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 Number: WIN 0101, Change 1
 Date: February 14, 2020
 Expiration Date: N/A

TO: Workforce Development System

FROM: Gary Kamimura, Policy Manager

SUBJECT: New Requirement for Unemployment Insurance Claimants to Enter Work Search Contacts in eServices

Purpose:

All claimants with a work search requirement are required to enter their job search activities when filing weekly claims in eServices. Failure to enter the required work search activities could result in denial of benefits.

This first revision to WIN 0101 discusses new features available to claimants who input work search contacts when filing their weekly claims in eServices.

Why is this change happening?

ESD is making efforts to help claimants get back to work by:

- Providing new [job search log requirements](#); and
- Requiring job search contacts be entered when filing weekly claims in eServices.

How does the change impact me?

ESD staff and partners can expect questions from claimants about the new requirement.

Action Required:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

Effective February 07, 2020, claimants will be able to review, print, or export the job search activities they entered on their eServices weekly claims for their own records.

Reminder: Claimants **must** continue to keep copies of their job searches, regardless of their method of filing weekly claims.

What's next?

Banners with the new requirement started displaying on the eServices landing page and in weekly claims beginning December 21, 2019.

The requirement to enter job search contacts on eServices weekly claims began January 7, 2020. As of February 7, 2020, claimants can review, print or export their job search activities entered on their eServices weekly claims.

Claims Centers will have employees designated to provide technical assistance to claimants.

FAQs:

Are claimants required to keep a separate job search log?

Yes. All claimants must keep or have access to a copy of their work searches. Job search logs must be available upon request by the department, regardless how they are saved.

Can claimants access the job search logs that include what they entered?

Yes. As of February 7, 2020 the UTAB system was updated to enable claimants to view their work search activities in eServices, as well as export, email and print their job search logs.

Will customers who file their weekly claims by phone (IVRS) be required to enter their job search activities?

The IVRS does not capture job search activities and there are no plans to change that system at this time.

Is the process for reviewing RESEA work search activities changing?

The process for reviewing work search activities for RESEA claimants is not changing. Claimants will continue to be required to provide written records of their completed work search activities prior to RESEA initial and follow up appointments. If the process changes, staff will be notified. Claimants may print and use their eServices weekly claim logs for this review.

How long does the system maintain the work search activity?

Unless requested otherwise, they will always be available.

Can claimants save their work search activities in eServices throughout the week and then go back in to add more work search activities?

Yes as long as they have **not** yet submitted their weekly claim. UTAB allows claimants to save weekly claims in progress. If claimants start filing their weekly claims and they don't have their log for the prior week, they can save and come back to submit the claim before the week ends. Until the claim is submitted, claimants can make changes to the claim. However, the claim will be deleted if not submitted by Saturday night. After the claim has been submitted, claimants cannot go back and make changes.

Questions about this update should be emailed to ESD [System Policy](#).

References:

None.

Website:

[Workforce Professionals Center](#)

Direct Inquiries To:

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Attachments:

[Attachment A - Job Log Requirements](#)

Job Log Requirements

Application/Resume

1. Date
2. Position applied for or job reference number
3. Employer name
4. Contact information (at least one of the following):
 - a. Phone
 - b. Mailing address
 - c. Email
 - d. Website
 - e. Fax number

Inquiry

1. Date
2. Position inquired about
3. Employer name
4. Contact information (at least one of the following):
 - a. Phone
 - b. Mailing address
 - c. Email
 - d. Website
 - e. Fax number

Interviews

1. Date
2. Position interviewed for or job reference number
3. Employer name
4. Contact information (at least one of the following):
 - a. Phone
 - b. Mailing address
 - c. Email
 - d. Website
 - e. Fax number

WorkSource Activity

1. Date
2. Activity/Workshop name
3. Name of WorkSource office