

Unemployment Benefit Information for UVA Employees

Below is general information about applying for unemployment benefits. However, please note that there are many requirements to be eligible for unemployment and each person has unique circumstances and criteria that affect eligibility. This document is not designed to give legal advice on individual situations.

If you have been placed on a full furlough

You may file a claim for Unemployment Insurance (UI) benefits with the Virginia Employment Commission (VEC). If VEC approves your claim, you will receive a weekly benefit payment that is dependent upon past earnings. The maximum benefit amount available from the state is \$378 for up to 26 weeks. The federal CARES Act provides individuals who receive Virginia unemployment benefits an additional \$600 per week supplement payment payable through July 25, 2020.

Please be sure to put "Lack of Work" as your reason for separation from employment on the application.

If your schedule has been reduced or you have been placed on a partial furlough

If your weekly earnings fall below what would be your weekly unemployment insurance benefit, you may file a claim for partial Unemployment Insurance (UI) benefits with the Virginia Employment Commission (VEC). If you are unsure if you are eligible, you can apply and the VEC will inform you of your eligibility.

How much employees receive in unemployment benefits

After applying you will be provided a monetary determination. This will show the Amount and Duration of Benefits you are entitled based on your [base period](#) wages. Your Weekly Benefit Amount is determined by the two quarters with the highest earnings during the base period. Total wages reported during the base period determine your maximum benefit amount. Once your claim is established and reflects all earnings during your base period, the amount you qualify for remains the same for one year and is available to you until your maximum benefit amount or your benefit year is exhausted, whichever comes first.

Currently the maximum weekly benefit amount is \$378 and the minimum is \$60. Individuals must have earned at least \$18,900.01 in two quarters during the base period to qualify for the maximum weekly benefit amount.

How to file a claim for unemployment insurance benefits

The VEC has provided two online tutorials to assist with completing an unemployment claim.

- [How to File Your Initial Unemployment Claim](#)
- [Virginia Employment Commission: Filing for Unemployment Insurance](#)

There are two primary steps to receiving unemployment insurance. First, you must file an application to establish or reopen a claim. If you are out of work due to the coronavirus crisis then you will select “**Lack of Work**” as the reason for separation. Secondly, you access the program each week to claim your unemployment insurance payment.

You should file your application or reopen your previous claim by visiting www.vec.virginia.gov . If you utilized the online system previously, the username and passwords will remain the same.

The online method is the preferred way to access the unemployment insurance application during this time of very heavy claim activity. However, you may file your claim through the VEC Customer Contact Center by calling 866-832-2363. (Monday through Friday 8:15am – 4:30pm.) Please be aware of long wait times at our Customer Contact Center as a result of the coronavirus crisis.

The information needed to file an unemployment claim

You will need the following information to file your claim:

- Your Social Security Number
- Accurate employer names, addresses, telephone numbers, and dates of employment within the last 18 months.
- The Official Address for the University of Virginia is:

1001 N. Emmet Street
Charlottesville, VA 22903

- Your Alien Registration Number if you are not a US citizen.
- If you have any Non-Virginia employers you must have an accurate mailing address, phone number, and dates of employment for them.
- You will be asked to select a method of payment: **VA Debit Card** or **Direct Deposit**. If you select Direct Deposit, you will need to have your Routing Number (First 9 digits located at the bottom of your checks) and your Account Number (5-17 digits, its exact location and number of digits varies from bank to bank).

Incomplete applications will not be processed by VEC and will result in delays. If you do not have this information available, please gather it before you begin to file your claim. The VEC website is available seven days a week. The filing process takes approximately 45 minutes to complete. Please allow enough time to complete this process.

There are five section to the application:

- **Personal Information:** This section includes your name and address and will help determine whether it is possible for you to file online.
- **Employment Information:** This section includes your employment information for the last 18 months, including the reason you are no longer employed by the company(s).
- **Eligibility Information:** This section includes information regarding your current availability for employment.
- **Unemployment Instructions:** This section details the information and instructions that keep your unemployment claim active.
- **Preferred method of payment:** This section will allow you to select your payment method. You must select either Debit card or Direct Deposit.

The information you provide when filing your claim is kept confidential. This confidential Unemployment Compensation (UC) information may be requested and utilized for other governmental purposes, including, but not limited to, verification of eligibility for other governmental programs. The Virginia Employment Commission (VEC) will only contact you on matters that directly concern your unemployment insurance claim.

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For additional information, please visit <http://www.vec.virginia.gov/node/11699>.

A detailed guide to applying is available at:

<https://www.vec.virginia.gov/sites/default/files/documents/Information-on-claims-related-to-layoff-March-2020.pdf>

What happens after you complete your unemployment insurance application or re-open a previous claim

If this is your first time filing a claim you will receive three important documents. The Benefit Rights document explains eligibility requirements and what you need to do each week to claim your benefits. The Monetary Determination document shows how much money you may be eligible to receive. You will also receive a PIN. You need the PIN to claim weekly benefits and to make inquiries about your claim.