

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 from 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.
- Additional information required for the application can be found on the NJDOL's website here: <https://myunemployment.nj.gov/labor/myunemployment/before/about/howtoapply/infoneeded.shtml>

NJ UNEMPLOYMENT APPLICATION PROCESS

Furloughed employees should fill out an 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.

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.

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 receiving a pension?"
 - Select **No**. Select **Yes** if you are receiving *pension payments* from a previous employer.

Step 4 Employment Information

- 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.
- "What was the last day you worked for this employer?"
 - **For the Non-Aligned Phase 1 (3 furlough days in July 2020) and AFSCME Shared Work Furlough Programs (2 day per week furlough):** Select "07-04-2020". Those Program began on 07-05-2020 so the date selected should be prior to 07-05-2020.
 - **For all other shared work furlough programs, we will update these instructions as new programs are approved.**
- "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"

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

- Only the claim application needs to be filed. **Do not be certify weekly online or by telephone during the Shared Work Furlough Program.** You may receive general information emails about how to certify for Unemployment benefits, but that is automatically generated informational sent to anyone who has filed a claim. **Do not** use the Web application or Telephone IVR System to certify for weekly benefits while in the Shared Work program. Benefits will be paid by NJDOL using the application/information your employer has supplied.

CARES ACT SUPPLEMENTAL \$600 WEEKLY UNEMPLOYMENT BENEFIT

- **You do not need to certify weekly to receive the \$600/week.** The NJDOL Unemployment Insurance office will certify each week for the claimant which will initiate the \$600.00.
- The \$600 stimulus is a separate payment and will be paid if unemployment benefits are processed on Fridays for all benefits paid from Sunday through Friday. Employees will see the deposit by Tuesday, depending on their bank. If benefits are processed on Saturday, the stimulus would not be processed until the following Friday, and the deposit would be by the second Tuesday.
- The CARES Act stimulus program and \$600 weekly supplement ended July 25, 2020.