



How to File Weekly or Biweekly Claims

File your weekly or biweekly claims

After you apply for unemployment insurance or reopen a claim, you must file a claim for each week you want to receive benefits. You must submit claims online at Hawaii unemployment insurance claims website: <https://huiclaims.hawaii.gov/>.

1. Log in to your account.
2. Choose "Claim Certification."
3. Follow the instructions to file claims for the applicable weeks.

Check your answers carefully before filing your claim. Once you file, you cannot change them. If you think you made a mistake, call us or submit a contact form on our website: <https://labor.hawaii.gov/ui/contact/>.

Due dates for weekly claims

Weekly claims are due within 7 days after the last day of the week (Saturday).

Example: You are filing for the week that started on Sunday, 8/17 and ended on Saturday, 8/23. You have seven days, 8/24 through 8/30 (shown in gray), to file your weekly claim.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Due dates for biweekly claims

A biweekly claim covers the past two weeks, starting on Sunday in the first week and ending on Saturday in the second week.

- When filing a biweekly claim, you must file for each week separately.
- Biweekly claims are due within 7 days after the last day of the second week (Saturday).

Example: You are filing for two weeks, starting on Sunday, 8/10 and ending on Saturday, 8/23. You have seven days, 8/24 through 8/30 (shown in gray), to file your biweekly claim.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

IMPORTANT: When filing a biweekly claim, you must file for each week separately. Submit the first week, then the second week. If you do not file for both, you may not get paid for two weeks.

Keep track of deadlines

- You can download a list of due dates for filing claims from the confirmation page or the email confirmation we send you.
- You can also visit our website and choose “Claim Inquiry” or “My Claim Status” to see when your next claim is due.
- Write important dates on a calendar or set reminders on your phone so you do not miss due dates for filing claims and get paid on time.

If you stop filing claims

If you do not file claims for two or more weeks in a row, you must reopen your claim to keep filing. Your benefits may be denied until you reopen your claim. Log in to your claimant portal and select “Additional Claim” or “Reopen Claim.”

Get help in your language

If you need free help to understand this document in your language, please contact us using the information below.

Unemployment Insurance (UI) Call Center
(808) 762-5752 or (833) 901-2272 (toll-free)

UI Website: [Labor.Hawaii.gov/UI](https://labor.hawaii.gov/UI)
TTD/TTY: Dial 711; ask for (808) 586-8842

Oahu Claims Office

830 Punchbowl St
Room 110
Honolulu, HI
96813-5080

Hilo Claims Office

1990 Kinoole St
Room 101
Hilo, HI
96720-5293

Kona Claims Office

Ashikawa Building
81-990 Halekii St
Room 2087
Kealahou, HI
96750-0167

Maui Claims Office

54 South High St
Room 201
Wailuku, HI
96793-2198

Kauai Claims Office

4370 Kukui Grove St
Suite 3-214
Lihue, HI
96766-2001