

Earnings Reporting Instructions

Report Your Earnings to the Department of Unemployment Assistance



Accuracy Matters!

If you claim unemployment benefits, remember to report your earnings accurately.

Your employer tells the Department of Unemployment Assistance how much you are paid every quarter, so they will know if you report inaccurately during weeks that you claim unemployment benefits.

Don't risk losing your money to penalties by making mistakes. The vast majority of people report their earnings accurately.

Tips

Here are a few tips to make sure you report correctly:



Report any new jobs you get while collecting unemployment benefits.



Report all your earnings every week, even if you are only working part time.



Report what you earn during the week of your claim instead of waiting until payday.



Always report your gross earnings (the amount you earn *before* taxes and other deductions are taken out), *not* your net earnings (your take home pay).

The sample paystub below is for a two-week pay period ending October 15th. If you make \$20 per hour and work 15 hours during the week ending October 5th, your gross earnings for that week are \$300. Reporting \$300 for week ending October 5th is correct because the unemployment claim week runs Sunday through Saturday.

SAMPLE PAYSTUB

REPORT WEEKLY DURING THE PAY PERIOD, NOT WHEN YOU GET THE CHECK

PAYSLIP

				REPORTING PERIOD	PAY DATE	
				10/01/2019-10/15/2019	10/15/2019	
INCOME	RATE	HOURS	CURRENT PAY	DEDUCTIONS	TOTAL	YTD TOTAL
REGULAR	\$20	30	\$600	STATUTORY DEDUCTIONS		
OVERTIME	\$30	0	\$0	FICA-MEDICARE	\$8.71	\$130.65
BONUS	--	--	--	FICA SOCIAL SECURITY	\$37.70	\$565.50
				FEDERAL TAX	\$40.15	\$602.25
				STATE TAX	\$26.05	\$390.75
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY		GROSS PAY	DEDUCTIONS	NET PAY
\$9000	\$1689.15	\$7310.85		\$600	\$112.61	\$487.39

REPORT GROSS PAY EACH WEEK

Remember: You must report your earnings for the week you are claiming unemployment benefits, even if you do not receive your paycheck until a later date.

For more information about what affects your unemployment benefits, go to:

<https://www.mass.gov/info-details/what-affects-your-weekly-unemployment-benefits>

