



如何提交每周失业福利金继续申领表格

1. 前往 NHES 主页 www.nhes.nh.gov。点击页面左侧深红色的“File a Claim for Benefits (申领福利金)”按钮。

选择 Existing User (现有用户)，参见下文指示

2. 现有及回归用户

第 1 步: 说明您提交申请的地点，输入个人 Login Name (登录名) 和 Password (密码)，点击 Login (登录)。

注意事项: 如果您之前已经提交申领，但尚未建立 Login Name (登录名)，在 Login Name (登录名) 处输入您的社会保障号码。您随后将收到创建新 Login Name (登录名) 的提示，并且选择五(5)个安全问题和答案。

第 2 步: 欢迎来到您的 Main Menu (主菜单)

3. 个性化主菜单。选择 File for weekly benefits for week ending (申请周结束的每周福利金) 链接。

4. **每周**，将会基于您的具体申请显示一系列 Yes/No (是/否) 问题。基于对这些问题的回答以及您的具体情况，可能会要求您提供额外信息，也称之为事实调查。
5. **事实调查**通过多种方式收集。您可能必须选择一个子类型或子理由，进而导致显示具体问题。全面详细地回答显示的问题，在完成点击 **Next (下一步)**。

How to File a Weekly Continued Claim Form

NHES 是美国 Workforce Network 和 NH Works 的荣誉会员。NHES 是追求公平就业机会的雇主，并且遵守《美国残障人士法》。残障人士如有需要，可以请求提供辅助协助与服务。

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* 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 (工作与收入)** ——如果您对工作一项回答是肯定的，系统将问您是否曾为雇主工作或个体经营。请作出适当的选择，然后点击 **Next (下一步)**。

* 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 (搜索雇主)** ——如果您表示自己曾为某雇主工作，将要求您搜索该雇主，然后提供关于工作地点的详情。注意事项：如果您已经在前一次的每周申领中报告了雇主，系统将自动显示以获取收入信息。

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 (报告个人收入)** ——薪水计算器将协助您报告您在申领当周为每个雇主工作所获得的准确金额。

参见指示的最后一页，上面显示屏幕的图片及关于报告个人收入的额外详情。

9. **Work Search (工作岗位搜索)** ——您可能会看见个人求职情况的信息。共有 4 个选项，每个选项都将询问具体信息。

10. **Review & Certify (审核与核实)**。此举为了让您审核已经提供的信息，保证信息无误。**这是您在完成申请前唯一修改信息的机会。**使用加号展开分节，审核您的答案。如果您希望更改任何信息，针对您希望更改的分节，点击 **Edit this section (编辑此节)**。您将返回适当的编辑页面。在完成后点击 **Next (下一步)**，以返回到 **Review & Certify (审核与核实)** 页面。

在完成审核后，检查对话框，确认您已经审核了信息，并且提供了完整和正确的信息。选择您是个人完成的申请还是其他人或译员帮助您完成的申请。在完成后，点击 **Certify Claim (核实申领)** 按钮继续。

11. **Confirmation (确认)**。您的申领已经被接受并且为您提供了确认号码。建议您打印本页。如需打印，点击 **Print Confirmation (打印确认)** 按钮。如果您无法打印，请记下确认号码。点击 **Return to Main Menu (返回到主菜单)** 按钮，将返回到您的个性化主菜单。

如果您遇到任何问题，请前往新罕布什尔州就业保障 **NHWORKS** 地方办事处寻求帮助。如果您不住在新罕布什尔州，请致电 1-800-266-2252，并且遵守关于个人申领问题的提示。



报告个人收益——薪水计算页面

在本页面，您将选择自己获得薪水的方式——时薪、薪资、佣金——针对每个雇主和/或个体业主。

您可以基于个人的选择，在适当的字段输入您获得薪资的不同方式

计算器将累计输入的总小时数和金额，在页面底部显示。

如果您不清楚自己工作的小时数或者您挣得的薪资，您有机会勾选 **NO** (否) 对话况，稍后提供这个信息。请注意在提供了为每个雇主工作的小时数和收入前，任何款项都无法获批。

For 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 ? - 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: \$	<input type="text"/>	Hours worked at this rate: <input type="text"/>	Wages: \$ <input type="text"/> 0
<i>(Overtime, night shift, etc.)</i>			
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

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