

TEAMMATE SERVICES

WHAT: Pennsylvania – Filing an unemployment claim

WHEN: May 7, 2020

WHO: Teammates in Pennsylvania

The Office of Unemployment Compensation in Pennsylvania 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.

The following rules have been temporarily suspended due to Governor Tom Wolf's emergency declaration to make it easier to file for UC benefits:

- **Work Search and Work Registration requirements are temporarily suspended for all UC claimants.** Claimants are not required to prove they have applied or searched for a new job to maintain their UC benefits. Claimants are also not required to register with PACareerLink.pa.gov.
- **The Waiting Week is temporarily suspended for all UC claimants.** Previously, eligible claimants would not receive compensation for the first week of unemployment. Eligible claimants may now receive benefits for the first week that they are unemployed.

What you need to apply:

- Social Security Number.
- Home address and mailing address
- Telephone number and email address
- Alien Registration Number (if you are not a US citizen).
- Pension information (if you are receiving any pension or 401k).
- Name of the employer where you are no longer working or for whom you are working reduced hours
- The employer's complete mailing address, phone and fax number, email address, and employer UC account number, if known
- First and last dates you worked for this employer
- Gross earnings during your last week of employment, if available
- Reason you left or, if still working, the reason you are working fewer hours
- If you are being recalled to this employer: date of recall
- If you worked for a college, university or school: your return date following a break and original terms of contract
- If receiving severance pay: amount of severance
- Other states where you have worked in the past 18 months

- Names and addresses of all your employers where you worked in the past 18 months
- First and last dates worked for these employers
- If available, Direct deposit information

How to apply:

You can apply online here:

<https://www.uc.pa.gov/unemployment-benefits/file/Pages/File%20an%20Initial%20Claim.aspx>

After filing your initial application for UC benefits, you will receive a Claims Confirmation letter in the mail. This letter will provide you with your 4-digit PIN necessary to file your biweekly claim. This letter will also provide the date you will file your first biweekly claim, which is generally the second Sunday after completing your initial application for benefits.

When you file a biweekly claim, you will be filing for two weeks at a time. For UC purposes, a week is a calendar week that begins Sunday and ends Saturday. Although you will file for two weeks at one time, you will certify your eligibility for each week separately.

Benefit payments for Unemployment Insurance made using the US Bank ReliaCard Debit Card or Direct Deposit. If you need support with your ReliaCard Debit Card, you can contact them at 1-888-233-5916.

Resources:

Step by Step guide to filing an unemployment claim

<https://www.uc.pa.gov/unemployment-benefits/UCGuide/Pages/UC-Videos.aspx>

Unemployment Insurance Benefit estimation:

<https://www.uc.pa.gov/unemployment-benefits/benefits-information/Pages/Weekly-Benefit-Rate.aspx>

FAQs regarding Unemployment Claims:

<https://www.uc.pa.gov/faq/claimant/Pages/default.aspx>