



Shared Work Claimants Weekly Filing Desk Aid (File Weekly Certification)

Security Warning: For security purposes, it is the responsibility of employees participating in the Shared Work program to set up their own accounts in RECT (ID and PW), to file their New Claims, and to file their Weekly Claims for Shared Work. If the employer files any of the above for their employee(s) it will alert our system to a possible Fraud issue and create a hold on the employee(s) account, claims, and payments. This will delay the filing process.

To file a weekly certification, Claimants will go to www.FileCTUI.com, the CTDOL unemployment filing page. This should be done each week you experience a reduction of work.

You can file anytime Sunday through Saturday. Weekly claims must be completed by 11:59 on Saturday following the week you are claiming benefits.

For example:

- If your hours are reduced on Monday the 3rd of the month, you file a weekly certification for Shared Work starting on Sunday the 9th.
- Failure to submit the weekly certification before 11:59 on Saturday the 15th may result in a delayed benefit payment or a denial of benefits for that week.

To file your weekly certification for Shared Work, click on the “Weekly Filing” if:

- You have been receiving Shared Work Payments (existing claimant)
- You are a Shared Work Participant that needs to file a weekly certification.

PLEASE NOTE: If you’ve had a break in filing you will need to contact the Shared Work Unit via email at DOL.SharedWork@CT.gov, please include your name, the last 4 digits of your SSN and the week end date that you need filed. *You should only be filing weekly certifications for weeks that you receive a reduction in hours. If no reduction was received, please do not file.*

After clicking on “Weekly filing”:

- If this is your first time using ReEmployCT you will need to set up a new username and password; (Every unemployment filer must create a **new** account in the ReEmployCT system)
- If you do not have an open benefit year, please refer to the “New Claim Desk Aid” provided to your employer or view on our website www.SharedWorkCT.com.
- Prior to filing a claim for Shared Work, your employer **must submit an application for Shared Work and have been approved.**

Step 1: Click on <Weekly Certification>

The screenshot shows the top navigation bar with several dropdown menus: Unemployment Claim, Weekly Certification (circled in red), Update Address, Benefit Maintenance, Make Repayment, Inquiry, Correspondences, and File Appeal. Below the navigation bar is a 'Quick Links' section with a list of links: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Make Repayment, and Inquiry. To the right of the Quick Links is a 'Claim Information' section with tabs for Weekly Certification, Work Search, and Payment Option Details. Below the tabs is a list of links with blue arrows pointing to the right.

Step 2: Click on <File Weekly Certification>

The screenshot shows the top navigation bar with several dropdown menus: Unemployment Claim, Weekly Certification, File Weekly Certification (circled in red), Update Address, Benefit Maintenance, Make Repayment, Inquiry, Correspondences, and File Appeal. Below the navigation bar is a 'Quick Links' section with a list of links: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Make Repayment, and Inquiry. To the right of the Quick Links is a 'Claim Information' section with tabs for Weekly Certification, Work Search, and Payment Option Details. Below the tabs is a list of links with blue arrows pointing to the right.

This will bring you to the “File Weekly Certification – Shared Work” screen.

Step 3: On the “File Weekly Certification – Shared Work” screen, you will need to answer the questions and then click <Next>. Please note all fields marked with a “*” require an answer to proceed. **If you are not directed to the “File Weekly Certification-Shared Work” screen STOP and contact your Shared Work employer. Please do not file the weekly certification.**

PLEASE NOTE: You must report all work from any employer other than your Shared Work employer in question 6 below; you will be required to report all hours worked and your gross weekly pay. ***This will not change the amount of your Shared Work payment.***

Please note, this is a sample, and you should answer questions as they pertain to you

File Weekly Certification - Shared Work

Required Information

Claimant SSN

XXX-XX-0000

Claimant Name

JANE DOE

Address

123 MAIN STREET

ANY TOWN, CT 06109

Answer the following questions for the week of:

Sunday, June 12, 2022 - Saturday, June 18, 2022.

Providing false information is punishable by law.

STOP

If Shared Work does not appear **STOP** & contact your SW Employer.

1. Were you able and available for your regular work schedule with the shared work employer?

Yes

No

a. If No, select the reason that apply

Child Care

Family Responsibility

Other

Transportation

2. Are you still employed with the shared work employer?

Yes

No

a. If No, select the reason for separation

-Select-

3. Did you work your scheduled shared work hours for the week?

Yes

No

4. Did you refuse any hours of work offered by the shared work employer?

Yes

No

5. Did you apply for or receive a private pension, or if you are receiving a private pension, has this pension changed?

Yes

No

a. If yes, please select the employer from which you are receiving pension.

Employer	Select
SAMPLE SHARED WORK EMPLOYER	

6. Did you perform any work for another employer other than the Shared Work employer?

Yes

No

If you worked last week, Sunday through Saturday you must report any earnings even if you do not get paid until later. Failure to report work and earnings may result in fraud disqualification that will stop your benefits and result in an overpayment to the state of Connecticut

a. If yes, was the work performed in self-employment?

Yes

No

<Back

Next>

This will bring you to the “Verify Weekly Certification Responses” screen

Step 4: On the “Verify Weekly Certification Responses” screen, verify that all your responses are correct, then click <Next>.

Unemployment Claim

Weekly Certification

Update Address

Benefit Maintenance

Make Repayment

Inquiry

Correspondences

File Appeal

Motion To Reopen

View & Print 1099

Provide PUA Proof of Earnings

Provide PUA Proof of Employment

MEUC Application

WC-006

Verify Weekly Certification Responses

Claimant SSN

XXX-XX-0000

Claimant Name

JANE DOE

Verify your responses for the week of:

Sunday, June 19, 2022 - Saturday, June 25, 2022.

1. Were you able and available for your regular work schedule with the shared work employer?

Yes

2. Are you still employed with the shared work employer?

Yes

3. Did you work your scheduled shared work hours for the week?

Yes

4. Did you refuse any hours of work offered by the shared work employer?

No

5. Did you apply for or receive a private pension, or if you are receiving a private pension, has this pension changed?

No

6. Did you perform any work for another employer other than the Shared Work employer?

No

If you worked last week, Sunday through Saturday you must report any earnings even if you do not get paid until later. Failure to report work and earnings may result in a fraud disqualification that will stop your benefits and result in an overpayment to the state of Connecticut. To change or enter any additional employment details select edit(or back, to be determined).

To receive Unemployment Insurance benefits, Connecticut law requires that you be able and available for work. To change any of your answers for Questions, select **Back**.

<Back

Next>

Please note, this is a sample, and you should answer questions as they pertain to you

This will bring you to the “Weekly Certification Acknowledgement” screen

Step 5: On the “Weekly Certification Acknowledgement” screen, you will need to read and sign the Acknowledgement by entering the last 4 digits of your Social Security Number (SSN) then, click <Submit>.

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Make Repayment Inquiry Correspondences File Appeal
Motion To Reopen View & Print 1099 Provide PUA Proof of Earnings Provide PUA Proof of Employment MEUC Application WC-010

Weekly Certification Acknowledgement

Required Information

Claimant SSN XXX-XX-0000 Claimant Name JANE DOE

Certification Details

1. Were you able and available for your regular work schedule with the shared work employer?	Yes
2. Are you still employed with the shared work employer?	Yes
3. Did you work your scheduled shared work hours for the week?	Yes
4. Did you refuse any hours of work offered by the shared work employer?	No
5. Did you apply for or receive a private pension, or if you are receiving a private pension, has this pension changed?	No
6. Did you perform any work for another employer other than the Shared Work employer?	No

Acknowledgement

CTDOL audits the information you provided to verify its accuracy. Failure to properly report any earnings may result in an overpayment, garnishment of future wages, and/or prosecution in Federal and/or State courts.

The information that I have provided is true to the best of my knowledge. I have neither applied for, nor received Unemployment Insurance benefits for the week beginning **Sunday, June 19, 2022** and ending **Saturday, June 25, 2022** from any other State, the United States, or Canada, except as claimed. This claim is made with my full knowledge that the law provides penalties for making false statements or concealing material facts to obtain or increase benefits.

The certification is made with full knowledge that the law provides penalty for making false statements or concealing material facts to attain or increase benefits.

Enter the last four (4) digits of your SSN as your electronic signature verifying that you have read and understood the Acknowledgement statement above.

0000

<Back Submit

This will bring you to the “Weekly Certification Confirmation” screen, which completes your Weekly Filing.

Unemployment Claim Weekly Certification Update Address Benefit Maintenance Make Repayment Inquiry Correspondences File Appeal
Motion To Reopen View & Print 1099 Provide PUA Proof of Earnings Provide PUA Proof of Employment MEUC Application WC-011

Weekly Certification Confirmation

Claimant SSN XXX-XX-0000 Claimant Name JANE DOE

Address 123 MAIN STREET
ANY TOWN, CT 06109

Your sharedwork weekly certification for the week of **Sunday, June 19, 2022** - **Saturday, June 25, 2022** has been accepted. You will be able to view the status of your weekly certification online after 10:00 AM on Wednesday, June 29, 2022.

Based on some of your responses, an investigation will need to be conducted before a determination on your eligibility for benefits can be made. You should continue to file your weekly certifications each week you are unemployed and you will be notified once a decision has been made.

If your claim is allowed and you are otherwise eligible, you may be paid for each of the weeks you filed a timely weekly certification.

If your claim is denied, you will receive a decision letter by mail advising you of the reason for the denied decision, as well as information regarding your rights to file an appeal if you disagree with the decision.

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