

Unemployment Filing Instructions for CWA 1031, HPAE 5089, HPAE 5094, and URA-AFT Shared Work Program Participants

We are sharing information regarding the Rutgers Shared Work Furlough Program (Program) for CWA Local 1031, HPAE Locals 5094 & 5089, and URA-AFT Local 1766 to assist participants in applying for and accessing unemployment benefits. If you have been advised by your supervisor that you are exempt from the Program, please disregard this communication.

In anticipation of Program approval from the New Jersey Department of Labor (NJDOLE), Program participants should begin filing Unemployment Insurance (UI) claims **on Sunday, May 16, 2021**. Filing before May 16, 2021 will cause Unemployment errors and payment delays. Program participants will have the full week to file their claim (i.e. May 16 - 22). It is important to note that we will be using the standard application for unemployment which DOES NOT have an option for the Rutgers Shared Work Furlough Program. We ask that you carefully read through and follow the instructions provided below to assure the accurate completion of your unemployment benefits claim. Within the next few days, you will receive email confirmation from your supervisor, department chair, or designee indicating the number of assigned furlough days; however, you should initiate your application for Unemployment with the information provided by your supervisor beginning May 16. Any employees who have been exempt from the Program will be notified by their department chair or designee and should not apply for Unemployment. Please note that given the unprecedented volume of claims filed, we have been advised that there will likely be delays in the payment of claims.

Throughout the entire process, participants should **NEVER "CERTIFY"** for Unemployment Insurance benefits. Weekly certification is only required for unemployment claims not associated with a Shared Work Furlough Program. *(See Very Important Additional Information from the NJDOLE section below)*

I. INFORMATION YOU SHOULD GATHER PRIOR TO COMPLETING THE UNEMPLOYMENT APPLICATION

- Your start date at Rutgers University
 - Please go to [myRutgers portal](#), My Dashboard, My Paycheck, Compensation History, Salary History. Hire date is the last line of your salary history.
- Gross earning you have received for the past 12 months - **This information may or may not be asked on the application.**
 - If employed at Rutgers for the past 12 months, please go to [myRutgers portal](#), My Dashboard, My Paycheck, Compensation History, Salary History. The exact amount will be verified by Unemployment.
 - If employed at Rutgers less than 12 months, please follow the instructions above to estimate gross earnings while at Rutgers and add any other gross earnings in the last 12 months. The exact amount will be verified by Unemployment.
- Additional information required for the application can be found on the NJDOLE's website here: <https://myunemployment.nj.gov/labor/myunemployment/before/about/howtoapply/infoneed.ed.shtml>

OUT-OF-STATE DRIVER'S LICENSE AND APPLYING BY PHONE

Participants who do not have a New Jersey Driver's license, must file their claim via the telephone system to verify their identity. Due to the rise in fraudulent unemployment claims and increased security measures taken by the NJDOL, participants with an out-of-state driver's license **must use the automated phone system to file their unemployment application. The NJDOL is open weekdays (excluding holidays) from 8:00 a.m. to 3:30 p.m.**

We understand phone lines are extremely busy due to high call volume, but please continue to call. The Regional Call Center phone numbers are listed below:

- North New Jersey: 201-601-4100
- Central New Jersey: 732-761-2020
- South New Jersey: 856-507-2340
- Out-of-state claims: 888-795-6672 (you must call this number from a phone with an out-of-state area code)

Step 1: File the Unemployment Claim

- Participants must call between the hours of 8:00 a.m. to 3:30 p.m., Monday through Friday. Please select the "File a Claim" option. You will first be asked to input basic information into an automated system. After this, you may be able to speak to a live agent to complete the application.
- In the event you are unable to speak to a live agent, we have been informed by NJDOL that **an agent will complete the application for you over the coming week, and there is no need to call back.**

Step 2: Check Your Claim Status

- Once you file your claim over the phone, you need to check your claim's status to ensure that it first shows as "Pending" and moves to a "Filed" status.
- To check Unemployment claim status, please visit:
<https://lwdwebpt.dol.state.nj.us/ClaimStatus/claimStatus.htm>

Step 3: Create an Online Account to Set-up Direct Deposit

- The NJDOL agent will not be able to process your direct deposit information.
- Program participants should fill out the unemployment claim application online at:
<https://myunemployment.nj.gov/>
- Go to "FILE A CLAIM" in the blue banner at the top of the screen. If you currently do not have an online account, or have not had one in three years, please select "New users register here" to create an online account and complete your application. If you have an existing online account, please select "Existing users log in here" to complete your application.
- Once your online account is created you can then enter your direct deposit information in the "Update Mailing Address/Direct Deposit" section.

II. NJ UNEMPLOYMENT APPLICATION PROCESS – APPLYING ONLINE

HELPFUL TIPS AS YOU COMPLETE THE APPLICATION

Please be advised that if your computer is idle for 30 minutes or more, your session will "time out" and all of your claim information will be lost. If you exit for any reason before completing the application, all of your information will be lost.

Online Account Creation

- Program participants should fill out the unemployment claim application online at: <https://myunemployment.nj.gov/>
- Go to "FILE A CLAIM" in the blue banner at the top of the screen. If you currently do not have an online account, or have not had one in three years, please select "New users register here" to create an online account and complete your application. If you have an existing online account, please select "Existing users log in here" to complete your application.
- If you have trouble creating an online account or any other unemployment questions, we urge you to [contact the NJDOL through their online email form](#) via the "Submit a request for information through our online form" feature. You will be asked to complete contact information, select the category that most closely applies to your question, and explain your issue.

Step 2 - Personal Information

- Provide your main occupation, list key words in the job description, and then click the search button. You must select an occupation from the prepopulated list that best matches your occupation. If none of the results match, explain in detail your job duties and click the search button again for new results.

Step 3 - Eligibility Information

- "How do you wish to receive your Benefit Payment?"
 - The payment method chosen on the unemployment claim application, Debit Card or Direct Deposit, will be the payment method used for Shared Work benefits. For direct deposit, you will need to enter your account information.
- Are you currently receiving a pension?"
 - Answer "No" as you are contributing to your pension/retirement account, but not receiving a pension *payment* because you are not retired. If you are receiving a pension payment from a previous employer, you do need to report it on the application.

Step 4 - Employment Information

- “Employer Address”
 - Rutgers University NJ will be prepopulated under “On-File Employment”. **Please note that the information listed including the mailing address of Cooperative Ext Ser, c/o Corporate Cost Control from Londonderry, NH is correct.**
 - Rutgers University NJ
 - C/O Corporate Cost control
 - P.O. Box 1180
 - Londonderry, NH 03053
 - (800) 207-6926
- “Work Location”
 - Enter your campus building address and phone number.
- “What was the last day you worked for this employer?”
 - Select “05/15/2021”, regardless of your first furlough date. Our approved program with the NJDOL begins on 05/16/2021 and **05/15/2021** **MUST** be selected as the last day you worked regardless of your furlough schedule and furlough dates.
- “Are you still employed by this employer?”
 - Select “Yes” and choose “Reduction in Hours by Employer” from the dropdown menu.
- “Please select the reason for separation from this employer”
 - Select “Business Closed/Hours Reduced – COVID-19 Related” from the dropdown menu.
- You will be asked to “provide further explanation below”
 - Please type “Rutgers Shared Work Furlough Program” in the freeform field.
- “Do you expect to be recalled by this employer?”
 - Please select “No”.
- “Are you a member of a union?”
 - Please select "Yes" and include the name of the union and the local number
 - CWA Local 1031;
 - HPAE Local 5094;
 - HPAE Local 5089; or
 - URA-AFT Local 1766
- “Union hiring hall information, including local number and address (if you get work through a union)”
 - Please select “No”.

Submitting The Unemployment Application

- On the last page of the application, it will ask you to “click the submit button to certify your entries”

- **This button is to submit your application to the NJDOL, not to “certify for weekly benefits.” You must click this button to complete the application process.**

**** VERY IMPORTANT ADDITIONAL INFORMATION FROM THE NJDOL****

- **Regardless of any communication you may receive from the New Jersey Department of Labor, you MUST NOT CERTIFY online or by telephone during the Shared Work Furlough Program.** Only the claim application needs to be filed. You may receive general information emails about how to certify for Unemployment benefits, but that is standard informational material sent to anyone who has filed a claim. **Do not certify for weekly benefits while in the Shared Work program even if you receive a communication that there is a weekly requirement certifying you are “ready and actively seeking work”. Certifying will cause Unemployment errors and payment delays so please DO NOT CERTIFY.** Benefits will be paid by NJDOL using the application/information that has been supplied.
- **Due to the number of the unemployment claims being filed and processed, state unemployment benefits may be delayed.**

SUPPLEMENTAL \$300 WEEKLY BENEFIT

- A COVID-19 relief package was passed into law on March 11, 2021 and among other pandemic relief measures, will provide an additional \$300 per week in federal funding for enhanced unemployment benefits through the Federal American Rescue Plan program for the weeks of March 14, 2021 to September 4, 2021.
- The timing of the CWA Local 1031, HPAE Local 5094 & 5089, and URA-AFT Local 1766 Shared Work Furlough Programs will coincide with the Federal American Rescue Plan program so that eligible participants will receive the supplemental \$300 weekly benefit throughout the entire Shared Work Furlough Program.
- **You do not need to certify weekly to receive the \$300/week.** Your Unemployment Insurance application will initiate the \$300.
- It is important to note that the \$300 stimulus is a separate payment, there may be delays in receiving the payment, but all payments will be retroactive payments to the start of the Program.

NEXT STEPS

Once you have submitted your unemployment application to the NJDOL you should do the following:

- [Check Your Claim Status](#) on the NJDOL website
- [Review the communications you may receive from the NJDOL](#)

ADDITIONAL RESOURCES

- [Gross Income Furlough Estimator](#) to provide an estimate of the change in gross income during the period of furlough
- [NJDOLE Division of Unemployment Insurance website](#)

If you have any questions, please contact OneSource Rutgers Faculty and Staff Service Center at 732-745-SERV (7378) or OneSource@rutgers.edu.