

# Your Guide to Unemployment Benefits

Wyoming UI Claimant Guidebook



Wyoming Department of Workforce Services  
PO Box 2760  
Casper, WY 82602

Get started at  
[dws.wyo.gov/ui](https://dws.wyo.gov/ui)  
or call 307-473-3789

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# Overview

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**This guide provides general information to claimants who have filed for unemployment benefits. It does not give legal advice. For more information, go to [dws.wyo.gov/ui](https://dws.wyo.gov/ui).**

## Establishing an online account with WYUI

Wyoming Unemployment Insurance recommends that you set up an online user account with our WYUI system at [dws.wyo.gov](https://dws.wyo.gov). By setting up an online account with WYUI, you will be able to manage your unemployment insurance account. Some features that WYUI includes are: the ability to file an unemployment insurance claim, view unemployment insurance documentation and correspondence, respond to requests from unemployment insurance, update contact information, update preferred payment methods, file for payment, reset your Personal Identification Number (PIN), as well as pay on an overpayment.

## What is Unemployment Insurance?

Unemployment insurance is a program to help workers who have lost their job through no fault of their own. The unemployment insurance program helps to lessen the negative impact that unemployment has on the economy. This program is not paid for by employees – employers fund the unemployment insurance program. To file for unemployment, visit [dws.wyo.gov](https://dws.wyo.gov) or call (307) 473-3789. In exchange for unemployment insurance benefits, your responsibility is to look for work. The effective date of your claim is the Sunday prior to the day that you first filed your claim for unemployment insurance. To re-open your claim after a break in filing, do so as soon as you separate from your employer. Your claim cannot be backdated if you wait to file. Please remember, you are responsible for knowing the information in this booklet. Open any mail and/or e-mails received and respond as directed even if you are no longer filing. Failure to respond may result in an overpayment.

## Services for Job Seekers

Workforce centers across Wyoming provide a variety of no-cost services to job seekers. In addition to job search assistance, your local workforce center can help with writing your resume, interviewing skills and training assistance.

Other services include:

- Career counseling
- Computer and internet access
- Certification programs
- Updated and comprehensive job listings
- Programs for veterans, youth and those with disabilities
- Training and skills upgrading
- Hiring events and job fairs in your area
- Information on career and salary trends
- Workers' Compensation
- Labor Standards
- Job Access With Speech (JAWS) - a screen reader for the visually impaired
- And much more

To find a Workforce Center near you, visit [dws.wyo.gov](https://dws.wyo.gov) or refer to page 10 of this guidebook.



### Remember!

Register at [wyomingatwork.com](https://wyomingatwork.com) the first week you file for unemployment or go to your local workforce center to register for work. In order to receive benefit payments, you must complete a resume on your online Wyoming At Work account. If you live outside of Wyoming, go to your nearest workforce center in your state of residency and mail, e-mail, or fax proof of active registration to (307) 473-3745 within fourteen (14) days.

# Qualifying for Benefits

When you file an initial claim, you will receive a form called Results of the Unemployment Claim You Filed. This document will show how much you earned in your base period and how much you may receive in benefits. Review it closely for accuracy and notify the Department of Workforce Services Unemployment Insurance Division of any discrepancies.

## Withdrawal of Initial Claims

You may withdraw an initial claim only upon written request. If your wages are from:

- **Wyoming only:** The postmark, e-mail, or fax date must be within seven (7) days of the mailing date of the first eligible Results of the Unemployment Claim You Filed form.
- **Two or more states combined:** The postmark, e-mail, or fax date must be within twenty-eight (28) days of the mailing date of the final eligible Results of the Unemployment Claim You Filed form.

## Wage Credit Freeze

If you received Temporary Total Disability under Wyoming Workers' Compensation, you may claim Unemployment Insurance using earnings from the four completed calendar quarters prior to your injury date. You must have been released from Temporary Total Disability and file within sixty (60) days from the mail date of the notice of release and within thirty-six (36) months of the injury date.



### Remember!

Keep track of your work search efforts using the work search log in the back of this guide as a reference. You may be asked to produce a record of your work searches at any time. Each week you must contact at least two (2) different employers. To receive benefits, you are required to be actively registered for work. Contact your local workforce center during the first week of your claim.

## I. Determine Your Base Period

Your weekly benefit payment amount depends on how much you earned during a "base period." A base period represents one year of your work and wages (four calendar quarters). Calendar quarters are the three-month blocks of time shown in the chart below. Wages earned in your base period are used to calculate your benefits.

Your Base Period is the first four of the last five completed calendar quarters before the quarter in which you file for benefits. If you have enough wages in your Base Period, we will use it to calculate your benefit payment.

How Base Periods Work					
This is an example only. Your base period quarters may differ from those shown					
Previous Year				Current Year	
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	5th Quarter	Quarter you filed for benefits (Does not count as part of base period) April 1st- June 30th
January 1- March 31	April 1- June 30	July 1- September 30	October 1- December 31	January 1- March 31	
<b>Base Period</b> Wages paid to you during these four quarters make up your Base Period					

## II. Job Separations

In order to qualify for benefits, you must have lost your job through no fault of your own. This determination will be made by the Unemployment Insurance Division.

## III. Able, Available and Actively Seeking Work

In order to qualify for benefits, you must be able and available for work. You must also be actively seeking work. Being able and available for work, each week you are:

- Actively seeking work and meeting your work search requirements by contacting two (2) or more different employers each week.
- Physically and mentally able to work.
- Available to accept work immediately if a job is offered.



# Maintaining Your Eligibility for Benefits

## To Maintain Your Eligibility for Benefits

- Report all information accurately
- File for payment every week
- Be actively seeking work and record this in a work search log of your own, in case it is requested
- Be physically and mentally able to work
- Be willing to accept suitable work
- Be available to begin work immediately if a job is offered
- Report any hours you worked and money you earned, including tips, each time you request payment. Even if it is one dollar or one hour, you must report it
- Complete and return any requests for audit information you may receive, even if you have returned to work or have discontinued filing for benefits, as this may affect your future ability to claim benefits. (These requests may include: New Hire Information requests, Eligibility Review Program form requests, Benefit Accuracy Measurement reviews, as well as other informational requests.)

## Accepting Suitable Work

You must be willing to look for and accept suitable work. Various factors are considered when determining if work is suitable including, but not limited to, rate of pay, prior experience and length of unemployment. Following four (4) weeks of unemployment, you must be willing to seek work outside your usual occupation and be willing to accept either fifty percent (50%) of your last hourly wage, minimum wage, or the starting prevailing wage for the type of work sought (whichever amount is greater).

## Working and Reporting Your Hours and Earnings

You can work part time (less than thirty-five (35) hours a week) while you are collecting unemployment benefits. Report the earnings, including tips you received, in the week you worked, not when you are paid. For unemployment purposes, weeks begin on Sunday and end on Saturday. You must report all of your hours, even if you only worked one hour. Keep track of your hours worked. Holiday pay is to be included in the week of the holiday as earnings (as if you had worked). It's important to note the distinction between gross pay and net pay. Gross pay is what you've earned before taxes. You can calculate your gross pay by multiplying your hourly wage by the number of hours you worked. Net pay is the amount you take home after deductions. An example of how to calculate your payment is on page 5. When you file for payment, you must report your gross pay. Any amount over one-half of your weekly benefit amount will be subtracted from the weekly benefit amount. The remainder will be the amount of benefits you receive for that week. You will not be paid benefits if:

- Your earnings are the same or more than your weekly benefit amount;

- You work thirty-five (35) hours or more during the week; or
- You limit the amount of hours you work with an employer to collect unemployment benefits.

If you work part-time during your claim, you must report those earnings and continue to seek full-time work during each week. If you quit or are fired from a job while you are filing, you must notify Unemployment Insurance.

## Self-Employment Earnings

If you are self-employed, you'll report your net income for the week you worked, and not the week you are paid. Keep track of your hours, earnings and expenses. Subtract your expenses from the amount earned and report the remainder as self-employment earnings. You may be required to provide records of your income and expenses. When you file for payment, the amount of self-employment will be subtracted from the weekly benefit amount. The remainder will be the amount of benefits you received for that week. Self-employment lasting more than three (3) days or twenty-four (24) hours in a week disqualifies you from receiving benefits for that week.

## Work Search Requirements

*To be eligible for benefits, you must make a continued and organized effort to look for work as an employee with an employer. You must contact at least two (2) different employers each week. Seeking or performing work for self-employment is not an acceptable work search contact for unemployment purposes. If you work a part-time job in an employer-employee relationship during a week, that employer can be used as one (1) of your two (2) work search contacts for that week. However, you must continue to seek full-time employment. You will be required to provide two (2) work search contacts when you file your Continued Claim for benefits. Keep a list of these efforts. We may request written proof at any time during your claim. For every job contact, you must keep an accurate record of:*

- *Date of employer contact, including the month, day, and year of each contact;*
- *Name of employer/company contacted;*
- *The method by which you contacted the employer (to be an acceptable online contact, you must submit an application, resume, or e-mail to the company);*
- *The name of the person you contacted and a telephone number, mailing address, or an email address and other reliable contact information for the employer;*
- *The type of work you were seeking;*
- *The outcome of the contact; and whether or not you submitted an application or resume to the employer*

*Even if you are no longer filing for benefits, we may conduct an audit of your claim and request your work search log. If you are unable to or fail to produce the log with all the requirements, you may not be eligible for benefits. If you were previously paid for these weeks, you will be required to pay back any overpayments.*

## How Payment is Calculated For Self-Employment Example

Weekly Benefit Amount: \$400  
Gross self-employment earnings: \$200  
Expenses: \$50  
Net self-employment earnings: \$150  
Hours worked: 10  
Hours you would report: 10  
Wages you would report = \$150  
Unemployment benefits you would receive: \$250

## Union Attached

If you are union attached according to the following guidelines, you do not have to be registered for work or seeking work for the first twelve (12) weeks following the effective date of your claim. You must still meet all of the other eligibility requirements. To be union attached, you must be:

- in good standing with the union hiring hall;
- on the union's out-of-work list; and
- in the event you are no longer union attached, you must begin actively looking for work and begin to follow work search requirements.

# Filing for Payment

## How to File for Payment

In order to receive Unemployment Insurance benefits, you will need to file a Continued Claim each week, and meet all eligibility requirements. The week begins on Sunday and ends at midnight on the following Saturday. You must wait for the week to be completely over before filing. It is your responsibility to file your Continued Claims in a timely manner. To be considered timely, your Continued Claim(s) must be filed no later than fourteen (14) days after the week has ended. It is important that you keep track of the correct dates to file because if you file late, benefits may not be paid.

When you file, use only one of the following methods. If any method is unavailable at the time that you file, try back later (within the time frame) or use a different method.

1. **Internet** - Your request for payment can be filed online at [dws.wyo.gov](https://dws.wyo.gov). In order to use this secure site, you will need your WYUI username and password. You may be subject to fraud charges if someone else files for benefits using your login information.
2. **Telephone** - File for payment in English or Spanish through the Interactive Voice Response (IVR) system at (307) 473-3789. You will need your four-digit PIN. You may be subject to fraud charges if someone else files for benefits using your PIN.

Be sure to answer all the questions truthfully for the week(s) in which you are filing for.

Remember to file for payment on time even if your claim is ineligible or if you are filing a protest. Continue to meet all other requirements.

## Personal Identification Numbers (PIN)

You will either create a Personal Identification Number (PIN) or the Agency will create one for you. To create your own PIN, you will need to go into your WYUI account online. If the Agency creates one for you, you will need to go on to the IVR to change it to one you prefer. This PIN will be used within the unemployment insurance system to file continued claims by telephone and to create an account on WYUI. You will set up a PIN for your prepaid debit card which will be used to access your funds on your debit card. Instructions to set up your prepaid debit card PIN will come with your card. Keep both PINs as you may need them for future filings.

## How Payment is Calculated Example

Hourly rate of pay: \$10.75  
Hours worked: 18.23  
Hours you would report: 18  
Gross wages =  $\$10.75 \times 18.23 = \$195.97$   
Earnings amount you would report: \$195



### Remember!

- File within the allowed time period.
- Meet all requirements each week.

# Payment Process

## Processing Your Claim

After you file your claim, the division will notify your last employer and request separation information. When processing is complete, you will receive either payment or a notice explaining why you will not receive benefits. You will receive many pieces of mail and/or e-mails. Read each carefully and respond as directed.



## Payment Method

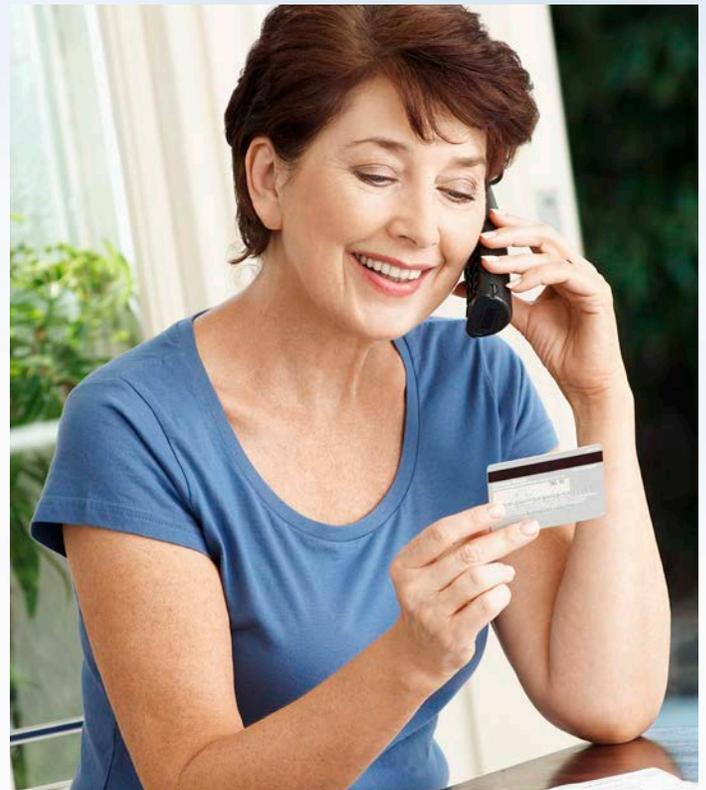
When you file your initial claim, you will receive a ReliaCard prepaid debit card issued by U.S. Bank – watch for it in the mail. The card is issued on all Wyoming claims to make sure payments can be made in an emergency where it is not possible to issue checks or if a payment to direct deposit fails. When you receive the card, follow the instructions for activating it by calling 1-855-233-8371.

- 1. Debit Card** - You will receive a prepaid debit card and can request other payment methods any time during your claim. You can use the same prepaid debit card for future unemployment insurance claims.
- 2. Direct Deposit** - Your unemployment benefits can be deposited directly into your checking or savings account. To do so, you must go to [wyui.wyo.gov](http://wyui.wyo.gov) and log on to your WYUI account to update your payment method. You will need your username and password, bank account, and routing numbers.

## Avoid Benefit Delay

To avoid delays in your unemployment benefits:

- You are required to register for work. Contact your local workforce center during the first week of your claim.
- Open any mail and/or e-mails received from the Department of Workforce Services and respond as directed.
- Look for your ReliaCard in the mail. This comes directly from U.S. Bank.
- Make sure your address, e-mail, and telephone number is current on your Unemployment Insurance claim. Mail sent by the Department of Workforce Services is not forwarded by the postal service.
- File for payment(s) during the required time frame.
- Report all earnings and hours worked, even if it is one dollar or one hour. Earnings must be reported when earned, regardless of when paid.
- Actively search for full-time employment and keep a log of your work searches as you may be required to provide them.
- Find work search forms online at [dws.wyo.gov](http://dws.wyo.gov).



# Fraud and Overpayments

## Fraud Warnings

Detecting and prosecuting Unemployment Insurance fraud claims is a high priority for the Wyoming Department of Workforce Services.

Attempting to claim and receive benefits by providing false statements can result in loss of benefits, fines, and/or imprisonment. Fraud includes making a false statement or misrepresentation to receive or increase benefits. The information you provide will be verified through employer records and other matching programs.

## Fraud Includes

- Not reporting hours and earnings correctly if you work while collecting benefits.
- Failing to report employment. This includes: part-time, commission, temporary, independent contractor, self-employment or cash jobs.
- Misstating facts of a job separation.
- Performing services in lieu of payment.
- Fabricating a work search effort.
- Failing to report refusals of work.
- Failing to report school attendance while collecting benefits.
- Using another person's identity. (Name and/or social security number) to work and file for benefits.
- Allowing someone else to use your Personal Identification Number (PIN) or WYUI username and password.
- Filing outside of the United States.
- Failing to report being unable and unavailable to work (e.g., ill or injured, out of area, on vacation, etc.).

If you receive benefits fraudulently, you must repay the benefits plus a penalty, and you will be disqualified from receiving future benefits. You may also be prosecuted for fraud.



## Overpayments

An overpayment occurs when unemployment benefits are paid, and it is later determined that benefits should not have been paid (not eligible or qualified). You must pay these unemployment benefits back.

Some of the common causes of overpayments include:

- A hearing officer's decision reverses a previous award of benefits.
- If wages were incorrectly reported when filing for the week, benefits were paid and the wages are later corrected.
- If the wages used to calculate your weekly benefit amount were incorrectly reported by your employer and then are corrected after benefits were paid.

To set up a repayment plan, contact the Department of Workforce Services Benefit Payment Control Unit at:

### Wyoming Department of Workforce Services Attn: Benefit Payment Control/Overpayments

P.O. Box 2760  
Casper, WY 82602  
307-235-3236



### Remember!

We regularly audit unemployment claims to ensure that benefits were properly paid in accordance with state and federal law.

**DO NOT** share your PIN with anyone!

# Items Affecting Your Claim

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## Benefit Year

Your claim has a one-year life. You may run out of unemployment benefits before the benefit year ends.

After the benefit year end date, the agency cannot pay any more unemployment benefits, even if there is money left on the claim. Per state law, full benefits may only be paid for a maximum of twenty-six (26) weeks.

## Taxes and Address Updates

Unemployment benefits are taxable by the federal government. You can have taxes withheld at the rate of 10 percent from your benefit payment. While you collect unemployment benefits, you can change your withholding option by going to [dws.wyo.gov](https://dws.wyo.gov), logging into your WYUI account, and changing your withholding options. Make sure you keep your address up to date at all times. Mail cannot be forwarded.

## Work in Other States

You may have wages in more than one state. You may choose to use these wages on your Wyoming unemployment claim. In order to use out-of-state wages on your claim, you must have earned wages in Wyoming during the base period. Your out-of-state wages may not appear on your first Results of the Unemployment Claim You Filed form. When we add the wages to your claim, you will receive a final Results of the Unemployment Claim You Filed form.

If you have not already reported a job you worked in another state, call the Claim Center to add the employer to your claim.

## Federal Civilian Wages

The federal government does not automatically report your wages to the Department of Workforce Services. The Department of Workforce Services requests your federal wages after you file for unemployment. Federal wages are added to your claim after they are provided by the federal agency for which you worked. Your federal wages may not appear on your first Unemployment Insurance Results of the Unemployment Claim You Filed form. When we add the wages to your claim, you will receive a final Results of the Unemployment Claim You Filed form. You must sign and return the Claimant's Affidavit of Federal Civilian Service, Wages and Reason for Separation form. To avoid delays, complete and return any forms quickly including forms with "UCFE,"

which stands for Unemployment Compensation for Federal Employees.

## Military Wages

Your branch of service does not automatically report your wages to the Department of Workforce Services. The Department of Workforce Services adds wages to your claim based on the information on the DD Form 214, Member 4. Your military wages may not appear on your first Results of the Unemployment Claim You Filed form. When we add the wages to your claim, you will receive a final Results of the Unemployment Claim You Filed form.

We will send you a notice that tells you whether you are eligible for benefits based upon what your branch of service allows as a reason for separation from service. If you disagree with the notice, you must appeal the decision with your military branch.

## Vacation, Severance, Pension

Vacation, severance, sick leave, bonuses, etc. are reportable when received. Therefore, if you receive any of these payment types during your claim, you must report it during the week in which you receive the pay. When filing for payment, respond "Yes" when asked, "During this week did you receive any vacation, severance, sick leave, bonus, etc." You will be prompted to enter the amount received. These amounts will be deducted dollar for dollar from your benefit amount for that week.

## Sharing Your Information

The Department of Workforce Services checks with federal government programs to make sure that your information is correct. The Department of Workforce Services verifies information such as your name, social security number, employer's name, address and wages. The Department of Workforce Services may share your information with other government agencies if the law allows. Additionally, the Department of Workforce Services may request information for audits from employers.

## Child Support

Child Support will be withheld from your unemployment benefits according to the most recent court order provided to the Unemployment Insurance Division by the court system.

# Understanding Your Appeal Rights

## Appeals

If we send you a determination informing you that you cannot receive unemployment benefits, you may appeal the decision. This can be done by completing the online appeal form on WYUI, mailing, or faxing a signed statement that you disagree with the determination to the Unemployment Insurance Appeals Division at the address or fax number listed on the determination. You may also deliver the appeal to a Workforce Center in Wyoming. The appeal must be filed no later than twenty-eight (28) days from the mailing date on the form. You cannot file an appeal by any method other than those above.

### Your appeal should include:

- Your name and social security number.
- Your current mailing address and phone number.
- A copy of the decision that you are appealing.
- The reason you disagree with the decision you are appealing.
- Your signature.

If you fax your appeal, the date the fax is stamped "RECEIVED" will be used to determine timeliness. If you do not have a fax machine, you can use a fax machine at your local workforce center. Ask a workforce center representative to date stamp the appeal prior to faxing it. If you mail the appeal, the postmark will be used to determine timeliness.

## Who Can Appeal?

You or your employer may file an appeal. The appeal may result in a hearing before a hearing officer. All interested parties may participate in the hearing. We will mail you a hearing notice packet with the date and time of your hearing and instructions on how to submit any additional documents or evidence you may wish to present. If you have additional evidence you wish to submit, you must be sure to mail or deliver it to the hearing officer and all other interested parties before the day of the hearing.

## Hearing Participation

You must participate in the hearing if you want to provide testimony and evidence. The hearing officer will make the decision based only on the testimony and evidence given at the hearing. If you cannot participate at the time scheduled, contact the Unemployment Insurance Division of Appeals ahead of time by calling (307) 235-3246. Failure to participate in your hearing may have a negative effect on your claim.



You may call witnesses to testify on your behalf. If you or any of your witnesses do not speak English, call the Division of Appeals immediately. If you or your witnesses need special services, such as for hearing impaired participants, request those as well.

## Further Appeal

After the hearing you will receive a written hearing officer's decision in the mail. If you do not agree with this decision, you may appeal it to the Unemployment Insurance Commission. The hearing officer's decision will become final unless a written appeal is filed within twenty-eight (28) days of the date mailed. Appeal information is contained at the end of the hearing officer's decision.

For more information, visit [dws.wyo.gov](http://dws.wyo.gov).

Questions? Call (307) 235-3246  
Fax (307) 235-3215



### Remember!

- You must appeal no later than twenty-eight (28) days from the mailing date on the decision letter.
- Complete the WYUI online appeal, mail or fax your appeal or deliver it to a Wyoming Workforce Center.
- Continue filing for payment and meeting all eligibility requirements while your appeal is being processed.
- In preparing for your appeals hearing, watch this video - [youtu.be/Lji6pEx\\_X4k](https://youtu.be/Lji6pEx_X4k) - on what to expect.

# Online Resources

Our website [dws.wyo.gov](http://dws.wyo.gov) has a wealth of information to assist you with your unemployment benefit needs and to become re-employed.

## Services

- Job search tools
- File for payment
- Self-service resource guide
- Work registration
- Unemployment insurance forms
  - Address change
  - Telephone number change
  - Payment method selection
  - Paper Continued Claim
  - Work search log

## Frequently Asked Questions

We have the following FAQ's on our website:

- Appeals
- Prepaid debit card
- Emergency Unemployment Compensation
- General unemployment benefits
- Overpayments

## Wyoming Workforce Centers

You are required to register for work. You can find a variety of job seeker services at a Workforce Center near you or at [dws.wyo.gov](http://dws.wyo.gov).

If you live outside of Wyoming, find your state's workforce center at [careeronestop.com](http://careeronestop.com).

## Quick Reference

### Claims Center

(307) 473-3789  
(866) 729-7799 (if calling from outside of Wyoming)  
Monday, Tuesday, Thursday, and Friday  
8:00 a.m. to 4:00 p.m. (Mountain Time)  
Wednesday  
8:00 a.m. to 12:00 p.m. (noon) (Mountain Time)  
Fax: (307) 473-3726

## Unemployment Insurance Appeals

(307) 235-3246  
Monday through Friday  
8:00 a.m. to 5:00 p.m. (Mountain Time)  
Fax: (307) 235-3215

## Equal Opportunity

- U.S. Equal Opportunity Commission enforces federal anti-discrimination laws.
- If you believe that the Department of Workforce Services discriminated against you, contact the EEOC at 1-800-669-4000.

## Social Media

Keep updated on items that may affect your benefits by following us on Facebook and Twitter.

- Facebook: [facebook.com/wyomingworkforce](https://facebook.com/wyomingworkforce)
- Twitter: [@wyworkforce](https://twitter.com/wyworkforce)
- LinkedIn: [@wyoming-workforce-services](https://www.linkedin.com/company/wyoming-workforce-services)

## Wyoming Workforce Center Directory

(Area Code 307)

Casper	234-4591	444 W. Collins Dr., Ste. 1100
Cheyenne	777-3700	5221 Yellowstone Road
Cody	587-4241	1026 Blackburn Ave., Ste. 1
Douglas	358-2147	311 Russell Ave. #B
Evanston	789-9802	98 Independence Dr.
Gillette	682-9313	551 Running W Dr., Ste. 100
Jackson	733-4091	155 West Gill Ave.
Kemmerer	877-5501	20 Adaville Rd. (Diamondville)
Lander	335-9224	1295 12th Street
Laramie	742-2153	3817 Beech St., Ste. 100
Powell	754-6436	559 N. Cheyenne St. (Northwest College, Frisby Building)
Rawlins	324-3485	1703 Edinburgh St.
Riverton	856-9231	422 E. Fremont Ave.
Rock Springs	382-2747	2451 Foothill Blvd., Ste. 100
Sheridan	672-9775	247 Grinnell Plaza Suite 200
Torrington	532-4171	1610 East M St.
Wheatland	322-4741	1958 W. Mariposa Pkwy.
Worland	347-8173	1200 Culbertson Ave., Ste. F

# Work Search Log

Date Mo/Day/Yr	Employer Name Address, Phone #, Email or Website	How Contacted	Person Contacted and Title	Work Sought	Results	Application or Résumé Submitted?	Email or Website Confirmation #
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	

# Earnings Log

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	= \$
Overtime Hours								Overtime	X\$	= \$
Hours at Other Rate								Other Rate	X\$	= \$
Week-Ending Date	Date Filed on Phone or Internet		Date Received	Payment	Amount of Unemployment Insurance Benefit Payment		Total Hours*	Total Earnings*		

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Pay Rate	Gross Pay
Regular Hours								Regular	X\$	= \$
Overtime Hours								Overtime	X\$	= \$
Hours at Other Rate								Other Rate	X\$	= \$
Week-Ending Date	Date Filed on Phone or Internet		Date Received	Payment	Amount of Unemployment Insurance Benefit Payment		Total Hours*	Total Earnings*		

For more information, visit  
[dws.wyo.gov/ui](https://dws.wyo.gov/ui)

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**Wyoming Department of Workforce Services**

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