Welcome to the Unemployment Benefits Services Tutorial

How to Complete Earnings Verifications Online
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.
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.

Answer both questions, then click “Next” to go to the Employment Details screen.
Employment & Earnings Details

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

* 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.

<table>
<thead>
<tr>
<th>7-Day Week</th>
<th>Actual Gross Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 18, 2015 to Dec 24, 2016</td>
<td>$0</td>
</tr>
</tbody>
</table>
Submitter Information

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

Ensure that all of the information is correct.

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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**

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

**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.
Confirmation

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

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

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