Possible Benefits.

If you have not already told us about your federal employment, call the Customer Service Center to add the employer to your claim.

You must sign and return the **Claimant's Affidavit of Federal Civilian Service, Wages, and Reason for Separation** form. Be sure to complete and return any forms as quickly as you can so that we can pay your benefits, including forms with "UCFE," which stands for Unemployment Compensation for Federal Employees.

Military Wages

Your branch of service does not report your wages to us; we add wages to your claim based on the information on the **DD Form 214, Member 4**.

Your military wages may not be reported on your first Statement of Wages and Possible Benefits form. When we add the wages to your claim, you will receive a new Statement of Wages and Possible Benefits form.

If you have not already told us about your military service, call the Customer Service Center.

Wages will not be added until we receive your DD Form 214, Member 4. Mail the copy to Unemployment Insurance Operations, P.O. Box 400, Denver, CO 80201-0400. You may also fax it to 303-318-9014. This form does not need to be notarized.

We will send you a Notice of Decision—UCX that tells you whether we can pay you benefits. "UCX" stands for Unemployment Compensation for eX-servicemembers. We make the decision based upon what your branch of service allows as a reason for separation from the service. If you disagree with the Notice of Decision—UCX, you may appeal to the branch of service. Send your appeal to the address on the back of the form.

Vacation, Severance, Pension or 401(k)

If you received vacation, severance, pension, 401(k), or some other form of payment from your employer, you may have to wait to be paid unemployment benefits. You will receive a Notice of Decision if this happens.

Verification of Personal Information

We must have your signature, telling us that you are a U.S. citizen or are legally present in the U.S. You are sent a request for **Verification of Personal Information**; this requires your signature. Without this signature, we cannot pay your benefits.

Sharing Your Information

We check with federal government programs to make sure that your information is correct. We verify information such as your name, social security number, employer's name and address, and wages. We may share your information with other government agencies if the law allows.



Do report all additional payment types; e.g., vacation or severance pay.



Remember:
The first week you are eligible for benefits is an unpaid waiting week.



Understanding Your Appeal Rights



Appeals

If we send you a decision informing you that you cannot receive unemployment benefits, you may appeal that decision by mailing or faxing a signed statement that you disagree with the decision to the Appeals Branch at the address or fax number listed on the decision. **The appeal must be received no later than 20 days from the mailing date on the form.**

Your appeal should include:

- Your name and social security number
- Your current mailing address and telephone number
- A copy of the decision that you are appealing
- A detailed description of the reason you disagree with the decision you are appealing

The appeal must be received by the due date regardless of the postmark. If you fax your appeal, the date on the fax will be used to determine timeliness. If you do not have a fax machine you can use a fax machine at your local workforce center office. Ask for and keep the confirmation page as proof of transmission.

Fax: (303) 318-9247

Late Appeal

If your appeal is late, you must include an explanation with your appeal about why it is late. A hearing officer will review your explanation and determine whether there is good cause for your late appeal. If the hearing officer determines that good cause has not been shown, you may appeal that decision to the Industrial Claim Appeals Office (ICAO).



For more information go to
www.coloradoui.gov/appeals.

Who Can Appeal?

You or your employer may file an appeal. The appeal may result in a hearing before a hearing officer. All interested parties may participate in the hearing. We will mail you a hearing notice packet with the date and time of your hearing and instructions on how to submit any additional documents or evidence you may wish to present. If you have additional evidence you wish to submit, you must be sure to deliver it to the hearing officer and all other interested parties before the day of the hearing.

Hearing Participation

You must participate in the hearing. The hearing officer will make the decision based only on the testimony and evidence given at the hearing. If you cannot participate at the time scheduled, contact the Appeals Branch immediately, using the telephone number listed at the top of the hearing notice, do not call the number for the hearing officer unless it is the day and time of the hearing.

You may call witnesses to testify on your behalf. If you or any of your witnesses do not speak English, check the box on the appeal form indicating that you need an interpreter.

If you or your witnesses need special services, such as for hearing impaired participants, request those as well.

Further Appeal

After the hearing you will receive a written **Hearing Officer's Decision** in the mail. If you do not agree with this decision you may appeal it to the Industrial Claim Appeals Office (ICAO). The Hearing Officer's Decision will become final unless an appeal is received within 20 days of the date mailed. Appeal information is contained at the end of the Hearing Officer's Decision.



Do:

- Mail or fax your appeal so it arrives by the due date regardless of the postmark.
- Keep requesting payment while your appeal is being processed.



Remember:

You must appeal no later than 20 days from the mailing date on the decision letter.

EARNINGS LOG

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment		Amount of UI Benefit Payment	Total Hours*	Total Earnings*	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment		Amount of UI Benefit Payment	Total Hours*	Total Earnings*	

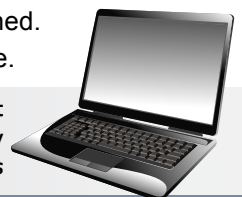
Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment		Amount of UI Benefit Payment	Total Hours*	Total Earnings*	

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	=\$
Overtime Hours								Overtime	X\$	=\$
Hours at Other Rate								Other Rate	X\$	=\$
Week-Ending Date	Date Filed on CUBLine or CUBLine Online			Date Received	Payment		Amount of UI Benefit Payment	Total Hours*	Total Earnings*	

Earnings Notes:

1. Use this log to record and calculate your earnings, record when the earnings are reported, and record the impact of the earnings on your UI benefit payments.
2. Be sure to report your earnings when you request payment for the week in which they were earned.
3. Report hours and earnings when you request payment biweekly via CUBLine Online or CUBLine.

More copies also available at
www.coloradoui.gov
 Click on Forms & Publications



WORK-SEARCH LOG

Date Mo/Day/ Yr	Employer Name, Address, Phone Number, E-mail Address or Web Site	How Contacted	Person Contacted and Title	Work Sought	Results	Application or Resume Submitted?	E-Mail or Website Confirmation Number
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Web Site			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Work-Search Notes:

1. Keep copies of email or website confirmations in either paper or electronic form.
2. Attempt to contact people with hiring authority when seeking work.
3. Always submit applications, unless the employer specifically says they aren't accepting any at that time.
4. Reading newspaper, bulletin board, or website job listings do not constitute a valid "job contact." You must apply or attempt to apply for a specific job.

***We may conduct an audit of your claim at any time.
You may be asked to provide your work-search log. If you are unable to produce the log with all requirements, you may not be eligible for benefits.***

More copies also available at
www.coloradoui.gov
 Click on Forms & Publications



A Payment Request Schedule A

Submit your payment requests on the circled day following the 2-week period being claimed.

Which Calendar Do I Use?

If your first payment request date is circled on the "Payment Request Schedule A" calendar then you will follow "A" calendar and request payment according to this schedule.

If your first payment request date is circled on the "Payment Request Schedule B" calendar then you will follow "B" calendar and request payment according to this schedule.

Using the Calendar

You are responsible for knowing when you are scheduled to request payment.

Every other Sunday is circled to indicate the earliest that you may request payment for the previous two weeks. We recommend that you file on the indicated Sunday to expedite your payment.

2
0
1
2

JANUARY						
S	M	T	W	T	F	S
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				

FEBRUARY						
S	M	T	W	T	F	S
			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			

MARCH						
S	M	T	W	T	F	S
				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

APRIL						
S	M	T	W	T	F	S
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					

MAY						
S	M	T	W	T	F	S
		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		

JUNE						
S	M	T	W	T	F	S
				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

JULY						
S	M	T	W	T	F	S
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				

AUGUST						
S	M	T	W	T	F	S
			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	

SEPTEMBER						
S	M	T	W	T	F	S
						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						

OCTOBER						
S	M	T	W	T	F	S
	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			

NOVEMBER						
S	M	T	W	T	F	S
				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	

DECEMBER						
S	M	T	W	T	F	S
						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					

2
0
1
3

JANUARY						
S	M	T	W	T	F	S
		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		

FEBRUARY						
S	M	T	W	T	F	S
					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		

MARCH						
S	M	T	W	T	F	S
					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						

APRIL						
S	M	T	W	T	F	S
	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				

MAY						
S	M	T	W	T	F	S
			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	

JUNE						
S	M	T	W	T	F	S
						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						

JULY						
S	M	T	W	T	F	S
	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			

AUGUST						
S	M	T	W	T	F	S
				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

SEPTEMBER						
S	M	T	W	T	F	S
						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						

OCTOBER						
S	M	T	W	T	F	S
	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			

NOVEMBER						
S	M	T	W	T	F	S
						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						

DECEMBER						
S	M	T	W	T	F	S
						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					



More copies also available at www.coloradoui.gov
Click on Forms & Publications

2
0
1
2

JANUARY						
S	M	T	W	T	F	S
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				

FEBRUARY						
S	M	T	W	T	F	S
			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			

MARCH						
S	M	T	W	T	F	S
				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

APRIL						
S	M	T	W	T	F	S
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					

MAY						
S	M	T	W	T	F	S
			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	

JUNE						
S	M	T	W	T	F	S
				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

JULY						
S	M	T	W	T	F	S
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				

AUGUST						
S	M	T	W	T	F	S
			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	

SEPTEMBER						
S	M	T	W	T	F	S
						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						

OCTOBER						
S	M	T	W	T	F	S
			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	

NOVEMBER						
S	M	T	W	T	F	S
				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	

DECEMBER						
S	M	T	W	T	F	S
						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					

2
0
1
3

JANUARY						
S	M	T	W	T	F	S
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		

FEBRUARY						
S	M	T	W	T	F	S
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		

MARCH						
S	M	T	W	T	F	S
					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						

APRIL						
S	M	T	W	T	F	S
						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						

MAY						
S	M	T	W	T	F	S
				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

JUNE						
S	M	T	W	T	F	S
						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						

JULY						
S	M	T	W	T	F	S
			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	

AUGUST						
S	M	T	W	T	F	S
						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						

SEPTEMBER						
S	M	T	W	T	F	S
						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						

OCTOBER						
S	M	T	W	T	F	S
			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	

NOVEMBER						
S	M	T	W	T	F	S
						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						

DECEMBER						
S	M	T	W	T	F	S
						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					

Payment Request Schedule B

B

Submit your payment requests on the circled day following the 2-week period being claimed.

Which Calendar Do I Use?

If your first payment request date is circled on the "Payment Request Schedule A" calendar then you will follow "A" calendar and request payment according to this schedule.

If your first payment request date is circled on the "Payment Request Schedule B" calendar then you will follow "B" calendar and request payment according to this schedule.

Using the Calendar

You are responsible for knowing when you are scheduled to request payment.

Every other Sunday is circled to indicate the earliest that you may request payment for the previous two weeks. We recommend that you file on the indicated Sunday to expedite your payment.



Do: Register with MyUI Claimant at www.coloradoui.gov/MyUI to determine your first and future payment request dates or call the Customer Service Center if you are uncertain about when to file with CUBLine or CUBLine Online.



More copies also available at www.coloradoui.gov
Click on Forms & Publications

Colorado Department of Labor and Employment
Unemployment Insurance Operations
P.O. Box 400
Denver, CO 80201 - 0400

FIRST CLASS

FIRST CLASS