

1 Access the Application Go to www.labor.vermont.gov



EXTENDED WAIT TIMES FOR UI CLAIMS CENTER

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LOCAL RESOURCE CENTERS

File a Weekly Unemployment Claim

Or reopen an existing benefit year

Vermont JobLink

Whether searching for work or looking to hire, VT JobLink can assist in linking employers and talent

Workplace Rights and Wages

The Wage and Hour Unit of the Vermont Department of Labor specializes in workplace rights

Notices

- 09 MARCH 2020 ****RESOLVED: UI Claims Center Experiencing Technical Difficulties**
- 06 MARCH 2020 **WIOA Combined State Plan Public Comment Period Open**
- 06 MARCH 2020 **Update: UI System Restored**
- 05 MARCH 2020 **Technical Difficulties with UI System May Cause Delays**
- 02 MARCH 2020 **Workforce Innovation and Opportunity Act (WIOA) Agricultural Outreach Plan PY 2020 - 2023**

MORE

Vermont Department of Labor (VDOL) Claimant Applications can be accessed from www.labor.vermont.gov.

Simply click “File a Weekly Unemployment Claim” and you are on your way to fast and easy filing.

2 Enter Your Identification Numbers

Department of Labor
State of Vermont

Vermont.govHomeWorkersBusinessInfo CenterForms & Publications

Social Security Number Required

Format: SSN [999-99-9999] or [999999999]

Meaning: Required fields are indicated by the * next to the form field.

For further assistance please contact the Claimant Assistance Line toll-free at 1-877-214-3332 for help from Monday through Thursday from 8:30a.m. to 4:00p.m. and Friday from 9:00a.m. to 4:00p.m., except holidays.

Welcome to the Vermont Department of Labor Claimant Portal.

Please log in with your SSN and PIN

The Claimant Portal allows you to:

- file your weekly claims or re-open an existing claim.
- enroll or update direct deposit information
- view various information about your benefits, including your weekly benefit amount, remaining balance, when your most recent check was issued, the amount of the check, return to work date (if applicable) and 1099 tax information.

Social Security Number

PIN

[Create Pin](#)

If you do not remember your PIN, you must call Claimant Assistance and ask to have it reset.

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Click on the ? to obtain more information about the field.

Helpful Hints are provided here.

Once “Claimant Application” is selected, the Labor Claimant Portal will be launched.

Enter your Social Security number and your Personal Identification Number (PIN), then click “Continue.”

No one can access your information as it is secured with your PIN, known and maintained only by you.

3 Review Your Unemployment Account Information

This page provides information about YOUR unemployment claim. On-line applications available are indicated at the bottom of the page. Access them by clicking the link provided.

A weekly claim must be filed within 6 days of the week ending. Once the weekly claim is filed, the link will not appear until the following week.

Welcome to the Vermont Department of Labor claimant application Portal. From here you can access a variety of information concerning your UI account. Other applications available to you are indicated below.

Please note: Once you have filed your weekly claim, it may take up to 2 - 3 business days before you will see it posted on this site.

* If you have requested VDOL withhold federal and state taxes from your unemployment benefit, the "Amount of Last Payment" indicated below is your benefit entitlement BEFORE taxes were withheld.

UI Security WARNING

Date and Time:	9/15/2010 8:03:00 AM
Name:	TEST USER
Weekly Benefit Amount:	425.00
Balance:	3400.00
Benefit Year Ending:	11/20/2010
Last Paid Benefit Week:	03/27/2010
Date of Last Payment:	03/29/2010
Benefit Entitlement*:	425.00
Taxes being withheld*:	No
Direct Deposit:	Cancel Pending
Return to Work Date:	12/19/2010
Required to Look for Work?	No
1099 Information:	.00 for tax year 2009
Federal Withholding:	N/A
State Withholding:	N/A
State E.I.D No.:	03-0272593

Your personal information will appear here.

If the "Benefit Year Ending" date indicated above has already expired, it will be necessary for you to call the Initial Claims Line at 1-877-214-3330 to reactivate your claim.

Please choose one of the functions below. If there are no options indicated or the one you desire is not listed, you must call the Claimant Assistance line at 1-877-214-3332.

[File Your Weekly Claim](#)
[Enroll or Update Direct Deposit](#)

Exit



On-line Applications available to YOU are shown here.

4 Answer Preliminary Questions



Department of Labor
State of Vermont



Vermont.gov Home Workers Business Info Center Forms & Publications

Are you currently working part-time THAT IS EXPECTED to become full-time?
Required

Format: Yes/No Buttons

Meaning: Required fields are indicated by the * next to the form field.

For further assistance please contact the Claimant Assistance Line toll-free at 1-877-214-3332 for help from Monday through Thursday from 9:30a.m. to 4:00p.m. and Friday from 9:00a.m. to 4:00p.m., except holidays.

Our records indicate you are now required to submit information about your work search efforts. This information will help support you have made a systematic and sustained effort to find suitable work, which efforts will be periodically validated.

Warning: Failure to document work search or failure to accept suitable work could result in a denial of benefits. Under the state Extended Benefit Program it will result in a disqualification until you have worked in at least four calendar weeks and have earned wages not less than six times your weekly benefit amount.

Once you have provided the required information, you will be automatically moved to the application for filing your weekly claims over the internet.

Your claim is NOT filed until you answer questions on this page, click 'Continue' to provide work searches on the next page, click 'Continue' to answer all weekly claim questions, and then click 'Submit'. After you 'Submit' your claim, please print and retain your confirmation page that will appear at the end of your filing

Are you currently working part-time THAT IS EXPECTED to become full-time?

Yes No *

Do you belong to a Labor Union?

Yes No *

Continue

Click on the ? to obtain more information about the field.

Helpful Hints are provided here.

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To answer the questions relating to part-time work and union membership, simply click the "yes" or "no" button. Hit "Continue" after answering.

5 Provide Information Regarding Potential Employers



Department of Labor
State of Vermont



Vermont.gov Home Workers Business Info Center Forms & Publications

Date of contact

Required

Enter your work search contacts for the week ending 05/22/2010

Format: Date [mm/dd/yyyy]

Meaning: Enter the date you applied for the position.

Required fields are indicated by the * next to the form field.

For further assistance please contact the Claimant Assistance Line toll-free at 1-877-214-3332 for help from Monday through Thursday from 9:30a.m. to 4:00p.m. and Friday from 9:00a.m. to 4:00p.m., except holidays.

Date of contact	<input type="text"/>	*	
Type of work	<input type="text"/>	*	
Employer Name	<input type="text"/>	*	
Employer Address	<input type="text"/>	*	
Person Contacted	<input type="text"/>	*	
Phone Number	<input type="text"/>	*	
Method of Contact (in person, resume, telephone, e-mail, etc.)	<input type="text"/>	*	
Results of Contact	<input type="text"/>	*	

Click on the ? to obtain more information about the field.

Date of contact	<input type="text"/>	*	
Type of work	<input type="text"/>	*	
Employer Name	<input type="text"/>	*	
Employer Address	<input type="text"/>	*	
Person Contacted	<input type="text"/>	*	
Phone Number	<input type="text"/>	*	
Method of Contact (in person, resume, telephone, e-mail, etc.)	<input type="text"/>	*	
Results of Contact	<input type="text"/>	*	

I CERTIFY THE INFORMATION ABOVE IS ACCURATE

Continue

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List all information accurately in the contact boxes.

Affirm by clicking box that the information you provided is accurate.

Hit "Continue" when done.

(Note: you will be given a second chance to verify information if there are any potential concerns.)

Helpful Hints are provided here.



6 Provide Eligibility Information

To answer the questions, simply click on the “yes” or “no” button. When work is performed, you must report your gross wages EARNED during the week and the number of hours worked. You need to report these totals regardless of when you will be paid for the work.

When all information has been provided, click the “Submit” button.

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State of Vermont

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Were you able to work and available for work?
Required
Format: Yes/No Buttons
Meaning: Required fields are indicated by the * next to the form field.

TEST USER, please answer the questions below as they pertain to the week ending 05/22/2010. Please be sure to answer all questions truthfully and accurately to insure proper payment of Unemployment benefits is made.

Remember to answer the following questions truthfully. Giving false information or answering questions for anyone other than yourself constitutes fraud and is punishable by law.

Your claim is NOT filed until you answer ALL questions AND click "Submit". Please print and retain your confirmation page.

Were you able to work and available for work? Yes No *

Are you filing this claim from within either the United States or Canada? Yes No *

Did you refuse any offer of work or a referral to a job? Yes No *

Were you fired from a job? Yes No *

Did you quit a job? Yes No *

Did you receive a back pay award or settlement? Yes No *

Did you receive Workers' Compensation, Vacation Pay or Wages in Lieu of Notice? Yes No *

Did you perform any work or earn any wages? (You must report all work regardless of when you are actually paid for it) Yes No *

Wages (Enter the TOTAL gross* amount you have earned for the week, not your hourly rate.)

Hours (Enter the TOTAL number of hours the above gross wages represent)

When reporting the above information for work performed, please keep in mind you must report the TOTAL gross* wages EARNED and TOTAL number of hours worked for all employment performed beginning Sunday and ending Saturday of the 'week' being claimed. *Gross is the amount earned before taxes are deducted.

Submit

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Helpful Hints are provided here.

7 Confirm Your Filing

VERMONT Department of Labor
State of Vermont

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Thank you for filing your weekly claim. Please print this page as confirmation of your filing. If you are unable to print this page please write down your confirmation code.

Confirmation Code: **a99b9999abcd**

Claim Confirmation for TEST USER
Week Ending: 05/22/2010
Filed On: 11/22/2010 1:19:09 PM
Wages: \$0.00
Hours: 0

Continue

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This page confirms your weekly claim was filed. We encourage you to document your confirmation code and to print a copy for your records. Click the “Continue” button to return to the Vermont Department of Labor website.