

# 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>

