

**EMPLOYER:** Upon hiring, please advise an employee who is receiving unemployment benefits of the requirement to report any earnings to the Nevada Employment Security Division. Please have employee sign below to acknowledge understanding of this requirement. Maintain in employee's file.

### **Unemployment Insurance Recipients Advisory of Benefit Eligibility**

Nevada Unemployment Insurance law requires that a person receiving unemployment benefits must report any earnings to the Nevada Employment Security Division.

If you are receiving unemployment benefits, you begin earning an income the first day you begin work. This income must be reported. Failure to do so is a crime under Nevada law.

Your income is your hourly rate of pay times the number of hours you worked. Any tips you may receive must also be reported by law:

You are scheduled to begin work on \_\_\_\_\_.

- You are being hired on a full-time basis. As of that date, you are considered employed and are no longer entitled to receive unemployment benefits. You MAY have entitlement to a final check if you are not scheduled to work 40 hours by the Saturday following your date of hire. Please contact the Nevada Employment Security Divisions's telephone claim center listed below for further information.
- You are being hired on a part-time or on-call basis. As of that date, you MAY be considered employed and may no longer be entitled to receive unemployment benefits. Please contact the Nevada Employment Security Division's telephone claim center listed below for further information.
- Prior to beginning work, you are scheduled for paid training. Your training is scheduled to begin on \_\_\_\_\_. As of that date, you MAY be considered employed and may no longer be entitled to receive unemployment benefits. Please contact the Nevada Employment Security Division's telephone claim center listed below for further information.

**Las Vegas, Pahrump, Clark County:**  
**(702) 486-0350**  
**Select Option 4**

**Northern Nevada:**  
**(775) 684-0350**  
**Select Option 4**

I have read the above and understand that if I am receiving unemployment benefits, I am required to report any earnings to the Nevada Employment Security Division effective the date I begin work.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name