



Unemployment Insurance

UI Center (877)345-3484

Unemployment Insurance benefits replace part of your lost income if you lose your job through no fault of your own and meet specific weekly eligibility requirements. Employers pay all costs of the Unemployment Insurance program. Taxes are never withheld from employee paychecks.

Filing your Unemployment Insurance claim

***** Have your employment history and earnings information ready before you file *****

By phone: Call 1-877-345-3484 (1-877-FILE4UI). After informational recordings, listen to the menu options and choose accordingly. You will be asked a series of questions and then transferred to a claims specialist who will complete the filing process.

Online: Go to www.employment.oregon.gov. When filing online, it is **very** important you read all the advisories. They contain important information and provide instructions on how to proceed from that point. After you fill out your initial application for benefits, a representative will process the application. This is usually done within 5 business days. You will not be able to view any information about your claim until it is processed.

Be sure to watch your mail or email for important documents regarding your claim. This includes information about your Potential Weekly Benefit amount, maintaining eligibility and visiting your local WorkSource office for a mandatory Welcome Process appointment.

Your initial claim (IC) is effective the week you establish the claim. You cannot backdate your initial claim to a previous week.

Claiming weeks

Once you have established your claim, you must claim benefits each week you believe that you have met all eligibility requirements and want credit or payment for the week. Weeks can be claimed online or by phone. When claiming, you are claiming the week prior (Sunday-Saturday), and will be asked a series of questions designed to make sure eligibility requirements are met for that week. In most cases, you will also be submitting your work searches for the week so be sure that you have the details of these work seeking activities ready to report when claiming your weekly benefits.

Waiting week

The first week you file a weekly claim and meet eligibility requirements is your *waiting week*, as required by Oregon law. We use it to gather information we need to properly pay benefits. It does NOT mean you should wait a week before establishing your claim. There is only one waiting week served during each claim, and it is never payable.

To qualify for waiting week credit you must: have a valid claim, **claim the week**, AND meet all eligibility requirements.

You will NOT qualify for waiting week if: you didn't claim the week, you earned more than or equal to your weekly benefit amount, you worked full-time or the week was denied by the Employment Department.

Weekly Benefit Amount (WBA)

Employers report hours and earnings for their employees each quarter. We use these figures to determine how much you will receive each week. The WBA is 1.25% of your total base period wages. The base period is the first four of the last five completed calendar quarters at the time you file your initial claim.

The WBA is limited by statewide amounts. Oregon's current WBAs are \$151 minimum and \$648 maximum. Your weekly benefit amount remains the same for the life of the claim (52 wks.). The Maximum Benefit Amount (MBA) is 26x your WBA. There are NO extensions at this time.

To get an estimate of your WBA, access our online Benefit Estimator by going to www.employment.oregon.gov, click the link for Unemployment Insurance and then click the link for the Benefits Estimator. Type in your estimated wages and hours for the quarters listed and you will be given an approximate amount.

If you worked in another state during the base year, you may be eligible to file a combined wage claim in any **one** state that you have wages in. Different states calculate weekly benefit amounts differently, so be sure to ask a representative for estimates.

Eligibility Requirements

Employment Department law requires claimants be physically able to work, available for work, and actively seeking work.

Able: being physically and mentally capable of performing the type of work you are seeking.

Available for work: being willing to work both full time and part time, including temporary work and being available for work during all the days and hours customary for the type of work you are seeking (there are some specific exceptions to this requirement). Being available also means being capable of accepting and reporting for all suitable work opportunities in your labor market.

Actively seeking work: means doing what is reasonable for a person to do to return to work as soon as possible. In most cases, you must complete and report at least five (5) work seeking activities for each week that you claim benefits. Two (2) of these activities must be direct employer contacts.

Direct employer contacts are: contact in person, by phone, by mail, or electronically to inquire about and/or apply for a job opening. You must contact the employer in the manner they require.

Other work seeking activities can include (but are not limited to): attending job placement meetings/workshops, updating your resume, reviewing job placement websites, networking, etc.

You are required to report that you are not available for work when any condition exists that could prevent you from working, accepting work or seeking work. This includes, but is not limited to: travel, illness, injury, hospitalization, incarceration, school attendance, the loss of childcare or transportation, placing restrictions on the hours you will work, the wage you will accept, and the distance you will travel to work. All **may** impact your eligibility for benefits and must be reviewed.

Contact Information

During the life of your claim, be sure that you keep your mailing address and phone number current. It is important that we are able to reach you in a timely manner, should the need arise.