



## How to Record and Report Earnings While Requesting Payment of Benefits

You may be eligible to be paid partial or full unemployment insurance benefits if you are working fewer than 32 hours per week, as long as your earnings are not more than your weekly benefit amount.

Any time you request payment of benefits, you must report **all** hours worked and earnings made, even if only one hour was worked or one dollar earned. You must also report when you no longer work for an employer, and you must continue to look for work and meet your eligibility requirements at all times.

Colorado law states that you can earn up to 25 percent of your weekly benefit amount and still be paid your full benefit payment for that week. Anything earned over 25 percent will reduce your benefit payment by one dollar for each dollar you earn.

When requesting payment of benefits, you must report your hours worked and gross earnings (i.e., earnings before tax withholdings, child support, etc.) for each week that you request payment, so it is important that you keep a record of all of your hours and earnings. To help you keep a record, you may use the example earnings log on the other side of this flyer.



### How to report

1. Report hours and earnings for each week. Weeks are always Sunday through Saturday.
2. Report all your hours and earnings each time you request payment.
3. Report hours and earnings for the week that the hours were worked, **not** when you were paid.
4. Report the total amount that you earned, **not** your hourly wage.
5. Report hours and earnings before any withholdings or deductions.
6. Report all your earnings from any type of work you did, including: tips, commission, paid orientation/training, self-employment, temporary work, seasonal work, day labor, and any other part-time work.



### Avoiding Fraud

Not reporting your hours and earnings while collecting unemployment benefit payments may be considered fraud.

### If you commit fraud, there are serious consequences:

1. You must repay the amount overpaid plus a 65% penalty.
2. You may be disqualified from receiving future benefits.
3. You may face criminal charges in a State or Federal court.

If you have questions about how to report earnings, please see Your Guide to Unemployment Benefits under **Unemployment Guide** at [www.coloradoui.gov](http://www.coloradoui.gov). If you still have questions, you may call us at 303-318-9000 or 1-800-388-5515 (outside Denver metro area).

**Read More >>**

## Earnings Log Examples

### How to calculate tips

								Week-Ending Date / /			
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay	
Regular Hours	5	+			5	+	5	=	15	x \$5.21 Per Hour	= \$78.15
Hours at Other Pay											+
Total Tips/Commissions	\$30	+			\$25	+	\$25			=	\$80
<b>Hint</b>	Earning Calculations $\$78.15 + \$80 = \$158.15$ Round up to the nearest dollar = \$159.00						<b>Totals = to report</b>		<b>15</b>		<b>\$159.00</b>

### How to calculate irregular hours

								Week-Ending Date / /			
Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay	
Regular Hours			7	+		5	=	12	x \$10.00 Per Hour	= \$120.00	
Hours at Other Pay											
Total Tips/Commissions											
<b>Hint</b>	Earning Calculations $\$120.00 + \$0 = \$120.00$ Round up to the nearest dollar = \$120.00						<b>Totals = to report</b>		<b>12</b>		<b>\$120.00</b>

### How to calculate different rates of pay

								Week-Ending Date / /			
Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay	
Regular Hours	5	+	1				=	6	x \$8.00 Per Hour	= \$48.00	
Hours at Other Pay				3	+	3	=	6	x \$9.15 Per Hour	= \$54.90	
Total Tips/Commissions											
<b>Hint</b>	Earning Calculations $\$48.00 + \$54.90 = \$102.90$ Round up to the nearest dollar = \$103.00						<b>Totals = to report</b>		<b>12</b>		<b>\$103.00</b>