

# What Every Worker Should Know About Unemployment Insurance

## Notice to Employers

When workers are laid off for a period of seven days or more or are separated from the payroll for any reason, employers are required to provide them with a copy of this publication. If it is not practical to provide copies at the work site, the publication should be mailed to employees' last known address within five calendar days of separation. Enter the firm's name and address in the space below:

The Illinois Department of Employment Security (IDES) administers the unemployment insurance program for the state of Illinois. You are entitled to unemployment insurance benefits while you are unemployed if you meet the legal requirements. Benefits are financed by employers' payroll taxes – not by any deductions from your wages.

**Who Qualifies for Unemployment Insurance?**

1. To qualify, you must have earned at least \$1,600 during a recent 12-month period known as the base period (see chart below). You must have earned at least \$440 outside of the base period quarter in which your earnings were the highest. If you do not qualify under the standard base period, IDES will use the most recent four completed quarters for an alternate base period. Contact IDES Claimant Services Center at (800)244-5631 for more details.

<i>If Your Benefit Year Begins:</i>	<i>Your Base Period Will Be:</i>
<i>New claims filed between January 1 and March 31</i>	<i>Four completed quarters ending September 30 (October 1 through September 30)</i>
<i>New claims filed between April 1 and June 30</i>	<i>Four completed quarters ending December 31 (January 1 through December 31)</i>
<i>New claims filed between July 1 and September 30</i>	<i>Four completed quarters ending March 31 (April 1 through March 31)</i>
<i>New claims filed between October 1 and December 31</i>	<i>Four completed quarters ending June 30 (July 1 through June 30)</i>

*If you have been awarded temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently.*

2. Your employer must be subject to the State's unemployment insurance law. Among the types of work not covered are certain agricultural, domestic, railroad and government work, and certain work done for one's family and on commission.
3. You must either be entirely out of work or be working less than full-time because no more work is available. Your earnings must fall below a certain threshold determined at the time you file your claim.
4. Your unemployment must be involuntary. You may be disqualified if you: quit your job voluntarily without good cause attributable to your employer; were discharged for misconduct in connection with your work; were discharged for a felony or theft in connection with your work; or are out of work because of a labor dispute.

5. You must be able and available to work. Benefits are not paid for any period in which you are on vacation, when your principle occupation is that of a student (you may be eligible if you are attending a training course approved by the IDES Director) or while you engage in any other activity that makes you unavailable for work. Benefits are not paid for any day or days on which you are unable to work because of illness, disability, family responsibilities, lack of transportation, etc.
6. You must be actively seeking work and willing to accept any suitable job offered. You must keep a log of your job search activities in every week for which you claim benefits. If your eligibility is challenged, you may be required to produce that document.

### **When and Where to File:**

File your claim for unemployment insurance benefits during the first week after you have become unemployed. You can file for benefits online at [www.ides.illinois.gov](http://www.ides.illinois.gov). If you are uncertain about your eligibility for benefits, contact IDES for further information.

Receipt of this pamphlet does not necessarily mean you are eligible. You will be registered with IllinoisJobLink.com, the state of Illinois' online job board. At IllinoisJobLink.com, you can search and apply for thousands of jobs, get assistance writing and optimizing your resume, and automatically log and track your Search for Work record.

### **Information Needed to File for Benefits:**

- Verification of your Social Security number - either a valid Social Security card or other evidence of your Social Security number, such as a W-2 form or payroll check stub.
- Names and addresses of past employers and the number of days worked for each.
- Records showing wages earned, including dismissal wages and vacation pay.
- Records of any pension payments you are receiving, including Social Security.
- Any odd-job or part-time earnings while you are unemployed.
- Your spouse's employment status and Social Security number.

- Names, Social Security numbers and birth dates of your children, including stepchildren, adopted children under 18, disabled children regardless of age, and any child of whom you have court-ordered custody.

If, within the past two years, you have worked (1) in a state other than Illinois, (2) for a railroad, (3) for the federal government, or (4) if you have served in the armed forces tell an IDES associate.

*Note: The law provides jail sentences and fines if you attempt to obtain benefits fraudulently by withholding pertinent information or by making false statements with your claim.*

Claims for unemployment insurance can be filed online at **[www.ides.illinois.gov](http://www.ides.illinois.gov)**. Once you file your claim, you can obtain information on the status of your claim by calling TeleServe at **(312) 338-4337**.

Our online job matching service, **[www.IllinoisJobLink.com](http://www.IllinoisJobLink.com)**, can match you to employers' job openings. If you have additional questions, please contact IDES at **(800) 244-5631**.

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TDD: (800) 340-1007.

**Note:** The information contained in this brochure is subject to change at any time. For the latest information, visit the IDES Web site at **[www.ides.illinois.gov](http://www.ides.illinois.gov)**.

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