



How to File an Application for Unemployment Benefits

Note: Read all instructions thoroughly before starting. Please file during the first week you would like to be eligible to receive benefits. Should you encounter problems, go to your New Hampshire Employment Security Local Office for assistance. << [Insert Local Office\(s\) Information here](#) >> At each location there are computers available for you to use to file your claim and staff members on hand to answer any questions you may have.

1. File online via any internet connection by going to the NHES Claimant Homepage at <http://www.nhes.nh.gov/claimant/>
2. You will be brought to the main claims page. You must be registered before you can file your initial claim. Use the **Create New Account (Register)** link to register. If you have already registered, use the **Existing User Log-in** link to continue. Both links are located on the left side as well as at the bottom of this page.
3. Select whether to proceed in English or Spanish.
4. **Claimant Login** Screen.
Enter your social security number in the User Name boxes, using numbers only.
Enter your Password, which is case sensitive.
5. **Security Questions** Screen.
Use the drop down menus to select two different security questions, and type in your answers. If you get locked out of your claim either from forgetting your password or too many failed login attempts, answering the security questions correctly will unlock your claim.
6. You will be presented with your personal Main Menu. To open a claim, click on the blue arrow next to **File a New Claim for Unemployment Benefits**.

The application will ask you to provide information and answer questions. There are dropdown menus and radio buttons to choose from, depending on the question, as well as fields to enter text. An asterisk (*) indicates a required field. If you miss any required information, a red warning message will be given after you click **Next** for each page. Enter the missing information and click **Next** again.

7. **Personal Information** page. Enter all the information requested then click **Next**.
Note: The default correspondence method from NHES is email. If you would like to receive your correspondence via US Mail, you must indicate it on this page. All correspondence from NHES is available digitally from the Main Menu in your Correspondence Inbox.
8. **Demographic Information** page. Enter all the information requested then click **Next**.
9. **Eligibility Questions Page 1**. Please read each question completely before answering, then click **Next**. If you have had employment in a state other than NH, or federal or military employment, please make sure to answer **YES** to those questions.
10. **Eligibility Questions Page 2**. Please read each question completely before answering, then click **Next**.



11. **Mass Layoff/Buyout ID Number page.** Select **YES** and enter: **100******. Click **Next**.
12. **Recent Employment History page.** This information is extremely important. Enter **all** employers in the last 18 months, including part-time or full-time, in NH or another state, Federal, military, sub-contracting or self-employment. If any employers are left off the application, processing may be delayed. Click **Next**.
13. **Recent Employment Details page.** A separate employment details page will be presented for each employer that you enter. If you received or will be receiving any vacation, holiday, severance or other monies that were not for hours worked, be sure to click **Yes** to the separation pay question for that employer. Click **Next**.
14. **Register for Job Match page.** << If you indicated on previous pages that you are returning to work within 4 weeks of your last day worked, this page will not be presented to you. >> State law requires that you register for work if you are not returning to work within 4 weeks. You must select at least one occupation using the **Occupation Lookup** button, and have the opportunity to select two. Click **Next** when complete.
15. **Job Skills page.** Select all job skills that you possess, then click **Next**.
16. **Review Answers Page.** This is your opportunity to review the information you have supplied to be sure it is correct. ***It is your only opportunity to change information before the claim is completed.*** If you wish to change any information, click the **Review Answers** button for the section you wish to edit. You will be returned to the appropriate page for editing. Click **Next** when page is edited. Click **Continue** when you are done with the Review Answers page.
17. **Certification page.** If you did not complete this application, please provide the name of the individual who completed it for you. To submit your claim for processing, you must choose YES to acknowledge your agreement to the certification statement, then click **Next**.
18. **Claim Confirmation Page.** You will receive a confirmation number starting with "CA." Your claim has been accepted for processing. Additional information and directions are on this page, including your User Name and Password for the Job Match System. It is recommended that you print this page. To do so, click **Print Confirmation Page**. If you are not able to print, please write down the Confirmation number and your User Name and Password for the Job Match System and read all information thoroughly.

To return to your Main Menu, click **Next**.

*****Filing for unemployment is a two-step process.** Instructions on your next step, filing weekly continued claims, are on the confirmation page and must be followed. If timely continued claims are not filed, no further action will be taken on your claim and no payments will be made. You must file your first continued claim between the Sunday to Saturday period immediately following the day you open your claim.



How to File a Weekly Continued Claim for Unemployment Benefits

1. Go to NHES Claimant Homepage at <https://nhuis.nh.gov/claimant/>
2. Click the **Existing User Log-In** link located on the left side of the page.
3. Select whether to proceed in English or Spanish.
4. At **Claimant Login** Screen:
Enter your social security number twice in the User Name boxes, using numbers only.
Enter your Password, which you created when you registered. This is case sensitive.
5. From the Main Menu screen, click on the **arrow next to the date** displayed on the left side of the page. The date shown will be the previous week ending date. If there is no date link displayed, there is no timely continued claim that can be filed, and you need to report to your Local Office for assistance.
6. Answer all questions presented, choosing **Yes** or **No**, or entering the information requested. If you received holiday pay or worked during the week you are claiming, you must report it accurately and provide the gross amount of any payment (before any deductions). If you do not know the gross amount of payment, answer **Yes** to the appropriate question but leave the amount field blank. The week cannot be paid until you provide the gross amount of payment to this department, which can be done by going to or calling your Local Office. Once all questions are answered, click **Next** at the bottom of the page.
7. << If >> you are required to look for work, you must enter your work search efforts on your Continued Claim. Click **Add** and complete the form for each work search contact. When you have finished entering a work search record, click **Save** at the bottom of the page, then click **Add** to continue adding records (you must enter **more than one** to show a reasonable search for work). Once you have completed adding your work search efforts, click **Next**. If you did not look for work during the week you are claiming, click **Did Not Search For Work** instead of Add. When you have completed entering in your work search efforts, click **Next**.
8. On the **Certification Page** you will be presented with a chance to review your answers.

NOTE: If you miss any required information, a **red** warning message will be presented when you click **OK**. Enter the missing information and click **OK** again.

Confirm your answers and work search efforts, and select the “I agree” option to certify your answers. Click **NEXT** to submit your claim.

9. You will be presented with the **Weekly Claim Confirmation** page containing a unique Confirmation Number, starting with “CC”. **This is a very important page.** It is recommended that you print this page. To do so, click on **Print Confirmation** button. If you are not able to print, please write down the Confirmation Number.
10. If you encounter problems, contact your Local Office as soon as possible.

NOTE: If you work and earn more than 130% of your weekly benefit amount for any given week, you will not be eligible for benefits that week. Please click the arrow next to REOPEN CLAIM to restart your claim. If you do not restart your claim, you will not be able to file the next weekly continued claim. For more details, see [FAQ – Reporting Earnings and Restarting Claim After High Earnings](#) found at www.nhes.nh.gov under the Claimant Menu, FAQ link.

FAQ – Work Search Requirements and Suitability of Work 10/7/2012

Question: Does this mean that seasonal workers, like construction or paving, have to look for work during the winter?

Answer: Yes. If they have reasonable assurance of returning to work in the spring, when construction work is again available, they must look for temporary work during the winter.

Question: What is reasonable assurance?

Answer: The individual has a history of working for the same employer and going back to work each season. A history is considered more than one year.

Question: Does the employer still have to provide a letter that says the individual will be coming back to work?

Answer: No. If Mass Layoff paperwork is submitted, the employer can provide an expected return-to-work date, but a separate letter is no longer required.

Question: What is the difference between permanent work and temporary work?

Answer: "Permanent work" is work with no definite end date that is expected to last more than 26 weeks from the start date, or work with a definite end date that is more than 26 weeks from the start date. "Temporary work" is work with a definite end date of less than 26 weeks from the start date, or with no definite end date but is expected to last no more than 26 weeks from the start date.

Question: What kind of temporary work?

Answer: In short, suitable temporary work is any work that the individual is capable of doing that pays more than 150% of their weekly benefit amount, when calculated to an hourly rate x 40. It does not have to be in their customary occupation.

Question: What if the claimant does not look for temporary work?

Answer: The individual will be denied benefits until such time as they meet this eligibility requirement.

Question: What if the claimant refuses an offer of temporary work?

Answer: The job offer will be reviewed for suitability. In making a determination of suitability, the following factors are considered:

- the degree of risk to the individual's health, safety and morals*
- the individual's physical fitness allows them to do the essential functions of the work*
- the individual's prior training and/or experience allows the individual to do the work or acquire the skills to do the work*
- the distance of the work location from the individual's residence*
- the wages for the work, when calculated to an hourly rate, are more than 150% of the individual's weekly benefit amount*

If the job is determined to be suitable, the individual will be denied benefits for the same amount of time as the length of the temporary work, but no less than one week.

Question: What if the offer is only for a 2-day job?

Answer: If the hourly rate for the 2-day job is equivalent to more than 150% of the individual's weekly benefit amount when multiplied by 40, and the work meets the suitability criteria, the individual is expected to accept the work.

If the individual refuses the job and it is suitable, the individual will be denied for one week of benefits.

Question: What if the offer is not definite in the length? What if it is offered as lasting between 2 to 4 weeks?

Answer: If the hourly rate for the job is equivalent to more than 150% of the individual's weekly benefit amount when multiplied by 40, and the work meets the suitability criteria, the individual is expected to accept the work.

If the individual refuses the job and it is suitable, the individual will be denied for four weeks of benefits, which is the maximum the job would have lasted.

Question: What if the offer is temp to perm?

Answer: If the hourly rate for the job is equivalent to more than 150% of the individual's weekly benefit amount when multiplied by 40, and the work meets the suitability criteria, the individual is expected to accept the work. The individual will not be penalized if they quit a temporary job to accept work with their regular full-time permanent employer when called.

If the individual refuses the job and it is suitable, the individual will be denied indefinitely, as this work could have been permanent work.

Question: What if the employer has no intention of calling the individual back even though he/she was laid off with the rest of the seasonal workers?

Answer: If the department is aware of this intention, the individual will be required to seek both permanent and temporary work, as his/her normal occupation is not immediately available and they have no reasonable assurance of returning to work with their former employer.

Question: What if the individual has no intention of going back to work for the employer?

Answer: If the department is aware of this intention, the individual will be required to seek both permanent and temporary work, as his/her normal occupation is not immediately available and they have no reasonable assurance of returning to work with their former employer.

If the employer is not aware of this fact and calls the individual back to work, and the individual refuses, the employer should report this to the department and a job refusal eligibility issue will be explored.

Question: What does "not immediately available" mean?

Answer: This will be addressed in Administrative Rule. "Not immediately available" means that based on the current labor market, the claimant is not likely to obtain such work in 27 or fewer calendar days.

Question: What if the individual refuses work and doesn't report it?

Answer: New Hampshire Employment Security performs numerous cross-matches and quality review checks to ensure the integrity of the program. When it is discovered that an individual refused work that was suitable, he/she will be found guilty of fraud. Consequences include loss of wage credits and benefits for up to one year, overpayment of benefits, 20% penalty on the amount of the overpayment, fees, fines and potential jail time.

FAQ – Work Search Requirements and Suitability of Work 10/7/2012

RSA 282-A:31, I(d) has been changed to add that:

- (1) if permanent work which the claimant is qualified to do is not immediately available within their labor market, they must also be available for and seeking temporary, full-time or part-time work
- (2) an individual temporarily out of work that reasonably expects to be recalled by their employer in 4 to 26 weeks to permanent full-time or part-time work, must instead be available for and seeking temporary, full-time or part-time work for which they are qualified.

RSA 282-A:32, I(d) has been changed to provide separate suitable work expectations depending on the individual's circumstances.

- (1) If work is determined to be immediately available, the suitable work criteria remain substantially the same. Housekeeping changes were made to change "his" to "individual's" and separate the distance and rate of pay criteria.
- (2) If work is determined not to be immediately available, the suitable work criteria have been substantially duplicated from (1). An important and new criterion has been added. (E) "That the work, part-time or full-time, pays minimum wage or an hourly rate which when multiplied times 40 is equal to or greater than 150 percent of the individual's weekly benefit, whichever is greater."
- (3) If work is refused that is deemed suitable under this section, the denial shall be for the same period that the work would have lasted. AKA: 2-week temp job offered that is deemed suitable work results in a 2-week denial.

These changes will take effect with the week ending 10/13/2012.

Please note that no changes were made to the exceptions cited in RSA 282-A:32, I(d)(3) other than to renumber the section from (2) to (3). This section includes reference to strike and lockout; union membership; shift work exemption to care for a child; and what is considered full or part-time work based on certification of a licensed physician and a permanent disability.

Administrative Rules have been submitted and are expected to be in place in October.

Question: Does this mean that seasonal workers, like construction or paving, have to look for work during the winter?

Answer: Yes. If they have reasonable assurance of returning to work in the spring, when construction work is again available, they must look for temporary work during the winter.

Question: Does this mean that school bus drivers have to look for work in the summer?

Answer: Yes. If they have reasonable assurance of returning to work in the fall, when school is again in session, they must look for temporary work during the summer.

Question: What is reasonable assurance?

Answer: The individual has a history of working for the same employer and going back to work each season. A history is considered more than one year.

Question: Does the employer still have to provide a letter that says the individual will be coming back to work?

Answer: No. If Mass Layoff paperwork is submitted, the employer can provide an expected return-to-work date, but a separate letter is no longer required.

Question: What if the bus driver is on the on-call list and gets periodic work for charters during the summer?

Answer: Unless the individual has a regular schedule and has guaranteed work, they must look for temporary work during the summer. The individual will not be penalized if they quit a temporary job to accept work with their regular permanent employer when called.

Question: What is the difference between permanent work and temporary work?

Answer: This will be addressed in Administrative Rule. "Permanent work" is work with no definite end date that is expected to last more than 26 weeks from the start date, or work with a definite end date that is more than 26 weeks from the start date. "Temporary work" is work with a definite end date of less than 26 weeks from the start date, or with no definite end date but is expected to last no more than 26 weeks from the start date.

Question: What kind of temporary work?

Answer: In short, suitable temporary work is any work that the individual is capable of doing that pays more than 150% of their weekly benefit amount, when calculated to an hourly rate x 40. It does not have to be in their customary occupation.

Question: What if the claimant does not look for temporary work?

Answer: The individual will be denied benefits until such time as they meet this eligibility requirement.

Question: What if the claimant refuses an offer of temporary work?

Answer: The job offer will be reviewed for suitability. In making a determination of suitability, the following factors are considered:

- the degree of risk to the individual's health, safety and morals*
- the individual's physical fitness allows them to do the essential functions of the work*
- the individual's prior training and/or experience allows the individual to do the work or acquire the skills to do the work*
- the distance of the work location from the individual's residence*
- the wages for the work, when calculated to an hourly rate, are more than 150% of the individual's weekly benefit amount*

If the job is determined to be suitable, the individual will be denied benefits for the same amount of time as the length of the temporary work, but no less than one week.

Question: What if the offer is only for a 2-day job?

Answer: If the hourly rate for the 2-day job is equivalent to more than 150% of the individual's weekly benefit amount when multiplied by 40, and the work meets the suitability criteria, the individual is expected to accept the work.

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Question: What if the offer is temp to perm?

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If the individual refuses the job and it is suitable, the individual will be denied indefinitely, as this work could have been permanent work.

Question: How does someone again become eligible after a job refusal disqualification?

Answer:

A: If the denial is for a specific period of time, such as 3 weeks for refusal of a 3 week assignment, the denial only impacts those 3 weeks identified in the denial determination. The individual would remain eligible for benefits for other weeks.

B. If the denial is for more than 5 weeks, such as 9 weeks for refusal of a 9-week assignment, the individual may become eligible sooner than 9 weeks if he/she works and earns at least 120% of their weekly benefit amount in 5 of those 9 weeks. If he/she requalifies before the 9 week disqualification is over, he/she would be eligible for the remainder of the 9 weeks.

C. If the denial is indefinite, the individual must work and earn at least 120% of their weekly benefit amount in 5 separate weeks to reestablish eligibility.

NOTE: The separation from the employer that provided 5 weeks of wages would have to be non-disqualifying.

Question: What if the employer has no intention of calling the individual back even though he/she was laid off with the rest of the seasonal workers?

Answer: If the department is aware of this intention, the individual will be required to seek both permanent and temporary work, as his/her normal occupation is not immediately available and they have no reasonable assurance of returning to work with their former employer.

Question: What if the individual has no intention of going back to work for the employer?

Answer: If the department is aware of this intention, the individual will be required to seek both permanent and temporary work, as his/her normal occupation is not immediately available and they have no reasonable assurance of returning to work with their former employer.

If the employer is not aware of this fact and calls the individual back to work, and the individual refuses, the employer should report this to the department and a job refusal eligibility issue will be explored.

Question: What does "not immediately available" mean?

Answer: This will be addressed in Administrative Rule. "Not immediately available" means that based on the current labor market, the claimant is not likely to obtain such work in 27 or fewer calendar days.

Question: What if the individual refuses work and doesn't report it?

Answer: New Hampshire Employment Security performs numerous cross-matches and quality review checks to ensure the integrity of the program. When it is discovered that an individual refused work that was suitable, he/she will be found guilty of fraud. Consequences include loss of wage credits and benefits for up to one year, overpayment of benefits, 20% penalty on the amount of the overpayment, fees, fines and potential jail time.

FAQ – Work Search Requirements and Suitability of Work 10/1/2012

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- (1) if permanent work which the claimant is qualified to do is not immediately available within their labor market, they must also be available for and seeking temporary, full-time or part-time work
- (2) an individual temporarily out of work that reasonably expects to be recalled by their employer in 4 to 26 weeks to permanent full-time or part-time work, must instead be available for and seeking temporary, full-time or part-time work for which they are qualified.

RSA 282-A:32, I(d) has been changed to provide separate suitable work expectations depending on the individual's circumstances.

- (1) If work is determined to be immediately available, the suitable work criteria remain substantially the same. Housekeeping changes were made to change "his" to "individual's" and separate the distance and rate of pay criteria.
- (2) If work is determined not to be immediately available, the suitable work criteria have been substantially duplicated from (1). An important and new criterion has been added. (E) "That the work, part-time or full-time, pays minimum wage or an hourly rate which when multiplied times 40 is equal to or greater than 150 percent of the individual's weekly benefit, whichever is greater."
- (3) If work is refused that is deemed suitable under this section, the denial shall be for the same period that the work would have lasted. AKA: 2-week temp job offered that is deemed suitable work results in a 2-week denial.

These changes will take effect with the week beginning 10/1/2012.

Please note that no changes were made to the exceptions cited in RSA 282-A:32, I(d)(3) other than to renumber the section from (2) to (3). This section includes reference to strike and lockout; union membership; shift work exemption to care for a child; and what is considered full or part-time work based on certification of a licensed physician and a permanent disability.

Question: I am seasonal worker and get laid off every winter. Do I have to look for work during the winter?

Answer: Yes. If you have reasonable assurance of returning to work in the spring, when work is again available, you must look for temporary work during the winter.

Question: I am a school bus driver. Do I have to look for work in the summer?

Answer: Yes. If you have reasonable assurance of returning to work in the fall, when school is again in session, you must look for temporary work during the summer.

Question: What is reasonable assurance?

Answer: It is more likely than not that you will be returning to work for the same employer. You have a history of working for the same employer and going back to work each season.

Question: What I am on the on-call list with the bus company and get periodic work for charters during the summer?

Answer: Unless you have a regular schedule and have guaranteed work, you must look for temporary work during the summer. You will not be penalized if you quit a temporary job to accept work with your regular permanent employer when called.

Question: What is the difference between permanent work and temporary work?

Answer: "Permanent work" is work with no definite end date that is expected to last more than 26 weeks from the start date, or work with a definite end date that is more than 26 weeks from the start date. "Temporary work" is work with a definite end date of less than 26 weeks from the start date, or with no definite end date but is expected to last no more than 26 weeks from the start date.

Question: What if I don't look for work?

Answer: You will be denied benefits until such time as you meet this eligibility requirement.

Question: What kind of temporary work do I have to look for?

Answer: In short, suitable temporary work is any work that you are capable of doing that pays more than 150% of your weekly benefit amount, when calculated to an hourly rate x 40. It does not have to be in your customary occupation.

Example:

*You normally drive a paving truck and earn \$30.00 per hour.
Your weekly benefit rate for unemployment benefits is \$427.00.
150% of \$427 is \$640, or \$16.00 per hour.
\$16.00 per hour is considered suitable temporary work for you.*

Question: What if I refuse an offer of temporary work?

Answer: You must report all offers of work. Your weekly continued claim specifically asks if you have refused an offer of work during the week you are claiming. Each job offer will be reviewed for suitability. In making a determination of suitability, the following factors are considered:

- the degree of risk to the individual's health, safety and morals*
- the individual's physical fitness allows them to do the essential functions of the work*
- the individual's prior training and/or experience allows the individual to do the work or acquire the skills to do the work*
- the distance of the work location from the individual's residence*
- the wages for the work, when calculated to an hourly rate, are more than 150% of the individual's weekly benefit amount*

If the job is determined to be suitable, you will be denied benefits for the same amount of time as the length of the temporary work, but no less than one week.

Question: What if the offer is only for a 2-day job?

Answer: If the hourly rate for the 2-day job is equivalent to more than 150% of your weekly benefit amount when multiplied by 40, and the work meets the suitability criteria, you are expected to accept the work.

If you refuse the job and it is suitable, you will be denied for one week of benefits.

Question: What if the offer is not definite in the length? What if it is offered as lasting between 2 to 4 weeks?

Answer: If the hourly rate for the job is equivalent to more than 150% of your weekly benefit amount when multiplied by 40, and the work meets the suitability criteria, you are expected to accept the work.

If you refuse the job and it is suitable, you will be denied for four weeks of benefits, which is the maximum the job would have lasted.

Question: What if the offer is temp to perm?

Answer: If the hourly rate for the job is equivalent to more than 150% of your weekly benefit amount when multiplied by 40, and the work meets the suitability criteria, you are expected to accept the work. You will not be penalized if you quit a temporary job to accept work with your regular full-time permanent employer when called.

If you refuse the job and it is suitable, you will be denied indefinitely, as there was no definite end date to the assignment. To remove this disqualification and again become eligible, you must work and earn at least 120% of your weekly benefit amount in 5 separate weeks.

Question: How do I again become eligible after a job refusal disqualification?

Answer:

A: If the denial is for a specific period of time, such as 3 weeks for refusal of a 3 week assignment, the denial only impacts those 3 weeks identified in the denial determination. You remain eligible for benefits for other weeks.

B. If the denial is for more than 5 weeks, such as 9 weeks for refusal of a 9-week assignment, you may become eligible sooner than 9 weeks if you work and earn at least 120% of your weekly benefit amount in 5 of those 9 weeks. If you requalify before the 9 week disqualification is over, you would be eligible for the remainder of the 9 weeks.

C. If the denial is indefinite, you must work and earn at least 120% of your weekly benefit amount in 5 separate weeks to reestablish eligibility.

NOTE: The separation from the employer that provided 5 weeks of wages would have to be non-disqualifying.

Question: What if my employer tells me when he lays me off that he isn't going to call me back next season? Or calls me during the layoff and tells me that he's not going to bring me back?

Answer: You will be required to seek both permanent and temporary work, as your normal occupation is not immediately available during the off-season and you have no reasonable assurance of returning to work with your former employer.

Question: What if I have decided I won't go back to work for the employer, even when they call?

Answer: You will be required to seek both permanent and temporary work, as your normal occupation is not immediately available and you have no reasonable assurance of returning to work with your former employer.

If your employer calls you back to work, and you say No, the employer is expected to report the job refusal to the department. The refusal would be reviewed for suitability and may result in a denial of benefits.

Question: What does "not immediately available" mean?

Answer: "Not immediately available" means that based on the current labor market, you are not likely to obtain work in your normal occupation in 27 or fewer calendar days.

Question: Why do I have to look for work when I'm going back to the same employer?

Answer: These law changes are a win-win for all involved.

You are only expected to accept temporary work that pays more than 150% of your weekly benefit amount. Bringing more money into your household than you would receive on unemployment is good for your family and the economy by giving you more to spend. Also, unless you are already at the top of the weekly benefit scale (\$427 per week), the additional wages earned in this temporary employment may increase your weekly benefit amount next year.

Your regular employer benefits because with less unemployment benefits being paid, their tax rate may go down. They may also benefit from a Trust Fund Balance Reduction, which is applied to all employers' tax rates based on the balance in the Trust Fund account that pays for unemployment benefits. Paying less in taxes could improve the company's solvency and reduce the need for permanent layoffs.

Your temporary employer benefits because they now have a larger pool of skilled workers to choose from when filling positions.

FAQ – Reporting Earnings and Restarting Claim After High Earnings

Question: Do I have to report part-time work or self-employment?

Yes. If you are filing for unemployment benefits and performing some work during any week you are filing for, you must report those earnings, whether earned in regular employment, self-employment, in New Hampshire or any other state.

Question: What kind of earnings do I have to report? Gross or Net? What about tips?

You must report gross earnings – the total amount prior to any deductions for tax or child support.

You must report any tips, gratuities or commissions that you receive in addition to your hourly wages.

You must report any earnings of \$1.00 (one dollar) or more.

Question: When do I report my earnings? When I work? Or when I get paid?

You must report these earnings for the week in which they were earned, not the week in which they were paid.

Example:

Worked on Monday 11/5 and Wednesday 11/7. Worked total of 10 hours at \$12.00 per hour.

Earned \$120.00. Received paycheck for those earnings on Friday 11/23/2012.

It is not correct to report these earnings when filing for week ending 11/24/2012.

\$120.00 must be reported as earnings for week ending 11/10/2012, when you file the continued claim for that week. You would be filing for that week between 11/11 and 11/17/2012.

Question: How do these earnings affect my benefits?

Earnings will reduce your benefits for the week dollar for dollar if they exceed 30% of your weekly benefit amount.

Example:

Weekly benefit amount is \$206. $\$206 \times 30\% = \62 . Earned \$120.

$\$120 - \$62 = \$58$ $\$206 - \$58 = \$148$ You would receive \$148 in benefits this week.

Question: What is DOBA? What is High Earnings?

DOBA stands for Deductions Over Benefit Amount, or High Earnings. If you earn more than 130% of your weekly benefit amount, you will not be eligible for benefits for that week. Your earnings were too high to allow benefits to be paid.

Example:

Weekly benefit amount is \$206. $\$206 \times 30\% = \62 $\$206 + \$62 = \$268$ Earned \$300.

Since \$300 is higher than \$268, you would not be eligible for benefits this week.

IMPORTANT: When you are not eligible due to high earnings (DOBA), or you skip filing a continued claim for a week because you know you have high earnings, you must reopen your claim.

Question: When should I reopen my claim?

Your claim is effective the calendar week in which you file it. You must restart your claim during the week in which you again expect to earn less than 130% of your weekly benefit amount.

This may mean that you must reopen your claim the very same week you file your continued claim and report earnings.

Your claim can be reopened any day of the week and can be filed as late as Saturday to be effective the prior Sunday.

Example:

You work and earn more than 130% of your week benefit amount during week ending 11/3/2012.

Your continued claim for week ending 11/3/2012 must be filed between 11/4 and 11/10/2012.

On Sunday, 11/4, you file for week ending 11/3/2012 and report \$500.00 in earnings, which is more than 130% of your weekly benefit amount. This will process overnight and result in DOBA, or high earnings, which will shut down your claim.

You will not be able to simply file a continued claim for week ending 11/10/2012 between 11/11 and 11/17/2012.

You must reopen your claim between 11/4 and 11/10 in order to be able to file a continued claim for week ending 11/10/2012 between 11/11 and 11/17/2012. You may use the option to Reopen Claim – Restart your claim for Benefits effective with the week beginning SUNDAY of the current week on your Main Menu.

Question: What if I don't reopen my claim on time? What about the week or weeks I missed?

Your claim is effective the calendar week in which you file it. Going backwards is not allowed by law, except in very few and rare circumstances. For example, if someone filed in Massachusetts by mistake and should have filed in New Hampshire, New Hampshire would go backwards to include the weeks already filed in Massachusetts, even though the claim in New Hampshire was opened later.