

How and when to submit a weekly claim

After you apply for unemployment benefits, you must submit a weekly claim the next week in order to begin receiving benefits. Then, you must submit a claim each week until you want your benefits to stop.

How to submit

Submit your weekly claim online for the fastest results. After logging in, you will see a message in Account alerts. Click that link and follow the directions. Learn more in the [eServices User Guide](#).

When to submit

- If **submitting online**, anytime between 12:00 a.m. on Sunday, and 11:59 p.m. on Saturday.
- If **submitting by phone**, use the automated system (**12 a.m. Sunday – 4 p.m. Friday**, unless Friday is a holiday) or speak with a claims agent (**Monday – Friday from 8 a.m. – 4 p.m.** except holidays).
- Every week you want to claim benefits.
- If you didn't apply for unemployment benefits until near the end of a week, allow two business days to process your application before submitting your first weekly claim the following week.

You should submit a weekly claim every week, even if you're waiting to:

- Find out if you qualify for benefits.
- Have wages and hours added to your claim.
- Appeal a denial of benefits.

COVID-19 (coronavirus) Weekly claim update

Emergency rules have been adopted for workers and employers affected by COVID-19. [Learn more on the COVID-19 page.](#)

If your ability to work has been affected by the COVID-19 outbreak, we have added some additional guidance below to help as you fill out your weekly application.

Important information (*updated March 22, 2020*)

- The "waiting week" has been waived for claims filed on or after March 8, 2020 as part of the emergency COVID-19 rules.
- Job search is now optional through June 17, 2020 (This may be extended. Check www.esd.wa.gov for updates). While job search is optional, you can answer no to the question "Did you make an active search for work, as directed, during the week you are now claiming". Reporting no search activities will not delay your benefit.

Questions on your weekly claim

The questions ESD asks when you file your weekly claim are the same whether you file online or by phone.

1. Were you physically able and available for work each day?
 - If you are unemployed as a result of COVID-19 because of business closures or you are at a high-risk of contracting COVID-19 and have been advised to self-quarantine, you should still answer "Yes" to this question.
2. Did you make an active search for work, as directed, during the week you are now claiming?
 - Job search is now optional through June 17, 2020 (This may be extended. Check www.esd.wa.gov for updates). While job search is optional, you can answer "No" to this question.
 - If you answer "Yes" to this question, you will be asked an additional question about employer contacts or activities and a job search log.
 - For employer contacts, you will be required to provide the following items from your job-search log for each contact made: the date; the business name and complete address; business phone number or email; how the contact was made; the person you contacted; and the type of work you were seeking.
3. Did you refuse any offer of work or fail to go for a scheduled job interview?
4. Have you applied for or received workers' or crime victim's compensation?*
5. Have you applied for or did you have a change in pension?*
6. Did you or will you receive holiday pay from your regular employer for any day of the week you are claiming?*
7. Did you or will you receive vacation pay for any day of the week you are claiming?

8. Did you or will you receive pay in lieu of notice or termination pay for any day of the week you are claiming?*
9. Did you serve on a jury?*
10. Did you perform duty in the Military Reserve or National Guard for more than 72 consecutive hours?*
11. Did you work in self-employment?*
12. Did you work for any employer last week?*

*** Report earnings for the week in which you earned them, not in the week you received them.** Report the total amount before deductions. For self-employment, report your net earnings. You also will be asked for the total hours or days for which you had earnings.

If you worked during the week be ready to provide:

- The amount you earned that week, even if you haven't actually been paid yet. (Earnings include all compensation you earned for personal services, including wages, commissions and bonuses, the cash value of compensation paid in any medium other than cash, and the reasonable value of tips.)
- How many hours you worked in the week.
- Your employer's business name.
- Your employer's complete business address.
- The date you started work this week.

After entering your earnings

You will be asked, "Do you expect to be working for the same employer next week?" If you answer no, you must indicate the reason:

1. Lack of work
 - For example, that employer closed or reduced staff due to loss of business or public health directive during the COVID-19 outbreak.
2. Reduced hours due to a lack of work
3. Being fired
4. You quit
5. Some other reason

Did you have any other reportable earnings?

If you are not sure your earnings are reportable, see the list below from pages 27-28 in the [Handbook for Unemployed Workers](#) (PDF, 2.9MB).

When you complete your answers, the system will speak or display the message, "**Your claim has been accepted.**"

Reportable earnings include:

1. Net income from your own business.
2. In-kind payments that substitute for money, such as rent or room and board.
3. Bonuses attributed to work performed in that week.
4. Tips in any form.
5. Paid vacation, holidays and sick leave.
6. Military Reserve and National Guard pay if you worked more than three days in a row.
7. Pay for jury duty service.
8. Earnings from state work study (does not include Title IV funds).
9. Pay from an employer, such as back pay (including back pay from a time-loss or workers' compensation claim) for weeks you claimed.

Earnings Deduction Chart

To help you determine how much will be deducted from your weekly claim, you can download the [current Earnings Deduction chart](#).

If you make a mistake on your weekly claim

If you make a mistake while filing your weekly claim, you may start over any time before you hear or see, "**Your claim has been accepted.**" In most cases, you will have the opportunity to correct mistakes while submitting your claim.

If you discover your mistake **after** submitting your weekly claim, you'll need to call and speak to a claims agent ([800-318-6022](tel:800-318-6022) **Monday – Friday from 7 a.m. – 4 p.m.** except holidays) to correct the error.

Failing to call the claims center to correct your error could result in an [overpayment](#) and your benefits being denied.

If you need to apply for unemployment-insurance benefits or you have questions about your insurance benefits, please call 1-800-318-6022 . When you call, ask for free interpretive services, if needed, to talk to someone about unemployment benefits.