

OREGON



Helping employers strategize, not downsize

How to file a Weekly Certification



How Employees File Weekly Claims

- Employees will need to submit Weekly Claims using Frances Online
 - Claims must be filed during the week (Sunday – Saturday) immediately following the week being claimed.
 - If hours are reduced this week, the weekly claim should be filed between Sunday-Saturday of next week
 - All weeks can be claimed regardless of if they are eligible for benefits
 - If not eligible for benefits, it is simply not paid
 - If reduction is outside of 10%-50% range, the claim will default to Regular UI rules, but can still be claimed
 - If there is a break between weeks claimed, an “Additional Claim” will need to be filed before weekly claiming can resume



After logging in, navigate to the “Current Unemployment Insurance Benefits” tile and look for the week to be claimed and the status of “Ready to File”. If this is present, click on “File Now” to start the weekly claim.

If “Ready to File” is not present or the only week visible is “Not Filed” and “Restart My Claim” is visible in the bottom of the UI Benefits tile, an “Additional Claim” is required. In this case, please refer to the guide for submitting an Additional Claim.



ISAAC MCADOO
***-**-8510
6250 BONITA RD
LAKE OSWEGO OR 97035-2256

Home Action Center Settings I Want To...

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ISAAC MCADOO
***-**-8510
6250 BONITA RD
LAKE OSWEGO OR 97035-2256

Claimant Services

> File a Paid Leave Oregon Claim

Current Unemployment Insurance Benefits
Benefit Begin: 11-May-2025
Eligibility Through: 09-May-2026

Claim for Week of 05-Jul-2025
File your weekly claim in order to receive benefits.
Status
Ready to File

Claim for Week of 28-Jun-2025
This week has not received a weekly claim filing.
Status
Not Filed

Benefit Details
\$812.00 per week from 11-May-2025 to 09-May-2026

> View Week History
> View or Change Benefit Details
> Update Benefit Payment Method

Restart My Claim

> Reopen or File an Additional Claim

Welcome, Isaac mcadoo
Manage My Profile

Work Share is an Oregon Employment Department Program

The first question asked is whether the claimant was temporarily laid off by their Work Share Employer.

Temporary Layoff (TLO):

- 0 hours of work offered
- \$0 paid
- Employer still paying for benefits at same level as normal
- Employee still accruing leave at same rate as normal

*If claimant is TLO for more than 4 consecutive weeks, they will need to begin performing work searches until they return to work.

After selection, click “Next” to continue



< LESLIE HIGGINS

UI Weekly Claim

05-Jul-2025

Regular Unemployment Insurance Benefits

000-0477501

LESLIE HIGGINS

Introduction

Work Share

Work Share

Were you temporarily laid off by your Work Share employer last week? *

Yes

No

Cancel

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The first question on this screen is whether the claimant failed “to accept any offer of work last week”. Another way of asking this is, “was there a missed work opportunity?”

“Missed Work”

- When the employer offers a reasonable opportunity for work and the employee does not accept it (i.e. out for vacation, sick, bereavement, Jury Duty, etc.)

Not “Missed Work”

- Paid Holidays
- Accrued leave solely used to increase hours paid and not due to absence

Missed Work may be allowed if accrued leave is used to cover it completely and is “for the purposes of serving jury duty, the employee being sick, caring for immediate family member who is sick or in response to a declared emergency as defined by OAR 471-030-0071 and the entire week is not “missed”.



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UI Weekly Claim

05-Jul-2025
Regular Unemployment Insurance Benefits
000-0477501
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Introduction Work Share **Job Offerings and Separations**

Job Offerings and Separations

Did you fail to accept any offer of work last week? *

Yes	No
-----	----

Did you quit a job last week? *

Yes	No
-----	----

Were you fired from a job last week? *

Yes	No
-----	----

Were you suspended from a job last week? *

Yes	No
-----	----

Cancel < Previous Next >

Remaining questions should be answered truthfully.

After selection, click “Next” to continue

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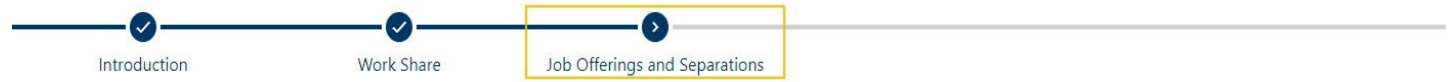
UI Weekly Claim

05-Jul-2025

Regular Unemployment Insurance Benefits

000-0477501

LESLIE HIGGINS



Job Offerings and Separations

Did you fail to accept any offer of work last week? *

Yes	No
-----	----

Did you quit a job last week? *

Yes	No
-----	----

Were you fired from a job last week? *

Yes	No
-----	----

Were you suspended from a job last week? *

Yes	No
-----	----

Cancel

< Previous **Next** >



Provide information regarding Work Share Employer hours and earnings.

“Hours Worked” is combination of actual hours work, paid holidays, and any accrued leave taken.

“Earnings” is a combination of pay from actual hours work, paid holidays, and any accrued leave taken.

“Other Pay” is a reflection of earnings not associated with hours worked. Examples include bonuses, commissions, tips, etc.

After entry, click “Next” to continue



[<](#) LESLIE HIGGINS

UI Weekly Claim

05-Jul-2025
Regular Unemployment Insurance Benefits
000-0477501
LESLIE HIGGINS

✓

Introduction

✓

Work Share

✓

Job Offerings and Separations

➤

Work Share Earnings

Work Share Earnings

What are the total gross hours and earnings through the Work Share employer including earnings from leave, bonus, commissions, paid holidays, etc. for the week ending **July 5, 2025**?

Employer Name	Hours Worked	Earnings	Other Pay	Total
AFC RICHMOND	0	0.00	0.00	0.00

Cancel

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Provide information regarding possible payment from Workers Compensation.

Provide information regarding possible changes to retirement/pension/annuity payments.

After entry, click “Next” to continue

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UI Weekly Claim

05-Jul-2025

Regular Unemployment Insurance Benefits

000-0477501

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Introduction

Work Share

Job Offerings and Separations

Work Share Earnings

Other Benefits

Other Benefits

Did you apply or receive workers' compensation for an on the job injury? *

Yes

No

Other than social security, did you apply for or have a change in retirement plan, pension, or annuity not previously reported? *

Yes

No

Cancel

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Provide information regarding earnings from other/secondary employment. If there were secondary earnings, click “yes”, else “no”

“Hours Worked” is combination of actual hours work, paid holidays, and any accrued leave taken.

“Earnings” is a combination of pay from actual hours work, paid holidays, and any accrued leave taken.

“Other Pay” is a reflection of earnings not associated with hours worked. Examples include bonuses, commissions, tips, etc.

After entry, click “Next” to continue



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LESLIE HIGGINS

UI Weekly Claim

05-Jul-2025

Regular Unemployment Insurance Benefits

000-0477501

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✓

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✓

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>

ductionWork ShareJob Offerings and SeparationsWork Share EarningsOther BenefitsEarnings

Earnings

Did you have earnings outside your Work Share employer?

Yes

No

Add Employer

	Employer Name	Hours Worked	Earnings	Other Pay	Total

Cancel

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To ensure claim information remains accurate, indicate if there is any change to the claimant’s address.

After entry, click “Next” to continue

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UI Weekly Claim

05-Jul-2025
Regular Unemployment Insurance Benefits
000-0477501
LESLIE HIGGINS



Address Verification

It is very important that you keep us informed of your current mailing address, as forms mailed by the Employment Department are not forwarded. Before you claim your week of benefits, please review the mailing address we have for you.

14980 SW DIVISION ST BEAVERTON OR 97007-2731

Is your mailing address correct? *

Yes	No
-----	----

Cancel

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This screen offers an opportunity to review all answers to questions provided prior to submission.

If all answers are accurate, click “Submit” to continue



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UI Weekly Claim

05-Jul-2025
Regular Unemployment Insurance Benefits
000-0477501
LESLIE HIGGINS



Review

- Were you temporarily laid off by your Work Share employer last week?
No
- Did you fail to accept any offer of work last week?
No
- Did you quit a job last week?
No
- Were you fired from a job last week?
No
- Were you suspended from a job last week?
No
- Did you have earnings outside your Work Share employer?
No
- Did you apply or receive workers' compensation for an on the job injury?
No
- Other than social security, did you apply for or have a change in retirement plan, pension, or annuity not previously reported?
No

Confirm

☐ By checking this, I certify this claim is true and correct and is filed under penalty of false swearing. *

Cancel

< Previous Submit

This screen offers an opportunity to print all answers to questions provided.

If desired, click “Printable View”.

When ready to finish, click “OK”.

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Confirmation

Your weekly claim for the week of July 5, 2025 has been sent.

Your confirmation number is: **0-000-181-506**

Question	Answer
Did you fail to accept an offer of work last week?	No
Did you quit a job last week?	No
Were you fired from a job last week?	No
Were you suspended from a job last week?	No
Did you have earnings outside your Work Share employer?	No
Did you apply to receive workers' compensation for an on the job injury?	No
Other than social security, did you apply for or have a change in retirement plan, pension, or annuity not previously reported?	No

Printable View

OK





After submission, the claim should reflect:

“Processing”: no issue with the submission, claim should release payment on the following 1-2 days

“In Suspense”: submission has at least one item that requires adjudication

“Denied”: claim will not pay due to issues such as an adjudication decision, excess hours worked (40 or more) or excess earnings.



LESLIE HIGGINS

***-**-6548

14980 SW DIVISION ST
BEAVERTON OR 97007-2731

Welcome, leslie higgins

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Filter

LESLIE HIGGINS

***-**-6548

14980 SW DIVISION ST
BEAVERTON OR 97007-2731

Claimant Services

> [File a Paid Leave Oregon Claim](#)

Current Unemployment Insurance
Benefits

Benefit Begin: 11-May-2025

Eligibility Through: 09-May-2026

Claim for Week of 05-Jul-2025

The week is currently processing.

Status

Processing

Benefit Details

\$812.00 per week from 11-May-2025 to 09-May-2026

> [View Week History](#)

> [View or Change Benefit Details](#)

> [Update Benefit Payment Method](#)

Restart My Claim

> [Reopen or File an Additional Claim](#)