



On May 3, 2021, Governor Ducey rescinded Executive Order 2020-11, reinstating the requirement to search for work beginning May 23, 2021.

**This means that in order to be eligible for unemployment benefits, all claimants must complete work search activities.**

This guide provides instructions on how to enter your work search activities in the Arizona Unemployment Insurance Benefits Portal at <https://azuiinternetweeklyclaim.azdes.gov/> for claimants receiving regular Unemployment Insurance (UI) or Pandemic Emergency Unemployment Compensation (PEUC) benefits.

To be considered eligible to receive benefits with respect to any week, you must engage in a systematic and sustained effort to search for work:

- On at least 4 different days each week, AND
- Make at least 4 work search contacts each week

DES understands that preparing for a return to the workforce often involves more than simply applying for a job, which is why the Department accepts a variety of work search activities to fulfill your weekly work search requirement. View the full list of approved work search activities at [des.az.gov/work-search](https://des.az.gov/work-search).

## Logging Your Work Search Activities

1. Login to the weekly claims portal at <https://azuiinternetweeklyclaim.azdes.gov/> by entering your social security number.
2. On the “File a Weekly Claim” tab, you’ll see questions pertaining to the work search activities you performed that week. Answer the questions to the best of your ability (see figure below).

The screenshot shows a web interface for filing a weekly claim. At the top, there are navigation tabs: 'Welcome', 'File Weekly Claim' (selected), 'View Claim Info', 'View Benefits Paid (1099)', 'Establish/Reset PIN', and 'Establish/Reset Password'. Below the tabs is a red header bar with the text 'File Weekly Claim: Main Questions'. The main content area contains eight numbered questions, each with a radio button for 'Yes' or 'No' and a help icon. The questions are:

1. Were you physically/mentally able to work each workday from Sunday, May 16, 2021 through Saturday, May 22, 2021? *You are able to work if you have no mental or physical condition that prevents you from working or accepting work.*
2. Were you available for work each workday from Sunday, May 16, 2021 through Saturday, May 22, 2021? *You are available for work if you do not have any restrictions that would prevent you from looking for or accepting full-time work when offered.*
3. Did you look for work from Sunday, May 16, 2021 through Saturday, May 22, 2021? *Select "Yes" if you made an active effort to look for work and made at least one job contact on four different days of the week. DES recommends keeping a log of work search activities for verification purposes.*
4. Did you refuse any job offer or referral to work from Sunday, May 16, 2021 through Saturday, May 22, 2021?
5. Did you work or earn any money from Sunday, May 16, 2021 through Saturday, May 22, 2021, including part-time work, even though you may not have received payment at this time? *Select "Yes" if you are working or being provided any type of monetary compensation for the weekly claim period, including, but not limited to regular wages, vacation, holiday, sick or severance pay.*  
Failure to report gross earnings may result in prosecution and payment restitution. The department regularly matches hiring information with employers.
6. Have you returned to full-time work which will not require you to file any further weekly claims at this time? *Select "Yes" if you started working full-time.*  
Failure to disclose that you have returned to work may result in prosecution and payment of restitution.
7. Did you begin attending any type of school or training from Sunday, May 16, 2021 through Saturday, May 22, 2021? *Select "Yes" if you are enrolled in school or enrolled in an educational or training program of any kind during this weekly claim period.*
8. Are you currently receiving unemployment benefits from CANADA? *Answering "Yes" to this question means you are not eligible to receive unemployment benefits in Arizona.*

At the bottom left of the form is a 'Next' button.

3. After answering all of the questions, hit “Next” to provide the:
  - Date you applied for a particular job
  - Way in which you applied
  - Employer’s website
  - Company name
  - Type of work
  - Action taken on date of contact

(See figure below)

Welcome **File Weekly Claim** View Claim Info View Benefits Paid (1099) Establish/Reset PIN Establish/Reset Password

### File Weekly Claim: Work Search

#	Date	Contact Method	Employer or Website	Company Telephone	Type of Work Sought	Action taken on date of contact
<ul style="list-style-type: none"> <li>You have entered 0 work search(es) for 0 date(s) of the week.</li> <li>You must have looked for work on 4 different dates.</li> </ul>						

☆ Date:  ?  
 ☆ Contact Method (select):  Internet  In Person/Mail/Other ?  
 ☆ Website:  ?  
 ☆ Company Name:  ?  
 ☆ Type of Work Sought:  ?  
 Action taken on date of contact:  ?  
 Remaining Chars: 500

- Once you complete and submit your first work search submission, you will have the opportunity to submit another entry (See figure below).

**File Weekly Claim: Work Search**

#	Date	Contact Method	Employer or Website	Company Telephone	Type of Work Sought	Action taken on date of contact
<a href="#">edit</a>	1	05/16/2021	Internet	www.workappointment.azdes.gov ARIZONA@WORK	Resume assistance	Had an appointment with an ARIZONA@WORK Employment Specialist to go over my resume. <a href="#">remove</a>

- You have entered 1 work search(es) for 1 date(s) of the week.
- You must have looked for work on 4 different dates.

☆ Date:  ?  
 ☆ Contact Method (select):  Internet  In Person/Mail/Other ?  
 ☆ Website:  ?  
 ☆ Company Name:  ?  
 ☆ Type of Work Sought:  ?  
 Action taken on date of contact:  ?  
 Remaining Chars: 500

**Note:** A minimum of four work search activity entries on four different days of the week is required in order to receive compensation for a benefit week. If you applied for jobs, follow the prompts and complete the work search requirement.

## Other Work Search Activities and Online Events

If you did not apply for a job, but did complete another approved work search activity, such as attending a job fair, employment workshop or networking event, enter the date of the activity (a full list of acceptable work search activities is listed on [des.az.gov/work-search](http://des.az.gov/work-search)).

If the activity was completed online, select "Internet" and enter the website that relates to your work search activity. Make sure you enter "www." at the front of the url. If you performed the work search activity in person, select "In Person/Mail/Other" and enter the physical address.

You may write the name of the company or organization that assisted you with your work search activity, or write "N/A" if this isn't applicable. Write a short description of the activity you completed in the "work sought" field, such as "Job Fair" or "Networking Event" and enter any specific details you have about the activity you completed within the "Action Taken" box. Please be as detailed as possible when entering in work search activity information.

5. After completing and submitting four work search activities, proceed to file your weekly claim as you normally would.

For more information about Arizona's Work Search requirements, please visit <http://des.az.gov/work-search>.