Notice to Employees About Applying for Wisconsin Unemployment Benefits

When To Apply

- You are totally unemployed,
- You are partially unemployed (your weekly earnings are reduced), or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early

IMPORTANT: Your claim begins the week you apply. To avoid any loss of benefits, apply the first week you are unemployed. Do not wait until the week is over.

Have This Information Ready To Apply:

□ A username and password for filing online
□ A valid email or mobile number
□ Your social security number
□ Your Wisconsin driver license or identification number
□ Your work history for the last 18 months:
  □ Employers' business names **
  □ Employers' addresses (including zip code) **
  □ Employers' phone numbers
  □ First and last dates of work with each employer
  □ Reason no longer working with each employer
□ Your alien registration number, document number and expiration date, if you are not a U.S. citizen
□ Form DD214 (Member 4 copy), if you served in the military in the last 18 months
□ Form SF-50 or SF-8, if you are a federal civilian employee
□ Name and local number of your union hall, if you are a union member

How To Apply

**STEPS TO APPLY ONLINE:**
1. Type into the internet browser: my.unemployment.wisconsin.gov
2. Read & accept Terms and Conditions
3. Create a username and password
4. Logon to access online benefit services
5. Complete your application

Apply Online During These Times
Sunday 9:00 AM – 5:00 PM
Monday – Friday 6:00 AM – 7:00 PM
Saturday 9:00 AM – 2:30 PM

For help using online services or if you are truly unable to go online call (414) 435-7069 during business hours

For more information about unemployment insurance, visit our website: dwd.wisconsin.gov/ui

STATE OF WISCONSIN
Department of Workforce Development

** Employer Business Name & Address: **

University of Wisconsin River Falls
410 S. 3rd Street
River Falls, WI 54022

Notice to Employers: All employers covered by Wisconsin’s Unemployment Insurance law are required to prominently display this poster where employees will easily see it. If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies go online at https://dwd.wi.gov/dwd/publications/ui/notice.htm or call (414) 438-7705. Please enter your UI Account business name and address in the box (at right) for employee reference.

Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.

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