

TEAMMATE SERVICES

WHAT: Wisconsin – Filing an unemployment claim

WHEN: May 18, 2020

WHO: Teammates in Wisconsin

The Wisconsin Department of Workforce Development 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 have been reduced to less than 32 hours for business reasons. If your hours have been reduced and you are struggling financially to keep up with expenses, please explore the option of applying for partial UI benefits.

What you need to apply:

- A username and password for filing online
- A valid email or mobile number
- Your social security number
- Your Wisconsin driver license or identification number (if you have one)
- Your work history for the last 18 months:
 - Employers' business names
 - Employers' addresses (including zip code)
 - Employers' phone number
 - First and last dates of work with each employer
 - Reason no longer working with each employer
- If not a U.S. citizen, your alien registration number, document number and expiration date
- Form DD-214 (Member 4 copy), if you served in the military in the last 18 months
- Form SF-50 or SF-8, if you are a federal civilian employee
- If you are a union member, the name and local number of your union hall
- Your current address. You need a valid mailing address to receive important documents about your claim. Make sure you have notified your post office of any recent changes to your address.

How to apply:

Online services are available at the following times to apply for Regular UI benefits:

Sunday	12:00 PM - 5:00 PM
Monday – Friday	6:00 AM - 7:00 PM
Saturday	9:00 AM - 2:30 PM

my.unemployment.wisconsin.gov

As a result of Governor Evers Emergency Order, you do not need to do a work search during the Governor's declared emergency. No action is needed on your part regarding the work search. Some individuals who apply for Unemployment Insurance (UI) may be required to register with the Job Center of Wisconsin (JCW). You will be notified upon completion of your claim if you are required to complete the registration.

You must file a weekly claim certification for each week you want an unemployment benefit payment. The weekly claim certification triggers the payment for each week. Always wait until after Saturday to file a weekly claim certification for the calendar week ending that Saturday

Benefit payments for Unemployment Insurance made using Direct Deposit to a U.S. checking/savings account or a Visa Pre-Paid Debit Card.

Resources:

Step by Step guide to filing an unemployment claim

<https://dwd.wisconsin.gov/uiben/handbook/english/contentspart2.htm>

Unemployment Insurance Benefit estimation:

<https://my.unemployment.wisconsin.gov/Apps/BenefitCalculators/PartialBenefitsCalculator>

FAQs regarding Unemployment Claims:

<https://dwd.wisconsin.gov/uiben/faqs/apply.htm>

For information regarding Unemployment Claims in Spanish, go to the following link:

<https://dwd.wisconsin.gov/uiben/handbook/spanish.htm>