

Filing
Weekly Claim Reports
for
Pandemic Unemployment
Assistance

Pandemic Unemployment Assistance

Pandemic Unemployment Assistance (PUA) is a program under the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.

PUA provides unemployment assistance to workers who are not eligible for regular Unemployment Insurance (UI) compensation.

This document will help you navigate the **weekly claim report** after you have filed your PUA claim.

After filing your new PUA claim application, **you must file a weekly claim report** after the week ends on Saturday.

You will need to **submit weekly claim reports** for **each week** you are requesting benefits.

The Employment Department calendar week is **Sunday 12:00 AM through Saturday 11:59 PM.**

To make a **weekly claim report**, wait until the Sunday after you submit your claim application.

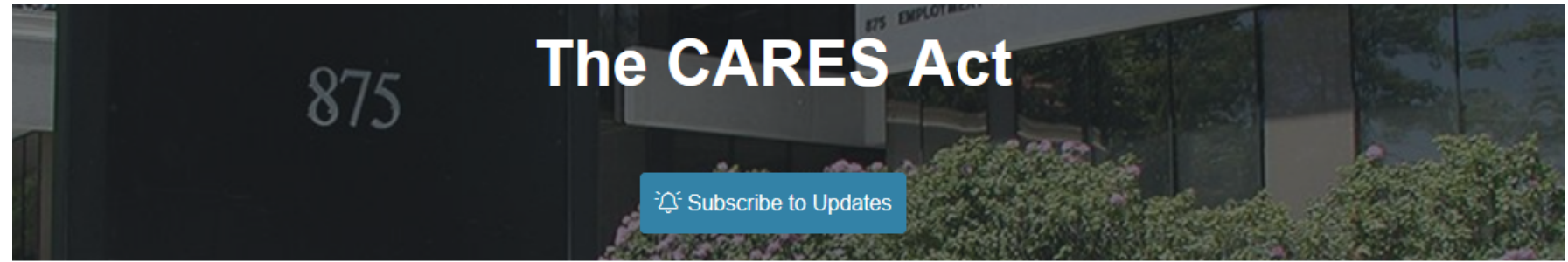
You **CANNOT** submit a weekly claim report early. **You must wait** until the week you are claiming has ended.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
FILING WEEK						
11 12:00 AM	12	13	14	15	16	17 11:59 PM
FILE YOUR WEEKLY CLAIM REPORT THIS WEEK TO CLAIM THE PRIOR WEEK						
18	19	20	21	22	23	24
25	26	27	28	29	30	

You can find the PUA weekly claim reports on our website at:

<https://govstatus.egov.com/ui-benefits/CARES>



Select Language ▾

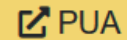
Powered by Google Translate

CDC website

中文

Español

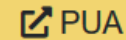
The Pandemic Unemployment Assistance (PUA) program is open and accepting applications. Self-employed, contract, and gig workers not eligible for regular unemployment benefits who are **filing for the first time** should use the instructions and initial application form to complete their first claim. You can submit claims by e-mail, mail, or fax (see details below).



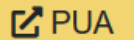
PUA Application:
English



PUA Application:
Español



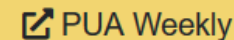
PUA Application: Tiếng Việt



PUA Application: Русский



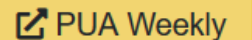
PUA Weekly Certification:
English



PUA Weekly Certification:
Español



PUA Weekly Certification: Tiếng Việt



PUA Weekly Certification: Русский

Self-employed, contract, and gig workers who have **already filed initial and weekly claims and have an established PIN** should complete the PUA application and certification process at <http://workinginoregon.org/pua/en/> (English) or the <http://workinginoregon.org/pua/sp/> (Spanish).

[Instructions on How to File a PUA Application](#)

Pandemic Unemployment Assistance

The federal CARES Act was signed into law on March 27, 2020. The Act provides enhanced Unemployment Insurance (UI) benefits and Pandemic Unemployment Assistance (PUA) for Oregonians. Here's what you need to know.

There are three ways to start a new application for PUA benefits:

Before you begin working on your weekly claim report, please save the form to your device.

You will lose your progress if you do not first save the form.

Once the weekly claim report is saved, please open it directly in Acrobat or Acrobat Reader, if possible. This makes it easy for you to tab through the application.

IMPORTANT: The fillable PDF form will NOT automatically save.

It is strongly recommended that you often save data entered into a form by using the Save button on the form, or by clicking File > Save (or Save As).

PUA Weekly Request - English.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open... Ctrl+O

Create

Save Ctrl+S

Save As... Shift+Ctrl+S

Save As Other...

Send File...

Revert

Close Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

1 H:\...\PUA Weekly Request - English.pdf

2 H:\...\ETA 81 DUA Applic...ish (Combined).pdf

3 H:\...\ETA 81 DUA Applic...ish (Combined).pdf

4 H:\...\PUA Application - ...secure upload).pdf

5 H:\...\ETA 81 DUA Application - Spanish.pdf

Exit Ctrl+Q

Tools Fill & Sign Comment

Highlight Existing Fields

WEEKLY REQUEST FOR UNEMPLOYMENT ASSISTANCE (PUA)

	Week Claimed	
	Week Dates	
	Beginning (Sunday)	Ending (Saturday)

APPLICANT REQUEST

own above). You are eligible for PUA if you are out of work as a direct result of the COVID-19

he appropriate box(es) and or providing the additional information requested.

oyment during the week.

self-employment.

normal self-employment during this week? YES NO

GROSS Payment Received, whether services were performed during the week or not \$ _____

2. Was this work performed in an effort to RESUME your normal self-employment activity? YES NO

B. Employment

1. If you were not self-employed, did you do other work during the week claimed? YES NO

2. Number of Hours Worked _____

3. GROSS Amount Earned, whether payment has been received \$ _____

C. Complete the information requested in the payment box below if you answer "Yes" to any questions in item 1 below.

1. Did you apply for or receive:

a. Any insurance payments for loss of wages due to illness or disability? YES NO

b. Any payments from private income protection insurance? YES NO

c. Any payments of a supplemental unemployment benefit? YES NO

Please provide your **full name** and **Customer Identification Number (CID)**.

Your CID can be found on every document we have sent you.

If you do not know your number, obtain it by contacting your:

- UI Contact Center
- Local [WorkSource Oregon Office](#)

You must provide the **first and last day of the week** you are claiming so our department knows which week you are requesting to claim.

Note: You can **only** submit **one** week of benefits in each weekly claim report.

WEEKLY REQUEST FOR PANDEMIC UNEMPLOYMENT ASSISTANCE (PUA)										
Claimant Name (Last, First, Middle)	Week Claimed									
	Week Dates									
Customer Identification Number	Beginning (Sunday)	Ending (Saturday)								
APPLICANT REQUEST										
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<p>Complete Section A and C if you worked in self-employment during the week. Go directly to sections B and C if you did not work in self-employment.</p>										
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Complete Section A if you did **self-employment work** during the week you are claiming.

If you did **NOT** do self-employment work, go directly to Section B.

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Did you perform any normal **self-employment work** during this week?

Answer **YES** if the work you performed was related to your self-employment.



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GROSS Payment Received, whether services were performed during the week or not

If you answered **YES** to the question above, provide your GROSS pay for this week, whether services were performed during the week or not.

For example, GROSS pay could be for payments received that week for previous work completed.



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Was this work performed in an effort to **RESUME** your normal self-employment activity?

Answer **YES** if you performed your regular self-employment job duties.

Answer **NO** if you engaged in any other self-employment activities not related to the normal or regular self-employment work you had been performing.

For example, you are self-employed as a barber, but have decided to make hand made masks at this time.



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Complete Section B if you performed work, other than self-employment during the week you are requesting benefits.

If you did NOT perform other work, go directly to Section C.

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If you were not self-employed, did you do other work during the week claimed?

Answer **YES** if you performed work unrelated to self-employment. This could include work as an employee of a business or gig economy work.



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Number of Hours Worked

Enter the **total hours you worked** during the week in which you are requesting benefits.

If you do not have a set schedule, you will need to **keep track of the hours you work** so you can accurately report it on your weekly claim.



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GROSS Amount Earned, whether payment has been received.

If **you are employed as an employee**, report any earnings you will receive from work performed during the week, regardless of whether you have received the pay.

For example, if you earn \$150 in gross pay each week, but you are paid at the beginning of each month, you will report \$150 on your weekly claim.



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Complete all questions in section C, regardless of the type of work you performed in Section A and B.

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The first question in Section C has four sub questions.

If you answered **YES** to any of the sub questions, please provide details about each payment in the box below.



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Were you able and available for work during this week based on our state requirements?

Answer **YES** if you were able and available for work based on the Oregon Employment Department's current [temporary rules](#).

Not sure? Select the blue hyperlink above to review current rules.



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Are you currently impacted by the COVID-19 public health emergency?

Answer **YES** if you are currently impacted by the COVID-19 public health emergency.

For example, answer **YES** if you are unable to work because of COVID-19.

Answer **NO** if you are not currently impacted by the COVID-19 public health emergency.



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If “YES”, explain.

If **YES**, please explain in the space below how you are currently impacted by the COVID-19 public health emergency.

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Did you refuse any work during any of the weeks claimed above?

Answer **YES** if an employer offered you work but you refused, regardless of the reason.



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Please read the **Applicant Certification** section prior to signing your name and date.

By signing your weekly claim report, you are self-certifying that the information you are providing is true.

Falsifying information will result in the denial of current and future PUA benefits.

You will have to pay back any benefits paid, and you may face federal criminal prosecution.

B. Employment

1. If you were not self-employed, did you do other work during the week claimed? YES NO

2. Number of Hours Worked _____

3. GROSS Amount Earned, whether payment has been received \$ _____

C. Complete the information requested in the payment box below if you answer "Yes" to any questions in item 1 below.

1. Did you apply for or receive:

a. Any insurance payments for loss of wages due to illness or disability? YES NO

b. Any payments from private income protection insurance? YES NO

c. Any payments of a supplemental unemployment benefit? YES NO

d. Were any amounts payable to you from any retirement, pension, or annuity payments from a plan contributed or maintained by an employer you received payment from in 2019? YES NO

Type of each Payment Amount	Period Covered	
	From	To

2. Were you able and available for work during this week based on our [state requirements](#)? YES NO

3. Are you currently impacted by the COVID-19 public health emergency? YES NO

i. If "YES", explain.

4. Did you refuse any work during this week? YES NO

APPLICANT CERTIFICATION

I certify that the information I have given on this form is correct, and that I have supplied the information voluntarily, in order to obtain PANDEMIC UNEMPLOYMENT ASSISTANCE. I know that Federal funds are provided and that penalties are prescribed by law for willful misrepresentation or concealment of material facts in order to obtain assistance payments to which I am not entitled to receive under the ACT. The information gathered by the Employment Department may be used by other state and federal agencies for verification of eligibility for other programs. Therefore, I AUTHORIZE the Employment Department to release the information TO ANY SOURCE for purposes authorized under Employment Department law.

Signature _____ Date (Month, Day, Year) _____

After completing the weekly claim report, **save a final version of the file to your device. Review it** to make sure all fields are complete.

When you have finished completing your request for the week, **submit it by email, fax, or mail.**

OED_PUA_CERTS@oregon.gov

Fax: (503) 371-2893

Oregon Employment Department
PO Box 14165
Salem, OR 97311

IMPORTANT: Make sure you claim your benefits each week you wish to receive payment.

Find more information about our Pandemic Unemployment Assistance Program by visiting our webpage:

<https://govstatus.egov.com/ui-benefits/CARES>

