

## **IMPORTANT INFORMATION**

Read this pamphlet carefully. If you have any questions concerning the reporting of earnings, you may contact the Benefit Payment Control Section at 803-737-2490 for assistance.

Benefits are usually paid for calendar weeks of unemployment. A calendar week begins on Sunday and ends the following Saturday. Benefits are paid for a week of unemployment after the end of the week.

When you file a claim for benefits for any week within your benefit year, you must be fully unemployed or have worked and earned less than your weekly benefit amount in order to obtain benefits for that week. You must report your gross earnings even if you have not been paid for the week. Only earnings greater than one-fourth of your weekly benefit amount will be deducted from your benefit check.

It is your responsibility to report any conditions which will affect your claim and rights to benefits. Any employment performed and gross earnings earned during a claim period must be reported when a claim is filed.

The South Carolina Department of Employment & Workforce's Benefit Payment Control (BPC) Division checks all wages reported as paid by employers against benefits paid to claimants. The BPC Section also conducts a weekly cross match between the state New Hire Registry and UI benefit payment history to identify those individuals who continue to file for benefits after returning to work. If an overpayment is established, you will be required to repay all benefits determined to be overpaid.

**Serious offenses of not reporting weekly earnings will be subject to prosecution.**

**FOR ASSISTANCE  
WITH HOW TO  
PROPERLY REPORT  
YOUR EARNINGS,  
CONTACT THE:**

**BENEFIT PAYMENT  
CONTROL SECTION  
AT:  
803-737-2490**

**FOR ALL OTHER  
QUESTIONS CONCERNING  
YOUR CLAIM FOR  
UNEMPLOYMENT  
BENEFITS, PLEASE  
CONTACT YOUR LOCAL  
WORKFORCE CENTER**

**BPC/QA**

**7/10**

**Catalog # 09398**

**South Carolina Department  
of Employment &  
Workforce**



**Commonly Asked Questions  
About How and When To  
Report Your Earnings**



**803-737-2490**



## QUESTIONS & ANSWERS



### An example of a calendar week

S	M	T	W	T	F	S
1	2	3	4	5	6	7

- ◆ **I went to work during my claim week but will not get paid for two weeks. Do I have to report earnings during the claim week and if yes, how do I report them?**

YES. Earnings must be reported for any days worked during the claim week even if you have not received your pay. To figure your earnings, multiply the number of hours you worked from the day you started work until the Saturday of the claim week you are filing for by your hourly rate of pay.

**EXAMPLE: 16 Hours X \$6.00 Per Hour**

**= \$96.00**

- ◆ **Do I report "Take Home" (net) or what I make before taxes are taken out (gross)?**

Always report what you make before taxes are taken out (gross) on your claim.

- ◆ **If I work and earn less than my weekly benefit amount, do I have to report these earnings?**

YES. All earnings must be reported regardless of the amount. However, only earnings greater than one-fourth your weekly benefit amount will be deducted from your benefit check.

- ◆ **I'm doing odd jobs, mowing grass, raking yards, baby-sitting, etc. Do I have to report my earnings?**

YES. To avoid an overpayment you must report ALL earnings you have during any week you claim benefits.

- ◆ **I'm working a temporary job. Do I have to report my earnings?**

YES. All earnings must be reported.

- ◆ **If I go back to work with my former employer but work fewer hours, am I eligible for benefits and do I have to report my earnings?**

YES. You may be eligible for benefits if you do not earn more than your weekly benefit amount and accept all available work. You must report your gross earnings so that your claim can be adjusted accordingly. You must also continue to make an active search for work.

- ◆ **I have a part-time job which I had before my full time employer laid me off. Do I have to report these earnings?**

YES. It is your responsibility to report your gross earnings so that your claim can be adjusted accordingly.

- ◆ **I'm working to repay a loan or debt. Do I have to report this on my claim?**

YES. Report all earnings, including the amount the employer is withholding and applying to your loan or debt.

- ◆ **I'm working as a waitress. Do I have to report my tips and gratuities?**

YES. All earnings must be reported.

- ◆ **I was on jury duty during my claim week. Do I have to report the money received for serving?**

YES.

- ◆ **I might start drawing a pension from a former employer. Will that make a difference in my unemployment check?**

It could make a difference in your check. As soon as you apply for any pension, report to your local office for assistance.

- ◆ **What should I do if I receive an unemployment check for a week I know I was not eligible for benefits?**

### DO NOT CASH THE CHECK

You should return the check to your local office, as soon as possible, for cancellation.

- ◆ **If the SC Department of Employment & Workforce finds out that I failed to properly report my earnings, what will happen to me?**

You will be held overpaid and be required to repay the amount to the South Carolina Department of Employment & Workforce. If it is determined that the act was deliberate, you could be taken to court and fined a maximum of \$100.00 or sentenced to 30 days in jail for each week you fail to properly report your earnings. You could also be disqualified from receiving future benefits for a minimum of 10 weeks up to a maximum of 52 weeks.