

## INTRODUCTION TO UNEMPLOYMENT INSURANCE

### What is Unemployment Insurance?

Unemployment insurance is a temporary assistance for people who are unemployed through no fault of their own while they are seeking other work. It is a partial, short-term replacement of lost wages and is not intended to be a permanent source of income. Benefits are not based on financial need. Benefits are paid only to eligible claimants who meet specific conditions. The goal of unemployment insurance is to help you become re-employed as soon as possible.

### Eligibility

Employers pay all costs of the unemployment insurance program. The amount of benefits you may be eligible to receive is determined by the amount of work you performed and wages you earned during the 18 months prior to filing the claim. For a complete list of eligibility requirements, refer to the Claimant Guide at <http://jobs.utah.gov/ui/jobseeker/claimguide.html> or contact the Claims Center for help in your preferred language.

### How to File for Unemployment Insurance

The first step to receive benefits is to file an initial claim. The easiest way to do this is online at [jobs.utah.gov](http://jobs.utah.gov). You can also call the Claims Center to speak with a claims taker.

### Things Needed to File for Unemployment Insurance

To file a claim you will need to know your Social Security number, Driver's License or state-issued identification number, and the names and dates of all the places you worked during the past 18 months. The claim becomes effective the week in which the initial application is completed, so it is important for you to open your claim during the first week you are out of work.

### How to Get Your Unemployment Insurance Payments

#### 1. SELECT A PAYMENT METHOD

During your initial application, you may choose to receive payment by setting up a direct deposit to your bank account or electing to receive a U.S. Bank Reliacard.

#### 2. FILE A WEEKLY CLAIM

After you complete the initial application you will be required to file a weekly claim in order to keep your claim active and to receive payment. Every week, you will certify that you continue to be eligible for benefits by reporting your re-employment activities from the previous Sunday through Saturday period. The weekly claim process consists of answering a few simple questions. You can file your weekly claim online at [jobs.utah.gov](http://jobs.utah.gov).

You may have issues that the Department of Workforce Services needs examine before you are found eligible for benefits. It can take up to four weeks to receive a decision regarding your eligibility. During this time period you should continue to file your weekly claims. If you do not, you will not be paid for those weeks even if you are later found eligible for benefits.

#### 3. REGISTER FOR WORK WITH THE DEPARTMENT OF WORKFORCE SERVICES

Within the first 10 days of filing your initial application, you must register for work with the Department of Workforce Services. The easiest way to do this is online at [jobs.utah.gov](http://jobs.utah.gov). You can also visit one of the Employment Centers below.

#### 4. CONDUCT AN ACTIVE WORK SEARCH

A key part of becoming re-employed is making an active job search. As part of your weekly claim, you will be asked to report the details of four new full-time job contacts. A new contact means contacting an employer you have not contacted before, or contacting a previously contacted employer on a newly listed job opening. Keep the following detailed record of your work search activities:

**INTRODUCTION TO UNEMPLOYMENT INSURANCE • PAGE 2**

- Date of contact
- Name of company and job posting number
- Company address, phone number, email, web link or person contacted
- Position title
- Method of contact
- Results

**5. REPORT ANY WORK PERFORMED**

Some people find it helpful to work part-time or temporarily while they actively look for a full-time job. This helps to keep your skills current and you may still be eligible for a partial benefit payment. When filing your weekly claim, report your gross earnings for any work performed during that week. The gross earnings are the amount you are paid before taxes and other deductions (including child support) are taken out.

For example, if you perform part time or temporary work you must report your gross earnings for the week work was performed, regardless when you get paid. Say you obtain part time employment while filing for unemployment benefits and your new job pays \$10/hour. Your first day on the job was Wednesday. You worked 6 hours on Wednesday, 7 hours on Thursday and 5 hours Friday. When you are filling out your weekly claim information you need to report 18 hours worked at \$10/ hour rate = \$180 gross earnings even if you have not yet been paid.

**6. CONTACT US IF YOU HAVE QUESTIONS**

The Department of Workforce Services conducts regular audits on each claim to verify eligibility. Failure to report accurate information, including information regarding your work and earnings and work search efforts, may constitute fraud. A finding of fraud will require you to pay back double what you received in benefits, disqualify from future benefits and potentially result in criminal prosecution. Everyone who collects benefits is legally responsible to make sure they meet and follow the eligibility requirements. Carefully read all the information sent to you, and if you have any questions call the Claims Center.

**How to Contact Us**

Call the Claims Center at one of the numbers listed below. Choose option 1, press # then press 5 to speak with a representative in your preferred language.

- Salt Lake and South Davis Counties .....801-526-4400
- Weber and North Davis Counties .....801-612-0877
- Utah County .....801-375-4067
- Balance of State or Out of State .....1-888-848-0688

**To register for work, visit one of the local employment centers at the address listed below.**

Beaver 875 North Main Beaver, UT 84713	Kanab 468 East 300 South Kanab, UT 84741	Midvale 7292 South State Street Midvale, UT 84047	South County 5735 South Redwood Road Taylorsville, UT 84123
Blanding 544 North 100 East Blanding, UT 84511	Lehi 557 West State Street Lehi, UT 84043	Ogden 480 27th Street Ogden, UT 84401	South Davis 763 West 700 South Woods Cross, UT 84087
Brigham City 138 West 990 South Brigham City, UT 84302	Loa 18 South Main Loa, UT 84747	Panguitch 665 North Main Panguitch, UT 84759	Spanish Fork 1185 North Canyon Creek Parkway Spanish Fork, UT 84660
Cedar City 176 East 200 North Cedar City, UT 84721	Logan 180 North 100 West Logan, UT 84321	Park City 1910 Prospector Ave. #100 Park City, UT 84060	St. George 162 North 400 East, Suite B100 St. George, UT 84770
Clearfield 1290 East 1450 South Clearfield, UT 84015	Manti 55 South Main, Suite 3 Manti, UT 84642	Price 475 West Price River Drive #300 Price, UT 84501	Tooele 305 North Main Street, Suite 100 Tooele, UT 84074
Delta 44 South 350 East Delta, UT 84624	Moab 457 Kane Creek Blvd Moab, UT 84532	Provo 1550 North Freedom Blvd (200 West) Provo, UT 84604	Vernal 1050 Market Drive Vernal UT 84078
Emery 550 West Highway 29 Castle Dale, UT 84513	Nephi 625 North Main Street Nephi UT 84648	Richfield 115 East 100 South Richfield, UT 84701	
Junction 550 North Main Junction City, UT 84740	Metro 720 South 200 East Salt Lake City, UT 84111	Roosevelt 140 West 425 South, 300-13 Roosevelt, UT 84066	