

# NEW JOB TOOLKIT



## I Filed My Unemployment Claim... What Happens Now?

Within 7-10 days of filing your claim you will receive a UI Finding in the mail that shows your base period wages, your weekly benefit amount and your bi-weekly certification day.

### Certification Requirements:

- **Certify for your eligibility every two weeks.** You may certify online via the IDES website ([www.ides.illinois.gov/certify](http://www.ides.illinois.gov/certify)) OR by phone using the Tele-Serve system.
- **Report all gross wages earned during the weeks covered by the certification.** Wages must be reported for the week in which they are earned, not the week in which you receive payment.
- **It is important that you continue to certify regardless of any pending adjudication interviews or process.** By doing so, if your claim is approved you will receive payments for those weeks.

### Helpful Tips:

- **You must complete your registration with Illinois Employment Services before unemployment insurance benefits can be paid.** Unless deferred, Illinois claimants must register with [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com). Registering for work will help connect you with available jobs.
- **You must be actively seeking employment.** If you search for work at [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) your work search efforts will automatically be maintained. Work search conducted outside of [www.IllinoisJobLink.com](http://www.IllinoisJobLink.com) may also be logged on a Work Search Record form (ADJ034F), which can be found at [www.ides.illinois.gov](http://www.ides.illinois.gov).
- **You have the right to appeal any decision denying your benefits.** If you filed an appeal, continue to certify for your weeks of unemployment even though you may not receive benefits until the appeal is decided.
- Unemployment Insurance is subject to State and Federal income taxes.
- **Report your return to work to IDES immediately.**



### Need help? Contact the State of Illinois Department of Employment Security:

- Teleserv (to certify for benefits): 1.312.338.4337
- Claimant Services (for questions): 1.800.244.5631
- Website: [www.ides.illinois.gov](http://www.ides.illinois.gov)
- Re-Employment Assistance in-person available daily. Call 1.217.558.0401 to make an appointment with a job service professional.