

Guide to Submitting Proof of Employment/Self-Employment

New Requirement for PUA Claimants

As a part of the Continued Assistance for Unemployed Workers Act, signed into law on December 27, 2020, claimants filing for Pandemic Unemployment Assistance (PUA) benefits are now required to submit proof of employment or self-employment in order to receive or to continue receiving those benefits. Claimants filing an initial PUA claim after January 31, 2021 will be required to provide documentation of employment, self-employment, or a qualifying job offer within 21 days of first filing. Claimants with established claims, on or after December 27, 2020, receiving payments in 2021 will have 90 days from the date they are notified to provide such documentation. You will receive a “Notice of Requirement to Submit Proof of Employment or Self-Employment” in your Uplink **correspondence history** that states what date you must submit this information.

Acceptable Forms of Proof of Employment

Common and readily accessible forms of proof of employment include but are not limited to:

- Paycheck stubs
- Earnings and leave statements including the employers contact information
- W-2 forms

Forms of self-employment include but are not limited to:

- State or Federal employer identification numbers
- Business licenses
- Tax returns
- Business receipts
- Signed affidavits from persons verifying the claimants self-employment

Forms of planned commencement of employment and self-employment include but are not limited to:

- Letters/other documents detailing offers of employment
- Signed affidavits from individuals verifying offers of employment
- State or federal employer identification numbers
- Written business plans
- Lease agreements

What Information Should I Submit?

The information that you should submit depends on when you were first eligible to receive PUA benefits. However, for any PUA claim, regardless of the date when you first became eligible, if you have proof of employment that occurred at any time between January 1, 2020 and December 27, 2020 you may submit that as proof of employment. If your proof of employment does not fit within this date-range, see the below examples for further clarification:

- Individuals who are first eligible to receive benefits for the week beginning on December 27, 2020, must submit documentation that substantiates employment or self-employment which occurred between January 1, 2019 and December 27, 2020.
- Individuals who are first eligible to receive benefits for the week beginning on January 3, 2021, must submit documentation that substantiates employment or self-employment which occurred between January 1, 2020 and January 3, 2021.

How Many Pieces of Proof am I Required to Submit?

There is no requirement to submit multiple pieces of documentation proving your employment or self-employment. For example, if you are submitting pay stubs as your proof of employment, you may only submit one pay stub within the date range applicable to you.

However, upon submitting your proof of employment, you may be contacted by a claims investigator to provide additional documentation. In that case, it may be required of you to provide multiple pieces of proof of employment.

Failing to Submit Proof of Employment Before the Required Deadline

If you do not submit proof of employment prior to the established deadline, DWD may determine you ineligible for PUA benefits. They will then likely set up an overpayment for any weeks you were paid benefits going back to December 27, 2020, therefore it is important that you submit the required proof of employment before the deadline.

If you cannot send in the required documents before the deadline, you may contact DWD to request for an extension. The request for an extension must be sent to DWD before the deadline. You can submit requests to DWD via email to PUA@dwd.in.gov with the following information included in your request:

- First and last name
- Last four digits of your Social Security Number
- Reason why you will not be able to submit required documentation

You should receive an email response from DWD within ten days of your request submission with a decision and, if you are granted an extension, a new deadline.

Notification of Requirement to Submit Proof of Employment or Self-Employment

The “Notification of Requirement to Submit Proof of Employment or Self-Employment” is the document that will appear in your Uplink account’s “Correspondence History.” This document notifies you of your requirement to submit the required documentation. Below are instructions on how to access your notification.

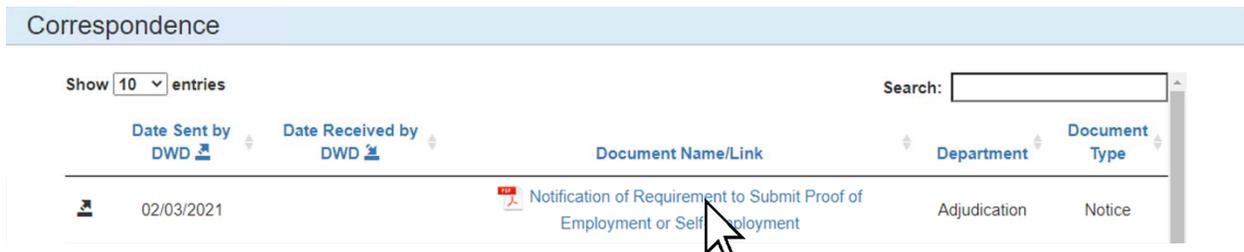
How to Access Your Notification

The “Notification of Requirement to Submit Proof of Employment or Self-Employment” will be uploaded to your Uplink page and can be found in your “Correspondence History” tab. See images below for instructions as to how to access your notification.

Click on the “Correspondence History” tab. You will then be redirected to your Correspondence page.



Then you will see a document titled “Notification of Requirement to Submit Proof of Employment or Self-Employment.” Click on the blue highlighted text to access your notification.



Upon clicking the blue highlighted text labeled “Notification of Requirement to Submit Proof of Employment or Self-Employment” a pdf version of your notification letter will then be downloaded.

It is important to review your “Notification of Requirement to Submit Proof of Employment or Self-Employment” completely because it will provide you with the date by which you must submit your documentation.

Ways in Which an Individual Can Submit Proof of Employment

You may have a “TO DO” prompt on your Uplink homepage that will redirect you to the “Secure File Exchange” where you can upload this information. If you do not have a “TO DO,” then you must click on your PUA claim’s “BYE” date, which will be hyperlinked in blue, on your homepage. This will then take you to a webpage where you will see a hyperlink to DWD’s “Secure File Exchange.” After clicking “DWD Secure File Exchange,” a pop-up window will appear from which you will click the blue box that states, “Go to DWD Secure File Exchange.” See images below for step-by-step directions. See images below.

Clicking on the “BYE” date next to your PUA claim will redirect you to a webpage.

Claim Status	Program	BYE ⓘ
Open	PUA	04/10/2021

The new webpage should have a link to DWD’s “Secure File Exchange,” click on that hyperlink. you can upload proof of employment.



Upon clicking the hyperlink, a pop-up window will ask you if you want to be redirected to DWD’s “Secure File Exchange.” If you are ready to access the “Secure File Exchange,” then click on the blue box that says, “Go to DWD Secure File Exchange.”

Go to DWD Secure File Exchange

Based on the status of your PUA claim, the Indiana Department of Workforce Development is providing this secure file exchange solution to support the process of providing income and employment verification documentation.

- If you are here to provide documentation for your Proof of Employment issue, please review the notice sent to you for acceptable documents.
- If you are here to provide documentation for your Earnings Verification issue, please review your Monetary Determination for acceptable documents.

If you are unsure why you are receiving this link, please check your Correspondence History, or the FAQ's on unemployment.in.gov.

To continue to the DWD Secure File Exchange site click the button below.

You will be logged out of Uplink if you click this button, so be sure you are done working in Uplink.

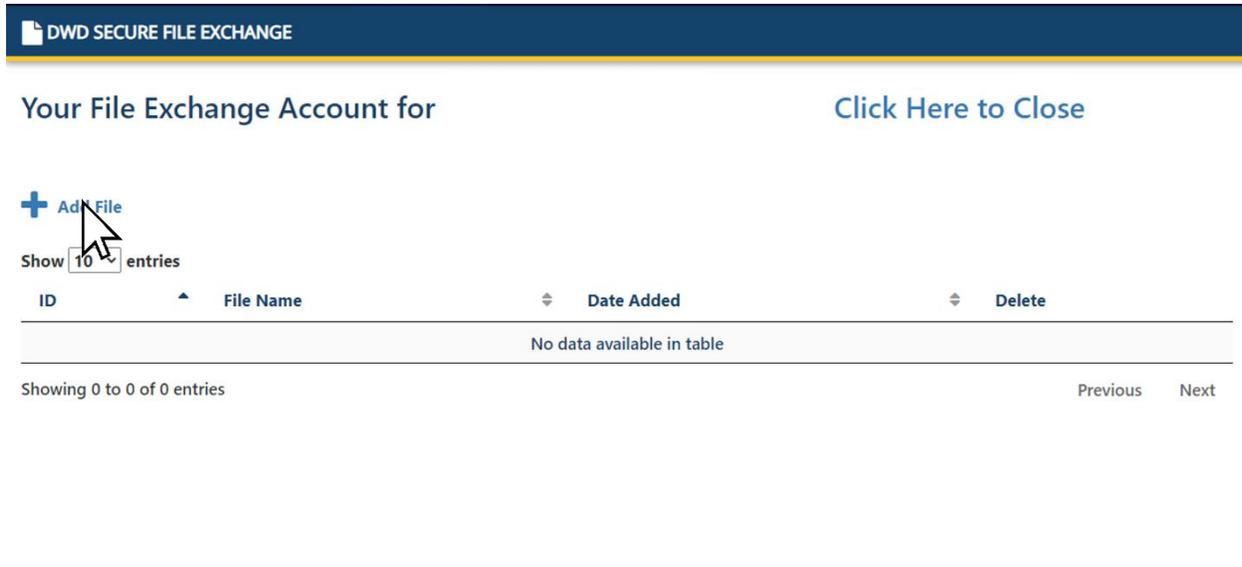
Close

Go to DWD Secure File Exchange >

Navigating DWD's Secure File Exchange

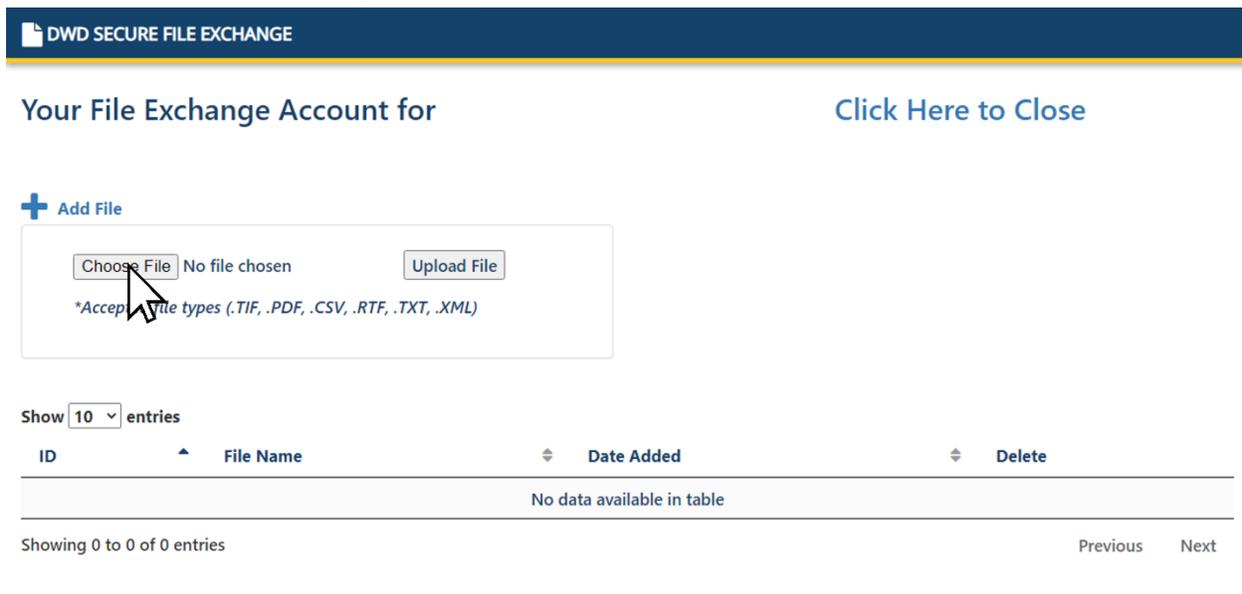
If you use Uplink regularly to receive correspondence and file weekly vouchers, then you will need to use the Indiana Department of Workforce Development's (DWD) Secure File Exchange to submit your proof of employment or self-employment to become eligible or to continue to be eligible for Pandemic Unemployment Assistance (PUA) benefits.

1. In order to upload your required documentation, you must first save copy of that documentation to your computer/device either as a .TIF,.PDF,.CSV,.RTF,.TXT, or .XML file. After you have done so, click on "Add File" to begin.



The screenshot shows the top of the DWD Secure File Exchange interface. At the top left is a dark blue header with the text "DWD SECURE FILE EXCHANGE". Below the header, the page is titled "Your File Exchange Account for" on the left and "Click Here to Close" on the right. A blue "+ Add File" button is visible, with a mouse cursor hovering over it. Below the button is a "Show 10 entries" dropdown menu. A table with columns "ID", "File Name", "Date Added", and "Delete" is shown, but it is empty with the message "No data available in table". At the bottom of the table area, it says "Showing 0 to 0 of 0 entries" and "Previous Next" navigation links.

2. You will then click on "Choose File" to select the file that you would like to submit.



This screenshot shows the same DWD Secure File Exchange interface as the previous one, but with the "Add File" button expanded into a file selection dialog. The dialog contains a "Choose File" button, the text "No file chosen", and an "Upload File" button. Below the buttons, it lists accepted file types: "*Acceptable file types (.TIF, .PDF, .CSV, .RTF, .TXT, .XML)". The rest of the interface, including the table and navigation links, remains the same as in the previous screenshot.

3. After selecting the file that you would like to submit as proof of employment or self-employment, proceed to click "Upload File" to upload the file to DWD's Secure File Exchange.

DWD SECURE FILE EXCHANGE

Your File Exchange Account for [Click Here to Close](#)

+ Add File

PUA Proof o...loyment.pdf
*Accepted file types (.TIF, .PDF, .CSV, .RTF, .TXT, .X)

Show entries

ID	File Name	Date Added	Delete
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

4. Once you see the file (circled in red) that you would like to submit as proof of employment or self-employment populate in the entry box below, you may then select "Click Here to Close" to exit DWD's Secure File Exchange. You will then be redirected to the Uplink login page.

Your File Exchange Account for [Click Here to Close](#)

+ Add File

Show entries

ID	File Name	Date Added	Delete
	PUA Proof of Employment.pdf		<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries Previous Next

We recommend logging back into Uplink and DWD's Secure File Exchange to verify that your documentation was uploaded successfully.

Submitting Documents as a Phone Claimant

If you file vouchers by phone and need to submit proof of employment, then we recommend that you contact the Indiana DWD Contact Center for further instructions as to how to submit this required documentation. The phone number for the Indiana DWD Contact Center is 800-891-6499.

After Successfully Submitting Documentation

After you have submitted your proof of employment or self-employment, DWD may reach out to you if they determine that additional information is needed to process your PUA claim for benefits. We recommend checking your “Contact Information” in Uplink and verifying that you inputted the correct email address, telephone number, and mailing address so that if a claims investigator reaches out to you, you can respond in a timely manner. We also recommend checking your Uplink information regularly so that you do not miss any updates.

If you are determined to be eligible for PUA benefits, you will start to receive payments for your weekly voucher submissions. If you are determined to be ineligible for PUA benefits, you will receive a Generic Determination that, if you disagree with, you must appeal within ten (10) days of the date of the determination.

Information on how to appeal an adverse determination can be found at DWD’s website: [DWD: File an Appeal \(in.gov\)](#)