

Unemployment Certification FAQs - Updated 5/19/20

What is certification?

If you have already had a claim made on your behalf, you will receive a notice stating you are responsible for certifying your wages directly to the Unemployment Insurance Agency (UIA). Certifying your wages to them will report any income you've received after an unemployment claim has been made.

What time period do I have to certify?

UIA determines the time period in which you can certify. Typically, it is a Sunday – Saturday time period, example: May 3rd – May 9th.

How do I calculate my wages to certify?

Each certification will ask for your weekly gross wages. Gross wages are wages earned prior to any tax or other deductions. Only report wages earned during the requested time period. Do **not** report your bi-weekly salary amount, UIA does not recognize our payroll schedule.

It is very important that you enter in the correct wages, as we do not know of a way that you can go back and make any corrections. You must use the below calculation as defined by UIA:

You must always report your gross earnings in the week you performed the work.
To report your weekly earnings: If you receive hourly pay, **multiply your hourly rate of pay by the number of hours worked for each separate calendar week** (Sunday through Saturday) and report the total gross (gross = before taxes and deductions) earnings to MARVIN. Report the earnings to MiWAM online or MARVIN by phone for the week in which you did the work.

Calculating your wages, you would take **hours worked** (during time period that unemployment is asking for) **X hourly rate of pay = gross wages**. If you do not know your hourly rate of pay, you can use the 2020 Salary Schedule located here:

<https://www.oakgov.com/hr/discover/Pages/Salary-Schedule.aspx> or by contacting our Employee Records division at hr-records@oakgov.com

Note: If you are receiving hazard pay, annual leave, personal leave, or COVID emergency leave it must be certified along with your regular wages. It is not considered a bonus pay.

How do I certify?

You can certify by:

- Logging into your **MiWAM online account**:
<https://miwam.unemployment.state.mi.us/ClmMiWAM/>
- Calling **MARVIN** (automated certification service): (866) 638-3993

When I certified, it is asking for more information and to submit another claim. What do I do?

Follow the directions provided by UIA and submit another claim. Employees who have filed another claim as directed have been successful in receiving a confirmation page with payment date information.

Can Oakland County certify or make changes to my previous certification for me?

No. Oakland County cannot make submissions or changes on your behalf.

Please visit the **Certifications** portion of Unemployment's FAQ page here for further information:
https://www.michigan.gov/leo/0,5863,7-336-78421_97241_98585---,00.html