Guide to Rolling UI Claim Process



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**.

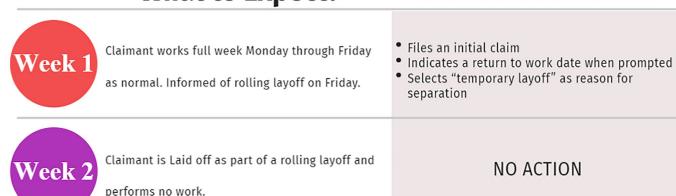
These are instructions for the claims filing process only if your employer has implemented rolling layoffs. Rolling layoffs are for claimants that alternate periods of full-time work weeks and unemployed weeks.

1 Week Worked 1 Week Laid Off 2 Weeks Worked 1 Week Laid Off 1 Week Worked

Week 2 Weeks 3 & 4 Week 5

What to Expect?

Claimant Actions



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"