

# *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.

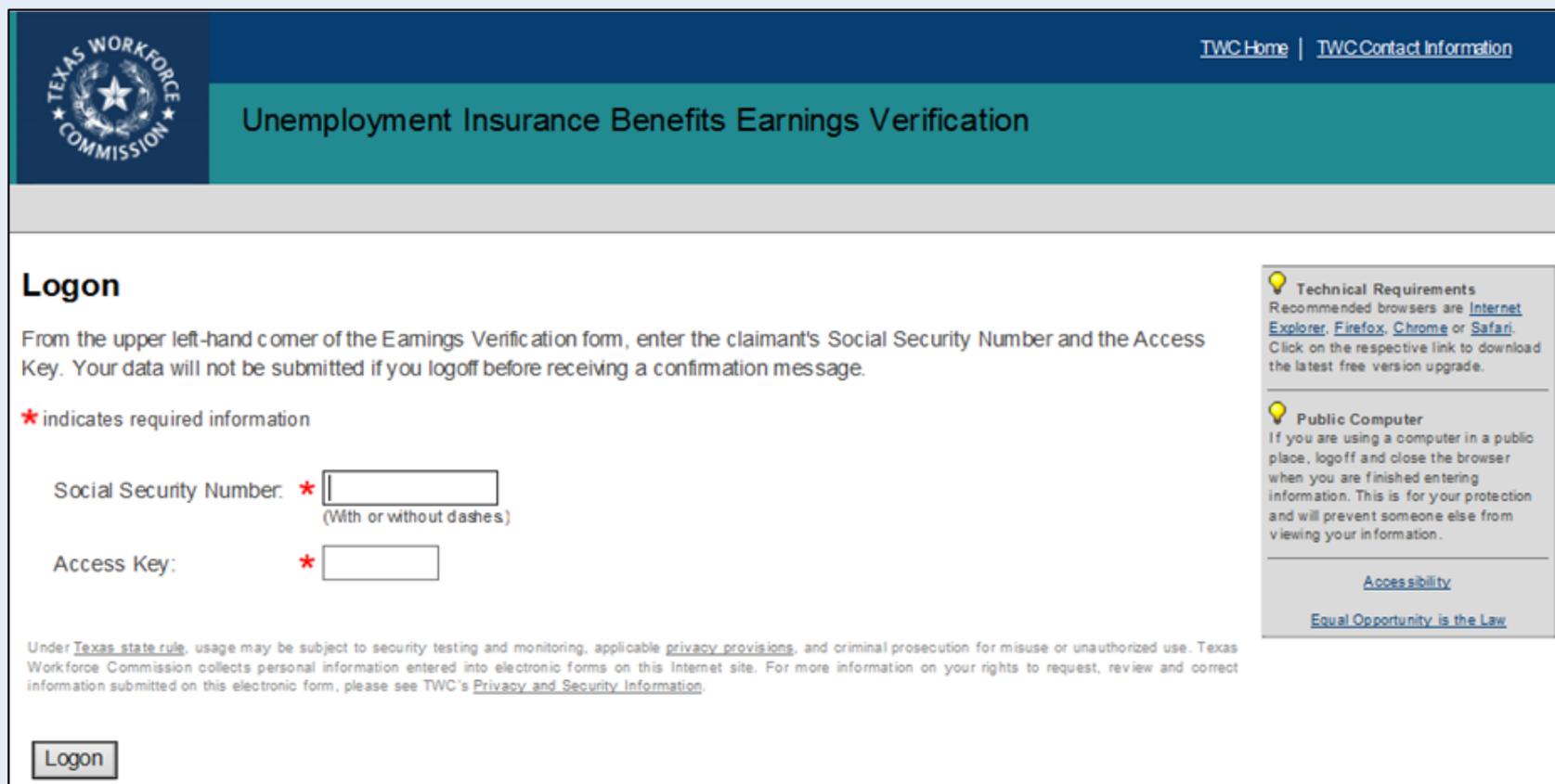
Use our Unemployment Insurance Benefits Earnings Verification system to respond to the Request for Earnings Information letter and Earnings Verification form.

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 on the left and navigation links for 'TWC Home' and 'TWC Contact Information' on the right. Below the header is a teal banner with the text 'Unemployment Insurance Benefits Earnings Verification'. The main content area is white and contains a 'Logon' section. This section includes a heading, a paragraph of instructions, a legend for required information, and two input fields for '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 right, there are links for 'Accessibility' and 'Equal Opportunity is the Law'. A footer at the bottom left contains a disclaimer about state rule usage and privacy provisions.

 [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 and the title "Unemployment Insurance Benefits Earnings Verification". Below this is the "Employment Information" section, which includes fields for TWC Account Number, Employer Name, Claimant Name, and Social Security Number. Two questions with radio button options are present: "Is the claimant currently working for this employer?" and "Did the claimant work for this employer during any of the weeks listed below?". A note states that 7-Day Weeks listed may not be consecutive. At the bottom, there is a "Next" button and a table header for "7-Day Week" with a date range of "Dec 18, 2016 through Dec 24, 2016".

**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

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

- 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.

1-1 of 1

7-Day Week
Dec 18, 2016 through Dec 24, 2016

Next

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

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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 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	
<a href="#">Edit Submitter Information</a>	
Submitter Name:	Your Name
Phone Number:	(800) 252-3642

Earnings Details	
<a href="#">Edit Earnings Details</a>	
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

**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, <a href="#">Return To Logon</a>	

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

# *Still need help?*

Call TWC's Benefit Payment Control Unit at (512) 372-6161 or (512) 372-6173 to speak with one of our customer service representatives.

