Guide to request a weekly PUA payment during COVID-19

STEP 1. Go to www.uimn.org and select Applicants.
STEP 2. Select **Request a Benefit Payment**. You will find the link near the bottom of the page, under **I Need To...**

**Welcome Applicants!**

This is the official resource for information about Minnesota Unemployment Insurance (UI) benefits.

UI benefits provide a temporary partial wage replacement to workers who become unemployed through no fault of their own.

If you have become unemployment or had your hours greatly reduced, complete the Application Process – we will determine whether or not you are eligible and notify you.

**I Need To...**

- **Apply for Benefits**
- **Request a Benefit Payment**
- **Log in to my Account**
- **Find a Job**

**Quick Links**

- Estimate Your Benefits
- Information Handbook
- Health Care & Community Services
- Report UI Fraud
- UI Law

**Minnesota Voter Registration**

**News & Updates**

- COVID-19 and unemployment benefits
- IRS Form 1099-G year-end tax information
- Upcoming Work Search Events

**Labor Market Data**

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STEP 3. Log in to your account.

Enter your Social Security number, password and then select **Login**. If you do not remember your password, select the checkbox for **Forgot your password** and then **Login**. Follow the steps on the page to reset your password.
STEP 4. My Account Home Page – Important Messages

Your account Home Page will display the week(s) available for you to request a payment.

- Any weeks that have not been requested display under Other Messages.
  - Select the **Request Benefit Payment** link to start your first request.
- If no Request Benefit Payment link is available, there are no available weeks for you to request.
STEP 5. Review the questions on the Request Payment home page.

This information can help you answer the questions on your request.

Select the button Proceed with Request Payment at the bottom of the screen to start your request.

STEP 6. Address verification.

If your address is correct, select My Info Has Not Changed.

If your address has changed, select My Info Has Changed. Enter your correct address and then select submit to rejoin the request payment process.
STEP 7. PUA Disclaimer.

Read the disclaimer. Your disclaimer may look slightly different than the one pictured below. Read the disclaimer presented to you during your payment request.

You must meet the weekly eligibility criteria listed in order to receive a payment.

Select the checkbox “I have read and understand the above information.” Select Next.
STEP 8. Initial Questions - PUA

You will be asked questions about a period of time (week of Sunday, mm/dd/yyyy through Saturday, mm/dd/yyyy) that helps us determine if you are eligible for that week. Answer each question.

**Question #1**, answer ‘Yes’ if you worked during this time period. This includes temporary work and self-employment.

**Question #2**, answer ‘Yes’ if you received any other income (special payments related to COVID-19, vacation pay, pension payments, Social Security) during this time period.

**Question #4**, Based on your situation, you will be asked either 1 or 2 questions.

If you are asked “Were you available for suitable employment” answer ‘Yes’ if you were not working because of COVID-19 AND you are:

- **Temporarily laid off** and have been staying in regular contact with your employer about your employment.
- **Permanently laid off** and are available for work and actively looked for work. Under Executive Order 20-05, you can meet this requirement by looking for work that does not create a risk to your health or to the health of others. Activities like updating your resume, researching businesses, or going online to CareerForceMN.com for job seeking help are considered looking for work.

After answering the questions, select Next to move to next screen. If you answered ‘No’ to Questions 1 and 2, go to STEP 9.

You will see this screen if you answered ‘Yes’ to Question #1 – “Did you work?” on the previous screen.

If you answered ‘No’ to Question #1 – “Did you work?” go to STEP 8b.

Question #1, provide your earnings.

- If you worked for an employer (full time, part time, or temporary), report your gross weekly earnings (before taxes).
- If you are self-employed, report your net weekly earnings after direct expenses that are exclusive to the self-employment. See our Self-employment page for guidance calculating your net earnings.

You must report earnings in the week you performed the work, whether or not you have been paid.

Question #4, enter ‘0’ if you worked for an employer. If you are self-employed, enter the number of hours you worked during this time period to meet COVID-19 health and safety guidelines (if any).

Question #5, Enter the number of hours you worked for an employer, or in self-employment, during this time period.

Question #6, Enter the number of hours you would have ordinarily worked for an employer, or in self-employment, during this time period.

![Collect Earnings - DUA Self Employed](image)

On the previous screen, you indicated that you had worked during the week. Please answer the following questions carefully for the week of Sunday, through Saturday.

1. Enter the gross earnings from all work and paid holidays during the above period, even if you have not received payment for the work. If you are self-employed in your own business click here for instructions: Self-employment.

   Wages from work for others must be reported during the week the wages were earned, not when the payment is received.

2. If any of the above wages were from military service, enter total of military wages (before deductions).

3. If any of the above wages were volunteer Firefighting/Ambulance Driver income, enter:

   active duty earnings
   on call earnings

4. How many hours did you spend clean up, repair, or other activities related to disaster recovery?

5. How many hours did you spend doing your normal work activities?

6. Had there been no disaster, how many hours would you normally work during this time of year?
STEP 8b. Income From another Source

You will see this screen if you answered ‘Yes’ to question #2 - “Did you receive income from any other source?” on the previous screen. Select the type of income you received during this time period. If you received continuation pay, emergency pay, or other payments directly related to COVID-19, select COVID-19 Pay.

STEP 8b. Other Deductible Income (Income From another Source) continued

Select the employer who is paying you the other income you reported (if applicable). You have the option to either add more employers who are also paying you this income or select that all employers are listed that paid you this income are listed. Select Next.
STEP 8b. Other Deductible Income (Income From another Source) continued – Request for Information

Enter the amount of COVID-19 related payment that you have received, or will receive, for this week. Select Next.

Enter gross payment amount
Step 9: Unemployed due to COVID-19

Select the reason(s) that you are unemployed due to COVID-19. Select Next.

Select the reason(s) that apply.

- You have been diagnosed with COVID-19 or are experiencing symptoms of COVID-19 and are seeking a medical diagnosis.
- A member of your household has been diagnosed with COVID-19.
- You are providing care for a family member or a member of your household who has been diagnosed with COVID-19.
- A child or other person in the household for whom you have primary caregiving responsibility is unable to attend school or another facility that is closed as a direct result of COVID-19 public health emergency, and such school or facility care is required for you to work.
- You are unable to reach your place of employment because of a quarantine imposed as a direct result of the COVID-19 public health emergency.
- You are unable to reach your place of employment because you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- You were scheduled to commence employment and do not have a job or are unable to reach a job as a direct result of the COVID-19 public health emergency.
- You have become the breadwinner or major support for your household because the head of your household has died as a direct result of COVID-19.
- You had to quit your job as a direct result of COVID-19.
- Your place of employment is closed as a direct result of the COVID-19 public health emergency.
- You work as an independent contractor and the COVID-19 public health emergency has severely limited your ability to continue performing your customary work activities, and has thereby forced you to suspend such activities.
- Other: [blank]
STEP 10. Review / modify answers / submit your weekly payment request page.

This last page of the payment request allows you to review the answers you provided. Your page might look a little different depending if you were required to submit additional information about income received. Please review your answers for the week you are requesting.

If you need to change an answer, select Modify. Otherwise, select Submit to complete your payment request.
STEP 11. Request for Benefit Payment Confirmation Page.

After you submit your benefit payment request, you will see a confirmation page.

If you see:

- A message on your account stating that “Pending issues have been identified with your account. You are not currently authorized to receive payment.” This means we are still processing portions of either your application or your benefit payment request. Check your online account in a few days for updates. If we need more information to process your request, we will contact you.
- A link stating “Click here to Request Benefit Payment” with more weeks to request, request each of those weeks. You will be asked the same questions described above for each week.

You will know you have requested all available weeks when the confirmation page does not give you the option to request any additional weeks.

Select the link **Return to Account Home Page**.