

Be sure to report gross earnings, not net earnings, unless otherwise specified and remember that **earnings are reported in the week earned, not the week they are received.**

If you earn more money during the week than you would receive from unemployment insurance, you will not receive any benefits for the week.

Please note: If you return to temporary employment (1-3 weeks), you should continue to certify each week regardless of your earnings.

System Availability

The online and phone certification systems are available seven days a week, but are generally not available from 10 p.m. to midnight each night while system maintenance is performed.

Unemployment Insurance resources are located at www.jobsnd.com, select the document link or by selecting Resources under Unemployment for Individuals.

Job Service North Dakota Offices

Bismarck
1601 E Century Ave
Bismarck, ND 58503
Ph: 701-328-5000

Devils Lake
301 College Dr S
Devils Lake, ND 58301
Ph: 701-662-9300

Dickinson
66 Osborn Dr
Dickinson, ND 58601
Ph: 701-227-3100

Fargo
1350 32nd St S
Fargo, ND 58103
Ph: 701-239-7300

Grand Forks
1501 28th Ave S
Grand Forks, ND 58201
Ph: 701-795-3700

Jamestown
1307 12th Ave NE, Ste 3
Jamestown, ND 58401
Ph: 701-253-6200

Minot
3416 N Broadway
Minot, ND 58703
Ph: 701-857-7500

Wahpeton
524 2nd Ave N
Wahpeton, ND 58075
Ph: 701-671-1550

Williston
422 1st Ave W
Williston, ND 58801
Ph: 701-774-7900

TTY Relay ND
800-366-6888
7-1-1

Weekly Certification Guide



UIICE
jobsnd.com



JOB SERVICE
North Dakota
jobsnd.com

UNEMPLOYMENT
INSURANCE
JSND-4001 (R.9.16)

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.



JOB SERVICE
North Dakota

What is weekly certification?

Once you open your unemployment insurance benefits claim you must continue to verify each week that you remain unemployed and continue to meet all eligibility requirements of the program. This is called weekly certification.

Your eligibility will be determined by the answers you provide during your weekly certification to questions such as:

- Did you refuse to accept work offered to you?
- Were you physically able to work?
- Were you fully available for work?
- Did you contact employers for work as directed by Job Service?
- Did you work for any employer or were you self-employed?
- Did you receive any vacation, holiday, sick, or bonus pay?

When should I certify?

You must certify each week after filing your initial claim, **even if you have not received an eligibility decision or have been denied benefits and are appealing the denial.**

The calendar week for unemployment insurance purposes always starts on Sunday and ends on Saturday. Your certification generates your benefit payment if you meet all other eligibility requirements, so follow these guidelines:

- Certify after the week has ended (the earliest you can certify is Sunday after the week ends).
- Certify within 13 days of the Saturday of the week in which you started your claim, or within 13 days of the Saturday of the last week you previously certified.
- Certify by 10 p.m. (CST) on the 13th day (Friday).

You will not be able to certify or receive payment for the week if you do not submit your certification by the deadline. You will have to reopen your claim.

How do I certify?

You can complete your weekly certification online or by phone.

Certify online at jobsnd.com
When you certify online you avoid busy phone lines, get to work at your own pace, and can start and stop at your convenience.

Simply go to jobsnd.com, click on the **UI ICE** link, and enter your North Dakota Login. Don't have a login? Simply click the "Register Now" link and follow the instructions. It's that easy!

After you log in, go to "My To-Do List" and the system will guide you through the certification process. Be sure to note your certification number and keep it handy for future reference.

Also, after you submit your certification, print the confirmation page for your records. If you do not receive a confirmation number, your certification was not accepted and no benefit payments can be made to you.

Certify by phone at 701-328-4995
When you call our interactive phone system, you can speak your answers or indicate your answers using the touch pad on a touch-tone phone.

Choose the option to complete a weekly certification and enter your Personal Identification Number (PIN) when prompted.

Phone Tips:

- Call from a quiet location. Speakerphones are not recommended.
- Stay in a location with a strong signal if you are using a cell phone.
- Stay on the call until you receive confirmation that your certification has been accepted.
- Speak your answers one digit at a time. For example, 1234, should be said, "one, two, three, four."
- Call and start your certification from the beginning if you are disconnected or hang up during your call.

What is a waiting week?

Every time you establish a new benefit year, you must serve a waiting week. A waiting week is generally the first week for which you claim benefits and meet all of the following criteria:

- Certify the week online or by phone
- Work less than full-time
- Earn less than your weekly benefit amount
- Meet all your eligibility requirements for the week

When will I get paid?

After serving your waiting week, you will receive benefits weekly for each certified week as long as you have met all the eligibility requirements.

Will I receive benefits if I have earnings during my claim period?

You must report all your earnings for the week