

Welcome

to the
Employer Benefits
Services User Guide



How to Complete Earnings Verifications Online

Unemployment Insurance Benefits Earnings Verification System

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

Employers can report earnings online to the **Texas Workforce Commission** (TWC). Only visit twc.texas.gov and workintexas.com webpages when you interact online with **TWC** or **WorkInTexas**.

Use our **Unemployment Insurance Benefits Earnings Verification system** to respond to the following:


- Request for Earnings Information letter
- Earnings Verification form

TWC uses earnings data to determine whether unemployment benefits are paid correctly. TWC compares the earnings reported by the claimant and employer. If the amounts 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. Both are provided on the Request for Earnings Information letter or Earnings Verification form.



[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 [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.

Employment Information

* indicates required information

TWC Account Number: 54-321234-5
Employer Name: STARK INDUSTRIES
Claimant Name: Stark, Tony
Social Security Number: 962-03-1963

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.

1-2 of 2

7-Day Week

Apr 30, 2023 through May 06, 2023

May 07, 2023 through May 13, 2023

Answer both questions, then select **Next** to go to the Employment Details screen.

Employment & Earnings Details

Employment Details

- Provide the claimant's employment information.

* indicates required information

TWC Account Number: 54-321234-5
Employer Name: STARK INDUSTRIES
Claimant Name: Stark, Tony
Social Security Number: 962-03-1963

First Date Worked: * Month Day Year:
Last Date Worked: * Month Day 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

Earnings Details

[Need help?](#) 

* indicates required information

TWC Account Number: **54-321234-5**

Employer Name: **STARK INDUSTRIES**

Claimant Name: **Stark, Tony**

Social Security Number: **962-03-1963**

- 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
Apr 30, 2023 to May 06, 2023	\$ <input type="text" value="0"/>
May 07, 2023 to May 13, 2023	\$ <input type="text" value="0"/>

Submitter Information

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

Submitter Information

- Provide the submitter's contact information.

* indicates required information

TWC Account Number:	54-321234-5
Employer Name:	STARK INDUSTRIES
Claimant Name:	Stark, Tony
Social Security Number:	962-03-1963

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.

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:	54-321234-5
Employer Name:	STARK INDUSTRIES
Claimant Name:	Stark, Tony
Social Security Number:	962-03-1963

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:	May 01, 2023
Last Date Worked:	May 12, 2023
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 select 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: Stan Lee

Phone Number: (512) 393-3939

Earnings Details

[Edit Earnings Details](#)

7-Day Week	Actual Gross Earnings
Apr 30, 2023 to May 06, 2023	\$750
May 07, 2023 to May 13, 2023	\$675

* 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

Confirmation

i The Earnings Verification has been submitted on April 16, 2024 04:03 PM.

TWC Account Number:	54-321234-5
Employer Name:	STARK INDUSTRIES
Claimant Name:	Stark, Tony
Social Security Number:	962-03-1963

Once you select **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:	May 01, 2023
Last Date Worked:	May 12, 2023
Type of Separation:	Lay Off

Confirmation . . .

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

Submitter Information	
Submitter Name:	Stan Lee
Phone Number:	()
Certification	
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.	<input checked="" type="checkbox"/> Yes
Earnings Details	
7-Day Week	Actual Gross Earnings
Apr 30, 2023 to May 06, 2023	\$750
May 07, 2023 to May 13, 2023	\$675

To enter another Earnings Verification, [Return To Logon](#)

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