

# CERTIFICATION INSTRUCTIONS FOR MAY 2022

These are the certification instructions for full time employees who filed for unemployment for the week of 05/08/2022- 05/14/2022. If you are having issues with IDES it is strongly recommended that you call the office of State Representative Dave Vella at 815-329-6741. The Representative came to our Union meeting in February to offer his office as assistance and they have helped several of our members.

To begin, go to the [www.ides.illinois.gov](http://www.ides.illinois.gov) website and login to your ILogin. When you are through the security select the IDES tab. Then, under the orange individual home tab, select "file my certification".

Make sure to read the questions! When they ask if you received holiday pay, you will answer "NO" to both weeks. When it asks if you worked, be sure to answer appropriately. If you have a part-time job you must enter gross wages. For the week of 05/15/2022- 05/21/2022 make sure to enter your gross wages for the week (this should exceed \$600). This signifies that you are not eligible for IDES benefits that week as you were employed full time. This also closes your claim.

**EXTREMELY IMPORTANT!!!! DO NOT USE \$500 ANYMORE TO INDICATE YOU WORKED FULL TIME FOR A WEEK!!!!** The maximum benefit for IDES is now \$542, therefore do not use \$500 as you could end up getting paid in a week you are not supposed to. Use your total gross earnings for the week or \$600 if you called in/ took a day off/ etc..

You will always answer YES when asked if you were able and available for work, and NO to the question if you refused a work offer. Any other answer will result in not being paid. Never indicate during a certification that you changed address. That should be done only when you file. If you indicate you moved during the 2 weeks, your money will be held up. If you are asked if you actively looked for work, any answer other than "YES" will result in not being paid.

Never answer "YES" to the did you change address/ dependency/ or phone number questions as this will delay your benefits being paid.

ALL FCA EMPLOYEES.... because you will be paid once you certify, THERE IS NOTHING TO BE SCANNED FOR SUB PAY!!! The only time you need to scan a Findings sheet is when you are not being paid by IDES (such as serving a yearly waiting week). As the Governor has waived the waiting week requirement until May 28. You will be paid unemployment and if you have SUB coming it will automatically come in the following week or 2.

United We Stand Strong,

Michael G. Moe

Financial Secretary UAW Local 1268