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This booklet is intended to provide non-benefited University employees who are leaving employment **for reasons other than retirement** with answers to frequently asked questions. This document is not intended to be comprehensive. More detailed information regarding the laws, policies, bargaining contracts, etc. on which benefits are based is available in Human Resources. In case of questions or conflict between the information in this document and the actual laws, policies, bargaining contracts, etc., the latter will prevail.

**Moving:** If your mailing address changes between the date you leave employment and the following February, please provide that information to the University Human Resources Department in writing (address below) so we may insure timely and accurate delivery of your W-2 tax form.

**University Parking Services:** Parking registration permits expire upon departure from employment and are not transferrable to another person. Your parking permit should be returned to the Parking Office. Any overpayment of parking fees will be refunded to you. Please visit the University Parking Office with questions (51 Forestry Way, Monday-Friday, 7:45am-4:45pm tel: 413-545-0065, [parking@admin.umass.edu](mailto:parking@admin.umass.edu)).

**Retirement**

As a non-benefited employee of the University you will have contributed to the Commonwealth of Massachusetts OBRA retirement system while not enrolled as a full-time student. You may request a withdrawal or roll-over of those funds by contacting the Plan Administrator (Great West Retirement Systems, tel: 877-457-1900) following your departure from employment.

**UMass Five College Credit Union:** Former University employees are eligible to continue membership with the UMass Five College Credit Union (200 Westgate Center Drive, tel: 800-852-5886, [info@umassfive.org](mailto:info@umassfive.org), [www.umassfive.org](http://www.umassfive.org)).

**Unemployment Benefits:** In certain circumstances you may be eligible to collect income through the Massachusetts Division of Unemployment Assistance (DUA). Information regarding how to apply for

unemployment is available from UMass Amherst Human Resources (address below) and on-line at [www.mass.gov/dua](http://www.mass.gov/dua).

### **HR Direct, Payroll Advices and University E-mail Account**

Your University of Massachusetts Amherst e-mail address account is terminated upon leaving employment unless you are retired from, or an active student with, the University.

Your access to the HR Direct system terminates upon leaving employment.

Regarding your final University pay statement:

- You may request a copy of your final University pay statement by e-mailing [hrinfo-request@admin.umass.edu](mailto:hrinfo-request@admin.umass.edu). This e-mail must include:
  1. your first and last name
  2. the department in which you most recently worked
  3. your employee identification number (this appears on prior pay statements). If you are a student and do not know your employee identification number you may include your student identification number in the e-mail.
  4. a statement that you are consenting to the transmission of personally identifiable information by e-mail which is unsecured.
  5. The e-mail address to which the pay statement should be sent. This cannot be your University e-mail address unless you are not a UMass retiree or active UMass student.
- If you would like to have a printed copy of your pay advice statement mailed to you please call Human Resources at (413) 545-5425 for assistance.

# What is Unemployment Insurance?

Unemployment Insurance (UI) is a temporary income assistance program for Massachusetts workers who have lost their jobs through no fault of their own, and are:

- Able to work
- Available for work, and
- Actively looking for work

Funding for UI benefits comes from quarterly contributions paid by the state's employers to the Department of Unemployment Assistance (DUA). Employees do not contribute to unemployment insurance.

# When should you apply for UI benefits?

If you have been separated from work, or your hours have been reduced, you should file a claim for UI benefits **during your first week** of total or partial unemployment. Your claim will begin on the Sunday of the calendar week in which your claim is filed. This date is known as the effective claim date.

You will not be paid benefits for any week of unemployment preceding the effective date of your claim.

## Important note:

You may request benefits only if you are in the United States, its territories, or Canada. You should not request benefits for any week you are outside the United States, its territories, or Canada.

This pamphlet includes important information on how to apply for Unemployment Insurance benefits.

Este folleto contiene información importante sobre cómo solicitar los beneficios del Seguro de Desempleo.

Este panfleto contém informações importantes sobre como registrar-se para receber benefícios de subsídio de desemprego.

Данный проспект содержит важную информацию о процессе подачи заявления на получение Страхового пособия по безработице.

Livré sa gen enfòmasyon enpòtan sou fason pou aplike pou Benefis Asirans Chomaj yo.

Il presente opuscolo contiene importanti informazioni riguardanti la modalità di richiesta per l'indennità di disoccupazione.

Cette brochure comporte d'importants renseignements sur la façon de demander des prestations d'assurance-chômage.

សៀវភៅផ្សព្វផ្សាយនេះមានរួមជាមួយនឹងព័ត៌មានសំខាន់ៗ អំពីរបៀបដាក់ពាក្យសុំប្រាក់អត្ថប្រយោជន៍ការងារសម្រាប់អ្នកបាត់ការងារ។

Cuốn sách mỏng này bao gồm thông tin quan trọng về cách nộp đơn xin bảo hiểm thất nghiệp

ແຜ່ນເຈ້ຍນີ້ມີຂໍ້ມູນກ່ຽວກັບວິທີການຂໍເອົາເງິນຕົນປະໂຫຍດປະກັນໄພຫວ່າງງານ.

这本小册子包括如何申请失业保险金的重要信息。

이 팜플렛에는 실업 보험 급여의 신청 방법에 대한 중요한 정보가 들어 있습니다.

يحتوي هذا الكتيب على معلومات هامة حول كيفية التقديم للحصول على منافع تأمين البطالة.

## Equal opportunity employer program

Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711.



# To Massachusetts Workers: How to File a Claim for Unemployment Insurance Benefits

## To Massachusetts employers:

Under the state's Employment and Training Law, M.G.L. Chapter 151A, you must provide a copy of this pamphlet as soon as practicable, but no more than 30 days, from the last day the employee performed compensable work. You must provide this pamphlet to each of your employees who is separated from work, permanently or temporarily. Please complete the information below:

\_\_\_\_\_  
Employer name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Federal employer ID number



## File Online

To file your new UI claim or reopen an established claim online, visit our website at: [www.mass.gov/dua/uionline](http://www.mass.gov/dua/uionline).

1. Select **Log in to UI Online for Claimants**.
2. Create a UI Online account or log in to an existing account.
3. Complete all the information requested and submit your application.
4. Be sure to include your phone number and email address to make it easier for us to contact you if there are questions about your application.

**UI Online is available 6:00 am to 10:00 pm, 7 days a week.**

### Need Help?

If you have questions about your eligibility, please review the eligibility requirements online at: [www.mass.gov/dua/eligibility](http://www.mass.gov/dua/eligibility).

For assistance creating a UI Online account, visit: [www.mass.gov/dua/fileclaim](http://www.mass.gov/dua/fileclaim).

## Information Needed to File a Claim

To apply for unemployment, you need to provide personal information including your Social Security number, birth date, home address, email address, and phone number.

You also need information about your employment history from the last 15 months, including:

- Names of all employers, plus addresses and phone numbers
- Reasons for leaving those jobs
- Work start and end dates
- Recall date (if you were laid off but have a set date to return to work)

You may need additional information in certain situations:

- If you are not a U.S. citizen — your Alien Registration number or verification that you are legally allowed to work in the United States.
- If you have dependent children — their birth dates and Social Security numbers
- If you're in a union — your union name and local number
- If you were in the military — your DD-214 Member 4 form. If you don't have it, you can request your DD-214 online at [www.dd214.us](http://www.dd214.us).

To receive payments by direct deposit, you'll need your bank name, account number and routing number. Otherwise, DUA will send you a debit card.



## File by Phone

To file your new UI claim or reopen an established claim by phone, you can:

- Schedule a callback from the TeleClaim Center by visiting our website at: [www.mass.gov/dua/schedulecallback](http://www.mass.gov/dua/schedulecallback).
- Call the TeleClaim Center at (617) 626-6800 or toll-free at (877) 626-6800. Please adhere to the call-in schedule below.

**The TeleClaim Center is available 8:30 am to 4:30 pm, Monday through Friday.**

Last digit of your Social Security Number:	Assigned day to call the TeleClaim Center:
0, 1	Monday
2, 3	Tuesday
4, 5, 6	Wednesday
7, 8, 9	Thursday
Any last digit	Friday