You are required to report <u>ALL</u> gross wages earned, meaning all money for services rendered by an individual, including commissions, gratuities, cash value of any non-cash items, such as board, rent, fuel, or to offset a debt. You must report these wages when earned, not when paid, on a Sunday to Saturday basis. You must also report the total number of hours worked, in full hour increments, for all employment during the week for which you are filing the claim. If you worked any portion of an hour, you will round down to the next whole hour. For example, if you worked five and a half hours, you will report working 5 hours on your claim.

If you were paid monies other than gross wages, such as Holiday Pay, Vacation Pay, Wages In Lieu of Notice, Severance Pay and/or Temporary Total Workers' Compensation, you must call the Claimant Assistance Line at 1-877-214-3332 for further assistance. **DO <u>NOT</u> include these monies in the gross wages you are reporting**, as they are treated differently. Benefits will be denied to you if you perform less than full-time work in a week solely because there was a holiday in that week for which you were entitled to holiday pay.

The purpose of this form is to assist you in properly reporting your gross wages and hours worked while filing for U.I. benefits. If you perform work and file for U.I. benefits during a given week, you must complete the chart on page 2. You must retain this chart, as the information it contains will be discussed with you when your next eligibility review is conducted. After the review is conducted, it may also benefit you to retain this chart in your personal records in the event questions arise at a later date. The following examples will assist you in properly reporting your gross wages each week.

	Claim Week Begins		F	Claim Week Ends				
	Sun.	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	
Example A	8	9	10	11	12	13 Worked 6 Hrs. Earned \$48.00	14 Worked 3 Hrs. Earned \$24.00	Week Ending February 14th
Example B	15	16 Worked 4.5 Hrs. Earned \$40.50	17 Worked 4 Hrs. Earned \$36.00	18 Worked 6.75 Hrs. Earned \$60.75	19 Worked 4 Hrs. Earned \$36.00	Worked 4 Hrs. Earned \$36.00	21	Week Ending February 21st

EXAMPLE A: Weekly Earnings Worksheet

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E <u>02/14/xx</u>
Hours Worked						6	3	9
Rate of Pay						\$8.00	\$8.00	Total To Report On Weekly Claim
Total Earned						\$48.00	\$24.00	\$72.00
Name and Address of Employer(s)						John's Deli 321 "B" St. Stowe, VT	John's Deli 321 "B" St. Stowe, VT	

EXAMPLE B: Weekly Earnings Worksheet

	•	•						
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E <u>02/21/xx</u>
Hours Worked		4.5	4	6.75	4	4		23.25 (round down) 23
Rate of Pay		\$9.00	\$9.00	\$9.00	\$9.00	\$9.00		Total To Report On Weekly Claim
Total Earned		\$40.50	\$36.00	\$60.75	\$36.00	\$36.00		\$209.25
Name and Address of Employer(s)		John's Deli 321 "B" St. Stowe, VT						

To calculate gross wages earned each day, you must multiply the total hours worked by the rate of pay. The amount that you would be required to report on your weekly claim is the grand total of all the daily earnings, along with the grand total of the number of hours worked. For Example A, you would report working a total of 9 hours and gross wages of \$72.00, regardless of whether or not you have been paid for this work. For Example B, you would report working a total of 23 hours (rounding down 23.25 hours to 23 hours) and gross wages of \$209.25, regardless of whether or not you have been paid for this work.

You will also need to enter the Week Ending (W/E) date on the chart, for the week that you are reporting gross wages for.

Print Name:		ALI WEEKI	V GROSS	WAGES W	HEN EARNE	ED REGAR	DI ESS OF	:
					EN PAID FO			
IMPORTAN	IT INFOR	MATION:						
Please keep result in an o along with hat taken agains	verpayme aving to re	nt of U.I. ber	nefits. If it is	determined	I that you inte	entionally mis	spresented	your claim,
If you have a benefits, or y Line at <u>1-877</u>	ou discov	er you have	•	•		•	•	•
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E
Hours Worked								
Rate of Pay								Total To Report On Weekly Claim
Total Earned								Y
Name and Address of Employer(s)								
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E
Hours Worked								
Rate of Pay								Total To Report On Weekly Claim
Total Earned								•
Name and Address of Employer(s)								
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E
Hours Worked								A
Rate of Pay								Total To Report On Weekly Claim
Total Earned								•

Address of Employer(s)								
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E
Hours Worked								
Rate of Pay								Total To Report On Weekly Claim
Total Earned)	-
Name and Address of Employer(s)								