

User Guide:

**Logging and Certifying
Your Weekly Reemployment
Activities in IowaWORKS**



Unemployment Insurance and IowaWORKS Reemployment Activities Requirements

Effective **Sunday, January 16, 2022**, to maintain eligibility for unemployment insurance (UI) benefits, you must:

1. Register in [IowaWORKS](#);
2. Complete at least four valid reemployment activities per week, three of which must be job applications;
3. Record and certify reemployment activities in the Job Contact and Reemployment Activity Log - see detailed instructions below; and,
4. File your weekly application for unemployment benefits.

Important: You must continue to file a UI claim **weekly** certification each week to request benefit payments. Submitting and certifying 4 valid reemployment activities each week in the Job Contact and Reemployment Activity Log **does not** replace the requirement to file your weekly claim certification.

Register in IowaWORKS

IowaWORKS is a powerful online job and career services system which offers the public a host of employment tools, including job listings, résumé assistance, virtual recruiter, labor market information, apprenticeships, training and educational programs, skills assessments, a virtual recruiter, and much more.

- Under Iowa law, you are required to register for work. You must register in **IowaWORKS** and maintain an active and searchable resume to be considered registered for work. If you have not done so already, we recommend that you register in IowaWORKS using your social security number this week to avoid any delays in payment.
- Go to the **IowaWORKS** sign in web page. Go to “Create a User Account,” under Option 3, select **Individual**, and follow the prompts. Once you have created an account, answer all mandatory questions (indicated with a **red asterisk ***).

Option 3 - Create a User Account

If you would like to become a fully registered user with IowaWORKS and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

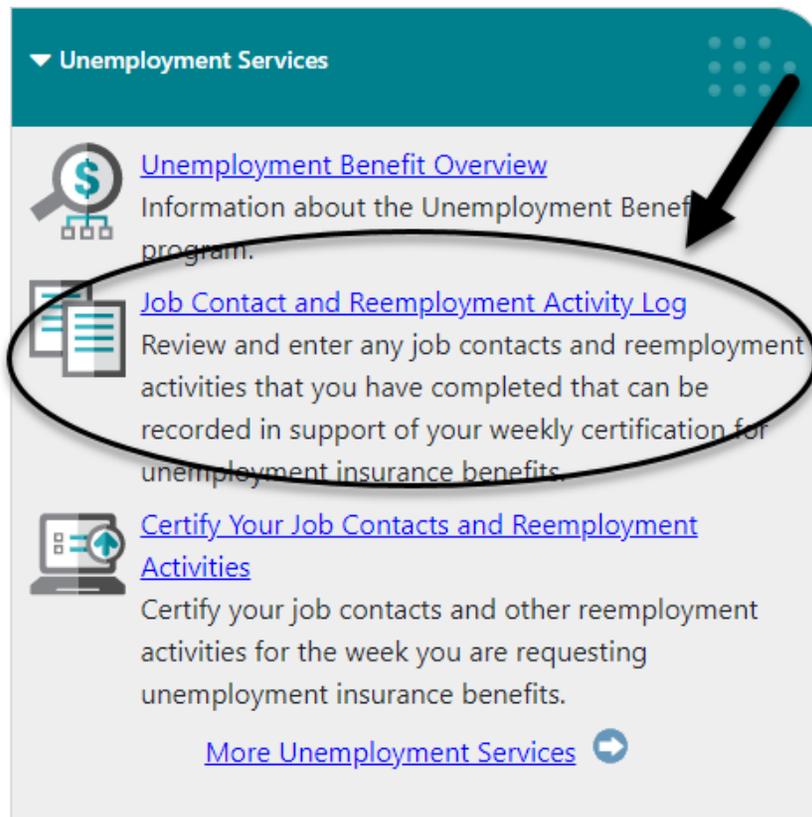
 Individual 12 min(s) estimated	 Employers and Agents 12 min(s) estimated	 Provider 10 min(s) estimated	 Work Opportunity Tax Credit (WOTC) Out-of-State Staff
Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.	Register as this account type on behalf of your company or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information, job applicants for your business. You can also post job openings online, as well as file for the Work Opportunity Tax Credit (WOTC).	Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.	This registration is for the Work Opportunity Tax Credit (WOTC) Out-of-State WOTC State Coordinator Staff. Only Out-of-State Staff who process WOTC Applications within their own state should request a login to this system. This User will only have access to create and view their requests for verification of benefits. Register as this type only if you are a WOTC State Coordinator, or their Staff, who needs to check for Applicant benefits received in this state and the Applicant now resides within your state. All other registration requests will be denied.

Note: If a partial user account has already been created for you in the IOWAWORKS based on your initial application for UI benefits, you will see a red message that reads **We have identified an existing account in the system that matches your Social Security number. If you believe you made a data entry error, please re-enter your correct Social Security number. Otherwise, please click here to retrieve your existing credentials and sign-in.** You should follow the link to retrieve your existing credentials (User Name, Password, or both) and complete your registration.

Record and Certify Reemployment Activities in the Job Contact and Reemployment Activity Log

To maintain your eligibility for UI benefits, you must enter at least four valid reemployment activities, three of which must be job applications, in the Job Contact and Reemployment Activity Log in IowaWORKS. To access the log:

- Log in to **IowaWORKS** using your username and password.
- After you log in, you will be in your dashboard. Scroll down to the **Unemployment Services** section and select **Job Contact and Reemployment Activity Log**.



- After selecting the **Job Contact and Reemployment Activity Log** link, you will have the option to: Enter or Review Your Job Contacts; or Enter or Review Your Reemployment Activities (see the picture below).
- You must enter any job contacts that you completed outside of IowaWORKS in the Job Contact and Reemployment Activity Log. To add a job contact, select the green **Enter or Review Your Reemployment Activities** button.

Eligibility for Unemployment Insurance (UI) Benefits

To maintain eligibility for unemployment insurance (UI) benefits, you must register on this website and complete at least four [valid reemployment activities](#) for each week for which you request benefits. At least three of those reemployment activities must be a [job contact](#), which must be entered separately from the other reemployment activities.

Enter or Review Your Job Contacts

Enter or Review Your Reemployment Activities

To Enter Job Applications and Reemployment Activities

Reminder: For each week you are filing for benefits, you must complete at least four reemployment activities in IowaWORKS. At least three of those activities must be job contacts. The steps below detail how to log both job contacts and reemployment activities.

Entering Job Contacts:

- On the next screen, select **Enter a Job Contact**.



 For help click the information icon.

This screen defaults to display job contacts that are still active. You may set any job contact to delete status if you are no longer interested. The drop down allows you to view job contacts that are active or inactive.

View All Current ▾

[[Enter a Job Contact](#)]

- You will be asked to provide information about the job contact, including: the employer; the employer's address of record; the means of contact (email, IowaWORKS website, another website, fax, etc.); the name and title of the person you contacted, as well as an email address or phone number for the person you contacted; the job title for the position you are interested in; occupation; and your level of interest in the position, among other details. Fill in all required fields (indicated with a red asterisk *) and select **Save**.

Employer Information

* **Employer:**

* **Address of Record:**

* **Zip:**

* **City:**

* **State:**

Contact Information

Initial Contact Method:

Contact Title:

Contact First Name: If you do not have information on the Contact first/last name, please enter Unknown.

Contact Last Name:

Contact Phone: - - If you do not know the phone number, please enter 999-999-9999.

Contact E-mail:

Contact Website: If online, include site name

Note: To complete your job contact, ensure that you also enter your application information, including the date of the application.

Application Information

* Your interest level for this job:

* Did you apply or submit a resume to this employer? Yes No

* First Contacted Employer Representative: Today

Your current status for this job:

- Applied for Job Today
- Scheduled First Interview Today
- Attended First Interview Today
- Hired (Start Date) Today
- Not Hired or Refused Offer (Notify Date) Today
- Job Termination (Last Day) Today

- If your job contact was saved properly, it will be displayed in the log. To add more job contacts, select **Enter a Job Contact** and repeat the process.

[Résumés](#)
[Job Applications](#)
[Reemployment Activities](#)
[Online Application](#)
[Virtual Recruiter](#)
[Employment Strategy](#)
[Employment Goals](#)

For help click the information icon.

This screen defaults to display job contacts that are still active. You may set any job contact to delete status if you are no longer interested. The drop down allows you to view job contacts that are active or inactive.

[[Enter a Job Contact](#)]

To sort on any column, click a column title. Current Sort: *Original Date Viewed descending*

Job Title	Employer	Occupation	Job ID	Source	Original Date Viewed	Action	Select
Supv-Operations	FEDEX FREIGHT INC	First-Line Supervisors of Production and Operating Workers	10291542	★	12/14/2021	Details	<input type="checkbox"/>
Production Supervisor - 2nd shift Altoona	Smithfield Foods	First-Line Supervisors of Production and Operating Workers	10295005	★	12/14/2021	Details	<input type="checkbox"/>
Production Manager	John Deer	Industrial Production Managers		MNL	12/14/2021	Details	<input type="checkbox"/>
Staffing Administrator	AMAZON.COM SERVICES INC	Human Resources Managers	10315765	★	12/8/2021	Details	<input type="checkbox"/>

Entering Reemployment Activities:

- In the log, select the **Reemployment Activities** tab.
- Select **Enter a Reemployment Activity**.



 For help click the information icon.

This screen displays reemployment activities that are associated to your account. You may review any activity by clicking the *Details* link. You may also enter a new reemployment activity by clicking the link below.

[\[Enter a Reemployment Activity \]](#)

To sort on any column, click a column title.

<u>Activity Title</u>	<u>Activity Description</u>	<u>Activity Completion Date</u>	<u>Action</u>	<u>Select</u>
Proficiency Testing	NCRC at St. Vincent de Paul	12/7/2021	Details	<input type="checkbox"/>
AJC Orientation	Information about the services at IowaWORKS	12/6/2021	Details	<input type="checkbox"/>
Workshop - Career Interest	At IowaWORKS with Corey	11/18/2021	Details	<input type="checkbox"/>
Staff - Assisted Job Search and Placement (JSP)	met with career counselor	11/15/2021	Details	<input type="checkbox"/>

- You will be brought to the screen shown below where you can enter the details of your reemployment activity.
- You will choose an activity from the **Activity Type** dropdown menu. You will be asked to enter information about the activity, including an activity description, the date the activity was completed, and the name and title of a contact for the event. You may need to upload documentation to substantiate the activity. Enter all required information, select **Choose File** to upload any supporting documentation that proves that you completed the activity, and then select **Save**.

Please select the Reemployment Activity you performed and supply the information below.

* Activity Type:

Activity Description:

* Activity Completion Date:  [Sun](#) [Mon](#) [Tues](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#)

Enter Documentation to Validate Your Reemployment Activity

Please attach any supporting documentation that applies to this reemployment activity or add a note in this section below. Use the button below to upload documents into the system.

No file chosen

No records found

Notes Regarding Validation:

Save

Cancel

[Return to Reemployment Activity Tab](#)

- After you save your valid reemployment activity, it will display in the log. To enter another reemployment activity select **Enter a Reemployment Activity** and repeat the process.

[R sum s](#) [Job Applications](#) **Reemployment Activities** [Online Application](#) [Virtual Recruiter](#) [Employment Strategy](#) [Employment Goals](#)

For help click the information icon.

This screen displays reemployment activities that are associated to your account. You may review any activity by clicking the *Details* link. You may also enter a new reemployment activity by clicking the link below.

[\[Enter a Reemployment Activity \]](#)

To sort on any column, click a column title.

Activity Title	Activity Description	Activity Completion Date	Action	Select
RESEA Initial Assessment	Met with Chris for RESEA Appointment	12/14/2021	Details	<input type="checkbox"/>
Proficiency Testing	NCRC at St. Vincent de Paul	12/7/2021	Details	<input type="checkbox"/>
AJC Orientation	Information about the services at IowaWORKS	12/6/2021	Details	<input type="checkbox"/>

Certification and Self-Attestation:

- You will certify your activities in the log by going to your dashboard, scrolling down to **Unemployment Services**, and selecting **Certify Your Job Contacts and Reemployment Activities**.

▼ Unemployment Services

- [Unemployment Benefit Overview](#)
Information about the Unemployment Benefit program.
- [Job Contact and Reemployment Activity Log](#)
Review and enter any job contacts and reemployment activities that you have completed that can be recorded in support of your weekly certification for unemployment insurance benefits.
- [Certify Your Job Contacts and Reemployment Activities](#)
Certify your job contacts and other reemployment activities for the week you are requesting unemployment insurance benefits.

[More Unemployment Services](#)

- Select **File Your Weekly Certification to Continue Your Claim**. Once selected, any weeks that are available to be certified will be displayed.

File Your Weekly Certification to Continue Your Claim

Step 1 of 2

- Your job contact activities will be displayed here. When all contacts for that week have been verified you will indicate **No** under **Additional Job Contacts** and select **Next**.
- If you need to add additional job contacts, select **Yes** under Additional Job Contacts and select **Next** to add them.

Your Recorded Job Contacts

Terry, listed below are the jobs that we have tracked that you viewed or applied to during the week beginning Sunday, March 3, 2024 and ending Saturday, March 9, 2024. We have a record that you have contacted or applied to **3** of these jobs. Please click the Update Status link on a job to register additional contacts.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Delivery Driver	Fedex Ground Package System Inc	Coraopolis, PA 15108	Other	Applied on 3/3/2024	✔	Update Status
2	Delivery Driver	Ups Ground Freight Inc	Atlanta, GA 30328	Other	Applied on 3/5/2024	✔	Update Status
3	Delivery Driver	Aramark Corporation	Philadelphia, PA 19107	Other	Applied on 3/7/2024	✔	Update Status

Source: ★ [Preferred Employer], Other [Manually Entered], PJB [Private Job Board], SJB [State Job Board], CORP [Corporate], EDU [Education Institution], GIG [Gig Job], GOVT [Government], HOSP [Hospitals], JDI [Job Distributor], NEWS [Newspaper], NLX [National Labor Exchange], NONP [Non-profit], RECT [Recruiter], SM [Social Media]

You must participate in at least 4 reemployment activities per week, 3 of which **MUST** be a job contact. If not, you could be **disqualified from receiving unemployment benefits** and you may have to **pay back any benefits** you have received. Reemployment activities must be recorded here. You will not have the opportunity to modify your answers once finally submitted.

Additional Job Contacts

*Terry, did you apply for any other jobs or contact any other employers during the week beginning Sunday, March 3, 2024 and ending Saturday, March 9, 2024? Yes No

Note: Failure to record at least 4 activities (3 of which must be job applications), may result in the denial of benefits.

Please note that this information may be cross-checked with employer records.

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Exit Weekly Certification

- Your Reemployment Activities will be displayed. When all activities for that week have been entered and/or verified you will indicate **No** under **Additional Reemployment Activities** and select **Next**.
- If you need to add additional reemployment activities, select **Yes** under **Additional Reemployment Activities** and select **Next** to add them.

Your Reemployment Activities

Terry, listed below are the services that we have tracked that you undertook during the week beginning Sunday, March 3, 2024 and ending Saturday, March 9, 2024. Please click the *Update Status* link on the Service to enter information about the item including any documentation.

#	Reemployment Activity	Description	Location	Date Completed Activity	Activity Verified	Action
1	RESEA Initial Assessment			3/8/2024		1

Additional Reemployment Activities

* Terry, did you undertake any other reemployment activities during the week beginning Sunday, March 3, 2024 and ending Saturday, March 9, 2024? Yes No

You must participate in at least 4 reemployment activities per week, 3 of which MUST be a job contact. If not, you could be **disqualified from receiving unemployment benefits** and you may have to pay back any benefits you have received. Reemployment activities must be recorded here. You will not have the opportunity to modify your answers once finally submitted.

Please note that this information may be cross-checked with employer records.

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[Exit Weekly Certification](#)

- It is your responsibility to (1) review your job contacts and reemployment activities, (2) check the box to certify and submit your work search and reemployment activities. Select **Next** to complete the process (see the image below).

NOTE:

- All job contacts and reemployment activities that you complete in IowaWORKS for a given claim certification week will automatically display in the log. If a completed job contact or reemployment activity is acceptable, a green check mark (✓) will display in the same row. The log will maintain a permanent record (which you can download) of your job contacts and valid reemployment activities.
- Job contacts and Reemployment Activities can only be certified for a given week once the week is over (each week of begins on Sunday and runs through Saturday; therefore, the activities that you're recording must be for a prior week)

- Once you have attested to and certified your job contacts and reemployment activities you will not be able to make changes or additions to the information submitted.

Listed below are the reemployment activities that we have tracked that you undertook during the week beginning Sunday, August 1, 2021 and ending Saturday, August 7, 2021.

#	Reemployment Activity	Description	Location	Date Completed Activity
1	RESEA Initial Assessment	Met with Chris for RESEA Appointment		8/5/2021

[\[Change Reemployment Activities \]](#)

Summary of Employer Job Contacts

Listed below are the job contacts you entered for the week beginning 8/1/2021 and ending 8/7/2021.

#	Job Title	Employer	Location	Contact Date	Applied for Job Date	First Job Interview Date	Source
1	Production Manager	John Deere Co	Ottumwa, IA 52501	08/03/2021	08/03/2021		Other
2	Supervisor	Fedex Freight	Des Moines, IA 50313	08/05/2021	08/05/2021		Other
3	Production Supervisor	Pella Windows & Doors	Des Moines, IA 50313	08/06/2021	08/06/2021		Other

Source: ★ [Preferred Employer], PJB [Private Job Board], SJB [State Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], JDI [Job Distributor], NEWS [Newspaper], NLX [National Labor Exchange], NONP [Non-profit], RECT [Recruiter], SM [Social Media]

[\[Change Job Contacts \]](#)

I understand the information I submit as evidence that I have performed a work search activity/reemployment activity outside of IowaWORKS is subject to further verification by Iowa Workforce Development.

I declare that the information submitted is true and accurate. I understand and acknowledge that submitting false and/or inaccurate information regarding my reemployment activities is fraud under the law of the State of Iowa and may subject me to criminal prosecution. I also understand that if I furnish false information in this form, all of the following shall apply:

- My current unemployment insurance benefits will be terminated;
- I will have to reimburse Iowa for the overpayment of benefits received as a result of my submission of fraudulent information; and,
- I will be ineligible to receive unemployment insurance benefits in Iowa until I have repaid any benefits received due to fraud.

By checking the box below, I certify, under penalty of perjury, that the information I am providing is correct and complete to the best of my knowledge. I also certify that I have read and understood the legal information regarding the penalties for giving false information or failing to disclose material information. I understand that checking the box below and submitting this record, my submission has the legal effect and is enforceable in the same way as a written signature.

I certify and wish to submit my work search/reemployment activities.

[\[Unemployment Compensation Fraud Information \]](#)

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Exit Weekly Certification

- The green progress bar will display a **checkmark** under **Complete** if you have completed the process. Select **Take me to my weekly certification** to continue on to file your weekly certification.

Weekly Certification Result

You have successfully filed your certification for the week beginning Sunday, March 10, 2024 and ending Saturday, March 16, 2024.

Weekly Certification Filing Process

Job Contacts Reemployment Activities Review Complete

[Take me to my weekly certification](#)

Please proceed to Step 2 of 2

What to Expect Next

You have certified your weekly work search and reemployment activities. You must also certify your weekly unemployment claim. Click the button below to log in to finish your weekly unemployment claim.

You can contact the claim center at (866) 239-0843 if you have questions.

Your Employment Strategy

We have identified a strategy to assist you in quickly finding a new job nearby that matches your background. Please review this plan below:

Reminder: Types of Valid Reemployment Activities

There are 12 valid reemployment activities that can be used to satisfy the weekly active search for work requirement. Eight (8) activities are self-guided and can be completed by claimants on their own and four (4) can only be completed with staff assistance. Several activities can be completed through the IowaWORKS website and IowaWORKS Centers, while other activities can be completed outside of IowaWORKS.

Visit the **List of Valid Reemployment Activities** page on our website for a full list of accepted activities.