

Uploading Pandemic Unemployment Assistance (PUA) Proof of Employment Documentation



Overview:

If you received Pandemic Unemployment Assistance (PUA) benefits on or after December 27, 2020, the Continued Assistance for Unemployed Workers Act of 2020 (“Continued Assistance Act”) requires claimants to provide documentation that verifies proof of employment, self-employment, or prospective employment. Failure to provide the required documentation will result in a disqualifying determination and/or overpayment being issued based on the available information.

The Department is notifying claimants about deadlines to provide documentation and important actions they must take on their claim if our records indicate they received PUA benefits on or after December 27, 2020. If a claimant filed their PUA application on or before November 2, 2020, they have 30 days from the date they are notified by the Department to provide this documentation. If they filed their PUA application after November 2, 2020, and before January 31, 2021, they have 90 days from the date they are notified by the Department to provide this documentation.

The deadline to provide the documentation may be extended if claimants can show good cause as to why they cannot provide the information by the deadline. The Pandemic Unemployment Assistance Benefit Rights and Responsibilities Handbook, which is available in [CONNECT](#) under the “Read the Benefit Rights Information Handbook” tab, contains additional information regarding PUA eligibility and a claimants rights and responsibilities.

Documentation:

The documentation the claimant provides must demonstrate the existence of employment or self-employment during the start of the applicable tax year and the date their initial PUA application was filed. If the claim effective date is for the year 2020, then the applicable tax year is 2019. If the claim effective date is for the year 2021, then the applicable tax year is 2020.

Acceptable documentation for proof of employment includes:

- Paycheck stubs;
- Earnings and leave statements showing the employer’s name and address; or
- W-2 tax forms.

Acceptable documentation for proof of self-employment includes:

- State or Federal employer identification numbers;
- Business licenses;
- Tax returns;
- Business receipts; or
- Signed affidavits from persons verifying your self-employment.

Acceptable documentation for proof of planned commencement of employment includes:

- Letters offering employment; or
- Statements/affidavits by individuals (with name and contact information) verifying an offer of employment.

Acceptable documentation for proof of planned commencement of self-employment includes:

- Business licenses;
- State or Federal employer identification numbers;
- Written business plans; or
- Lease agreement.

Steps to upload PUA Proof of Employment Documentation:

Please note, you must upload all documents to your computer so you can upload them into CONNECT. Once this is complete, follow the steps below to upload the documentation in your CONNECT account.

1. Log-in to your [CONNECT](#) account and go to your Claimant inbox.
2. Select the Issued Date of the Fact Finding with the Action Requested status. **If you have other fact findings that are incomplete, you may see more than one to complete. It is important to complete all fact findings by their Action Due Date.**

Claimant inbox

Applications
[Click here to view all reemployment assistance applications](#)

Notice of Hearing
The Action Due Date below refers to any hearing(s) scheduled through the present date. To access Notice of Hearing documents for past hearing dates, search using Subject dropdown.

Issued Date	Action Status	Subject	Correspondence Number	Action Due Date
No Records Found				

Correspondence
Previously viewed correspondence will not initially display in the list below.

- To display ALL correspondence, including previously viewed correspondence, select the Search button.
- To narrow your search, use the search filters below and select the Search button.

Subject: Fact Finding Action Status: All

Issued Date From: (mm/dd/yyyy) Issued Date To: (mm/dd/yyyy)

Reset Search

- The initial results below are items that require your attention and that you may need to take action on for your claim.
- Select the Issued Date to see the detailed information about your correspondence.

Rows 1-10 of 17 Page 1 of 2

Issued Date	Action Status	Subject	Correspondence Number	Action Due Date
01/28/2021	Action Requested	Fact Finding	193519138	03/01/2021

3. Select **“Browse”** at the bottom of the Fact Finding page. This allows you to search your computer for the documents you need to upload.
4. After browsing your computer, select the file you wish to upload and select **“Add.”** You may need to repeat this step if you have multiple documents to upload.

This screen will time out after 30 minutes of inactivity. Please select “Save” if unable to complete within this time frame.

Pandemic: Unemployment Assistance - Program Eligibility/Proof of Employment - Claimant Questionnaire

The following information is needed to determine your eligibility to receive Pandemic Unemployment Assistance benefits. You must respond to this information by 3/1/2021. You need to log into your CONNECT account at <http://www.floridajobs.org/> to respond to this fact finding online. Failure to respond by the specified deadline will result in a determination being issued with the available information.

Proof of Employment

If you request PUA payments for weeks on or after December 27, 2020, you are required to provide documentation to substantiate your employment or self-employment, or the planned beginning of employment or self-employment. Proof of employment is required by Federal law and you must submit documentation that you were working and/or self-employed at the time of the pandemic or scheduled to begin work that was prevented by the pandemic. The deadline to provide this documentation depends on when you filed your initial PUA application. If you filed your initial PUA application on or after January 31, 2021, you must provide this documentation within 21 days of when you filed your initial PUA application. If you filed your PUA application on or before November 2, 2020, you have 30 days from the date you are notified by the Department to provide this documentation. If you filed your PUA application after November 2, 2020, and before January 31, 2021, you have 90 days from the date you are notified by the Department to provide this documentation. Failure to provide the required documentation will result in a disqualifying determination and/or overpayment being made based on the available information. The deadline to provide the documentation may be extended if you show good cause as to why you cannot provide the information by the deadline.

Acceptable Documentation

Types of acceptable documentation for proof of employment may include paycheck stubs, earnings, and leave statements showing the employer's name and address, and W-2 forms when available. Types of acceptable documentation for proof of self-employment may include state or Federal employer identification numbers, business licenses, tax returns, business receipts, signed affidavits from persons verifying your self-employment, business or occupational licenses, 1099s, or current bank statements with the business name and address. Types of acceptable documentation for proof of the planned start date of employment may include letters offering employment, statements/affidavits by individuals (with name and contact information) verifying an offer of employment. Types of acceptable documentation for planned start date of self-employment may include business licenses, state or Federal employer identification numbers, written business plans, or a lease agreement.

Documentation to prove employment or self-employment needs to demonstrate the existence of employment or self-employment during the start of the applicable tax year and the date of filing for PUA. If your claim effective date is for the year 2020, then your applicable tax year is 2019. If your claim effective date is for the year 2021, then your applicable tax year is 2020.

The Pandemic Unemployment Assistance Benefit Rights and Responsibilities Handbook, which is available in your CONNECT account under the “Read the Benefit Rights Information Handbook” tab, contains additional information regarding PUA eligibility and your rights and responsibilities.

If you are providing your employment documentation past the deadline, please provide information that explains why you are providing the documentation late.

Upload Attachments

If you have an attachment to upload then click the file by selecting the 'Browse' button. File cannot be larger than 10 MB. If your attachment is a xls or xlsx file, these types cannot be larger than 1 MB.

No attachments

Browse Add Remove

Skip Previous Save Submit

5. Select “Submit” at the bottom of the Fact Finding when all documents have been uploaded.

This screen will time out after 30 minutes of inactivity. Please select “Save” if unable to complete within this time frame.

Pandemic Unemployment Assistance - Program Eligibility/Proof of Employment - Claimant Questionnaire

The following information is needed to determine your eligibility to receive Pandemic Unemployment Assistance benefits. You must respond to this information by 3/1/2021. You need to log into your CONNECT account at <http://www.floridajobs.org/> to respond to this fact finding online. Failure to respond by the specified deadline will result in a determination being issued with the available information.

Proof Of Employment

If you request PUA payments for weeks on or after December 27, 2020, you are required to provide documentation to substantiate your employment or self-employment, or the planned beginning of employment or self-employment. Proof of employment is required by Federal law and you must submit documentation that you were working and/or self-employed at the time of the pandemic or scheduled to begin work that was prevented by the pandemic. The deadline to provide this documentation depends on when you filed your initial PUA application. If you filed your initial PUA application on or after January 31, 2021, you must provide this documentation within 21 days of when you filed your initial PUA application. If you filed your PUA application on or before November 2, 2020, you have 30 days from the date you are notified by the Department to provide this documentation. If you filed your PUA application after November 2, 2020, and before January 31, 2021, you have 90 days from the date you are notified by the Department to provide this documentation. Failure to provide the required documentation will result in a disqualifying determination and/or overpayment being made based on the available information. The deadline to provide the documentation may be extended if you show good cause as to why you cannot provide the information by the deadline.

Acceptable Documentation

Types of acceptable documentation for proof of employment may include paycheck stubs, earnings, and leave statements showing the employer’s name and address, and W-2 forms when available. Types of acceptable documentation for proof of self-employment may include state or Federal employer identification numbers, business licenses, tax returns, business receipts, signed affidavits from persons verifying your self-employment, business or occupational licenses, 1099s, or current bank statements with the business name and address. Types of acceptable documentation for proof of the planned start date of employment may include letters offering employment, statements/affidavits by individuals (with name and contact information) verifying an offer of employment. Types of acceptable documentation for planned start date of self-employment may include business licenses, state or Federal employer identification numbers, written business plans, or a lease agreement.

Documentation to prove employment or self-employment needs to demonstrate the existence of employment or self-employment during the start of the applicable tax year and the date of filing for PUA. If your claim effective date is for the year 2020, then your applicable tax year is 2019. If your claim effective date is for the year 2021, then your applicable tax year is 2020.

The Pandemic Unemployment Assistance Benefit Rights and Responsibilities Handbook, which is available in your CONNECT account under the “Read the Benefit Rights Information Handbook” tab, contains additional information regarding PUA eligibility and your rights and responsibilities.

If you are providing your employment documentation past the deadline, please provide information that explains why you are providing the documentation late.

Upload Attachments

If you have an attachment to upload then choose the file by selecting the 'Browse' button. File cannot be larger than 10 MB. If your attachment is a xls or xlsx file, these types cannot be larger than 1 MB.

No attachments

5