



CLAIMANT GUIDE TO WEEKLY CLAIMS: *Partially Employed/Receiving Income*

You must file a weekly claim for any week that you want to receive PUA/FPUC, even if your eligibility is being determined or you have an appeal pending.

➤ To file a weekly PUA certification:

1. Access HireGuam homepage at <https://www.hireguam.com/>



2. Log in to your account and your individual workspace dashboard will appear (similar to the sample below).
3. From either the **“Services for Individuals”** menu in the left navigation pane, OR the **“Unemployment Services”** widget on the dashboard, click the option to file a **“Weekly Claim Certification”** or **“File for Weekly Benefits.”**

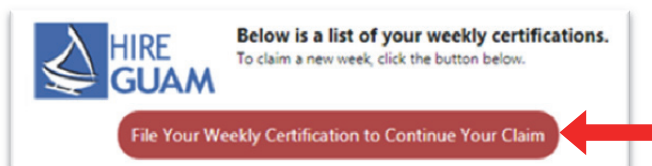
Welcome to My Individual Workspace Sample Name Test.
[View your Personal Profile and Contact Information.](#) This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

Unemployment Services

- Unemployment Benefit Overview
- File a Claim
- Weekly Claim Certification**
- Employment Strategy
- Claim Summary
- Update Contact

File for Weekly Benefits
File a weekly claim and certify eligibility.

4. Click **“File Your Weekly Certification to Continue Your Claim,”** button. The Weekly Certification Filing Process will begin. Be sure to read all the information before proceeding clicking **“Next.”**





CLAIMANT GUIDE TO WEEKLY CLAIMS: Partially Employed/Receiving Income

5. Read all the information provided under the "Explanation" pages.

Explanation of Weekly Certification Process

Payments for Pandemic Unemployment Assistance are based on a seven day period from Sunday through Saturday. To claim benefits for a week of Pandemic Unemployment Assistance, you must file a weekly certification. Only by completing a certification each week can you receive a Pandemic Unemployment Assistance benefit.

Your weekly benefit claim certifies that for the seven day certification period, you:

1. Were ready, willing and able to work each day
2. Were seeking full time employment as required
3. Have completed your Work Search Verification
4. Did not refuse any job offers or referrals
5. Have reported any employment you had during the week and the gross pay or other payments you received.

Your weekly certification should be completed in a timely manner; a delay in filing may result in a delay or denial of your payment.

You must file your weekly claim no later than 7 days from the weekend date you wish to certify on your weekly claim. Should you fail to file for 2 consecutive weeks, your claim will be inactivated.

OBEY THE LAW!

Answer all the questions truthfully. Your answers become part of the record of your claim. You must report all earnings for the weeks in which you work - **even if you have not been paid yet.** Any information you provide may be verified through computer crossmatching programs of weeks claimed against employer reported earnings. If you fail to report wages or otherwise lie about your eligibility, you should expect an overpayment and potential fraud determination.

Providing incorrect information, or information on someone other than yourself may be considered fraud. False statements are punishable pursuant to Guam law, relating to unsworn falsification to authorities. A person who knowingly makes a false statement or knowingly withholds information to obtain PUA benefits commits a criminal offense and may be subject to a fine, imprisonment, restitution, garnishment of federal tax refunds and loss of future benefits.

By filing this claim you acknowledge that you have read the [Guam PUA Handbook](#), which includes information about your civil rights under federal law, and that you are responsible to abide by the information and instructions in the handbook.

I am the person listed on this PUA claim and I have read and understand the information regarding potential fraud penalties.

6. If your contact information has changed, update that information by selecting "Update Contact Information."

Contact Information

Name: Sample Name Test
 Address: 123 Testing Road
 Agat, GU 96928
 Phone: 671-300-4602
 Email: sampletest@gmail.com

[\[Update Contact Information \]](#)

7. "Eligibility" Review questions will follow. You may be required to answer additional questions, based on your availability.

week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020?

IMPORTANT
When providing your answer, ensure that it applies to the week specified on your claim.

Weekly Certification Filing Process

Explanation - Eligibility - Certification - Complete - Job Offers - Earnings

Major Disaster Information

*How did the COVID-19 pandemic cause your unemployment? Select the option that best fits your circumstances.

- I have been diagnosed with COVID-19 or I am experiencing symptoms of COVID-19 and I am seeking a medical diagnosis.
- A member of my household has been diagnosed with COVID-19.
- I am providing care for a family member or a member of my household who has been diagnosed with COVID-19.
- A child or other person in my household for which I have primary caregiving responsibility is unable to attend school as a direct result of the COVID-19 public health emergency and such school or facility care is required for me to work.
- I am unable to reach my place of employment because of a quarantine imposed as a direct result of the COVID-19 public health emergency.
- I am unable to reach my place of employment because I have been advised by a health care provider to self-quarantine.
- I was scheduled to commence employment and do not have a job or am unable to reach the job as a direct result of COVID-19.
- I was scheduled to commence employment and do not have a job or am unable to reach the household head has died as a result of COVID-19.
- I have become the breadwinner or major support for a household because the head of the household has died as a result of COVID-19.
- I had to quit my job as a direct result of COVID-19.
- My place of employment is closed as a direct result of the COVID-19 public health emergency.

Acknowledgement

*I acknowledge that I understand that making the certification is under penalty of perjury and intentional misrepresentation in self-certifying that I may fall in one or more of these categories is fraud. Yes, I understand.

Your Eligibility - Availability

* Sample Name, other than for reasons that were the direct result of the disaster/pandemic, were you able and available to go to work during the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020? Yes No

The law indicates that you must have been able to go to work each day and if you were offered a job you must have been able to accept it on every day of the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020. If not you could be disqualified from receiving unemployment benefits and you will have to pay back any benefits you have received. You will not have the opportunity to modify your answers once finally submitted.

Please note that this information may be cross checked with employer records.

Your Eligibility - Workers' Compensation

* Sample Name, did you receive or apply for workers' compensation during the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020? Yes No

Your Eligibility - Private Income Protection

* Sample Name, did you receive or apply for private income protection for loss of wages including illness or disability during the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020? Yes No

Your Eligibility - Supplemental Unemployment Benefit

* Sample Name, did you receive a supplemental unemployment benefit pursuant to a collective bargaining agreement during the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020? Yes No

Your Eligibility - Pension and Allowance

* Sample Name, did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits) during the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020? Yes No

Make sure you answer this question accurately. We may contact your previous employer to confirm this information.



CLAIMANT GUIDE TO WEEKLY CLAIMS: Partially Employed/Receiving Income

8. Answer "Yes" or "No" as they pertain to the week period stated in the question.

- YES**
 - Reduced hours
 - Furloughed
 - Laid-off or terminated
- NO**
 - Returned to work at normal hours
 - Found a new job
 - Fired/terminated from your current job

9. Answer all questions as they pertain to the week stated in the question.

10. Indicate the employer that you have received wages from.

If your employer is not available from the drop-down menu, select "Other" and indicate that "...the employer you worked for is not in the list above."



CLAIMANT GUIDE TO WEEKLY CLAIMS: Partially Employed/Receiving Income

11. The next group of questions pertains to “Job Offers and Earnings”. Answer all the questions as they pertain to the week period stated in the question.

Employer Information

* Employer:

* Address of Record:

* Zip:

* City:

* State:

Job Title

Job Title
Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* Job Title

Contact Information

* Initial Contact Method:

Contact Title:

Contact First Name:

Contact Last Name:

Contact Phone: - -

Contact E-mail:

Contact Website: If online, include site name

Job Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

[\[Search for an occupation \]](#)

* Occupation Title:

* Occupation Code:

Hired Information

* Is this a permanent position with this employer? Yes No

* Salary: \$

* Salary Type:

Hourly Wage:

12. Provide your **gross earnings** (total earnings before taxes and deductions) and indicate the days that you worked. *If you have received wages, but did not physically perform work, you do not need to indicate the days you worked under “Work Days.” This can include wages received from sick leave, vacation leave, income from the Payment Protection Program, severance pay, bonuses, etc.*

Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020:
Always report your Gross Earnings which are your total earnings before any deductions.

Regular Earnings: \$ [Calculate Gross Earnings and Hours](#)

Holiday Pay: \$

* Gross Amount Earned: \$0.00

IMPORTANT: If you worked at all in the week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

Calculate Gross Earnings and Hours

Please enter your Hourly Rate
\$

Please enter the number of hours you have worked for the Week Ending 05/30/2020.

Sunday	Monday	Tuesday	Wednesday	Thursday
05/24/2020	05/25/2020	05/26/2020	05/27/2020	05/28/2020
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gross Earnings this week: 0
Number of hours worked this week: 0

Work Days

Please indicate the days you worked during the week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020:

Select Days Worked:

- Sunday, May 24, 2020
- Monday, May 25, 2020
- Tuesday, May 26, 2020
- Wednesday, May 27, 2020
- Thursday, May 28, 2020
- Friday, May 29, 2020
- Saturday, May 30, 2020



CLAIMANT GUIDE TO WEEKLY CLAIMS: Partially Employed/Receiving Income

13. Verify your earnings.

If you have received additional income from another employer, select “Yes” under “Additional Employers with Earnings” and complete the repeat the “Job Offers and Earnings” as needed.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification Complete

Your Earnings - Confirmation

Sample Name, please review the employers listed below to confirm these are the employers you received earnings from the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020:

#	Employer	Location	Week Ending Date	Total Earnings	Action
1	Sample Employer	Agat, GU 96928	05/23/2020	\$225.00	Update Earnings
				Total:	\$225.00

Additional Employers with Earnings

*Sample Name, are there any other employers that you worked for (full or part-time) or earned wages from during the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020? Yes No

This includes all wages such as regular pay, commissions and tips, severance pay, separation or dismissal pay, bonuses, vacation or holiday pay, wages received instead of notice (in lieu of notice), military retirement pay, workers compensation and WARN Act payments or any other payment based on your previous work.

14. A summary of your Weekly Claim will display. Review your responses carefully. If you need to make any changes to your answers, click any of the “Change Information” links in blue.

Be sure to read and understand the fraud statement at the bottom of the page, and check the box to signify your understanding.

HIRE GUAM Please verify the information below.
To complete your certification for the week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020, check the box below.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification Complete

WARNING: FURNISHING FALSE INFORMATION OR WITHHOLDING ANY MATERIAL INFORMATION MAY RESULT IN DISQUALIFICATION FROM RECEIVING PANDEMIC UNEMPLOYMENT INSURANCE BENEFITS IN GUAM AND MAY RESULT IN CRIMINAL PROSECUTION FOR FRAUD.

Summary of Major Disaster Information

How did the COVID-19 pandemic cause your unemployment? My place of employment is closed as a direct result of the COVID-19 public health emergency.

I acknowledge that I understand that making the certification is under penalty of perjury and intentional misrepresentation in self-certifying that I may fall in one or more of these categories is fraud. [\[Change Major Disaster \]](#)

Summary of Eligibility Review Answers

During the week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020:

Other than for reasons that were the direct result of the disaster/pandemic, were you able and available to go to work during the week?

Did you receive workers' compensation?

Did you receive or apply for private income protection for loss of wages including illness or disability?

Did you receive a supplemental unemployment benefit pursuant to a collective bargaining agreement?

Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits)?

Were you still unemployed as a direct result of this disaster/pandemic? [\[Change Eligibility \]](#)

Summary of Employer Job Contacts

#	Job Title	Employer	Location	Contact Date	Applied for Job Date	First Job Interview Date	Source
1	Deferred	Deferred (E) - Administrative - #1	N/A	05/29/2020	05/29/2020		Other
2	Deferred	Deferred (E) - Administrative - #2	N/A	05/29/2020	05/29/2020		Other
3	Deferred	Deferred (E) - Administrative - #3	N/A	05/29/2020	05/29/2020		Other

Summary of Job Offers Refused

During the week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020:

Did you refuse any job offers? No [\[Change Information on Job Offers Refused \]](#)

Summary of Earned Money

Listed below are the jobs that have earnings associated with them during the week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020.


Did you work (full or part-time) or earn wages during the week? Yes [\[Change Information on Earned Money \]](#)

I am the person listed on this PLA claim and I have read and understand the information regarding potential fraud penalties and acknowledge that the information on this page is true and accurate and wish to continue to file my weekly certification. [\[Unemployment Compensation Fraud Information \]](#)



CLAIMANT GUIDE TO WEEKLY CLAIMS: *Partially Employed/Receiving Income*

15. After clicking “Next,” the “What to Expect Next” page will display with your claim status overview. If you would like to file another week’s certification, click the “Yes, I would like to continue” button. If not, you may complete your certification process by selecting, “No, I would like to stop” button.



You have successfully filed your certification for the week beginning Sunday, May 17, 2020 and ending Saturday, May 23, 2020.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings

Certification Complete

What to Expect Next

Your weekly claim certification has been filed and you are eligible for a payment of \$783. Your payment is being processed. It may take up to 10 days for you to receive your payment.

If you do not receive a payment within 10 days, please contact our Call Center at (671) 735-0515 if you have questions.

If at this time you wish to file your next weekly certification (week beginning Sunday, May 24, 2020 and ending Saturday, May 30, 2020) click Yes. Otherwise click No.


Yes, I would like to continue **No, I would like to stop**

16. A “Claim Status” page will appear. To complete this week’s certification process and return to your dashboard, select the “Continue” or “Exit Weekly Certification” button.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings

Certification Complete

 For help click the information icon.

Claim Status

Current Claim Data

Claim Number:	612	Claim Effective Date:	3/8/2020
Claim Type:	New	Benefit Year End Date:	12/26/2020
Claim Status:	Regular Active	Payment Type:	Paper Check
Available Credits:	\$13,455.00	Weekly Benefit Amount:	\$345.00
Claim Benefit Balance:	\$10,845.00	Claim Under Review:	No
Claim Benefit Paid:	\$2,610.00	Unresolved Issues:	No
Federal Tax Withheld:	Yes		

Claim Deductions

Federal Tax:	\$264.00	Child Support:	\$0.00
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Continue **Exit Weekly Certification**

REMINDER: If you return to work and start earning more than \$494.00 in wages each week, **OR** if you return to your normal pre-pandemic work hours, you **MUST STOP FILING YOUR WEEKLY CLAIMS CERTIFICATIONS.**