

# TEAMMATE SERVICES

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

**WHEN:** May 18, 2020

**WHO:** Teammates in New Jersey

The Department of Labor and Workforce Development in New Jersey 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 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.

To be eligible for partial benefits, you cannot work more than 80 percent of the hours normally worked in the job. For example, if you worked a 40-hour week, you won't be able to get benefits if you work more than 32 hours. If your employer offers additional hours that you choose not to accept, your benefits may be affected.

**NOTE:** The schedule is now divided into half-hour increments in order to ensure the stability of our certification application. If you miss your scheduled time earlier in the day, there is a make-up window later in the afternoon.

Please locate the schedule for your assigned day based on the last four digits of your Social Security Number (SSN). All SSNs are assigned time slots on Friday and Saturday.

<https://myunemployment.nj.gov/labor/myunemployment/schedule.shtml>

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

- Social Security Number.
- Alien Registration Number (if you are not a US citizen).
- Pension information (if you are receiving any pension or 401k).
- Amount and duration of any separation pay you may be receiving.
- Recall date (if you expect to be recalled to your job).
- Union hiring hall information, including local number and address (if you get work through a union).
- Military Form DD-214 (if you were in the military in the last 18 months).
- For each employer that you worked for in the last 18 months, provide the following:
  - Complete name and address of employer
  - Employer's telephone number
  - Your occupation with that employer
  - Beginning and ending dates of employment
  - Reason for separation

**How to apply:**

You can apply online here:

<https://myunemployment.nj.gov/>

**You must:**

- Register with the employment service online
  - Search for work and keep a record of your work search\*
  - Be physically and mentally able to work\*
  - Be available for full-time work\*
  - Certify every week through the online portal  
<https://myunemployment.nj.gov/labor/myunemployment/covidinstructions.shtml>  
<https://lwdlba.state.nj.us/CertQueueMini/employerVerifyForm.htm>
- \* these requirements have been temporarily waived

**Benefit payments for Unemployment Insurance made using the Bank of America Debit Card or Direct Deposit. If you need support with your Bank of America Debit Card, you can contact them** at 866-213-4074 or online [www.bankofamerica.com/cashpay](http://www.bankofamerica.com/cashpay).

**Resources:**

Step by Step guide to filing an unemployment claim

<https://myunemployment.nj.gov/labor/myunemployment/before/about/howtoapply/applyonline.shtml>

Unemployment Insurance Benefit estimation:

<https://lwd.state.nj.us/uiapp/Start.html>

FAQs regarding Unemployment Claims:

<https://myunemployment.nj.gov/labor/myunemployment/covidFAQ.shtml>