



Information about Unemployment Insurance for Workers on Temporary Layoff

What is a Temporary Layoff?

A temporary layoff occurs when you are partially unemployed because of lack of work or you have worked less than the equivalent of 3 customary, scheduled, full-time days for your plant or industry and earn less than your ineligible amount (earnings allowance plus your weekly benefit amount). Your employer will notify you when a temporary layoff occurs or is pending, and will prepare the information needed to file for temporary unemployment insurance benefits.

Your employer is allowed to file a temporary layoff claim only once during your benefit year and this one occurrence is limited to a maximum of 6 consecutive weeks. The first week of this series is a waiting period week for which no benefits can be paid. After this six week period has passed (if you are still unemployed) you will need to file your own claim for unemployment benefits.

What Happens Next?

After your new claim is filed, you will be mailed Form NCUI-550, *Wage Transcript and Monetary Determination*. This form shows the employer(s) for whom you worked during the base period applicable to your claim, and the amount of wages they paid you during each quarter.

It also shows the weekly amount of benefits payable to you and the number of weeks for which benefits may be paid during your benefit year. Currently, the maximum weekly benefit amount payable is \$350 per week. The number of weeks payable at the full weekly benefit amount varies based on the seasonally adjusted unemployment rate.

If you are ineligible for unemployment insurance benefits, the form will explain the reason(s) why. ***Please examine this form carefully.*** If any of the information on this form is incorrect, you may protest this determination by mailing a copy of the notice, along with supporting documentation, to the Monetary Revision Unit at the address listed on the determination. This must be done within 10 days from the earlier of mailing or delivery of the determination in order to be timely.

Payments:

When your claim is filed, you will also receive Form NCUI 500TW, *Voluntary Election for Income Tax Withholdings and/or Direct Deposit of UI Benefits*. You may use Form NCUI 500TW to have UI benefits directly deposited into your bank account. Unless you choose Direct Deposit, benefits will be paid to you on a Debit Card. Both Debit Card and Direct Deposit are secure, convenient, dependable and fast benefit payment methods.

Per North Carolina Law, all claims have a one week waiting period week in which you will not receive a benefit payment. Any break in your claim (such as a separation after returning to work) during your 52-week benefit year will require you to reactivate your claim and serve another waiting week, should you establish another claim.

Fraud:

For each week you claim benefits, you must report the *gross* amount of any earnings you make. Earnings must be reported in the week in which the money is earned, not when you are paid. You must also report any type of retirement pay, *except Social Security*, which is based on *your* work history, as these payments could affect your unemployment benefits. Failure to report all earnings or other payments correctly could result in your being overpaid, and may subject you to repayment. Contact our Customer Call Center at 888-737-0259 if you have questions about reporting any payments.

It is your responsibility to furnish all required information regarding your claim, truthfully and completely. If you knowingly make a false statement or knowingly withhold a material fact while claiming benefits, you will be disqualified for benefits for one year, and you may be prosecuted.

Taxes:

You may use Form NCUI 500TW to voluntarily elect to have Federal and/or State income tax withheld from your UI benefits by completing and returning the form. If you choose to have Federal taxes withheld, the withholding rate is 10% of the gross benefits due. You must specify the percentage of State taxes to be withheld. As an alternative to filling out this form, you may go to our website and perform this task.

If you have any questions concerning your claim, please contact the Customer Call Center by telephone at 888-737-0259 or by email at: esc.ui.customerservice@nccommerce.com. Please include your full name and the last four digits of your social security number when emailing our service center. Further information regarding the unemployment insurance program may be found on our website at: des.nc.gov.

For job seeking assistance, follow this link: <http://www.nccommerce.com/workforce>.

Benefits Inquiry

You may login to your account on our website at des.nc.gov to review your benefit payment history or other pertinent information about your claim.

PRIVACY ACT STATEMENT

The Privacy Act of 1974 requires that you be given this statement because your employer is being asked to provide your Social Security Account number on your claim for unemployment compensation. Your Social Security number is solicited under the authority of the Internal Revenue Code of 1954. ***Disclosure of your Social Security number for this purpose is mandatory; it must be entered on your claim for unemployment compensation.***

Your Social Security number will be used to report your unemployment compensation to the United States Internal Revenue Service and the North Carolina Department of Revenue. All unemployment compensation is subject to federal and state income tax. For further information, you can obtain a copy of Publication 905, "Unemployment Compensation: It's Taxable", by calling 800-829-3676. Your Social Security number will also be used as a record index for processing your claim, for statistical purposes, and to verify your eligibility for unemployment compensation and other public assistance benefits. ***If you refuse to allow your employer to disclose your Social Security number, your claim for unemployment benefits will not be processed.***