

File Weekly Continued Claim Reports for Unemployment Insurance Benefits by Phone!



Use Tel-A-Claim, a computerized reporting system accessed through your touch-tone phone, to file your weekly claim report for unemployment insurance benefits or waiting week credit. No cell phones please. Long distance charges may apply.

HOW TO USE TEL-A-CLAIM

- Dial (208) 334-4700 from a touch-tone phone only. Listen to the voice prompts and follow the instructions. Use the keypad on your touch-tone phone to answer the Yes/No questions:

1=YES, 9=NO, 0=REPEAT

- To file for a week of benefits - press "1."
- Enter your Social Security number using the keypad on your phone. Follow the prompts to verify the number.
- Enter your 4-digit Personal Identification Number (or "PIN").
- **DO NOT HANG UP UNTIL ALL QUESTIONS ARE ANSWERED, VERIFIED AND THE SYSTEM TELLS YOU "GOOD-BYE" or none of the information will be saved, and you will have to call back to claim that week.**

REPORTING WAGES. If you earned wages, you must report all your gross earnings – amount before taxes and deductions – *during the week you earned them, not the week you received them.* Use the keypad to enter the total dollars and cents, followed by the # sign. For example, if you earned \$123.30, enter 12330#.

- **Holiday.** Report it in the week the holiday occurs.
- **Bonus or severance pay.** Report it for the week in which payment is received. If you receive more than one lump-sum payment, report an equal amount of pay for each week claimed during the period covered by the payment.
- **Vacation pay.** Report it during the weeks you are on vacation. Employer-assigned vacation pay is reported for each week that pay is assigned. A lump-sum vacation payment is reported the week you receive it.

MISTAKES? You can correct mistakes on Questions 1-6. The voice instructions will tell you what to do. You can correct ONLY DOLLAR AMOUNT MISTAKES on Questions 7-9. If you answer these questions incorrectly, you should hang up and start over or call your local Idaho Department of Labor office to have the mistake corrected.

ALTERNATIVE TO TEL-A-CLAIM. As an alternative to the Tel-A-Claim system, you can file for unemployment insurance benefits on the Internet. Internet filing instructions are on page 2.

TO SEARCH FOR JOBS find us on the Web at labor.idaho.gov/IW or call your local Idaho Department of Labor office for more details.

**Claimants call Tel-A-Claim at (208) 334-4700
TDD Claimants call Idaho Relay Service at 711**

The Idaho Department of Labor is an Equal Opportunity Employer and Service Provider. We are committed to providing employment services and programs and will not discriminate on the basis of race, color, national origin, religion, political affiliation or belief, sex, age or disability.

File Weekly Continued Claim Reports for Unemployment Insurance Benefits on the Internet!

No Long Distance Charges. Print Copies for Your Records. Easier to Report.

HOW TO FILE YOUR WEEKLY REPORT ON THE INTERNET

- Log onto the website at labor.idaho.gov/IW.
- Click on "File Weekly Continued Claim Report."
- **You must enter your PIN number to file your claim online.**
- Once you enter the online claim system, you must answer the questions when prompted.

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- **Holiday.** Report it in the week the holiday occurs.
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MISTAKES? Before clicking on the "Submit" button, it is very important that you review your answers for accuracy. Correct any mistakes before you click on the "Submit" button. If you click on the "Submit" button before correcting the mistake, you must contact your local Idaho Department of Labor office to have the mistake corrected.

ALTERNATIVE TO INTERNET CONTINUED CLAIMS. As an alternative to the Internet online claim system, you can file for unemployment insurance benefits by using the TEL-A-CLAIM System. Tel-A-Claim filing instructions are on Page 1.

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Click on "File Weekly Continued Claim Report."**

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