

Welcome

*to the
Unemployment Benefits
Services Tutorial*



How to Complete Earnings Verifications Online

Unemployment Insurance Benefits Earnings Verification System

State law requires that both employers and claimants report earnings correctly.

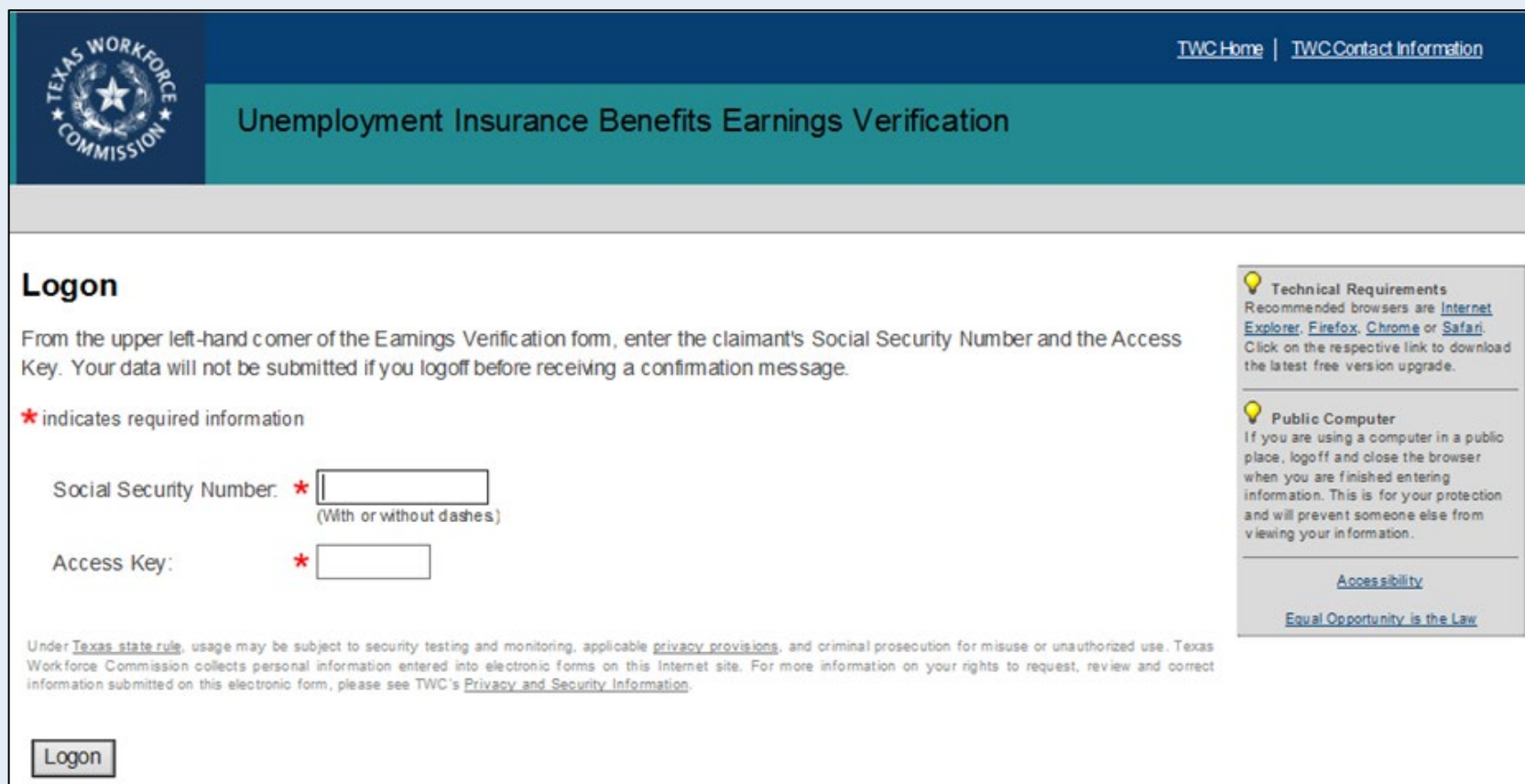
Use our Unemployment Insurance Benefits Earnings Verification system to respond to the Request for Earnings Information letter and Earnings Verification form.

TWC uses earnings information to determine whether a claimant's unemployment benefits are paid correctly. When the earnings amounts provided by the claimant and employer differ, the claimant's unemployment benefits may be adjusted.


Getting Started

What You Will Need

To log on, you need the claimant's Social Security number and an Access Key, provided on the Request for Earnings Information letter or Earnings Verification form.



The screenshot shows the login page for the Texas Workforce Commission's Unemployment Insurance Benefits Earnings Verification system. The page features a dark blue header with the TWC logo and navigation links for 'TWC Home' and 'TWC Contact Information'. Below the header is a teal banner with the title 'Unemployment Insurance Benefits Earnings Verification'. The main content area is white and contains a 'Logon' section with instructions, a legend for required information, and two input fields for the Social Security Number and Access Key. A 'Logon' button is located at the bottom left. On the right side, there are two informational boxes: 'Technical Requirements' and 'Public Computer', both with lightbulb icons. At the bottom of the right side, there are links for 'Accessibility' and 'Equal Opportunity is the Law'. A footer note at the bottom left provides legal disclaimers regarding state rules, privacy, and security.

 [TWC Home](#) | [TWC Contact Information](#)

Unemployment Insurance Benefits Earnings Verification

Logon

From the upper left-hand corner of the Earnings Verification form, enter the claimant's Social Security Number and the Access Key. Your data will not be submitted if you logoff before receiving a confirmation message.

* indicates required information

Social Security Number: *
(With or without dashes)

Access Key: *

Under [Texas state rule](#), usage may be subject to security testing and monitoring, applicable [privacy provisions](#), and criminal prosecution for misuse or unauthorized use. Texas Workforce Commission collects personal information entered into electronic forms on this Internet site. For more information on your rights to request, review and correct information submitted on this electronic form, please see TWC's [Privacy and Security Information](#).

Technical Requirements
Recommended browsers are [Internet Explorer](#), [Firefox](#), [Chrome](#) or [Safari](#).
Click on the respective link to download the latest free version upgrade.

Public Computer
If you are using a computer in a public place, logoff and close the browser when you are finished entering information. This is for your protection and will prevent someone else from viewing your information.

[Accessibility](#)
[Equal Opportunity is the Law](#)

Getting Started . . .

TWC first needs to know if the claimant is still working for the employer, and if they worked in the weeks indicated in the box.

The screenshot shows the Texas Workforce Commission logo on the left and the title "Unemployment Insurance Benefits Earnings Verification" on the right. Below the title is the section "Employment Information". A legend indicates that a red star (*) denotes required information. The form contains the following fields:

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

Below the fields are two questions, each with a red star indicating it is required:

Is the claimant currently working for this employer?
* Yes No

Did the claimant work for this employer during any of the weeks listed below?
* Yes No

A note below the questions states: "The 7-Day Weeks listed may not always be consecutive; there may be a break or gap between some of the 7-Day Weeks listed."

At the bottom, there is a pagination indicator "1-1 of 1", a teal bar labeled "7-Day Week", and a text box containing "Dec 18, 2016 through Dec 24, 2016". A "Next" button is located at the bottom left.

Answer both questions, then click "Next" to go to the Employment Details screen.

Employment & Earnings Details



Unemployment Insurance Benefits Earnings Verification

Employment Details

[Need help?](#)

- Provide the claimant's employment information.

* indicates required information

TWC Account Number: 01-001001-0
Employer Name: TWC EMPLOYER
Claimant Name: John Doe
Social Security Number: 123-45-6789

First Date Worked: * Year:
Last Date Worked: * Year:
Type of Separation: * Lay Off Quit Fired


If the claimant is *not currently working for the employer*, you will be taken to the Employment Details screen. Provide the first and last dates the claimant worked and indicate the type of job separation.

If the claimant is currently working for the employer, you will go directly to the "Earnings Details" screen on the next page.

Employment & Earnings Details . . .

Enter the Actual Gross Earnings for the claimant for each 7-day week listed.

- TWC defines the 7-day week as Sunday to Saturday
- Actual Gross Earnings should include only those wages earned through actual work (do not include vacation, severance, or other additional pay)
- Use whole dollar amounts, rounding down, without symbols or punctuation.



Unemployment Insurance Benefits Earnings Verification

Earnings Details

[Need help?](#)

* indicates required information

TWC Account Number: 01-001001-0

Employer Name: TWC EMPLOYER

Claimant Name: John Doe

Social Security Number: 123-45-6789


• Enter the Actual Gross Earnings for the claimant for each 7-Day Week listed. Use whole dollar amounts, rounding down. For example, \$354.75 should be reported as 354 without \$ sign or any punctuation.

7-Day Week	Actual Gross Earnings
Dec 18, 2016 to Dec 24, 2016	\$ 0

[Next](#) [Previous](#)

Submitter Information

Enter your first and last name, and phone number in the submitter information fields.



Unemployment Insurance Benefits Earnings Verification

Submitter Information

- Provide the submitter's contact information.


* indicates required information

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

First Name:	* <input type="text"/>
Last Name:	* <input type="text"/>
Phone Number:	* (<input type="text"/>) <input type="text"/> - <input type="text"/>

Review & Submit

Ensure that all of the information is correct.



Unemployment Insurance Benefits Earnings Verification

Review and Submit

- Review and edit the Earnings Verification information as needed.
- Click Submit to complete the Earnings Verification. A printer-friendly confirmation page will display.

★ indicates required information

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

Employment Information

[Edit Employment Information](#)

Is the claimant currently working for this employer?	No
Did the claimant work for this employer during any of the weeks listed below?	Yes

Employment Details

[Edit Employment Details](#)

First Date Worked:	Dec 10, 2016
Last Date Worked:	Jan 02, 2017
Type of Separation:	Fired

Review & Submit . . .

If so, check the box certifying that you are authorized to submit the earnings data on behalf of the employer, and that the information is true, accurate, and complete, then click the “Submit” button.

If any of the data is not correct or complete, select the “Previous” button to return to the previous page and correct.

Submitter Information	
Edit Submitter Information	
Submitter Name:	Your Name
Phone Number:	(800) 252-3642

Earnings Details	
Edit Earnings Details	
7-Day Week	Actual Gross Earnings
Dec 18, 2016 to Dec 24, 2016	\$750

* By checking this box, I certify that I am authorized to submit this information on behalf of this employer and the information I give is true, accurate, and complete.



Confirmation



Unemployment Insurance Benefits Earnings Verification

Confirmation

i The Earnings Verification has been submitted on January 11, 2017 08:05 AM.

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

Once you click "Submit," a confirmation will appear on the next page to indicate you have successfully completed the Earnings Verification.

Employment Information

Is the claimant currently working for this employer?	No
Did the claimant work for this employer during any of the weeks listed below?	Yes

Employment Details

First Date Worked:	Dec 10, 2016
Last Date Worked:	Jan 02, 2017
Type of Separation:	Fired

Submitter Information

Submitter Name:	Your Name
Phone Number:	(800) 252-3642

Confirmation . . .

Once you have successfully submitted the earnings verification data, you may review, print, or save the confirmation page, which provides proof of submission.

Certification	
By checking this box, I certify that I <input checked="" type="checkbox"/> Yes am authorized to submit this information on behalf of this employer and the information I give is true, accurate, and complete.	
Earnings Details	
7-Day Week	Actual Gross Earnings
Dec 18, 2016 to Dec 24, 2016	\$750
To enter another Earnings Verification, Return To Logon	

Congratulations! You have now completed the Earnings Verification form online.