# Uploading Pandemic Unemployment Assistance (PUA) Proof of Employment Documentation



#### Overview:

If you received Pandemic Unemployment Assistance (PUA) benefits on or after December 27, 2020, the Continued Assistance for Unemployed Workers Act of 2020 ("Continued Assistance Act") requires claimants to provide documentation that verifies proof of employment, self-employment, or prospective employment. Failure to provide the required documentation will result in a disqualifying determination and/or overpayment being issued based on the available information.

The Department is notifying claimants about deadlines to provide documentation and important actions they must take on their claim if our records indicate they received PUA benefits on or after December 27, 2020. If a claimant filed their PUA application on or before November 2, 2020, they have 30 days from the date they are notified by the Department to provide this documentation. If they filed their PUA application after November 2, 2020, and before January 31, 2021, they have 90 days from the date they are notified by the Department to provide this documentation.

The deadline to provide the documentation may be extended if claimants can show good cause as to why they cannot provide the information by the deadline. The Pandemic Unemployment Assistance Benefit Rights and Responsibilities Handbook, which is available in <a href="CONNECT">CONNECT</a> under the "Read the Benefit Rights Information Handbook" tab, contains additional information regarding PUA eligibility and a claimants rights and responsibilities.

#### **Documentation:**

The documentation the claimant provides must demonstrate the existence of employment or self-employment during the start of the applicable tax year and the date their initial PUA application was filed. If the claim effective date is for the year 2020, then the applicable tax year is 2019. If the claim effective date is for the year 2021, then the applicable tax year is 2020.

Acceptable documentation for proof of employment includes:

- Paycheck stubs;
- Earnings and leave statements showing the employer's name and address; or
- W-2 tax forms.

Acceptable documentation for proof of self-employment includes:

- State or Federal employer identification numbers:
- Business licenses;
- Tax returns;
- Business receipts; or
- Signed affidavits from persons verifying your self-employment.

Acceptable documentation for proof of planned commencement of employment includes:

- Letters offering employment; or
- Statements/affidavits by individuals (with name and contact information) verifying an offer of employment.

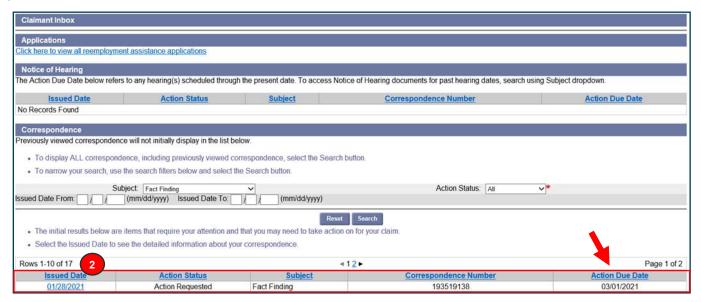
Acceptable documentation for proof of planned commencement of self-employment includes:

- Business licenses:
- State or Federal employer identification numbers;
- Written business plans; or
- Lease agreement.

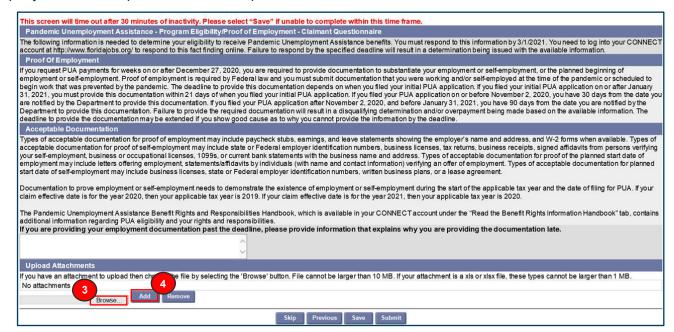
## **Steps to upload PUA Proof of Employment Documentation:**

Please note, you must upload all documents to your computer so you can upload them into CONNECT. Once this is complete, follow the steps below to upload the documentation in your CONNECT account.

- 1. Log-in to your **CONNECT** account and go to your Claimant inbox.
- 2. Select the Issued Date of the Fact Finding with the Action Requested status. If you have other fact findings that are incomplete, you may see more than one to complete. It is important to complete all fact findings by their Action Due Date.



- 3. Select "Browse" at the bottom of the Fact Finding page. This allows you to search your computer for the documents you need to upload.
- **4.** After browsing your computer, select the file you wish to upload and select "**Add.**" You may need to repeat this step if you have multiple documents to upload.



### 5. Select "Submit" at the bottom of the Fact Finding when all documents have been uploaded.

