

# How to Report Your Job Separation on Your Weekly Claim Certification and Reactivate Your Claim

## STEP 1

"Were you still employed by [Name of Employer] as of [Week Ending Date of claim Certification]?"

- Select "No" from the dropdown box for this question.

## STEP 2

"Reason for Separation"

- Select the option that describes your situation. See definitions for some of the options below:
  - Laid off/lack of work: Your employer will not be calling you back to work.
  - Discharge: Your employer fired you.
  - Quit: You quit your job.

## STEP 3

After filing your weekly claim certification, you need to reactivate your claim.

- Click "Reactivate a Claim" on your dashboard
- For the question "Why are you reactivating your claim?" Select "Report a Separation with an Employer" from the dropdown box.
- For the question "Are you still employed with [Name of Employer]?" Select "No" from the dropdown box
- Answer other questions which include your last date of employment and reason for separation.  
Note: The reason for separation on your weekly claim certification should be the same one that you select on your claim reactivation.