

Work Search Requirements

Five of the following reemployment activities must be completed per benefit week in order to remain eligible for Unemployment Benefits. **At least two of the five reemployment activities must be applications for suitable work** as defined by Neb. Rev. Stat. § 48-628.15(5).

1. Attending a Nebraska Reemployment Services Session with the Nebraska Department of Labor.
2. Conducting work searches using internet job banks as well as professional/trade publications (provide the site searched and the date the web site was accessed).
3. Applying to a job posting through the Nebraska Department of Labor's web application for reemployment services (NEworks.nebraska.gov).
4. Applying to a job posting through an Internet job bank or directly through an employer's website (provide proof of the date of application and job applied for).
5. Attending a resume writing class for the purpose of preparing or revising a resume for submission to a job posting.
6. Attending job seeking skills classes, workshops, or job clubs.
7. Meeting with a career counselor
8. Attending a sponsored networking event in your occupational field or industry.
9. Attending a job fair.
10. Joining a professional organization in your field or industry.
11. Taking a civil service exam.
12. Taking a pre-employment exam, at the request of an employer.
13. Taking skills and interests tests sponsored by the Department of Labor, a community college or accredited college or university to identify a new occupational field or industry.
14. Visiting an employer's place of business to fill out a job application.
15. Calling employers to arrange for job interviews.

NEworks

NEworks.nebraska.gov

- Post your **Resume** and **Search for jobs**
- File a claim for **Unemployment Benefits**
- Find **Labor Market Information**
- Access **Training Services**

On the NEworks homepage, click **Unemployment**, then **Get Information to access:**

- **Description of Benefit Programs**
- **Step-by-Step Claim Instructions**
- **Reemployment Resources**
- **Frequently Asked Questions**
- **Information about Special Programs**

For job search assistance, contact your local job center. Go to dol.nebraska.gov/ContactUs and click **Our Job Centers**

CLAIM CENTER 402-458-2500

Equal Opportunity Program/Employer TDD: 800-833-7352

Auxiliary aids and services are available upon request to individuals with disabilities.



Unemployment Insurance Claim Basics

NEBRASKA

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Before Filing Your Claim

Gather the following information:

- Contact Information: complete home mailing address, including ZIP code, county you live in, telephone number, email address
- Social Security Number
- Driver's license number or State ID card number
- If you select direct deposit, your bank routing number and account number
- Employment history and related information.
- If self-employed, your most recent tax returns
- If a non-citizen: Documentation issued by US Citizenship and Immigration Services

To protect your privacy and ensure the accuracy of information provided to Nebraska Department of Labor, you should never have someone file a claim on your behalf.

When to File

File an initial claim the same week you are unemployed, furloughed, or working reduced hours.

Your unemployment insurance claim **DOES NOT** begin on the date your job ended or your hours were reduced. Your claim is effective the week you apply.

How to File

- File online at [NEworks.nebraska.gov](https://nebraska.gov).
- Register as an Individual to set up your account.
- Create an online resume or upload your existing resume. Unless you will be returning to work for your employer within 16 weeks of your last day worked, create an online resume or upload your existing resume. **Make sure your resume is searchable and set to "online" to meet the eligibility requirement.**
- Create a user ID and password.
- Enter your work history for the last 18 months.
- Review the requirements.

Claim Processing

Processing Time

It takes around 21 days from the filing date to process a new Unemployment Insurance claim. Federal and State law require that a request for separation information be sent to each employer to verify work history, wages and details regarding the separation.

Benefit Eligibility Information

You may also be asked to provide information to evaluate benefit eligibility. It is important that you respond on time when you're instructed to do so

Waiting Week

The first eligible week is called your "waiting week." To get credit for the waiting week, you must file a weekly claim and meet all eligibility requirements for that week. The waiting week is never paid. However, you must serve a waiting week to be eligible for payments for later weeks. Neb. Rev. Stat. § 48-627 (4)

Appeals

NDOL issues determinations in writing each time a decision is made about your claim. If you disagree with a determination, file an appeal using the instructions on the determination.

Read all communication about your claim. Check your email, the NEworks Message Center, phone messages, and the mail for any claim-related updates. Make sure to keep your address current.

Requesting Weekly Payments

File for weekly benefits at [networks.nebraska.gov](https://nebraska.gov) while your claim is processing. You have from Sunday to Saturday to file your claim for the previous week. If you don't file your claim on time, your benefit payments may be affected.

Report your gross earnings each week. Gross wages include, but are not limited to: your hourly rate of pay multiplied by the total hours worked, tips, commission, and wages from self-employment. **Report wages when they are earned. Do not wait until you are paid.** Misreporting wages is fraud and could result in penalties and criminal charges.

Complete and log all required work search contacts.

Enter as much information as possible in your work search log in case of an audit.

