

Tuesday, September 22, 2026

Morning, everyone-

For those of you that are going to get another job, when you start working, you have to wait until you get your paystub from your employer (weekly, biweekly, monthly, etc..) before submitting your sub request. Make sure the time period covered on your paystub correlates with the time period you are submitting your sub request for. The reason for waiting is, you have to know what your gross wages are so you can enter that number in under the "Total Other Compensation" area on the sub request form. This will cause a delay in sub payment at first due to waiting on your paystubs.

If you get paid weekly, you are waiting a week to submit your sub request.

If you get paid biweekly, you are waiting two weeks to submit your sub requests.

If you get paid monthly, you are waiting a month to submit your sub requests.

Some things to keep in mind-

If you are working and not receiving any benefits from unemployment, you will only upload and submit your paystub as long as you continue to work.

If you are working and receiving some benefits from unemployment, you will need to submit your paystub and the payment information from unemployment in your sub request. There are very few in this situation.

If you are not working, you only upload your current unemployment paperwork. Nothing changes for you.

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