

Filing
Weekly Claim Reports
During
COVID-19

Emergency Rules

On March 8, 2020, Governor Brown issued an Executive Order declaring a statewide emergency due to the novel coronavirus, otherwise known as **COVID-19**.

To help workers during this unique time, the Employment Department has enacted Unemployment Insurance **emergency rules** to expand eligibility.

This document will help you navigate the **weekly claim report** during this statewide emergency.

If you have filed a new claim application, you will still need to **submit weekly claim reports** for each week you are requesting waiting week credit or benefits.

After filing your new claim application, you must file a **weekly** claim report after the week is over.

The Employment Department uses a calendar week of **Sunday 12:00 AM through Saturday 11:59 PM.**



To make a **weekly claim report**, wait until the Sunday after you submit your claim application.

Make **weekly claim reports** through the **Online Claim System** or by phone using the **weekly claim line.**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
FILING WEEK						
11 12:00 AM	12	13	14	15	16	17 11:59 PM
FILE YOUR WEEKLY CLAIM REPORT THIS WEEK TO CLAIM THE PRIOR WEEK						
18	19	20	21	22	23	24
25	26	27	28	29	30	

Avoid delays. When filing weekly claim reports, make sure you answer the questions correctly based on the emergency rules for eligibility.

Here is how someone impacted by **COVID-19** should answer these questions...

Did you fail to accept an offer of work last week?

Answer **YES** if you were offered new work and turned it down, regardless of the reason.



Claim a week of Benefits - Step 3 of 5

If you are out of work due to COVID-19, please read the FAQs prior to claiming a week of benefits. Answering questions incorrectly could delay or deny your benefits.

We have received information that you were recently hired on a new job. This is a reminder that gross earnings must be reported for any week in which you work.

To complete your weekly claim, you must answer the following questions which apply to the seven day calendar week, ending at:
midnight on Saturday, April 11, 2020

Did you fail to accept an offer of work last week? Help	<input type="radio"/> Yes <input type="radio"/> No																		
Did you quit a job last week? Help	<input type="radio"/> Yes <input type="radio"/> No																		
Were you fired or suspended from a job last week? Help	<input type="radio"/> Yes <input type="radio"/> No																		
Were you away from your permanent residence for more than 3 days last week? Help	<input type="radio"/> Yes <input type="radio"/> No																		
Were you both physically and mentally able to perform the work you sought last week? Help	<input type="radio"/> Yes <input type="radio"/> No																		
Each day last week were you willing to work and capable of accepting and reporting for full-time, part-time and temporary work? Help	<input type="radio"/> Yes <input type="radio"/> No																		
<i>You are actively seeking work if you will return to your employer or are willing to look for work when state and local emergency declarations related to the coronavirus expire or otherwise are no longer in effect.</i>																			
Did you actively look for work last week? (If Yes mark the temporarily unemployed box below) Help	<input type="radio"/> Yes <input type="radio"/> No																		
We have received information that you were recently hired on a new job. This is a reminder that gross earnings must be reported for any week in which you work.																			
Did you work last week, or, did you receive or will you receive vacation or holiday pay for the week? Help	<input type="radio"/> Yes <input type="radio"/> No																		
Enter the number of hours worked: (enter numbers only, round up to the nearest hour)	<input type="text"/>																		
Enter your total gross earnings, vacation or holiday pay (before deductions), even if you have not been paid:	\$ <input type="text"/>																		
Please Record Your Work Search Activities for Last Week																			
You are required to actively seek work during each week you claim. Failure to provide your work search or failure to look for work may result in a delay or denial of your unemployment insurance benefits. Help																			
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<input type="button" value="Continue"/>																			

(Continued)

Did you fail to accept an offer of work last week?

Answer **NO** if you were not offered new work or did not turn down new work.

Claim a week of Benefits - Step 3 of 5	
If you are out of work due to COVID-19, please read the FAQs prior to claiming a week of benefits. Answering questions incorrectly could delay or deny your benefits.	
We have received information that you were recently hired on a new job. This is a reminder that gross earnings must be reported for any week in which you work.	
To complete your weekly claim, you must answer the following questions which apply to the seven day calendar week, ending at: midnight on Saturday, April 11, 2020	
Did you fail to accept an offer of work last week? Help	<input type="radio"/> Yes <input type="radio"/> No



Did you quit a job last week?

Answer **YES** if you voluntarily quit a job, regardless of the reason.

Answer **NO** if you did not quit a job.



Claim a week of Benefits - Step 3 of 5	
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Did you quit a job last week? Help	<input type="radio"/> Yes <input type="radio"/> No

Were you fired or suspended from a job last week?

Answer **YES** if you were fired or suspended from a job regardless of the reason.

Answer **NO** if you were not fired or suspended from a job.



Claim a week of Benefits - Step 3 of 5	
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Were you fired or suspended from a job last week? Help	<input type="radio"/> Yes <input type="radio"/> No

Were you away from your **permanent residence** for more than three days last week?

Answer **YES** if you were traveling or staying somewhere other than your home for reasons **unrelated** to COVID-19.

Answer **NO** if you did not travel or leave your normal labor market for more than **three days**.

Also, answer **NO** if you were traveling or staying somewhere **other than your home** because of **COVID-19**.

Claim a week of Benefits - Step 3 of 5

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Were you away from your permanent residence for more than 3 days last week? Help	<input type="radio"/> Yes	<input type="radio"/> No



Were you both **physically and mentally** able to perform the work that you sought last week?

Answer **YES** if you were

- Not sick but quarantined or following the Governor's Stay Home order, or
- If you were sick with symptoms related to the flu or **COVID-19** but were not hospitalized.

Answer **NO** if you were not able to work for reasons unrelated to **COVID-19** or were hospitalized for more than three days.

Claim a week of Benefits - Step 3 of 5

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Each day last week, were you willing to work and capable of accepting and reporting for full-time, part-time, and temporary work?

Answer **YES** if you were remaining at home or quarantined due to **COVID-19**, even if your employer has work available. This includes if you are at home to care for your children due to closures.

Answer **NO** if you were unwilling or not available to work for reasons unrelated to **COVID-19**.

Claim a week of Benefits - Step 3 of 5

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Each day last week were you willing to work and capable of accepting and reporting for full-time, part-time and temporary work? Help	<input type="radio"/> Yes <input type="radio"/> No



Did you actively look for work last week?

Answer **YES** if you are willing to look for work or return to your regular employer when the emergency declaration is no longer in effect.

If claiming by phone, answer that you are willing to seek work when the emergency declaration ends.

Answer **NO** if you are unwilling to seek work or return to your regular employer when the emergency declaration ends.



Claim a week of Benefits - Step 3 of 5	
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Did you actively look for work last week? (If Yes mark the temporarily unemployed box below) Help	<input type="radio"/> Yes <input type="radio"/> No

(Continued)

Did you actively look for work last week?

If **YES**, select the **“Temporarily Unemployed”** box option in the Online Claim system instead of entering your work search details.



Please Record Your Work Search Activities for Last Week

You are required to actively seek work during each week you claim. Failure to provide your work search or failure to look for work may result in a delay or denial of your unemployment insurance benefits. [Help](#)

Date	Company Name	Location	Contact Method: (in person, phone, resume)	Type of Work Sought	Results: (hired, not hired)
Select- ▼					
Select- ▼					

List your three best work seeking activities in the space below. If your work seeking activities include employer contacts not listed above, enter those in the spaces below. [Help](#)

Date	Work Seeking Activities
Select- ▼	
Select- ▼	
Select- ▼	

- I am a member in good standing with a union that does not allow me to seek non-union work within my trade. I have stayed in contact with my union and I am on the out-of-work list. I have been capable of accepting and reporting for work if dispatched by my union. I understand false answers may result in overpaid benefits and additional penalties I must pay back. [Help](#)
- I am temporarily unemployed because I have been laid off or had my hours reduced and expect to return to work with my employer. I am returning to work that is full-time or work that pays more than my weekly benefit amount. There are no more than four (4) weeks between the week I became temporarily unemployed and the week I am returning to work. I have stayed in contact with my employer. I understand false answers may result in overpaid benefits and additional penalties I must pay back. [Help](#)

Continue

Lastly, **you must still report** any pay you received or will receive for

- work performed,
- holiday or vacation pay,
- sick leave, or
- paid family leave.

Find more information about weekly claim reporting and eligibility for **COVID-19** impacted customers at our website at:

- https://bit.ly/OREmploy_COVID19
- in the online **Claimant Handbook**,
- or by calling the UI Center at **1-877-345-3484**

