



Information about Unemployment Insurance for Workers on Temporary Layoff

You are partially unemployed when, because of lack of work, you work less than the equivalent of 3 customary, scheduled, full-time days for your plant or industry and earn less than your ineligible amount (earnings allowance plus your weekly benefit amount).

Your employer will notify you when a temporary layoff occurs or is pending, and will also inform you of the time and place where you will be required to furnish information for unemployment insurance benefits. If you are not a citizen of the United States but are residing in this country, you must report to the nearest office of the Employment Security Commission with completed Form NCUI 501, *Benefit Claim for Attached Worker*, to file for unemployment benefits. You must present documentation of your residence status as required by Public Law 38-369, the Deficit Reduction Act. All information you submit may be used to verify your eligibility.

When you file a *new* claim, and are determined to be monetarily eligible for unemployment insurance benefits, you establish a "benefit year". This benefit year is the 52-week period beginning with the effective date of your new claim. The amount of benefits and the number of weeks payable during the benefit year is computed in relation to the amount of time worked and wages earned during your base period - the first 4 of the last 5 completed calendar quarters preceding the quarter in which your new claim is effective. **Note:** *If you fail to establish a monetarily eligible claim using this time period, you will automatically be moved to an alternative base period (the last four completed calendar quarters before the quarter in which you filed your claim), regardless of the reason for the monetary ineligibility.* The weekly benefit amount ranges from a minimum of \$30 to a maximum amount not to exceed 2/3 of the statewide average weekly wage. The number of weeks payable at the full weekly Benefit Amount varies from 13 to 26 weeks.

After you file your *new* claim, you will be mailed Form NCUI 550, *Wage Transcript and Monetary Determination*. This form shows the employer(s) for whom you worked during the base period applicable to your claim, and the amount of wages they paid you during each quarter. It also shows the weekly amount payable to you and the number of weeks payable. If you are ineligible for unemployment insurance benefits, the form will explain the reason(s) why. **Please examine this form carefully.** If any of the information on this form is incorrect or, if any of your employers during this time period are not listed on the form, you should report to your local Employment Security Commission office within 15 days from the date this determination was mailed to you. Be sure to bring any proof of employment (such as pay stubs, W-2 Forms, Form DD-214, if you were in the military service, or a SF-50, SF-52, or Notification of Personnel Action if you were a Federal employee) along with your copy of the Wage Transcript and Monetary Determination.

You will also receive Form NCUI 500TW, *Voluntary Election for Withholding of Individual Income Tax and/or Direct Deposit of UI Benefits*. You may voluntarily elect to have Federal and/or State income tax withheld from your unemployment compensation by completing and returning this form to the Employment Security Commission. If you choose to have Federal taxes withheld, the withholding rate is 10% of the gross benefits due. If you want State taxes withheld, you must specify the percentage (in whole percentages) that you want withheld. You may also return this form to have UI benefits directly deposited to your bank account. Direct Deposit of benefits is fast, efficient, and safer. Direct Deposit prevents the chance of lost or stolen checks and is the quickest way to receive benefits.

The first eligible week (one which would otherwise be payable) in your benefit year cannot be paid but must be used for the one-week waiting period as required by law.

You must report the *gross* amount of all odd-job earnings (whether or not you have actually been paid) during each week for which you claim benefits. You must also report the amount of any type of retirement pay, *except Social Security*, which is based on *your* work history.

Failure to report all earnings or other payments could result in your being overpaid, and may subject you to repayment.

If your unemployment was caused by a reduction in force due to imports, foreign trade activity, relocation of a business outside the US, or related circumstances, you may be eligible for special assistance under the Trade Readjustment Act. You should contact the nearest office of the Employment Security Commission for further information.

It is your responsibility to furnish all required information regarding your claim, truthfully and completely. If you knowingly make a false statement or knowingly withhold a material fact while claiming benefits, you will be disqualified for benefits for one year, and you may be prosecuted. The penalties are severe.

If you have any questions concerning your claim, please contact the nearest Employment Security Commission office.

PRIVACY ACT STATEMENT

The Privacy Act of 1974 requires that you be given this statement because your employer is being asked to provide your Social Security Account number on your claim for unemployment compensation. Your Social Security number is solicited under the authority of the Internal Revenue Code of 1954. *Disclosure of your Social Security number for this purpose is mandatory; it must be entered on your claim for unemployment compensation.*

Your Social Security number will be used to report your unemployment compensation to the United States Internal Revenue Service and the North Carolina Department of Revenue. All unemployment compensation is subject to federal income tax. For further information, you can obtain a copy of Publication 905, "Unemployment Compensation: It's Taxable", by calling 1-800-829-3676. Your Social Security number will also be used as a record index for processing your claim, for statistical purposes, and to verify your eligibility for unemployment compensation and other public assistance benefits. *If you refuse to allow your employer to disclose your Social Security number, your claim for unemployment benefits will not be processed.*

BENEFITS INQUIRY LINE

In an effort to better serve unemployment insurance claimants, the Employment Security Commission operates the **JOBS Line**, a voice response telephone system. You can use a *touch-tone* telephone or a *switchable pulse/tone* telephone to call the **JOBS Line** to find out the status of an employer filed claim for which you have not received payment. To obtain the **JOBS Line** telephone number or find out more about how it works, contact the nearest Employment Security Commission office.