

# Instruction Guide for Claimants

Weekly Claim Filing:  
Refusal of Work and Refusal of Referral



9/29/2023



# Refusal of Work Screens

If you answer **Yes** to “Did you refuse any work during this week?”

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

2 of 3 steps

### Weekly certification details

Some questions have been automatically answered based on your work search responses for this week.

1. If work had been available to you, would you have been physically able to work each day during the week? **(required)**  
☒ **Yes** ☐ **No** [What does this mean?](#)
2. If work had been offered to you, would you have been available to work each day during the week? **(required)**  
☒ **Yes** ☐ **No** [What does this mean?](#)
3. Did you refuse any work during the week? **(required)**  
☒ **Yes** ☐ **No** [What does this mean?](#)

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Refusal of Work** portion of your weekly claim.

## Refusal of Work Screens

- Search for the employer by selecting the **"Search"** button in question 1.
- Fill out all required fields, then select **"Next"**.

Filing for week of **Sunday, Nov 19, 2023** To **Saturday, Nov 25, 2023**

2 of 3 steps

### Refusal of Work Offered

1. Employer Name that you refused work with (required)

**Search**

2. Employer Address (required)

a. Address Line 1

b. Address Line 2

c. City

d. State

e. Zip Code

f. Country

3. Employer Telephone (required)

18. Previous work schedule: (required)  
(Max 1000 Characters)

19. How long have you been unemployed? (required)

20. Enter any additional information you feel may be necessary.  
(Must not exceed 2000 characters)

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# Refusal of Referral Screens

If you answer **Yes** to “Did you refuse any job referral from the JobLink during the week?”

## Weekly certification details

Some questions have been automatically answered based on your work search responses for this week.

1. If work had been available to you, would you have been physically able to work each day during the week? (required)

☒ Yes

☐ No

[What does this mean?](#)

2. If work had been offered to you, would you have been available to work each day during the week? (required)

☒ Yes

☐ No

[What does this mean?](#)

3. Did you refuse any work during the week? (required)

☒ Yes

☐ No

[What does this mean?](#)

4. Did you refuse any job referral from the JobLink during the week? (required)

☒ Yes

☐ No

[What does this mean?](#)

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Refusal of Referral** portion of your weekly claim.

## Refusal of Referral Screens

- Fill out all required fields, then select **"Next"**.

### Refusal of Referral

1. What was the date of job referral? (required)

MM / DD / YYYY 

2. What was the type of work? (required)  
(Max 1000 Characters)

3. What was the name of the employer? (required)  
(Must not exceed 100 characters)

4. What was the rate of pay and frequency? (required)

- a. If No, explain why not:  
(Max 1000 Characters)

12. When did you become unemployed? (required)

MM / DD / YYYY 

13. Enter any additional information you feel may be necessary.  
(Max 1000 Characters)

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This concludes the Refusal of Work/Refusal of Referral Screens tutorial