**Section 2720.107 Employing Unit Reports for Partial Unemployment**

a) Valid evidence as used in this Section and Section 2720.106 means a pay stub, pay envelope or voucher for the week showing:

1) The worker's name;

2) His or her Social Security number;

3) The ending date of the calendar week;

4) The wages earned by the worker during the week;

5) The employing unit's name;

6) A statement that the earnings were for a week of less than full time work, due to lack of work;

7) The signature (actual or facsimile) of a person authorized by the employing unit to sign the forms, or other positive identification of the authority supplying the valid evidence; and

8) The date on which the valid evidence was issued.

b) Requirement to Furnish Worker with Valid Evidence

1) Not later than the payday for the period covered by the valid evidence, if so requested by the worker, the employing unit shall deliver the valid evidence to a worker for each calendar week during which the worker worked less than full time because of lack of work and earned less than his or her weekly benefit amount.

2) The employing unit shall deliver to the requesting claimant the valid evidence, whether or not the employing unit has received a Notice of Claim.

c) If the employing unit fails to provide the requested information to the individual, an employing unit shall respond to the Department's request for valid evidence for the individual specified in the request by showing the individual's earnings and whether the individual worked less than full time because of lack of work and earned less than his or her weekly benefit amount in each calendar week covered by the request. The response shall be mailed to the address specified in the request, within 5 business days after receipt of the request. Failure of an employing unit to provide valid evidence when requested will result in the payment of benefits based on the individual's explanation of his or her earnings for the weeks in question.

(Source: Amended at 43 Ill. Reg. 6385, effective May 14, 2019)