

How to Obtain Work Search Log Submitted via UI Online

Commonwealth of Massachusetts Wednesday, October 22, 2014
[Print Preview](#)

Change Password | Logoff * Indicates Required Field

My Home Page [Change Claim](#) [Change Claimant](#)

My Inbox [Leave Claimant](#)

View and Maintain Account Information
Estimate Future Benefits
View And Request 1099G
View UI Records
Benefit Charges

Claimant Information

Effective Date: **8/24/2014** Benefit Year End: **8/22/2015** Claim Status: **Active**

UI Record Search

Record Type: New and Reopened Claims* **Continued Claims**

2. Select: Continued Claims

3. Click: Next

1. Click: View UI Records

UI Record Search: Select Sub Types

Record Type: **Continued Claims**

Sub Type(s): **Weekly Certification**

4. Check box: Weekly Certification

5. Click: Search

UI Record Search Results

Record	SSN	Claimant ID	Claim ID	Name	Date	Record Type	Record Sub Type
View	9407		2014-01		10/19/2014	Continued Claims	Weekly Certification
View	9407		2014-01		10/12/2014	Continued Claims	Weekly Certification
View	9407		2014-01		10/5/2014	Continued Claims	Weekly Certification
View	9407		2014-01		9/28/2014	Continued Claims	Weekly Certification

6. Click: View

Date	Type	Name	Person Contacted	Contract Type	Contract Info	Type of Work	Results
9/15/2014 12:00:00	Employer	ABC Company	Web site email	Website	Abc.com	development	No response
9/16/2014 12:00:00	Employer	Metro Hospital	HR	Phone Number	781-111-2139	development	Follow-up requested
9/17/2014 12:00:00	Employer	Union University	Administrator	In person	Front Desk	development	Follow-up requested

7. View as PDF

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The screenshot shows the UI Online portal interface. On the left sidebar, the 'View UI Records' link is highlighted with a red box labeled '1'. In the main content area, under 'Claimant Information', the 'Continued Claims' radio button is selected with a red box labeled '2'. Below this, the 'Next' button is highlighted with a red box labeled '3'. At the top right, the date is 'Wednesday, October 22, 2014' and there is a 'Print Preview' link.

This screenshot shows the 'UI Record Search: Select Sub Types' form. The 'Record Type' is set to 'Continued Claims'. Under 'Sub Type(s)', the 'Weekly Certification' checkbox is checked and highlighted with a red box labeled '4'. Below the form, the 'Search' button is highlighted with a red box labeled '5'. There are also 'Previous' and 'Reset' buttons.

The screenshot shows the 'UI Record Search Results' table. The table has columns for Record, SSN, Claimant ID, Claim ID, Name, Date, RecordType, and RecordSubType. The first row is highlighted with a red box labeled '6'. The results show four records for SSN 9407, all with RecordType 'Continued Claims' and RecordSubType 'Weekly Certification'.

Record	SSN	Claimant ID	Claim ID	Name	Date	RecordType	RecordSubType
View	9407		2014-01		10/19/2014	Continued Claims	Weekly Certification
View	9407		2014-01		10/12/2014	Continued Claims	Weekly Certification
	9407		2014-01		10/5/2014	Continued Claims	Weekly Certification
	9407		2014-01		9/28/2014	Continued Claims	Weekly Certification

The screenshot shows a table of work search logs. The first row is highlighted with a red box labeled '7'. The table has columns for Date, Type, Name, Person Contacted, Contract Type, Contract Info, Type of Work, and Results.

Date	Type	Name	Person Contacted	Contract Type	Contract Info	Type of Work	Results
9/15/2014 12:00:00	Employer	ABC Company	Web site email	Website	Abc.com	development	No response
9/16/2014 12:00:00	Employer	Metro Hospital	HR	Phone Number	781-111-2139	development	Follow-up requested
9/17/2014 12:00:00	Employer	Union University	Administrator	In person	Front Desk	development	Follow-up requested

Step	Action
1	Click on <i>View UI Records</i> .
2	Select <i>Continued Claims</i> .
3	Click Next button.
4	From the Sub Types(s), Check <i>Weekly Certification</i> box.
5	Click Search button.
6	From the UI Record Search Results box, Click View for week you want to print.
7	An image of the selected weeks <i>Work Search Log</i> appears. View as a PDF document.