

Instructions to Partial Claimants

Your employer will be notified by mail of your partial claim for benefits, the effective date of your claim, and your weekly benefit amount. The notification to your employer will include instructions for access and completion of Form VEC-B-31 Statement of Partial Unemployment.

For any calendar week following the effective date of your claim in which you earn less than your weekly benefit amount, your employer is required to furnish you with Form VEC-B-31 Statement of Partial Unemployment:

- The First Statement: Within 7 Days from receipt of Virginia Employment Commission, Notification of Claim(s) Filed: For calendar weeks which have ended since the effective date of your claim.
- Subsequent statements: Within 14 days: After each pay period for calendar weeks in which your partial claim continues.

Your Employer is responsible for the following entries on the statement:

- Your gross earnings (before withholding and other deductions) for the week(s).
- The gross amount of any holiday pay, vacation pay, or any other type payment made during the week(s) being reported, and the specific day(s) allocated to.
- The specific day(s) of the week that you did not work when work was available for you.
- Employer authorized signature and date.

You are responsible for:

- Recording in the “Other Employment and Wages” section of the form: Gross wages from other paid work during the week(s) being claimed, and entering the name and address of the “Other” employer. (If this work ends you are required to file a claim online or by telephone as noted below. We verify all separations from employment.)
- Signing, dating, and mailing within 14 days from “date to worker” entered by the employer, to: Virginia Employment Commission, Benefit Payment Charge Unit, P. O. Box 1779, Richmond, Virginia 23218.
- **By Friday of any week in which you had zero earnings because no work was offered by your partial employer, you are required to:** File a claim online at www.vec.virginia.gov, or, by calling 1-866-832-2363, register for employment services at www.VAWC.virginia.gov, and conduct a work search for the remaining two calendar days of the week and during subsequent weeks that you wish to file. *Note:* An active work search means that you must contact several employers before midnight on Saturday each calendar week in an effort to secure employment.
- If there is a week without work and you fail to contact the Virginia Employment as instructed, and wish to claim the week, you will be required to show good cause for not reporting as instructed. A written determination will be issued. If benefits are denied you may appeal the determination.