

REMAINING ELIGIBLE FOR UNEMPLOYMENT PAYMENTS

For each week you request payment, you must be able to work, available (ready and willing) to seek and accept work, and you must make and document your active work search unless you are job or union attached.

WHAT YOU NEED TO DO TO RECEIVE PAYMENTS

1

Search for Work

- Actively seek work by making at least the required number of weekly job contacts.
- Register with your local workforce center in person or online at connectingcolorado.com within four weeks of filing a claim.
- Be physically and mentally able to work.
- Be willing to accept work for which you apply.
- Be available to begin work when a job is offered.

2

Record My Job Contacts

For every job contact, you must keep a verifiable list (work-search log) that includes:

- What action you took
- The date of the activity or action taken
- How you applied for the position (Was it online, in person or submitted through a job board?)
- The type of work you were looking for
- The person you contacted, a telephone number, email address or other reliable contact information
- The outcome of the contact

Download a work-search log: coloradou.gov/forms. We may audit your records for up to two years from the start of your claim. If you are audited, you will need to provide your work-search log.

3

Request Payment Every Two Weeks and Report

Although you request payment every two weeks, you will report for each of those weeks individually:

- All hours worked during any week payment is requested.
- All earnings, including commission*, tips, self-employment**, temporary work***, contract work, or cash jobs.
- Any other types of compensation, such as workers' compensation benefits, social security disability insurance, severance, pensions, and other payments.
- Any job separation.
- Accurately report your availability to accept employment and look for work for each week. Report any situations such as illness or taking a trip that prevent you from being able to look for work, attend an interview, or start work if a job is offered to you.

4

When to Contact Us

- Notify both us and the local workforce center of any classroom and training activities.
- If you refuse a job offered to you.
- If you notice that your wages were incorrectly reported by your employer.

***Commissions** are considered earnings. You will need to report your hours worked and estimate your commissions earned for each week you request payment.

****Self employment** is considered work. You will need to report your hours worked and profits or gross earnings for the hours worked each week when you request payment.

*****Temporary work** may include work through temporary employment agencies who provide workers to a variety of businesses for short-term or indefinite positions.