

INSTRUCTIONS FOR PARTIAL AND PART-TOTAL CLAIMANT'S FILING THROUGH THE WEB

PARTIAL AND PART-TOTAL CLAIMANTS MUST HAVE THEIR EMPLOYER(S) SUBMIT A "WEEKLY REPORT OF LOW EARNINGS" FOR EACH WEEK CLAIMED. SEE BELOW FOR SAMPLE.

Weekly Report of Low Earnings: In addition to filing your weekly claim certifications, you must have your employer(s) complete and submit a "Weekly Report of Low Earnings" (UC-BP-52a) form to verify your earnings, availability for work and continued employment for each week that you file for partial or part-total benefits. Before giving the form to your employer(s), enter your name and the dates of the week for which you are filing at the top of the form. Then, have YOUR EMPLOYER(S) complete and return the form as soon as possible. If you file a claim certification but your employer(s) fails to return the "Weekly Report of Low Earnings" form, your benefits will be delayed.

UC-BP-52(a) WEEKLY REPORT OF LOW EARNINGS

I, [Your name] am claiming benefits for the week beginning: (Sunday) to (Saturday)

TO EMPLOYER (See reverse of this form for instructions.)

Before you submit this to your employer, please WRITE in the SUNDAY to SATURDAY dates for the same week you are filing for.

1. In the 7 day period indicated above:
a. Rate of pay Total Hours Worked Gross wages earned.
b. Did the individual accept all work offered? Yes No If no, date did not accept all work Reason all work was not accepted

SAMPLE ONLY

2. What was the last day worked prior to the week for which Reason for nonwork: NO WORK QUIT DISCHARGE OTHER

3. Was the individual TERMINATED? If so, what was the LAST DAY OF WORK? Reason for separation? NO WORK QUIT DISCHARGE OTHER Explain

I CERTIFY THAT THE INFORMATION IS CORRECT

Employer/Representative Telephone No. Title Date

If you need more of the above "Weekly Report of Low Earnings" forms, please contact your local claims office or write on your last form "Please send more forms".