



In an effort to streamline claims processing and expedite payments, the Ohio Department of Job and Family Services (ODJFS) is implementing a new weekly claim filing process for those who have been approved to receive unemployment benefits. Starting on Sunday, April 26, please file your weekly claims on the day of the week specified below, based on the first letter of your last name.

Date	First Letter of Last Name
Sunday	A through H
Monday	I through P
Tuesday	Q through Z
Wednesday	All
Thursday	All
Friday	All
Saturday	All

We'll be keeping you up to date on important changes!

Claim Filing Tips

To ensure fastest processing, be sure to set your correspondence preference to "electronic," as opposed to U.S. mail.

After filing, you may have questions about messages you see in the system related to your claims status, payment status and why a claim may have been denied.

For answers to other frequently asked questions about COVID-19-related unemployment claims, visit unemployment.ohio.gov.

We continue to work 24/7 to provide all Ohioans with the benefits they are entitled to. Thank you for your patience as we increase resources and staffing to make the claims process go more smoothly.

Verifying Your Weekly Shared Work Ohio Hours – Mandatory for all employees

Under the Shared work Ohio Program, employees must login to verify the number of hours they worked from the week prior. The ODJFS has issued a new weekly claims lineup for all Ohioans based on the last name. This is included, please refer to such when verifying hours worked.

Even if we do not reduce hours, it is required of you to log in to verify your hours worked if you wish to stay current with the program.

We will notify you as soon as possible if we are to see a reduction on hours, if at all. Again, we are hoping to not have to rely on this program at all.

1. Log onto www.unemployment.ohio.gov
2. Click on the “Employee” tab
3. Click on the “Log Into My Account” tab
4. Click on “I Agree” under release of information
5. Log In With Your Current Information
 - a. SSN – Your Social Security # with no dashes
 - b. PIN – either your newly reset PIN or your Old PIN
6. Next, click the week available under “Weekly Claim”
 - a. The prior week(s) will display


The screenshot shows the Ohio Department of Job and Family Services website. The header includes the Ohio logo and the text "Department of Job and Family Services" and "Ohio.gov". The main menu is titled "Ohio Unemployment Benefits - Main Menu" and shows the user "VENNER, JASON" with a "Log out" link. The menu is organized into several sections:

- New Claim:** No New Claim can currently be filed. Information about Federal Extended Benefits.
- Weekly Claim:** No Weekly Claims can currently be filed. Current weeks have already been filed. Your next scheduled filing date is 05/10/2020.
- Personal Information:** Update Personal Information, Update Payment Preference Details.
- Change PIN:** Change Your PIN, Change Your PIN Hint Question.
- Claim Details:** View Claim Summary/Payment History, View Overpayment Repayment Summary.
- View Correspondence Inbox:** View Notices and Determinations.
- Work Search:** Visit OhioMeansJobs (What's This?).

At the bottom, there is a copyright notice: "Copyright © 2015 Ohio Department of Job and Family Services. All rights reserved. This material may not be published, broadcast, rewritten or redistributed in any form. All unauthorized use prohibited. User: VENNER, JASON Date: 05/04/2020 Build: 1087.20.05.01".

Next Complete the following questionnaire. **NOTE** if you have worked a full, 40 hours some of the information will already be inputted by the system.

Continued Claim Application - SWO Claim - 4/25/2020

 **VENNER, JASON** [Log out](#)

Employer Answer [Help Text](#)

*1. Provide total compensated hours.

IMPORTANT: Include any hours of leave that were paid by the employer.

*2. Was the employee compensated for the required hours on the plan? Yes No
if NO, please select a reason from the drop-down menu

Employer Certification: I certify that the above information concerning this participating employee is true and accurate.

Claimant Answer

*1. Is the above information reported by your SharedWork Ohio employer correct? Yes No
if NO, please explain.

*2. Did you work for another employer(full time or part-time) or were you self-employed during the week claimed? If you worked, you should answer YES even if you will be paid in another week. Yes No
if YES, Hours Worked and Gross Earnings for the week (Sunday thru \$
Saturday)

*3. During the week claimed, did you apply for (or was there a change in the amount of) pension, or any other type of retirement payment? Yes No

*4. During the week claimed, did you quit? Yes No

*5. During the week claimed, were you discharged (fired)? Yes No

CERTIFICATION: I understand the answers I give to the above questions may affect my rights to benefit payments. I certify that these statements are true and correct, and I am not claiming any benefits from any other unemployment program for the above weeks. I understand the law provides penalties for false statements

I agree to all of the above and wish to submit my claim for processing.

I do not agree and wish to cancel my claim.

Weekly Claim Confirmation

 VENNER, JASON [Log out](#)

Your claim for the week ending 4/25/2020 has been entered and will be processed overnight. You will be able to check on the status within 24 hours. If any issues are detected on your claim you will be contacted by ODJFS staff for information.

Your confirmation code is CC1562073987

Write the number down and retain it for your records.

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User: VENNER, JASON Date:05/04/2020 Build:1087.20.05.01

Next click on "OK" or "Log Out"

Please let us know if you have questions.

Thank you!

Jason Venner

Human Resource Manager