

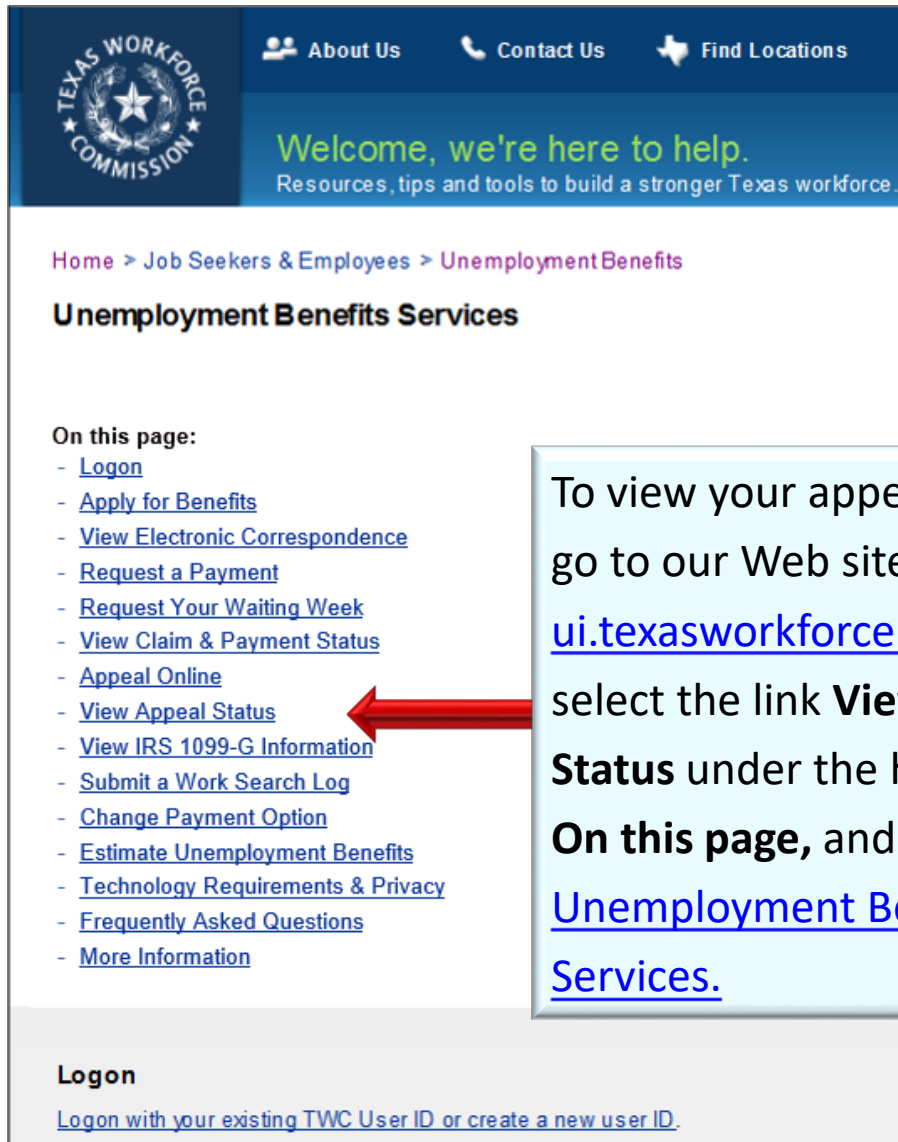
Welcome

*to the
Unemployment Benefits Services
Tutorial*



How to View Your Appeal Status

Tutorial Overview



TEXAS WORKFORCE COMMISSION

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Welcome, we're here to help.
Resources, tips and tools to build a stronger Texas workforce.

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Unemployment Benefits Services

On this page:

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Logon
[Logon with your existing TWC User ID or create a new user ID.](#)

To view your appeal status, go to our Web site at ui.texasworkforce.org, select the link **View Appeal Status** under the heading, **On this page**, and log on to [Unemployment Benefits Services](#).


Checking your appeal status over the Internet is fast, easy, and secure. The Internet is available 24 hours a day, 7 days a week, in English and Spanish.

This tutorial includes instructions for checking your appeal status over the **Internet**.

You may view:

- a list of your most current appeal(s) by date
- your appeal status, and
- a decision summary and rulings made by the Appeal Tribunal or Commission Appeals

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Logon
[Logon with your existing TWC User ID or create a new user ID.](#)

- This is the first page you see when you go to ui.texasworkforce.org.
- Before you can access the **View Appeal Status** option, you must log on to UBS using your **User ID** and **Password**.
- For instructions on how to create, retrieve or reset a User ID and Password, go to the [How to Create User IDs and Passwords Tutorial](#).

Note: If you want to print pages from this tutorial and don't have a printer, you may use a printer at your local [Workforce Solutions](#) office.

Select this link if you already have a User ID or Password, or to create a User ID and Password.

Viewing Your Appeal Status Online

In this section you will learn how to find:

- Appeal List
- Appeal Status
- Appeal Parties
- Decision Summary

Appeal Status

After you log on, the “My Home” page displays.

This page provides:

- Quick Links to various topics and resources
- Messages from TWC

To check your appeal status, select the link, **Appeal List**, under the **Quick Links** heading.

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Unemployment Benefit Services

Quick Links

- Apply For Benefits
- Electronic Correspondence Sign-up
- Claim and Payment Status
- Payment Request
- Work Search Log
- WorkInTexas.com
- IRS 1099-G Information
- Payment Option
- Appeal List
- Submit An Appeal
- Request Your Waiting Week

Change My Profile

- Contact Information
- Password
- Security Information
- Personal Information

My Home

TWC pays benefits by U.S. Bank's ReliaCard (debit card), or by direct deposit into your personal checking or savings account. Unless you sign up for direct deposit, you will receive your benefits on the ReliaCard. If you signed up for direct deposit on a prior claim, TWC will use the checking or savings account information you previously provided. NOTIFY TWC IMMEDIATELY if your checking or savings account information has changed since your prior claim. If you don't your benefit payment(s) may be delayed.

If you were paid unemployment benefits last year, TWC will mail you a Form 1099-G showing the total benefits we paid you. TWC will mail 1099-Gs through the end of January. Beginning mid-January, you can get the amount that TWC paid you by selecting IRS 1099-G Information from Quick Links or by calling Tele-Serv at [1-800-558-8321](tel:1-800-558-8321) and selecting option 2. You do not need the 1099-G form to file your tax return, just the amount TWC paid you.

Due to the holiday, TWC will issue unemployment benefits on our next business day. Please wait up to 3 business days for the benefits to appear on your debit card or in your bank account.

JAMES T. KIRK, welcome to Unemployment Benefits Services.

Here are your messages:

- You are required to do at least 3 work search activities each week. Check [Unemployment Benefits Work Search Guidelines](#) for examples of activities.

If you need further assistance, call a [TWC Tele-Center](#).

Appeal List

The **Appeal List** page displays an overview of your appeal(s), including:

- appeal number assigned
- date appeal filed
- current appeal level (Appeal Tribunal, Commission Appeals, Motion for Rehearing)
- who appealed (claimant or employer)
- appeal status (active or complete)
- employer's name
- link to view action taken

James T. Kirk | [My Home](#) | [My Profile](#) | [Logout](#)

Unemployment Benefit Services

Quick Links

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- Payment Request
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- IRS 1099-G Information
- Payment Option
- » [Appeal List](#)
- Submit An Appeal
- Request Your Waiting Week

Appeal List

Claimant Information

Name: JAMES T. KIRK
Social Security Number (SSN): XXX-XX-1234

Appeal Number	Appeal Filed Date	Appeal Level	Appealed By	Appeal Status	Employer	Action
1234567-3	Jun 01, 2017	Appeal Tribunal	Claimant	Complete	ENTERPRISE-CITY OF	View
1234567-2	Apr 26, 2017	Appeal Tribunal	Claimant	Complete	ENTERPRISE-CITY OF	View
1234567-1	Mar 24, 2017	Appeal Tribunal	Claimant	Complete	ENTERPRISE-CITY OF	View

To view action taken on the appeal, select the link, **View** in the last column under the heading, **Action**.

Appeal Status

The **Appeal Status** page shows:

- appeal information, such as initial claim date, date appeal filed, and who filed the appeal
- appeal status, such as date decision was mailed
- activity log, such as date appeal received and date hearing held

To view another appeal, choose the link, **Select another appeal to view**, located above the **Appeal Information** heading.

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Unemployment Benefit Services

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- Payment Option
- » **Appeal List**
 - Appeal Status
 - Appeal Policies
 - Decision Summary
- Submit An Appeal
- Request Your Waiting Week

Appeal Status

Claimant Information

Name: JAMES T. KIRK
Social Security Number (SSN): XXX-XX-1234

[Select another appeal to view](#) | [Appeals Tutorial](#) | [Frequently Asked Questions](#)

Appeal Information

Initial Claim Date: February 26, 2017
Appeal Number: 1234567-1
Appeal Filed Date: June 01, 2017
Appeal Level: Appeal Tribunal
Appealed By: Claimant
Appeal Status: Complete

Status

Mail Date: July 03, 2017
Activity: Appeal Tribunal decision mailed.

If you disagree with this decision, you may file an appeal, according to the information and instructions included with the decision that you are appealing.

Activity Log

Activity Date	Activity
July 03, 2017	Decision mailed: Appeal Tribunal decision
July 03, 2017	Hearing Date
June 20, 2017	Letter mailed: hearing scheduled
June 05, 2017	Appeal received

Appeal Parties

To see the parties involved in the appeal, select the link, **Appeal Parties**, under the **Quick Links** heading.

The **Appeal Parties** page shows:

- appeal number, file date, appeal level and who appealed
- claimant's Social Security number, name and address
- employer's TWC tax account number, name and address

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Appeal Parties

Appeal Number:	1234567-1	Appeal Level:	Appeal Tribunal
Appeal Filed Date:	June 01, 2017	Appealed By:	Claimant

Each appeal party must have a full set of information prior to the appeal hearing. TWC will copy and mail to all appeal parties the information provided with the appeal request. If you have additional information that you want presented during the hearing, you must ensure that the hearing officer and all parties receive a copy of that information prior to the appeal hearing.

Claimant Information

Social Security Number (SSN):	XXX-XX-1234
Name:	Kirk, James T.
Address:	ENTERPRISE AVENUE AUSTIN, TX 76880

Employer information

TWC Tax Account Number:	11-222222-1
Name:	ENTERPRISE-CITY OF
Address:	PO BOX 123 SAINT LOUIS, MO 63166-0283

Decision Summary

To view the **Appeal Summary** page, select the **Decision Summary** link under the **Appeal List** heading from the **Quick Links** menu.

This page shows:

- determination (s) issue(s)
- date decision letter mailed
- appeal number
- appeal level
- who appealed
- appeal issue(s)
- TWC ruling
- Chargeback (for employers or TWC staff)

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Decision Summary

Claimant Information

Name: JAMES T. KIRK
Social Security Number (SSN): XXX-XX-1234

There may be other determinations or decisions not associated with this appeal that affect the status of the claim.

Determination(s) on Payment of Unemployment Benefits

Issue	Mail Date	Ruling
Fired-Inappropriate Conduct	Mar 21, 2017	We cannot pay you unemployment benefits during this period of unemployment.

Appeal Decision(s)

Appeal Number: 1234567-1
Appeal Level: Appeal Tribunal
Appealed By: Claimant
Decision Mail Date: April 11, 2017

Appeal 1234567-1 Issue(s)	Ruling
Separation from work	We affirmed the previous ruling.

Appeal Number: 1234567-2
Appeal Level: Appeal Tribunal
Appealed By: Claimant
Decision Mail Date: May 19, 2017

Appeal 1234567-2 Issue(s)	Ruling
Timeliness R16 reopen request	The appellant did not file a timely request to reopen.
Separation from work	We affirmed the previous ruling.

Appeal Number: 1234567-3
Appeal Level: Appeal Tribunal
Appealed By: Claimant
Decision Mail Date: July 03, 2017

Appeal 1234567-3 Issue(s)	Ruling
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Still need help?

Call **Appeals Status**
at 512-463-2807 and
leave a message.
TWC staff will return
your call.

