

**04 NCAC 24B .0103 WEEKLY CERTIFICATIONS**

(a) After a claimant files an initial claim and establishes a benefit year, the claimant shall file subsequent weekly certifications for payment of benefits by telephone, or internet on DES's website at intervals of no less than 7 and no more than 14 consecutive days for each week claimed.

- (1) Each claimant shall file weekly certifications as prescribed under 04 NCAC 24A .0104(a).
- (2) Any claimant who reports earnings that exceed the sum of his or her weekly benefit amount plus earnings allowance for three consecutive weeks shall be unable to file a weekly certification in the fourth week, and must contact DES's Customer Call Center to continue his or her claim as set forth in 04 NCAC 24A .0104(a)(1).
- (3) If at any time during the benefit year, more than 14 calendar days elapse since the claimant last filed a weekly certification, the claimant shall file an additional or reopened claim for benefits as defined in 04 NCAC 24A .0105, and shall comply with all eligibility requirements.

(b) Each claimant shall:

- (1) file claims and weekly certifications in accordance with the rules of this Chapter that includes the following:
  - (A) information required for claims filing outlined in Rule .0101 of this Section.
  - (B) information required for filing weekly certification, including each claimant's full name and social security number;
- (2) inform DES of whether he or she worked during the previous calendar week;
- (3) provide information regarding all earnings before deductions (gross) for work performed during the previous calendar week;
- (4) provide information as to whether he or she received holiday, vacation, bonus, or separation pay, and the gross amount during the previous calendar week;
- (5) provide information as to whether there was a policy in effect regarding paid time off prior to the claimant's separation;
- (6) inform DES of whether he or she began receiving or whether there was a change in any type of retirement pension during the previous calendar week;
- (7) provide information regarding whether he or she applied for or received any disability payments during the previous calendar week;
- (8) provide information regarding whether he or she applied for or received workers' compensation payments during the previous calendar week;
- (9) inform DES of whether he or she applied for or received unemployment insurance compensation under the law of any state or federal government agency;
- (10) inform DES of whether he or she was physically able and available for work, during the previous calendar week;
- (11) provide information as to whether he or she looked for work, refused work, or kept a record of work search during the previous calendar week as required by G.S. 96-14.9(e)(4);
- (12) inform DES of whether he or she attended school or training during the previous calendar week, and if so, whether he or she is willing to quit school or rearrange his or her schedule to accept work;
- (13) provide information as to whether he or she has quit a job or been discharged from a job since filing a claim for unemployment benefits;
- (14) sign all forms for the valid initial claim or weekly certification that are filed in person, by mail, or delivery service; and
- (15) submit all claims and weekly certifications as required by the Employment Security Law and this Section.

*History Note:* Authority G.S. 96-4; 96-14.1; 96-14.9; 96-15; 96-15.01;  
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