



How to File a Weekly Continued Claim Form Unemployment Benefits

1. **Go to NHES Homepage** at www.nhes.nh.gov. Click the maroon "File a Claim for Benefits" button on the left side of the page.



Selections for an Existing User, See below for instructions

2. Existing and Returning Users

Step 1: Indicate the location you are filing from, enter your Login Name and Password and click Login.

NOTE: If you have previously filed a claim but not yet established a Login Name, enter your social security number in the Login Name field. You will then be prompted to create a new Login Name and choose five (5) security questions and answers.

Step 2: Welcome to your **Main Menu**

3. **Personalized Main Menu.** Choose the **File for weekly benefits for week ending** link.



"We're working to keep New Hampshire working"



Good Morning, Michael!

File For Benefits



◆ **File for weekly benefits for week ending 06/04/2016**

THIS CLAIM MUST BE FILED AND CERTIFIED ON OR BEFORE 11:59 PM ON 06/11/2016

◆ **Reopen your claim for Unemployment Insurance Benefits**

If you reopen this claim now, you **WILL NOT BE ABLE** to file for weekly benefits for the week ending 06/04/2016

REOPEN YOUR CLAIM NOW **ONLY IF YOU ARE CERTAIN** THAT YOU WILL NOT BE FILING FOR WEEKLY BENEFITS FOR LAST WEEK.

If eligible, your existing unemployment insurance benefits will restart effective 06/05/2016 and end on 05/27/2017

FOR YOUR CLAIM TO BE EFFECTIVE ON 06/05/2016, THIS APPLICATION MUST BE COMPLETED AND CERTIFIED ON OR BEFORE 11:59 PM ON 06/11/2016

4. **Each Week** you will be presented a set of Yes/No questions that are based on your specific claim. Depending on the answers to these questions and your specific circumstances, you may be asked for additional information, also known as fact-finding.

5. **Fact-finding** is gathered multiple ways. You may have to choose a sub-type or sub-reason which will cause specific questions to be displayed. Respond in full detail to the displayed questions and then click **Next** when complete.

NHES is a proud member of America's Workforce Network and NH Works. NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary Aids and Services are available on request of individuals with disabilities.

* You answered yes to not being able to work last week. From the drop down list below, please choose the reason that most closely describes why you were not able to work.

Select One 

Cancel

Next

6. **Work and Earnings** – If you indicated yes to working, the system will ask if you worked for an employer or in self-employment. Please make the appropriate choice(s), then click **Next**.

* What type of **work or services** did you perform last week? 

Check all boxes that apply.

Worked for an employer

Self-employment (includes work such as sole proprietorship, selling real estate, or periodic earnings from side-jobs)

Cancel

Next

7. **Searching for an Employer** – if you indicated that you worked for an employer, you will be required to search for this employer and then provide details about the job location address. NOTE: If you have reported the employer on previous weekly claims, it will be automatically displayed to capture earnings information.

Please enter all or part of Employer name and click the Search button

Employer:

Search

Reset

Select

I cannot find my employer

Cancel

8. **Reporting your Earnings** – A wage calculator will assist you in reporting the correct amount of money you made for each separate employer for whom you worked during the week being claimed.

See last page of these instructions for a picture of the screen and additional details about reporting your earnings.

9. **Work Search** – you may be presented with information about your efforts to seek work. There are 4 options to choose from and each one of these options will ask for specific information.
10. **Review & Certify**. 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.*** Use the plus-sign to expand the sections and review your answers. If you wish to change any information, click the **Edit this section** for the section you wish to change. You will be returned to the appropriate page for editing. Click **Next** when done to return to the Review & Certify page.

When review is complete, check the box to certify that you have reviewed the information and provided complete and correct information. Choose whether you completed the claim or another individual or interpreter completed the claim for you. Click **Certify Claim** button when done.

11. **Confirmation**. Your claim has been accepted and a confirmation number provided. It is recommended that you print this page. To do so, click **Print Confirmation** button. If you are not able to print, please write down the confirmation number. Clicking the **Return to Main Menu** button will return you to your personalized main menu.

If you encounter problems, please go to your New Hampshire Employment Security NHWORKS Local Office for assistance. If you do not live in New Hampshire, please call 1-800-266-2252 and follow the prompts for questions about your claim.



Reporting Your Earnings – Wage Calculation Screen

On this screen you will choose how you were paid – hourly, salary, commissions – for each employer and/or for self-employment.

The proper fields will become available for you to enter the different ways you were paid based on the choices you make

The calculator will add up the total hours and monies entered and display toward the bottom of the screen.

If you do not know how many hours you worked or how much you earned, you have the opportunity to check the **NO** box and provide this information at a later time. **Please note that no payment can be released until the hours and earnings for each employer have been provided.**

For Each Employer Name will be presented Employer 1 of 1

Wage Calculation Worksheet

You must accurately provide Gross Wages for the services performed for this employer last week - even if you have not yet been paid these wages.

Gross Wages (or pay) is the total money you get before taxes or other deductions are subtracted from your salary.
Your gross pay is NOT usually the same as your net pay, especially if you must pay taxes and other deductions.

* How are you paid by Employer Name ? - Please select all that apply

- Hourly Wages: I am paid based on the number of hours worked
- Fixed salary per pay period: I am paid a fixed gross amount per pay period
- Commissions: I am paid a commission based on the completion of certain activities
- Tips: My customers tip me for services provided
- Other forms of payment: Such as: Stipend, Room and Board, etc.
- I will never receive any monies for the hours that I have worked for this employer

Normal Hourly Rate:	\$ <input type="text"/>	Hours worked at this rate: <input type="text"/>	Wages: \$ <input type="text"/> 0
Special Hourly Rate, if any: <i>(Overtime, night shift, etc.)</i>	\$ <input type="text"/>	Hours worked at this rate: <input type="text"/>	Wages: \$ <input type="text"/> 0
Fixed Salary per pay period:	\$ <input type="text"/>	Pay Period (Frequency): <input type="text" value="Select One"/> ▼	Wages: \$ <input type="text"/> 0

Please complete the following based on what you earned last week -even if you have not yet been paid these wages.

Commissions: \$ Tips: \$ Other Wages: \$ - Describe:

* Total number of hours worked for this employer last week:

Based on the information provided above, your Gross Wages from this employer for last week are: \$ 0

* Have you provided all details of your work and earnings for this employer for last week?
 Yes No - I am not sure how many hours I have worked or how much I earned.
Please discard the information provided on this page.

* Are you still employed by this employer? Yes No

Cancel
Next