# A STEP-BY-STEP GUIDE TO FILING FOR UNEMPLOYMENT IN NEW JERSEY





- HOW ARE DIFFERENT TYPES OF EMPLOYMENT HANDLED?
- HOW MUCH IS THE UNEMPLOYMENT BENEFIT IN NEW JERSEY?
- THE CARES ACT, PANDEMIC EMERGENCY UNEMPLOYMENT COMPENSATION AND WHAT TO DO IF YOU ARE NOT NORMALLY ELIGIBLE FOR UNEMPLOYMENT
- REGISTERING WITH NEW JERSEY DIVISION OF UNEMPLOYMENT INSURANCE AND FILING YOUR UNEMPLOYMENT BENEFITS CLAIM



# If I live in one state and work in another (or have jobs in many) where should I apply for unemployment?



You should apply in the state that you work, not where you live. If you work in more than one state, you have the choice of applying in any of them.



I have incorporated a business, a loan out business, or I have an S corporation, am I eligible for UI?



It depends, if you have a part-time home-based business, you may be ineligible on the days that you are working.

If you have a loan-out corporation, you must treat the principal as the employee for unemployment benefits to apply.

If you are ineligible, you may qualify for Pandemic Unemployment Assistance. See next slide.



I don't have a single employer, or I am paid through 1099's. How should I answer the questions on the application?



If you have been paid by several employers, your W-2 employers usually show up and you should be able to write in at least one of your 1099 employers in the application. If you have been misclassified as an Independent Contractor, you can send/fax in a reconsideration form and attempt to have your income counted.



# How much will the unemployment benefit be in New Jersey?



The weekly benefit rate is capped at a maximum amount based on the state minimum wage. For 2020, the maximum weekly benefit rate is \$713. Your weekly benefit rate will be calculated at 60% of the average weekly wage you earned during the base year, up to the maximum of \$713. We determine the average weekly wage based on wage information your employer(s) report.

If you are not entitled to the weekly <u>maximum benefit amount</u>, you may be able to increase your entitlement with <u>dependency benefits</u>. Use this link to more accurately calculate your estimated UI benefits: <a href="https://lwd.state.nj.us/uiapp/Start.html">https://lwd.state.nj.us/uiapp/Start.html</a>

# PANDEMIC UNEMPLOYMENT ASSISTANCE (PUA)



PUA is a part of the CARES Act. From January 27, 2020 to December 30, 2020, individuals who are not otherwise eligible for benefits and are unemployed, partially unemployed, or unavailable to work because of the COVID-19 public health emergency may e eligible for PUA. This includes individuals who exhaust their regular benefits or would traditionally not be eligible for benefits (eg self-employed, independent contractors, and insufficient work history).

Please note that as of April 1, 2020, you cannot apply for PUA until you have been determined ineligible for UI benefits. Therefore, you must apply for UI through the regular form and be denied regular UI before you apply for PUA.

The weekly amount of PUA is the weekly benefit rate that an individual would have received if they were otherwise eligible for benefits, this includes the additional \$600 per week from April 5, 2020 to July 1, 2020.

PECU also increased unemployment benefits by \$600 per week until July 31, 2020.

# QUESTIONS ABOUT THE PUA



How do I apply for Pandemic Unemployment Assistance if I would not otherwise be eligible for unemployment?



You can file a PUA application at <a href="https://myunemployment.nj.gov/">https://myunemployment.nj.gov/</a>. Please note that as of April 1, 2020, you cannot apply for PUA until you have been determined ineligible for UI benefits. Therefore, you must apply for UI through the regular form and be denied regular UI before you apply for PUA.



What if I am self-employed or an Independent Contractor and I don't have recent wages, how will they determine the PUA benefits rate?



As of April 2, 2020, the New Jersey DOL has not yet issued rules or guidance on how the benefit rate for those that are self-employed or Independent Contractors will be determined. However, federal regulations suggest that the DOL might look at the past two year's tax returns and if you have not filed 2019 tax returns, you might be able to provide a statement of your net earnings.

# QUESTIONS ABOUT THE PUA CONT.



What is the maximum benefit I can receive from PUA?



Your benefit rate is based on your recent wages. In New Jersey, the current maximum weekly benefit rate is \$713. The minimum PUA benefit rate is 50% of the average weekly benefit amount in New Jersey.



Will I also receive the additional \$600 per week for Pandemic Emergency Unemployment Compensation (PEUC)?



Yes. You will receive an additional \$600 per week until July 31, 2020.

# PANDEMIC EMERGENCY UNEMPLOYMENT COMPENSATION (PEUC)



PEUC is part of the CARES Act. It provides an additional 13 weeks of Unemployment Benefits to all states. New Jersey normally has 26 weeks of unemployment insurance. The CARES Act extended it to 39.

Anyone who exhausted their benefits after July 1, 2019 is eligible to receive 13 additional week of benefits.

PECU also increased unemployment benefits by \$600 per week until July 31, 2020.



# New Jersey DOL ONLINE APPLICATION:

FIRST STEPS



# NEW JERSEY DEPARTMENT OF LABOR AND WORK FORCE DEVELOPMENTM WEBSITE

https://myunemployment.nj.gov/

# Need assistance?

- 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 from a phone with an out-of-state area code)

# 9 things you must do when filing for unemployment

- ach day you work. You must report any day you work when you claim your weekly UI benefits. This includes part-time, temporary or unpaid jobs.
- ▶ Be accurate. Carefully read all letters the Department of Labor sends to you. Follow the instructions and return all forms as soon as possible. This will help prevent delays in UI payments.
- ▶ Be available to work. You must be able to take a job right away. Every week, you must verify that you were ready, willing, and able to work.
- Look for work. You must search for work each week and keep a written record of every employer you contact.
- Stop claiming benefits as soon as you return to work. Do not wait for your first paycheck. You are no longer eligible for benefits when you start working a full-time job. You may be eligible for partial benefits if you get part-time work.
- Read your Claimant Handbook. It tells you about your rights and responsibilities while collecting Unemployment Insurance benefits. It also lists additional benefits and services for which you may be eligible. Electronic and audio versions are also available on our website.
- Avoid Fraud. Do the right thing and follow the rules while you get benefits. If you do not follow the rules, you could face serious legal consequences.

# What to collect before you begin

Your Social Security number

Your driver license or Motor Vehicle ID card number (if you have either one)

Your complete mailing address and zip code

A phone number where we can reach you from 8 am - 5 pm, Monday –Friday

Your Alien Registration card number (if you are not a U.S. Citizen and have a card)

Names and addresses of all your employers for the last 18 months, including those in other states

Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)

Your copies of forms SF8 and SF50, if you were a federal employee

Your most recent separation form (DD 214), for military service



#### Create account

Enter your email address and click SEND to proceed.

Email address

#### SEND

Return to Login Page

Prior to filing your claim for unemployment, you must create an account with the NJ Department of Labor and Workforce Development.

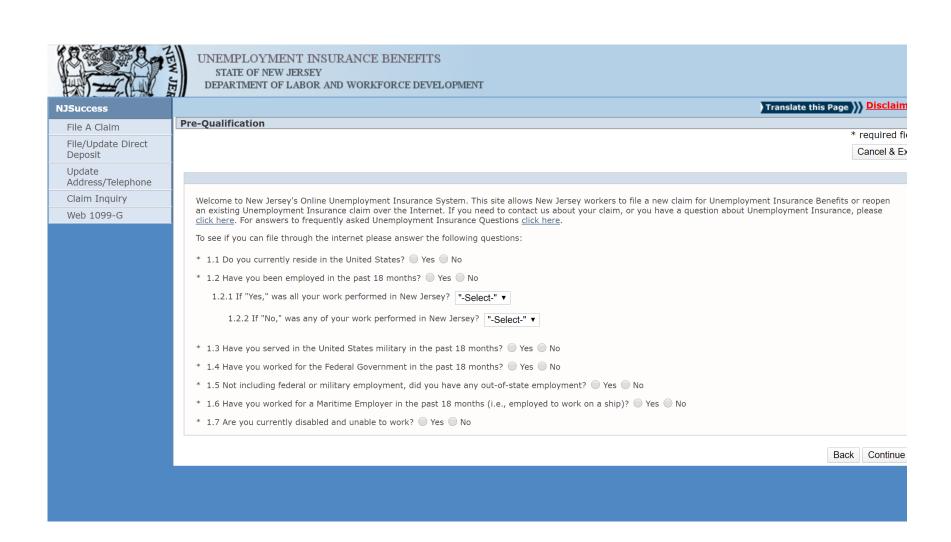
If you have applied for unemployment benefits in New Jersey in the past, you should already have an account and can simply login.

# Begin you NJ UI benefits application

# Pre-qualification You will begin with two

pages of instructions on how to complete the application.

Next, you will enter your pre-qualification information.



# INFORMATION FOR THOSE WITH THE MILITARY, FEDERAL GOVERNMENT OR WAGES EARNED OUTSIDE OF NEW JERSEY

#### Requirements to file or reopen an Unemployment Insurance Benefit claim over the Internet

ATTENTION: This site has recently been updated to accommodate claims filing for those with military, federal government and or wages earned outside of New Jersey.

This site allows you to file or reopen an existing Unemployment Insurance claim if you reside in the United States and meet any of the following:

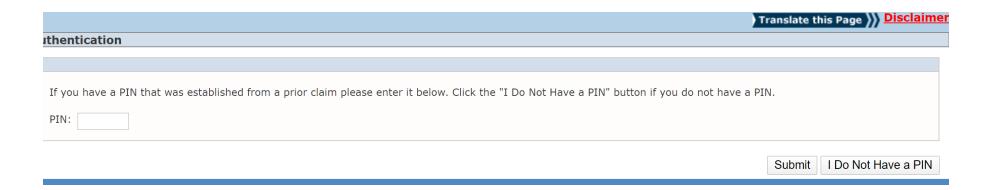
- You were employed in New Jersey at any time within the last 18 months.
- You worked for the federal government in the last 18 months.
- You served in the military in the last 18 months.

\* If you reside outside of the United States or you were employed as a maritime employee within the last 18 months, you may file by telephoning your Reemployment Call Center during our normal business hours from 8:30am to 4:30 pm, Monday through Friday (excluding holidays) at:

- Union City (201) 601-4100
- Freehold (732) 761-2020
- Cumberland (856) 507-2340
- Out-of-State- (888) 795-6672

#### Enter your PIN:

After completing the prequalification information, you will be asked to enter a pin. If you do not have one, don't worry. You can complete the application without it.

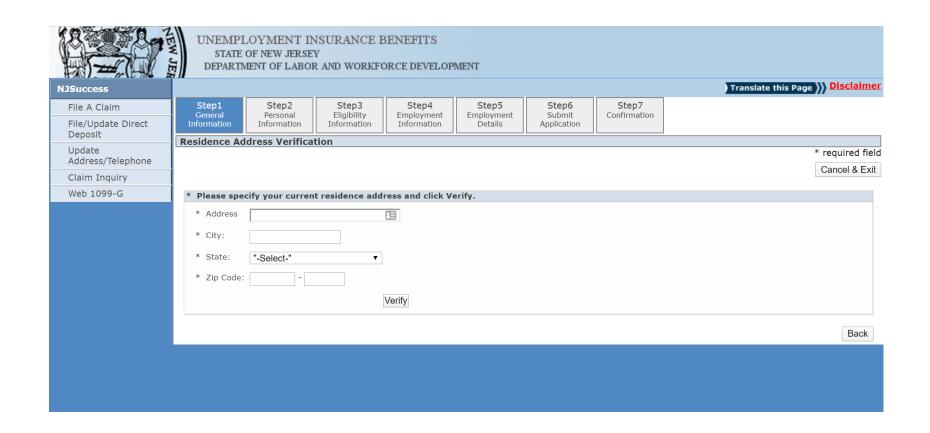


#### UNEMPLOYMENT INSURANCE BENEFITS Translate this Page ) Disclaimer Step1 General Information Step7 Confirmation File A Claim Step2 Step3 Step4 Step5 Step6 Eligibility Information Employment Details Submit Personal Employment File/Update Direct Information Information Application Deposit . Address/Telephone Claim Inquiry Web 1099-G

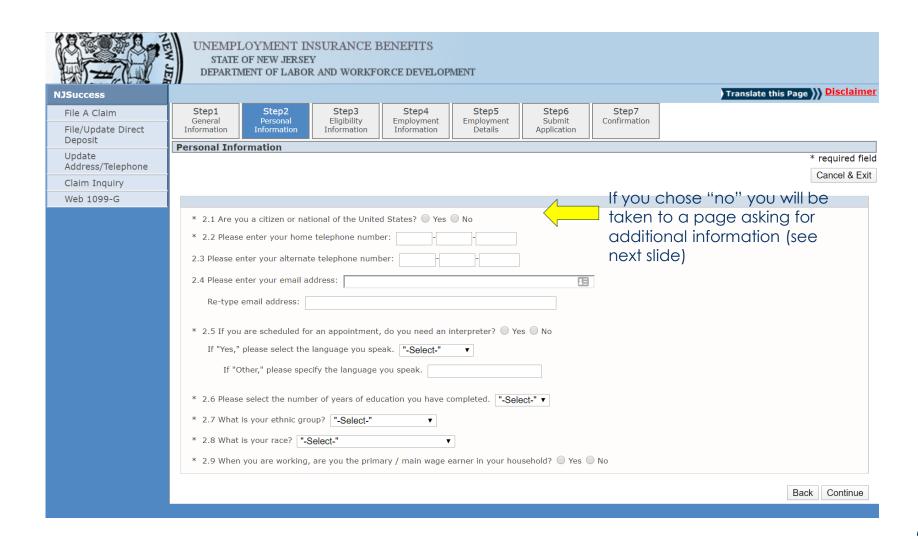
## Step 1 Part 1: General Information

		* required
		Cancel &
eason before com	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 pleting the application, all of your information will be lost.	exit for any
your Name is no	ot correct, then please <u>click here</u> to change your information.	
SSN:	xxx-xx-xxxx	
Date of Claim:	04-05-2020	
Date of Birth:	05-16-1996	
Legal First Name	e: LOCAL	
Middle Initial:		
Legal Last Name	E: SIX HUNDRED	
.1 Please select y	/our suffix, if applicable:   "-Select-" ▼	
1.2 Please selec	ct your gender:   Male Female	
.3 Please select t	he applicable form of identification:	l <del>t</del> o
* ID Type:	You are not required	
Please enter tl	he number including letter of the New Jersey issued ID or driver's license.  have a New Jersey s to apply for benefits.	
ID Number:	B	•
Re-enter ID N	umber:	
	18 months, have you worked under a name different from above? Ves No	
If "Yes," pleas	e enter the name you worked under:	
First Name:		
Middle Initial:		
Last Name:		
Suffix:	"-Select-" ▼	
1.5 When you v	vorked in New Jersey, did you live out of state?   Yes   No	
If "Yes," will ye	ou continue seeking work in New Jersey?	
1.6 Have you fil	led an Unemployment Insurance in a State other than New Jersey in the past 12 months?   Yes No	
If "Yes," pleas	e select the state in which you filed a claim in the past 12 months: "-Select-"	

Step 1 Part 2: Residence address verification



STEP 2 Part 1: PERSONAL INFORMATION



#### Alien Information

\* required field

Cancel & Exit

Step 2 Alien
Information:
If you are not a
US citizen, you
will be asked
additional
information
about your status
as a resident
alien.

You have selected "No" to question 2.1 "A to question 2.1, then please select the 'Ba	Are you a citizen or national of the United States?" and must enter the required fields below. If you need to change your answer ack' button at the bottom of the screen.
2.10 Please enter the following information	on as it appears on your alien registration card:
* Alien Registration Type:	"-Select-" ▼
* Alien Registration Number:	
* Re-enter Alien Registration Numbe	r:
* Country of Origin:	"-Select-" ▼
* First Name:	
Middle Initial:	
* Last Name:	
Suffix:	"-Select-" ▼
* 2.11 Are you authorized to work in the	United States?  "-Select-" ▼
If you are authorized to work in the U	Inited States, which of the following documents have you been issued?   ■-Select-  ■
If you were issued an Employmer	nt Authorization Card, enter your work authorization period below:
From: (r	mm-dd-yyyy) To: [ (mm-dd-yyyy)

## STEP 2 Part 2: Occupation verification



### UNEMPLOYMENT INSURANCE BENEFITS

#### DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Step3

Eligibility

Information

NJSuccess

File A Claim File/Update Direct Deposit

Update Address/Telephone

Claim Inquiry Web 1099-G

Step1 General Information

Occupation Verification

Step2 Personal Information

Step4 Employment Information

Step5 Employment Details

Step6 Submit Application

Step7 Confirmation Translate this Page ) Disclaimer

\* required field

Cancel & Exit

Please answer the questions below about your main occupation and click the search button. If none of the results match, explain in detail your job duties and click the search button for new results.



#### Step 2: Select your occupation.

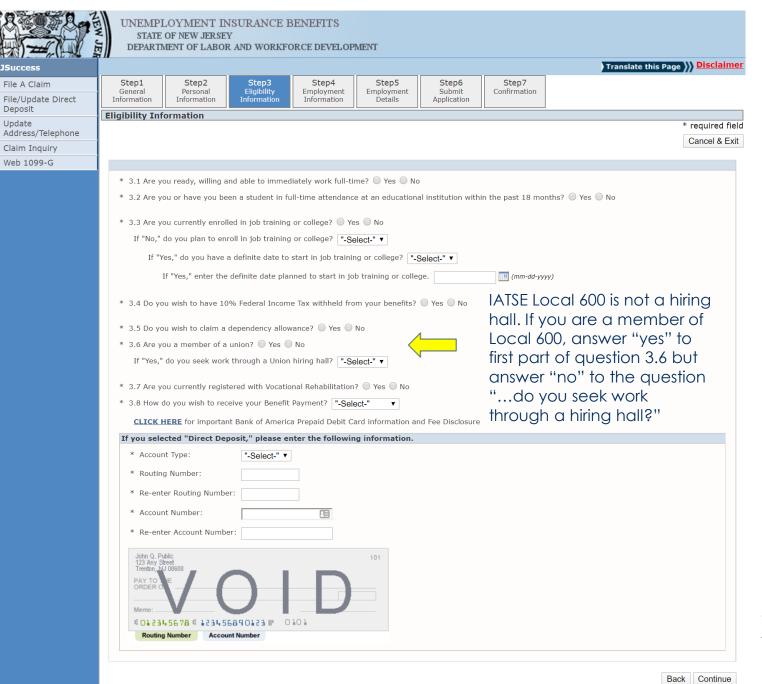
From the results below, please select the occupation that best matches the one you entered. If none of these results match, please try another search above.

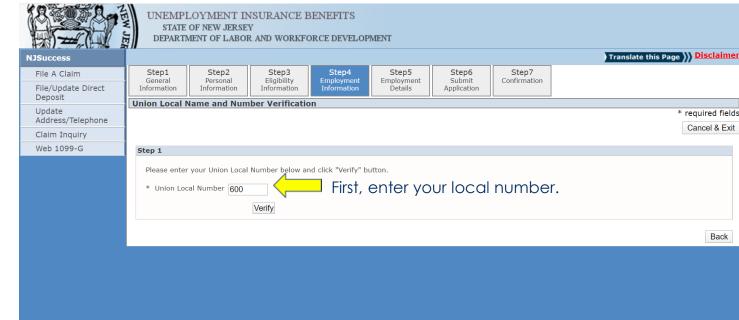
Select	Occupation	Description
	CAMERA OPERATORS, TELEVISION, VIDEO, AND MOTION PICTURE	OPERATE TELEVISION, VIDEO, OR MOTION PICTURE CAMERA TO RECORD IMAGES OR SCENES FOR VARIOUS PURPOSES, SUCH AS TV BROADCASTS, ADVERTISING, VIDEO PRODUCTION, OR MOTION PICTURES.
0	CAMERA AND PHOTOGRAPHIC EQUIPMENT REPAIRERS	REPAIR AND ADJUST CAMERAS AND PHOTOGRAPHIC EQUIPMENT, INCLUDING COMMERCIAL VIDEO AND MOTION PICTURE CAMERA EQUIPMENT.
	PREPRESS TECHNICIANS AND WORKERS	FORMAT AND PROOF TEXT AND IMAGES SUBMITTED BY DESIGNERS AND CLIENTS INTO FINISHED PAGES THAT CAN BE PRINTED. INCLUDES DIGITAL AND PHOTO TYPESETTING. MAY PRODUCE PRINTING PLATES.
0	PHOTOGRAPHIC PROCESS WORKERS AND PROCESSING MACHINE OPERATORS	PERFORM WORK INVOLVED IN DEVELOPING AND PROCESSING PHOTOGRAPHIC IMAGES FROM FILM OR DIGITAL MEDIA. MAY PERFORM PRECISION TASKS SUCH AS EDITING PHOTOGRAPHIC NEGATIVES AND PRINTS.
	OFFICE MACHINE OPERATORS, EXCEPT COMPUTER	OPERATE ONE OR MORE OF A VARIETY OF OFFICE MACHINES, SUCH AS PHOTOCOPYING, PHOTOGRAPHIC, AND DUPLICATING MACHINES, OR OTHER OFFICE MACHINES.

## Step 3: Eligibility information and direct deposit information

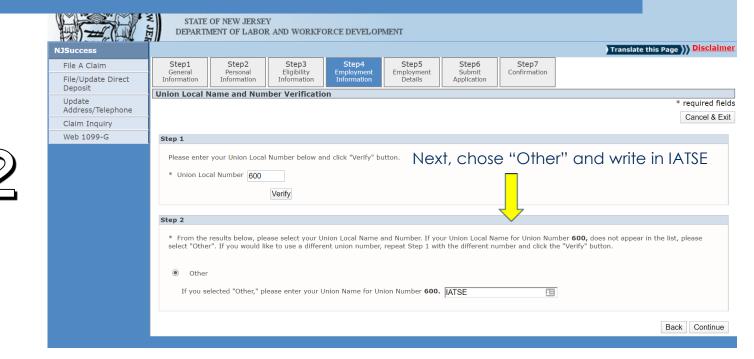
Deposit

Update





Step 4 Part 1 and Part 2: Union local name and number verification



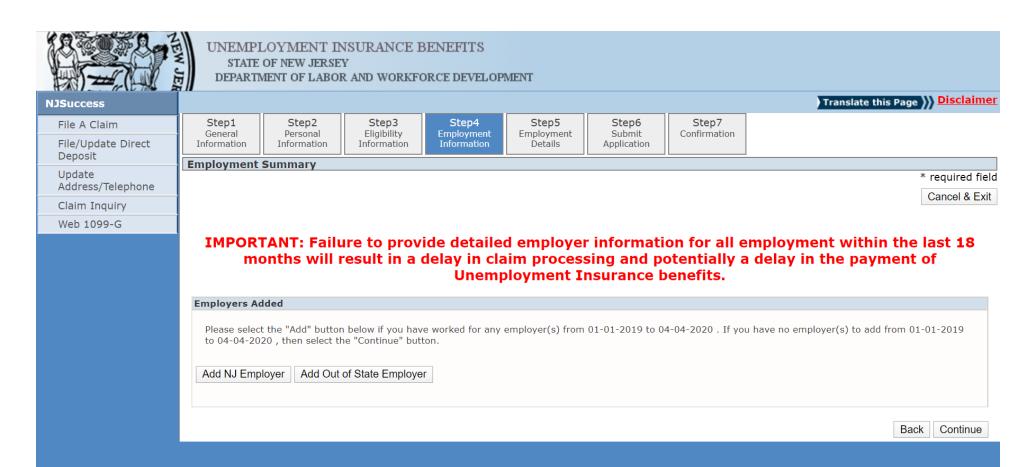
\* required fields

Cancel & Exit

Back

## Step 4 Part 2: Employment Summary

If you answered "yes" to question 1.5 "Not including federal or military employment, did you have any out-out-state employment?" on the Pre-Qualification page, you will see the option to enter information for "NJ Employer" and "Out of State Employer".



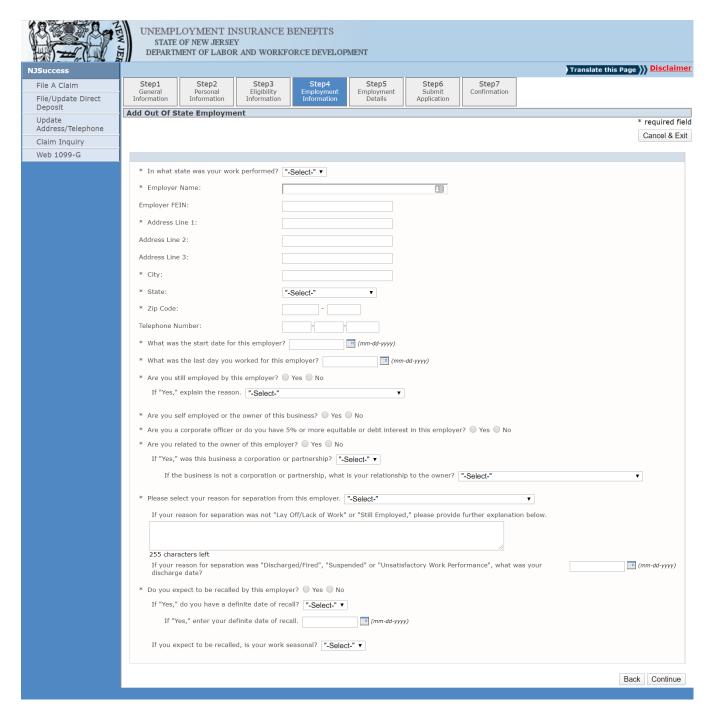
## Add NJ Employer:

On Section 15 of your W-2 you will find your employer's FEIN.

							Translate	this Page <mark>}}}                                 </mark>
Step1 General Information	Step2 Personal Information	Step3 Eligibility Information	Step4 Employment Information	Step5 Employment Details	Step6 Submit Application	Step7 Confirmation		
Add NJ Empl		1110111101011	Imormation	Details	пррисасы			
	,							* required fie
								Cancel & Ex
* Employer	r Name:							
Employer Fi	EIN:							
* Address	Line 1:							
Address Lin	e 2:							
Address Lin	e 3:							
* City:								
* State:		"-Select-"	•					
* Zip Code		-						
Telephone N								
	oyer Payroll Numbe			_				
	s the start date for			(mm-dd-yyyy)				
* What was	s the last day you v	worked for this er	mployer?	(mm-	-dd-yyyy)			
	still employed by th		Yes No					
If "Yes,"	explain the reasor	-Select-"		▼				
* Are you s	self employed or the	e owner of this b	usiness? O Yes	○ No				
* Are you a	a corporate officer of	or do you have 5	% or more equita	able or debt interes	st in this employe	r? O Yes O No		
* Are you r	related to the owne	r of this employe	r? Yes No					
If "Yes,"	" was this business	a corporation or	partnership? "_9	Select-" ▼				
If th	ne business is not a	corporation or p	artnership, what	is your relationshi	p to the owner?	"-Select-"		▼
* Please se	elect your reason fo	r separation from	this employer.	"-Select-"		▼		
					d," please provide	further explanation belo	w.	
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,			, , , , , , , , , , , , , , , , , , , ,			
	racters left		- 1/E		forton World Don		n disabanas	
date?	reason for separati	un was Discharg	eu/rirea , Suspe	enued or Unsatis	iactory work Perf	ormance", what was you	i discharge	(mm-dd-yyyy)
* Do you e	xpect to be recalled	d by this employe	er? O Yes O No					
If "Yes,"	" do you have a def	finite date of reca	ill? "-Select-" ▼					
If "\	Yes," enter your de	finite date of reca	all.	(mm-dd-yyy)	·)			

## Add Out Of State Employer:

On Section 15 of your W-2 you will find your employer's FEIN.



ADDITIONAL FORMS: AFTER YOU HAVE SUCCESSFULLY APPLIED FOR YOU NJ UI BENEFITS, THE STATE WILL LIKELY FOLLOW UP WITH ADDITIONAL FORMS THAT YOU WILL RECEIVE VIA EMAIL AND THE US POSTAL SERVICE. THE NJ DIVISION OF UNEMPLOYEMENT INSURANCE WILL WHICH FORM (EMAIL OR REGULAR MAIL) ADDITIONAL MATERIALS WILL COME YOUR WAY.

REGISTER WEEKLY FOR BENEFITS: REMEMBER TO REGISTER ON THE NJ DIVISION OF UNEMPOYMENT INSURANCE SITE WEEKLY TO MAINTAIN YOUR BENEFITS. ALWAYS CLICK YES TO ANY QUESTION ASKING IF YOU ARE SEEKING EMPLOYMENT, THIS WILL ENSURE THAT YOUR BENEFITS CAN CONTINUE.

https://myunemployment.nj.gov/