

W E E K L Y C E R T I F I C A T I O N G U I D E

What is weekly certification?

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

****Establishing your unemployment insurance claim does not start payments to you**.**

Simply answer a series of questions, online or by phone, to let Job Service know if you:

- Refused or missed work?
- Were you physically able to work?
- Were you fully available for work?
- Made job contacts (if required)?
- Did you work for any employer or were you self-employed?
- Did you receive any pay?
- Separated from employment?

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.

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.

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”
- If you are disconnected or hang up during your call, you will need to call and start your certification from the beginning

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

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

The waiting week is based on state law and gives Job Service North Dakota the opportunity to gather necessary information to help ensure the proper payment of benefits.

When will I get paid?

After serving your waiting week, you will receive benefits weekly for each certified week if you have met all the eligibility requirements. If you are eligible, after you certify your payment will be processed the following open business day.

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

You must report all your gross earnings for the week, when you perform your weekly certification. Earnings need to be reported the week they are earned, not the week they are paid. There are some exceptions.

Find More Answers in the Claimant Guide

Reference the Unemployment Insurance Claimant Guide or watch "How to" videos for additional information to answer most unemployment insurance questions on jobsnd.com.