

# Guide to Rolling UI Claim Process



INDIANA  
DEPARTMENT OF  
**WORKFORCE**  
DEVELOPMENT

Individuals must apply for UI benefits online via a computer or smart phone. Online filing information, Frequently Asked Questions and video tutorials can be found at [Unemployment.IN.gov](http://Unemployment.IN.gov).

These are instructions for the claims filing process *only* if your employer has implemented rolling layoffs. Rolling layoffs are for claimants that alternate periods of full-time work weeks and unemployed weeks.



● Week 1 ● Week 2 ● Weeks 3 & 4 ● Week 5 ● Week 6

## What to Expect?

## Claimant Actions



Claimant works full week Monday through Friday as normal. Informed of rolling layoff on Friday.

- Files an initial claim
- Indicates a return to work date when prompted
- Selects "temporary layoff" as reason for separation



Claimant is Laid off as part of a rolling layoff and performs no work.

NO ACTION



Claimant returns to work and works two full weeks Monday through Friday as normal.

- Files a weekly voucher for Week 2 during Week 3 (beginning Sunday and ending Saturday)
- System asks claimant if filing voucher for Week 1 (week of initial claim). Claimant answers "no"
- System then asks claimant if filing voucher for Week 2 (week laid off). Claimant answers "yes"



Claimant is laid off as part of a rolling layoff and performs no work.

NO ACTION



Claimant returns to work and works full week Monday through Friday as normal.

- Files a weekly voucher for Week 5 during Week 6 (beginning Sunday and ending Saturday)
- System asks claimant if filing voucher for Week 3 & Week 4. Claimant answers "no"
- System then asks claimant if filing voucher for Week 5 (week laid off). Claimant answers "yes"