

Visit your local WorkOne Career Center

Log on to INDIANACAREERREADY.com to find your local WorkOne Career Center. Let us help you update your resume, recharge your job search and strengthen your computer and interview skills. We can help you earn your High School Equivalency (HSE) and/or become certified in a high-demand industry. We are here to work with you to match your skills with a new career opportunity, let us help you find a job today!



Uplink is Indiana's online unemployment insurance filing system. Please remember your Uplink Username (e-mail address) and Password. Username and Password may be reset using your predetermined security question.

WorkOne® is a registered trademark of the Indiana Department of Workforce Development.



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INDIANA
DEPARTMENT OF
WORKFORCE
DEVELOPMENT

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The WorkOne System is an equal opportunity program and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333.

Filing for Unemployment Insurance

As Easy as 1... 2... 3...



1

APPLY

Review the Claimant Handbook and watch online tutorials at: www.unemployment.in.gov

- File an initial application for benefits as soon as you become unemployed. This begins the mandatory one week non-paid waiting week. Benefits will be paid for eligible claims filed after this one week non-paid waiting period.

You will need the following information when filing:

- A valid email account – your email address will become your Uplink Username– call the DWD Contact Center at **1-800-891-6499** if you need help creating a free email account.
- Address, social security number, Indiana Driver's License or valid ID, date of birth and phone number.
- Last employer's name, mailing address, phone number, dates of employment and reason you are unemployed.
- Most recent paycheck stub.



2

VOUCHERS

- **Vouchers must be submitted WEEKLY** through the Uplink filing system. Submit your weekly voucher the week following your initial application and each week thereafter.
- **Benefits are paid weekly.** Weeks run from Sunday, 12:00 a.m. to Saturday 8:59 p.m. Eastern-time. Vouchers cover the previous week and may be filed starting on Sunday.

You are required to report the following information each week:

- Any income earned during the week a voucher is filed.
- Participation in your required weekly work search activities.

Note: You MUST keep a weekly work search activity log as it can be requested by the Department of Workforce Development at any time. Failure to do so can result in denial of unemployment insurance benefits. For more information on your required weekly work search, visit: www.unemployment.in.gov

- You must be able and available and seeking full-time work.
- **You must submit a weekly voucher even if you have an issue delaying your benefits or are appealing a decision.** When a determination is reached all eligible payments will be released.

3

AFTER FILING

- Within 10 business days of filing, you will receive a wage transcript and benefits computation form. This does not mean you qualify: it is a statement providing a possible weekly benefit amount and an overall maximum benefit amount should you be eligible.
- The maximum length of benefits is 26 weeks.
- Eligibility will be determined during the first 21 business days if there are no issues with your claim. We encourage you to check your claimant homepage daily; a link can be found at: www.unemployment.in.gov



- Currently benefits are paid through a VISA® debit card. Eligible recipients typically receive their VISA® debit card within 21 business days. This debit card can be used anywhere VISA® is accepted or at any ATM machine. Online banking can be used to transfer funds to your personal banking account by calling 1-888-393-5866. If you had a card in the past or moved you must contact the VISA® card company to update your information. For questions on the VISA® debit card go to: www.unemployment.in.gov

NOTE: You will not receive payment for the first week you submit a voucher and are eligible. State law requires a one week waiting period.