Welcome

to the
Unemployment Benefits Services Tutorial

TEXAS WORKFORCE COMMISSION

How to Complete Earnings Verifications Online

Unemployment Insurance Benefits Earnings Verification System

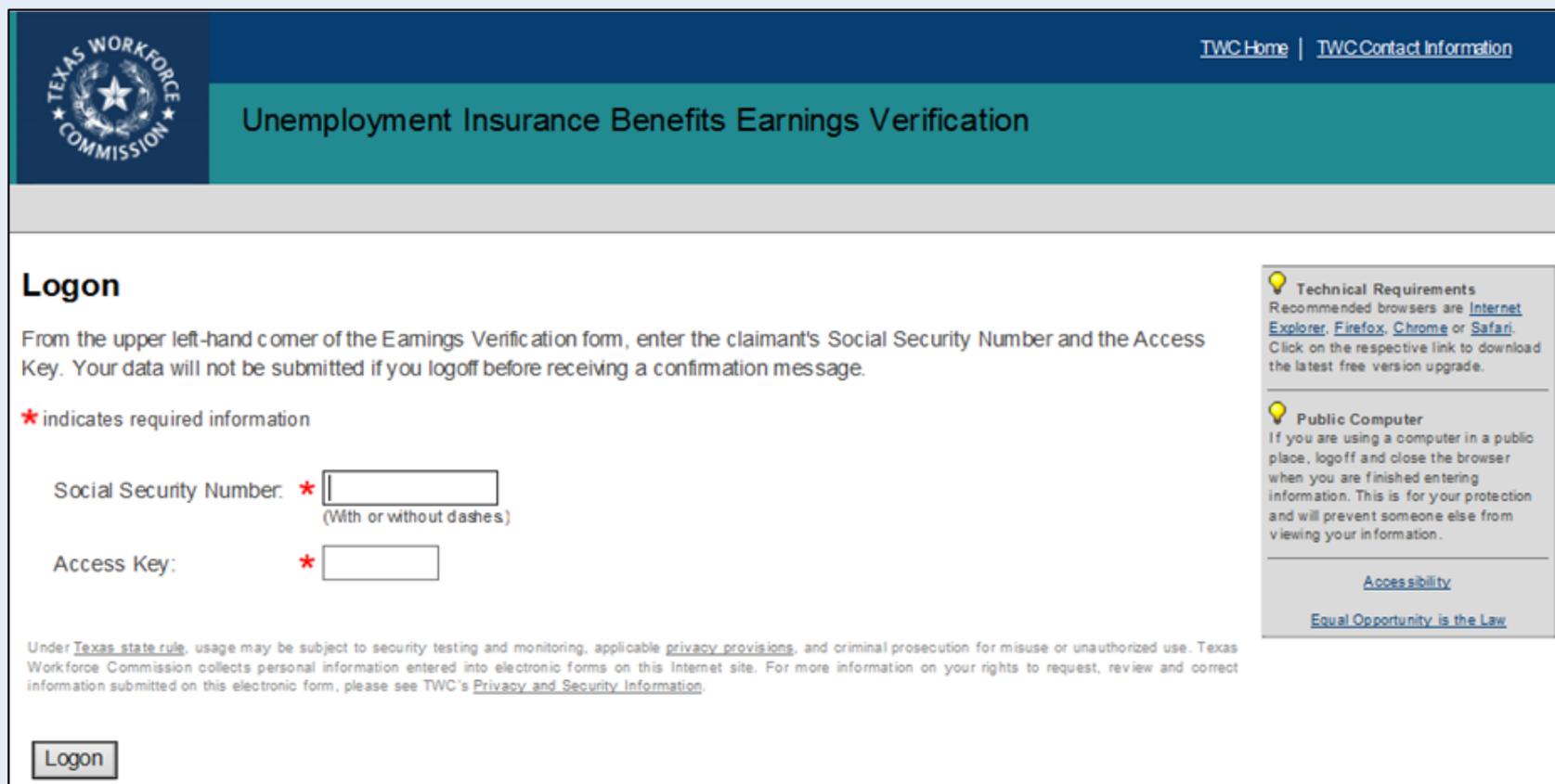State law requires that both employers and claimants report earnings correctly.

Use our Unemployment Insurance Benefits Earnings Verification system to respond to the Request for Earnings Information letter and Earnings Verification form.

TWC uses earnings information to determine whether a claimant's unemployment benefits are paid correctly. When the earnings amounts provided by the claimant and employer differ, the claimant's unemployment benefits may be adjusted.

Getting Started

What You Will Need

To log on, you need the claimant's Social Security number and an Access Key, provided on the Request for Earnings Information letter or Earnings Verification form.

Getting Started . . .

TWC first needs to know if the claimant is still working for the employer, and if they worked in the weeks indicated in the box.

Answer both questions, then click "Next" to go to the Employment Details screen.

Unemployment Insurance Benefits Earnings Verification

Employment Information

★ indicates required information

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

Is the claimant currently working for this employer?

★ ○ Yes   ○ No

Did the claimant work for this employer during any of the weeks listed below?

★ ○ Yes   ○ No

- The 7-Day Weeks listed may not always be consecutive; there may be a break or gap between some of the 7-Day Weeks listed.

1-1 of 1

7-Day Week
Dec 18, 2016 through Dec 24, 2016

Next

Employment & Earnings Details

Unemployment Insurance Benefits Earnings Verification

Employment Details

Need help? ❓

- Provide the claimant's employment information.

★ indicates required information

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

First Date Worked:	★ Month ▾ Day ▾ Year	
Last Date Worked:	★ Month ▾ Day ▾ Year	
Type of Separation:	★ ○ Lay Off ○ Quit ○ Fired	

Next   Previous

If the claimant is *not currently working for the employer*, you will be taken to the Employment Details screen. Provide the first and last dates the claimant worked, and indicate the type of job separation.

If the claimant is currently working for the employer, you will go directly to the "Earnings Details" screen on the next page.

Employment & Earnings Details . . .

Enter the Actual Gross Earnings for the claimant for each 7-day week listed.

- TWC defines the 7-day week as Sunday to Saturday
- Actual Gross Earnings should include only those wages earned through actual work (do not include vacation, severance, or other additional pay)
- Use whole dollar amounts, rounding down, without symbols or punctuation.

Unemployment Insurance Benefits Earnings Verification

Earnings Details

Need help? ?

★ indicates required information

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

- Enter the Actual Gross Earnings for the claimant for each 7-Day Week listed. Use whole dollar amounts, rounding down. For example, $354.75 should be reported as 354 without $ sign or any punctuation.

7-Day Week	Actual Gross Earnings
Dec 18, 2016 to Dec 24, 2016	$ 0

Next   Previous

Submitter Information

Enter your first and last name, and phone number in the submitter information fields.

Review & Submit

Ensure that information is correct.

Review & Submit

Ensure that information is correct.

Review & Submit . . .

If so, check the box certifying that you are authorized to submit the earnings data on behalf of the employer, and that the information is true, accurate, and complete, then click the "Submit" button.

If any of the data is not correct or complete, select the "Previous" button to return to the previous page and correct.

Submitter Information

Edit Submitter Information

Submitter Name:	Your Name
Phone Number:	(800) 252-3642

Earnings Details

Edit Earnings Details

7-Day Week	Actual Gross Earnings
Dec 18, 2016 to Dec 24, 2016	$750

☑ * By checking this box, I certify that I am authorized to submit this information on behalf of this employer and the information I give is true, accurate, and complete.

Submit   Previous

Confirmation

Texas Workforce Commission

Unemployment Insurance Benefits Earnings Verification

Confirmation

ⓘ The Earnings Verification has been submitted on January 11, 2017 08:05 AM.

TWC Account Number:	01-001001-0
Employer Name:	TWC EMPLOYER
Claimant Name:	John Doe
Social Security Number:	123-45-6789

Employment Information

Is the claimant currently working for this employer?	No
Did the claimant work for this employer during any of the weeks listed below?	Yes

Employment Details

First Date Worked:	Dec 10, 2016
Last Date Worked:	Jan 02, 2017
Type of Separation:	Fired

Submitter Information

Submitter Name:	Your Name
Phone Number:	(800) 252-3642

Once you click "Submit," a confirmation will appear on the next page to indicate you have successfully completed the Earnings Verification.

Confirmation . . .

Once you have successfully submitted the earnings verification data, you may review, print, or save the confirmation page, which provides proof of submission.

Congratulations! You have now completed the Earnings Verification form online.

Still need help?

Call TWC's Benefit Payment Control Unit at (512) 372-6161 or (512) 372-6173 to speak with one of our customer service representatives.