

How to file your weekly certifications for Unemployment Benefits


Opening a new unemployment claim prepares you for receiving unemployment benefit payments, but you won't receive them unless you are otherwise eligible AND you tell the department that you are unemployed and seeking payment. This is called "certifying" for weeks of unemployment or referred to as "weekly filing." To certify for one or two weeks at a time, you will log into your Pennsylvania unemployment dashboard and follow the instructions in this guide.


To file a weekly certification, scroll down and locate the "**File for Weekly Benefits**" hyperlink that appears in the File Certification tile.


The screenshot shows the user's dashboard with a navigation bar at the top containing links for Menu, Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, and Services for Employers. The main heading reads "Welcome to My Individual Workspace Lucinda M" with a link to "View your Personal Profile and Contact Information." Below this is a sub-navigation bar with "My Dashboard" selected, and "Directory of Services" and "My Resources" options. The "Unemployment Status" section is expanded, showing five tiles: "Benefits Week" (Week 5, Apr 22nd, 2023), "Claim Status" (4 Results, 3 In Review, 2 Waiting for Review, 1 Claim Filed), "Work Search" (instructions on job applications), "File Certification" (warning about missing certification for week ending 04/22, with a red box around the "File for Weekly Benefits" link), and "Payment" (warning that no payment will be processed without certification).

If you have previously certified any weeks, they will be listed in the Weekly Certifications Review table. Click the **"File Your Weekly Certification"** button to begin the certification process.

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 **Below is a list of your weekly certifications.**
To claim a new week, click the button below.

 For help click the information icon.

 [File Your Weekly Certification to Continue Your Claim](#)

Weekly Certifications Review

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

#	Week Ending	Certification Filing Date	Benefit Pay Date	Payment Number	Benefit Amount	Federal Withholding	Payment Amount
4	04/15/2023	4/26/2023 10:27:21 AM	In Progress	N/A	\$511.00	\$0.00	\$0.00
3	04/08/2023	4/25/2023 3:23:03 PM	In Progress	N/A	\$511.00	\$0.00	\$0.00
2	04/01/2023	4/25/2023 11:27:05 AM	In Progress	N/A	\$511.00	\$0.00	\$0.00
1	03/25/2023	4/20/2023 8:15:13 PM	Not Applicable	N/A	\$511.00	\$0.00	\$0.00


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[Return to My Dashboard](#)

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After the explanation of certification, click "Next."


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 **Please review the information below.**
Click *Next* to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon.

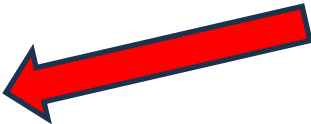
Explanation of Weekly Certification Process

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

Cancel Next >> 

Exit Weekly Certification

You will then be required to acknowledge that you have read and understand the information regarding potential fraud penalties.


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 **Please review the information below.**
Click *Next* to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon.

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. If you fail to report wages or otherwise lie about your eligibility, you should expect to get caught.

Providing incorrect information, or information on someone other than yourself may be considered fraud. False statements are punishable pursuant to 18 Pa. C.S. §4904, relating to unsworn falsification to authorities. A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under Section 801 of the Law, 43 P.S. §871, 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 [Pennsylvania Unemployment Compensation 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 have read and understand the information regarding potential fraud penalties.

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Exit Weekly Certification

Next you will be provided an opportunity to update your contact information if it has changed Use the **“Update Contact Information”** hyperlink if your address, telephone number or email address has changed.


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 **Please review the information below.**
Click *Next* to continue.

Weekly Certification Filing Process


Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon.

Contact Information

Name: Lucinda M.
Address: 651 BOAS ST
HARRISBURG, PA 17121
Phone: 717-555-1212
Email: D @pa.gov

[[Update Contact Information](#)] 

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Exit Weekly Certification

You will be shown the date for which you are filing. The answers you provide must go along with your situation for that calendar week.

If you prefer to file your certification every two weeks, you are not able to decline filing for the first week to move to the next. You must answer the questions for week #1 to get to week #2. If you do not wish to collect payment for a week due to full-time work, you will be given the opportunity to report this information in your claim for that week. If you do not wish to collect payment for a week due to being unable or unavailable to work, you will be given an opportunity to report this information in your claim for that week.

Your Eligibility - Availability

* Jason, were you able and available to go to work during the week beginning Yes No
Sunday, October 15, 2023 and ending Saturday, October 21, 2023?

The law states you must be able to work and be available for work (commonly referred to as the "able and available" or "A and A" requirements) to be eligible for benefits. Able to work means you are physically and mentally able to perform work, even if it is not the type of work you normally do. Some examples of when you would not be able to work:

- Your doctor has told you that you cannot work at all or has placed restrictions on you that are so great you feel you are not able to do any type of work.
- You do not feel you are able to perform any type of work for any employer.

Available for work means you are ready and willing to perform work or accept work from a new or current employer. Some examples of when you would not be available for work.

- You are on vacation.
- You are responsible for another individual(s) and it limits your availability to work.
- You do not have transportation or the ability to get to and from work.
- You are taking time to bond with a new child or children.
- You are in jail or prison.
- You are receiving treatment in an inpatient facility.
- You are taking bereavement time.

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


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Exit Weekly Certification

Answer **“Yes”** to the question regarding New Self-Employment/Sideline Business only if you have started new self-employment during the claim week in question OR if you had a sideline business and increased your participation during the claim week in question.

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 **Please complete the information below.**
When you have finished, click *Next* to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon.

Your Eligibility - New Self-Employment/Sideline Business

* Lucinda, did you engage in any new self-employment activities or increase participation in a sideline business for this week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? Yes No 

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Exit Weekly Certification

Absence from work, when work was available, includes situation when you will not be paid for periods of time when you were late to work, left early, called off sick or refused/did not show up for a shift.

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Pennsylvania
Unemployment Compensation System

Please complete the information below.
When you have finished, click *Next* to continue.


Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon

Your Eligibility - Absence From Work

* Lucinda, were you absent from work when work was available during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? Yes No 

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Exit Weekly Certification

You are required to search for work and perform work search activities in accordance with the instructions provided in the [UC handbook](#).

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Pennsylvania
Unemployment Compensation System

Please complete the information below.
When you have finished, click *Next* to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon

Your Job Contacts – Work Search and Activities

* Lucinda, did you complete your required work searches and/or work search activities during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? If you are exempt from this requirement, click YES. Yes No

You are exempt if you receive work through a union hiring hall and are in good standing this week, if you are in training approved by the department or under the Trade Adjustment Act, if you participated in Reemployment Services and Eligibility Assessment (RESEA) at a PA CareerLink® this week, or if you are laid off due to a lack of work and your employer informed in WRITING that you will be recalled on a specific date.

I acknowledge I have read and understand the work search requirements, as presented in the UC Handbook, and am keeping a log of my activities. I understand that the basic work search requirement is to apply for two jobs each week, plus do a work search activity, with acceptable substitutions as found in the UC Handbook. I have completed the weekly work search activities, unless otherwise exempt.

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Exit Weekly Certification

You must report any offer of work that you did not accept. The department will determine if that offer was a suitable job offer.

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Please review the information below.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

For help click the information icon

Your Job Offers - Refused

* Lucinda, did you refuse any job offers during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? Yes No

This includes any part-time or full-time job offer even if you feel this was not a suitable position for you.

IMPORTANT: The law says you could be **disqualified from receiving unemployment benefits** and you will have to pay back any benefits you have received if you do not have a good reason why you did not accept suitable work when offered.

Please note that an employer may notify the State if you refuse to accept suitable work from them.

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Exit Weekly Certification

Vacation/Holiday/Other Earnings

Important: If you have earned any wages during the week including regular pay, commissions, tips, vacation/holiday pay, potential earnings (absence hours), paid sick time or any other payment based on your previous work, click the “**Yes**” button to report that information. Click [here](#) for more information about reporting earnings.

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Please review the information below.

Pennsylvania
Unemployment Compensation System


Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

For help click the information icon.

Your Earnings - Work Activity

* Lucinda, did you work (full or part-time) or earn wages during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? Yes No 

This includes all wages such as regular pay, commissions and tips, vacation or holiday pay, potential earnings, or any other payment based on your previous work.

IMPORTANT: If you worked at all in the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

Please note that Pennsylvania’s Unemployment Compensation (UC) Benefits System now immediately cross checks the answers you provide against several State and Federal databases. If you do not tell us about wages earned during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023 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.

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Exit Weekly Certification


When you indicate that you worked or earned wages on the previous screen, you will be asked if you worked your normal full-time hours during the week for which you are filing.

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Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon.

Your Earnings - Work Activity

* Lucinda, did you work (full or part-time) or earn wages during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? Yes No

This includes all wages such as regular pay, commissions and tips, vacation or holiday pay, potential earnings, or any other payment based on your previous work.

IMPORTANT: If you worked at all in the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

Please note that Pennsylvania's Unemployment Compensation (UC) Benefits System now immediately cross checks the answers you provide against several State and Federal databases. If you do not tell us about wages earned during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023 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.

* Lucinda, did you work your normal full-time hours during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? Yes No

Lucinda, to be eligible for UC benefits you must have worked less than full-time.

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Exit Weekly Certification

Next you will indicate the employer for which you worked. The employer may already be available on the menu, or you may click the box to enter the employer information.

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Unemployment Compensation System

Please review the information below.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

For help click the information icon.

Your Earnings - Employers

* Lucinda, please select the employer that you worked for, during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023:

None Selected


Lucinda, please check here if the employer that you worked for is not in the list above.

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Exit Weekly Certification

When you choose an employer from the drop-down menu, the employer information will be shown on the next screen. You may need to enter a telephone number for the employer.


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 **Please enter information on the employer you had earnings from during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023.**
Click Save when complete.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon.

Employer Information

* Employer:

* Address of Record:

* Zip:

* City:

* State:

Contact Information

* Contact Phone: - -

On the same page, you will be asked about your job title and job information.

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

Hired Information

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

* Salary: \$

* Salary Type:

Hourly Wage:

You will then be asked to enter all gross wages, by category, including Potential Earnings if work was available, but you were absent.

Earnings Verification

Please indicate your gross earnings from this job during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023:

Always report your Gross Earnings which are your total earnings before any deductions.

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

*** Potential Earnings (If work was available to you and you did not go to work you must report the money you would have earned):**

\$

*** Vacation Pay:**

\$

Holiday Pay:

\$

*** Gross Amount Earned: \$0.00**

IMPORTANT: If you worked at all in the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023 you must report ANY earnings. **You must report these earnings even if you have not yet received any payment.**

At the bottom of the page, you will be asked which days of the week you worked.

Work Days
Please indicate the days you worked during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023:

Select Days Worked:

- Sunday, April 16, 2023
- Monday, April 17, 2023
- Tuesday, April 18, 2023
- Wednesday, April 19, 2023
- Thursday, April 20, 2023
- Friday, April 21, 2023
- Saturday, April 22, 2023

[Save](#) [Cancel](#)

[Exit Weekly Certification](#)

Once you have completed entering the information, you will be shown a confirmation of the wages provided. If you have earnings for another employer for the same week, click **"Yes"** to enter the next employer information and earnings.

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Unemployment Compensation System

Please review the information below.
Click Next to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete

 For help click the information icon

Your Earnings - Confirmation

Lucinda, please review the employers listed below to confirm these are the employers you received earnings from the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023:

#	Employer	Location	Week Ending Date	Total Earnings	Action
1	Standard Forty Hour Job	Harrisburg, PA 17121	04/22/2023	\$0.00	Update Earnings
2	TURKEY HILL INN INC	BLOOMSBURG, PA 17815	04/22/2023	\$519.12	Update Earnings

Additional Employers with Earnings

*Lucinda, are there any other employers that you worked for (full or part-time) or earned wages from during the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023? Yes No


This includes all wages such as regular pay, commissions and tips, vacation or holiday pay, potential earnings, or any other payment based on your previous work.

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Exit Weekly Certification

Depending on how you answer the questions during the weekly certification, you may be asked additional questions. For example, if you indicated that you received vacation pay (i.e. PTO) during the certification week, you will be asked additional questions. The first set of questions will be about the employer from which the vacation pay was received.

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 **Please review the information below.**
Click *Next* to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Certification

Complete


Vacation Pay

The department is requesting information, regarding vacation pay, to determine eligibility for Unemployment Compensation (UC) benefits.

Employer's Name:

Employer's Address:

Employer's Telephone Number:

* Week ending: 

The next questions are regarding the vacation pay amount and if you have an Expected Date of Return to work.

Claimant reported:

Vacation Pay:

Currency (Example xxxxx.xx)

Expected date of return (EDR):

Employer reported:

Vacation Pay:

Currency (Example xxxxx.xx)

Expected date of return (EDR):

Do you/the employer agree with the vacation pay reported above? Yes No

Does the vacation pay represent full time work? Yes No

Do you/the employer agree with the EDR reported above? Yes No

Please provide any additional information that you feel may affect the eligibility for unemployment compensation including any supporting documentation that may support your answers.

The final items on the page are acknowledgements.

- 1. I acknowledge that false statements in this document are punishable pursuant to 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.
- 2. All information provided is true, correct and complete to the best of my knowledge and belief.
- 3. FOR EMPLOYEES: I acknowledge that a person who makes a false statement or representation knowing it to be false, or knowingly fails to disclose a material fact to obtain or increase any UC benefits commits a criminal offense under Section 801(a) of the UC Law, 43 P.S. § 871(a), and may be subject to a fine, imprisonment and restitution.
- 4. FOR EMPLOYERS: I acknowledge that an employer or any officer or agent of such employer who makes a false statement or representation knowing it to be false or who fails to disclose a material fact to prevent or reduce the payment of UC benefits to any employee commits a criminal offense under Section 802(a)(1) of the UC Law, 43 P.S. § 872(a) (1).

* Name:

* Date:

Title (if employer):

* Telephone Number:

* Completed by: Numbers only

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Exit Weekly Certification

After all questions for the weekly certifications have been answered, you will be able to review your answers.

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Pennsylvania
Unemployment Compensation System

To complete your certification for the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023, check the box below.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings Fact Finding

Certification Complete

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

Summary of Eligibility Review Answers

During the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023:

Were you absent from work when work was available during this week?	No
Were you able and available to go to work during the week?	Yes
Did you engage in any new self-employment activities or increase participation in a sideline business during this week?	No

[[Change Eligibility Review Answers](#)]

Summary of Work Search & Activities

During the week beginning Sunday, April 16, 2023 and ending Saturday, April 22, 2023:

Did you complete your required work searches and/or work search activities?	Yes
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[[Change Information on Work Searches Activities 1](#)]

You may edit your answers if any information has been entered incorrectly up to this point. **After the weekly certification is submitted, you will not be able to change any answers.**

You will again acknowledge that you have read and understand the information regarding potential fraud penalties, before clicking **"Next."**

Completed Fact Finding Forms

User Form Link	Form Name	Form Type	Form Category	Claim Type	To	From	Completed By	Create Date	Edit Date
Vacation Pay	Vacation Pay	All	Payments		M..., Lucinda	M..., Lucinda	Claimant	4/26/2023 1:24:11 PM	4/26/2023 1:24:11 PM

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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](#)]

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Exit Weekly Certification

You have now completed the weekly certification questions for that week. If more weeks are available for certification, you may click **“Yes, I would like to continue.”**

If this is your first week filing your weekly certification, normally you will not be paid because the first week is a waiting week. You will be paid the amount for which you are eligible for all weeks after the waiting week.


[UC Live Chat](#)

[UC Email: UChelp@pa.gov](mailto:UChelp@pa.gov)

The screenshot shows the Pennsylvania Unemployment Compensation System interface. At the top, a navigation bar includes links for Menu, Alert, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Quick Search. The main content area features the Pennsylvania logo and a confirmation message: "You have successfully filed your certification for the week beginning Sunday, October 4, 2020 and ending Saturday, October 10, 2020." Below this is a "Weekly Certification Filing Process" progress bar with seven steps: Explanation, Eligibility, Job Contacts, Job Offers, Earnings, Certification, and Complete. The "Certification" step is currently active. A section titled "What to Expect Next" provides information about the payment status, stating that the user will not be paid for this week as it is a waiting week. It also provides contact information for the claim center at 888-313-7284. At the bottom of this section, there are two buttons: "Yes, I would like to continue" and "No, I would like to stop". Below the buttons is a search bar with the text "We value your input, did you find what you were looking for?" and a "Submit" button. The footer contains several columns of links: About (Sign Out, Home, Site Map, Site Search), Settings (Accessibility Statement, Preferred Settings, Page Preferences), Services (For Individuals, For Employers, Labor Market), Legal (Privacy Statement, Terms of Use, Disclaimer, EEO), Resources (Protect Yourself, Feedback, Assistance), and Pennsylvania's Unemployment Compensation (UC) Benefits System (Contact Us, 100 N CAMERON ST STE 101, HARRISBURG, PA 17101). The footer also includes the copyright notice "Copyright © 1998-2020 Geographic Solutions, Inc. All rights reserved." and the text "Virtual One Stop - Sapphire".


Clicking on "No, I would like to stop" will provide a claim summary.

Menu Alert Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Quick Search



Please read the information below.
When you have finished reviewing this information click the *Continue* button below.

Weekly Certification Filing Process



For help click the information icon.

Claim Status

Current Claim Data

Claim Number:	34459	Claim Effective Date:	10/4/2020
Claim Type:	New	Benefit Year End Date:	10/2/2021
Claim Status:	Regular Active	Payment Type:	Debit Card
Available Credits:	\$14,872.00	Weekly Benefit Amount:	\$572.00
Claim Benefit Balance:	\$14,872.00	Claim Under Review:	No
Claim Benefit Paid:	\$0.00	Unresolved Issues:	No
Federal Tax Withheld:	No		

Claim Deductions

Federal Tax:	\$0.00	Child Support:	\$0.00
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[Continue](#)

[Exit Weekly Certification](#)
