

Here are general instructions for filing for unemployment. Review the IWD website for more detailed information.

<https://workforce.iowa.gov/unemployment>

The unemployment week runs Sunday-Saturday. **You have until Saturday, 7/13, at 7:30 PM to file your initial claim. After filing your initial claim, file your weekly claim each week, beginning Sunday, 7/14.** (For anyone who did not have vacation to cover the shutdown week, you may need to file a week earlier-week of 6/30). You will report your earnings for the previous week. The chart below shows the hours for filing (from IWD's website). **You must file by Friday to receive payment for the previous week.**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7/6-7/13	Start of UI claim Apply for unemployment the first week for which you wish to be paid						
	6:00am-7:30pm	6am-6:30pm	6am-6:30pm	6am-6:30pm	6am-6:30pm	6am-6:30pm	6am-7:30pm
	File initial claim online: https://uiclaims.iwd.iowa.gov/UIInitialClaim/						
7/14-7/19 and each week after	First day to file your weekly claim for week 1	File weekly claim for week 1	File weekly claim for week 1	File weekly claim for week 1	File weekly claim for week 1	File weekly claim for week 1	No weekly claim filing available
	8:00am-7:30pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	
	File weekly claim online at: https://uiclaims.iwd.iowa.gov/weeklyclaims/						

After you've filed your initial claim, you will receive a green sheet in the mail. If you are on voluntary layoff, you will need to turn that green sheet in and fill out SUB forms. SUB forms will be needed for each week until you return to work. Those need to be to payroll each week by Monday at noon, and can be turned into the Union Hall. If turning in to Union Hall, bring in no later than Monday at 11:00.