

# TEAMMATE SERVICES

**WHAT:** New York – Filing an unemployment claim

**WHEN:** May 18, 2020

**WHO:** Teammates in New York

The New York State Department of Labor operates the state's Unemployment Insurance (UI) program. UI benefits are not only for those individuals who unfortunately find themselves without work, the program also covers workers whose hours are working **less than four days a week** for business reasons.

Partial unemployment benefits are calculated based on the number of days you work, not the number of hours. If your workdays have been reduced and you are struggling financially to keep up with expenses, please explore the option of applying for partial UI benefits.

To collect benefits, you must be ready, willing, and able to work, and actively looking for work during each week in which you are claiming benefits. Many may be unable to work due to the COVID-19 pandemic and New York State on PAUSE. If you would otherwise be able to work, you should answer 'YES' in order to receive your benefits.

If you are filing a new Unemployment Insurance claim, the day you should apply is based on the first letter of your last name:

- A - F file on Monday
- G - N file on Tuesday
- O - Z file on Wednesday
- Missed your day? File on Thursday, Friday, Saturday or Sunday.

Any claim you file will be backdated to the date you became unemployed. If you are eligible, you will be paid for all benefits due.

## **What you need to apply:**

- Your Social Security number
- Your driver license or Motor Vehicle ID card number (if you have either one)
- Your complete mailing address and zip code
- A phone number where we can reach you from 8 am - 5 pm, Monday –Friday
- Your Alien Registration card number (if you are not a U.S. Citizen and have a card)
- Names and addresses of all your employers for the last 18 months, including those in other states
- Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)
- Your most recent separation form (DD 214), for military service
- Bank information for direct deposit

**How to apply:**

Apply on your specific day of the week as previously outlined. Apply online:

<https://unemployment.labor.ny.gov/login>

Once you have filed a claim for benefits, you must also claim weekly benefits for each week you are unemployed and meet the eligibility requirements. This is also called “certifying for benefits.” You can start certifying as soon as you receive a notification from the DOL

Go to <http://www.labor.ny.gov/signin>. You must continue to certify every week you are unemployed in order to continue to receive benefits

Benefit payments for Unemployment Insurance made using the Debit Card or Direct Deposit.

**Resources:**

Step by Step guide to filing an unemployment claim

<https://dol.ny.gov/unemployment/file-your-first-claim-benefits>

Unemployment Insurance Benefit estimation:

<https://labor.ny.gov/benefit-rate-calculator/>

FAQs regarding Unemployment Claims:

<https://labor.ny.gov/ui/faq.shtm>

For information regarding Unemployment Claims in another language, go to the following website and select “translate” in the upper right side:

<https://dol.ny.gov/unemployment/file-your-first-claim-benefits#>