



Unemployment Rights Supplement Guide

CFA Lecturers Council

May 9, 2019

Abstract

This guide has been updated to reflect changes in the CA EDD online application. This is a guide which we hope provides information and resources for Lecturers who are applying for unemployment benefits between terms as well as for those who are denied benefits.

All part-time Lecturers on contingent appointments and all Lecturers on 1-year full-time appointments in a single department are eligible for UI benefits during all semester/quarter breaks. The best day to apply for UI benefits is the day after the last official day of your most recent academic term. If this end date is not on your most recent appointment letter, then refer to the academic calendar for your campus. Even if you have filed your grades before this date, it is important to know that we are term rather than hourly employees, and our academic term wages are earned until the last official day of that term. The flip side of this is that even if you haven't finished grading by the official end date of the term, you can nonetheless file for UI benefits as your employment has legally ended and you are no longer earning wages. Please see the information on the Lecturer pages of the CFA web site, including:

<http://www.calfac.org/post/information-lecturers-unemployment-benefits>

Accessing UIOnline

The UIOnline portal that is used to apply for unemployment benefits is under the Benefits Programs Online portal (along with Disability and Family Leave claims). The following link will take you right to the login page: portal.edd.ca.gov/WebApp/Login

After logging in:

- Click "UI Online" (Fig. 1)
- Click "File New Claim"
- Check "I have read all of the above information.", then click Next
- Check boxes

A: The Application Process



1 General Information

The application consists of 6 main parts. The first part is general information about you and any claims you may have previously filed. You will need your last 18 months worth of appointment letters handy (3 semesters or 4 quarters).

- Applicant Information (Fig. 2)
- Driver License information
- Prior Claim Information
 - Contact Information (Fig. 3)
 - Citizenship & Statistical Information

2 Last Employer Information

- List of Employers
- Last Employer Information (Fig. 4) If you already have an employer (from a previous claim), it should already be here, although you can modify the information. If you don't have an employer listed, add an employer and add the information. **Very important!:** The general phone number of your campus **Human Resources (HR) office**; do **not** use your department phone number! For "Separation Category", select "Laid Off/No Work". For "Separation Explanation", select "No work available/Not enough work".

If you are reopening a claim, you may have to fill out a text box, in entry 5a under Last Employer Details. Here, enter *exactly* the following statement: "My temporary, part-time, contingent appointment ended, and as per EDD statute 1253.3(g), I lack reasonable assurance of future work."

Below that, enter any miscellaneous sources of payments for work, none of which apply for most applicants.

3 Employment History

Here you enter your actual salary information for every employer you worked for in the last 18 months.

- Employment Information (Fig. 5):

If you have entered your employer information at this point, you should be able to click Update to enter your salary information for this past year. This will open a new page where you enter you salary details (Fig. 6).

1. **Employer Information:** should already be filled out from earlier

2. First day you worked for this employer: Because this question asks about your employment for the past 18 months, if you teach on a semester campus you should have your last 3 semester appointment letters handy, and if you teach on a quarter campus 18 months covers the last 4 quarters. So for “First day you worked for this employer” you should use the first official day of the third semester ago or the 4th quarter ago if you’ve been teaching that long. For example, if you are applying for UI benefits at the end of S’15, use the start date for the S’14 semester or the S’14 quarter. If you have been employed in the CSU for fewer than the last 3 semesters or 4 quarters, then use the official start date of the earliest term you worked in the CSU during the past 18 months.

3. Last day you worked for this employer: Use the end date on your most recent appointment letter, i.e., the term that just ended. If you weren’t given a single-term appointment letter with a start date and end date of that term (on quarter campuses it is common to receive a yearly appointment letter), then use the end of term date found on the official campus academic calendar found on your campus web site. On many campuses, this date is the first date grades are due from faculty.

4. Did you work full time or part time?: This is defined based on your appointment letter, not the number of units you actually have been teaching. You are part-time unless you have a 3 year, *full-time* unconditional appointment (15-unit entitlement for every term).

5. How much did you earn per hour?: First, compute your average weekly salary by dividing your average term gross salary (from your last 3 semester/last 4 quarter appointment letters) by 17 weeks (for a semester campus) or 11 weeks (for a quarter campus); this will yield your average weekly gross wages. Second, then take your weekly gross wages and divide it by the number of hours you work in a week. To compute the number of hours you technically work each week, you need to convert your timebase into hours/week by dividing your average academic term units (over that 3 semester or 4 quarter period) by 15 units, and then multiplying it times 40 hrs/week.

For example, for a 1.0 timebase (15 units):

$$15 \text{ units} = \frac{15}{15} = 1.0 \text{ timebase} \Rightarrow 1.0 \text{ timebase} \times 40 = 40 \frac{\text{hrs.}}{\text{week}}$$

For a 0.8 timebase (12 units):

$$12 \text{ units} = \frac{12}{15} = 0.8 \text{ timebase} \Rightarrow 0.8 \text{ timebase} \times 40 = 32 \frac{\text{hrs.}}{\text{week}}$$

For a 0.6 timebase (9 units):

$$9.0 \text{ units} = \frac{9}{15} = 0.6 \text{ timebase} \Rightarrow 0.6 \text{ timebase} \times 40 = 24 \frac{\text{hrs.}}{\text{week}}$$

For a 0.5 timebase (7.5 units):

$$7.5 \text{ units} = \frac{7.5}{15} = 0.5 \text{ timebase} \Rightarrow 0.5 \text{ timebase} \times 40 = 20 \frac{\text{hrs.}}{\text{week}}$$

...and so on.

Note: A more precise way to determine hourly wages. The Academic Calendar of many campuses has a note about the actual number of days faculty are on duty during each semester. (See Fig. 7.) By looking up this number for each semester, you can determine your daily wage by taking the total wages earned in the semester (from your appointment letter), and dividing that by the number of days from the calendar. This will give the *daily* wage.

For example: for a 0.8 timebase (12 units), suppose we calculate total wages for the Fall semester to be \$22,000. From the calendar (Fig. 7), we have 86 days on duty, so to get the daily wage:

$$\frac{\$22,000}{86 \text{ days}} = \$255.81 / \text{day}$$

This is the *daily* wage. Then, to determine hourly wage, divide this number by 8 hours for a day multiplied by the time base (0.8) to account for being part time.

$$\frac{\$255.81 / \text{day}}{0.8 \text{ timebase} \times 8 \text{ hrs./day}} = \$39.97 / \text{hr.}$$

6. On average how many hours did you work per week?: Figure out the number of hours you work per week, using the method above. If a 15 unit full-time appointment is 40 hours/week, a 12 unit (.8) appointment would be $.8 \times 40 = 32$ hours/week, a 9 unit (.6) appointment would be $.6 \times 40 = 24$ hours/week, a 6 unit (.4) appointment would be 16 hrs/week, a 3 unit (.2) appointment would be 8 hrs/week, and so on. If your time base varied over the past 18 months, find your average timebase by adding each of them together and then divide by either 3 (semesters) or 4 (quarters).

7. Provide wages earned from the employer listed above for the following quarters: For this question you're going to have to figure out not only what your weekly gross wages were for each of the six 3-month quarters listed in this question, but also how many weeks in the 3-month quarters they ask about overlapped with weeks that you were employed within your academic semester or quarter. You can do this by using the start and end dates of your term employment taken off of your last 3 (semester) or 4 (quarter) appointment letters, or, lacking this, you can refer to the dates in the official academic calendar for your campus, paying attention to the start and end dates of the term.

Simply figure out the number of weeks you were within an academic semester or quarter in each of the six 3-month periods asked about - and then multiply that number of weeks times the weekly gross wages for the term(s) involved. But be sure to not count the week of Spring break as a week you earned

wages in this question; this means that you will need to not count one week in either March of both years or April of both years when you're multiplying the number of weeks you were actually employed times the weekly gross salary for the 3-month quarters in question. So for most semester campuses, any 3-month calendar quarter that runs from 1/1 to 3/30, there is 1 week in January that is within the Spring semester, all 4 weeks of February, and 3 or 4 weeks in March - depending on whether your Spring break was the last week of March or the first week of April. This means you'll multiply your weekly gross earnings from that Spring semester by either 8 or 9, depending on the timing of your Spring break.

For any 3-month calendar quarter that begins on 4/1 and ends on 6/30, you're earning wages either 3 or 4 weeks in April depending on Spring break, and either 3 or 4 weeks of May depending on when your Spring semester ends, so multiply your weekly gross wages by 6, 7 or 8, depending.

For any calendar 3-month calendar quarter that begins on 7/1 and ends on 9/30, we're not earning CSU wages during July, and the Fall semester usually begins the 3rd week of August, so that's 3 weeks for August and 4 weeks for September for a total of 7 weeks.

Lastly, for 3-month calendar quarters that begin on 10/1 and end on 12/30, we're employed 4 weeks in October and November and 3 weeks in December, for a total of 11 weeks. Use your own campus's academic terms if you're on a quarter campus and compute your gross wages accordingly.

- After completing that form, you go back to the Employment Information page and enter your employment history and work type at the bottom of the page (Fig. 8).

1. **...did you work for any other employers not listed above?:** Only answer "YES" if you had more than one employer in the last 18 months. Answering "YES" will open a duplicate 16-cell box for another 18-month period of employment for another employer. You are able to open up a total of 8 such boxes. Be sure to also include all non-CSU employers you had during the past 18 months. When EDD asks you to indicate all employers in the past 18 months, they mean ALL your employers in the past 18 months. You receive a W2 from an employer; if you receive a 1099, then you are an outside consultant and not an employee. If your only employment is at the CSU campus listed in Question 1-1, then answer "No" to this question.
2. **...which employer did you work for the longest?:** Of the employers you listed above, indicate the one you worked for the longest.

How long did you work for that employer?: Answer this question based on the employer you worked for the longest. . To compute the total time you were employed at your campus, multiply the number of terms you taught by the number of weeks in the official term; use either 17 for semester campuses or 11 for quarter campuses. Add any summer and/or winter inter-sessions taught using the same rubric, then divide the total number of weeks by 52. This will give you the number of years and decimal fraction of years you taught at that campus. An answer such as 7.2 years can be translated

to 7 years 3 months (12 months in a year, so .5 years = 6 months, .25 years = 3 months, etc.).

Select the industry...: State Agency

What type of business: See below.

- Click on the links for “Add Business Type” and “Add Work Type” to enter that information. Each will take you to a new screen. On the Business Type screen (Fig. 9) choosing “Services” from the drop menu will let you select “Education”. On the Work Type screen, you will get a search box and if you enter “University”, you get a list of jobs that should cover most part-time faculty (Fig. 10).

4 Additional Information

- School Employee Information (Fig. 11). See the figure for the answers you should provide if you are a part-time faculty without assurance of work for the next semester.
- Availability Information (Fig. 12). See the figure for information and typical answers for this screen. Some of the more important answers are given here:

Is the type of work you perform seasonal?: NO. Academics are not considered to be seasonal workers.

Do you expect to return to work for a former employer?: NO!!! You hope to return, but you have no contractual basis of expecting to return due to the contingent nature of your appointment.

Do you have a date to start work?: NO!!! You may know the first date of the next term, but because your last appointment letter has a start date and an end date, and provides “no guarantee of future appointment” the answer is NO. See also CBA Article 12.4. Even if you have signed your contingent appointment letter for the next term, you can still be bumped from all of your classes before you meet them the 3rd time and you’ll only be paid for the prorated days since the start of the term. So the answer to this question is NO. And think about it: if you’re applying for UI benefits then you’re no longer employed, right?

Are you ready and willing to accept work...?: YES; you have to be available for full-time work in your usual occupation in order to receive UI benefits while unemployed. (This is true regardless of whether you are self-employed or pursuing a Ph.D. - both of which will trigger a phone interview.)

Are you currently self-employed...?: Answer honestly. If you are self-employed, a 150-character box will open and you will be given an opportunity to explain the nature of this work. Even if you write that the work is intermittent and rarely provides income, answering YES to this question will most likely lead to a phone interview with EDD, where you’ll have to explain the nature of your self employment. But answer honestly.

Are you a member of a union...?: If you are a CFA member answer YES. See the figure for the CFA info.

If needed, the CFA physical address is: 1110 K St, Sacramento, CA 95814

- Additional Information (Fig. 13)
- Disaster Information (Fig. 14)

5 Summary

This page repeats all the information you have entered for your review. Print it for your records.

6 Confirmation

Done! This should give you a confirmation number and some other information about keeping your eligibility up-to-date.

B: After Submitting the Application



Within 7-10 days you should receive a one page “Notice of Unemployment Insurance Claim Filed” that you should check for accuracy, and then a “Guide to Benefits and Employment Services” that you should read.

C: Notice of a Phone Interview



If you receive a letter advising you that a phone interview is going to be conducted during a two-hour window on a specific day, you need to be available at whatever phone number you provided on the UI application form. If you provided a cell phone number, you will not be tied to your home while waiting for this call. If you cannot be available for this call, you will need to contact EDD as soon as you can before the call, although it can be very difficult these days to reach them by phone. The best way to contact EDD is by sending them an email via the “Contact EDD” link on their home page, and then the “Ask EDD” live link in the 2nd paragraph.

On the back side of that letter will be some of the questions EDD will ask you during the phone interview. The most common set of questions consist of the following:

1. “If you will return to work for a school employer at the end of the recess period”
2. “When did you last work for a school employer?”
Answer: “I indicated my last day of employment on my online application for UI benefits that I submitted on (date of most recent submission)” and then inform the interviewer of the end date of your most recent academic term. [NOTE: It will be useful to have at your fingertips both your most recent appointment letter as well as the print-out of your most recent online application for UI benefits.]
3. “What is the name and address of the employer?”
Answer: “I indicated the name and address of my most recent employer in two

sections of my online application for UI benefits, both in Employment Information, part 1 of 2, and again in Employment Information, part 2 of 2. But if you need it again it was [name and address of your CSU campus]”

4. “Are you on a recess period?”

Answer: “No. Tenure-line faculty and other permanent employees of the CSU have recess periods, but temporary, part- - time faculty such as myself do not have recess periods. Instead, I have a temporary appointment letter that has a start date and an end date of my term employment, and my employment ended on (read the end date off of your most recent appointment letter). Additionally, my appointment type is contingent on budget, enrollment, and program changes, and as per EDD statute 1253.3g, I have no reasonable assurance of future work. Furthermore, both my appointment letter and my collective bargaining agreement article 12.4 state that at the end of my appointment there is no guarantee of future employment.” NOTE: Sometimes, if you are dealing with an experienced EDD staff person, your answer to the last question will terminate the interview, as they will realize you’re neither a K-12 school employee with a permanent position nor a tenured professor with a permanent position. Occasionally you’ll get a new EDD staff person who will give you hard time as they are convinced you’re on a recess period and won’t take no for an answer. Either way, retain your composure, and be polite but firm; you are not on a recess period.

5. “When did your recess period begin and when does it end?”

Answer: “As I previously indicated, I am not on a recess period. My employment ended on (end date of most recent term). Because my appointment has no guarantee of future work, and because it is contingent on budget, enrollment, and program changes, I have no reasonable assurance of being reappointed in the next academic term.”

6. “What kind of work did you perform for a school employer in the last year/term?”

Answer: “I taught university classes in (name of your discipline)” [Note: depending on the tone of the interviewer, you can also list the names of courses you normally teach.]

7. “What was your employment status on our last job with a school employer? Permanent, Temporary, Part-time, Tenured, Substitute, Other? If other, be prepared to explain.”

Answer: “My employment status was as a Part- - time, temporary, Lecturer and my appointment was contingent on budget, enrollment, and program changes.”

8. “Will you return to work for any school employer at the end of the recess period?”

Answer: “As I previously indicated, I’m not on a recess period. I hope to eventually receive an offer of employment for the next academic term, but I have no contractual nor legal basis of expecting to receive one. And even if I receive a new appointment letter and sign it, I can be bumped from all of my classes by tenured full or associate professors, untenured assistant professors, faculty in the Faculty Early Retirement Program (FERP), faculty in the Pre-retirement Reduction of Time Base program (PRTB), volunteer faculty, an administrator who wants to teach my course, a teaching assistant or other student instructor,

plus any full-time Lecturers in my department. If any of these faculty or student instructors lose their class due to low enrollment, they all have the contractual right to bump me from my high enrolled classes. And if I lose a class for any reason before I meet it the third time, I will only be paid pro-rata from the start of the academic term until the day I lose my class(es) . This is what it means to be a part-time Lecturer on a temporary, contingent appointment in the CSU.”

9. “What are the name(s), address(es) and phone number(s) of the school employer(s)?”

Answer: [If saying no doesn’t forestall this set of questions:] “As I indicated, I have no basis of expecting to return to [name of campus]. But if you once again want the name and address it’s what I indicated earlier in response to your 3rd question. The phone number is as I indicated in response to Part 1 of 2 in the Employment Information section of the online application for UI benefits. It is [general phone number of your campus HR department]; you can read this directly off the copy of your UI application you printed out before clicking “Submit”).”

10. “How were you notified? In writing, verbally, Other (explain)”

Answer: “As I indicated previously, I am not on a recess period and have no basis of expecting to return to work on this campus. If I AM notified that my department has classes for me, this typically happens a few days before the start of classes, either by phone or email. And if I do receive a subsequent term appointment, it will be contingent on budget, enrollment, and program changes”.

11. “Who notified you? Name?. Title?, Phone No.?”

Answer: “As I indicated previously, I am not on a recess period, have no basis of expecting to return to work on this campus, and have not been notified.” Or, if you have been given an appointment letter to sign: ‘I was given a new temporary, part-time, contingent appointment letter by my department secretary/Chair/College Dean” and provide their phone number.

12. “What date were you notified?”

Answer: “As I indicated previously , I am not on a recess period, have no basis of expecting to return to work on this campus, and have not been notified.” Or, if you’ve signed your appointment letter: “I was given this part-time, temporary, contingent appointment letter of such and such a date, but I won’t know until I meet my class(es) for the third class session that I will actually be paid for that academic term”.

13. “Is the work you were offered contingent on enrollment, funding, or program changes?”

Answer: “As I indicated previously, I am not on a recess period, have no legal basis of expecting to return to work on this campus, and have not been offered work. But if I’m fortunate enough to be offered work, it will indeed be contingent on enrollment, funding, AND program changes.” Or, if you have been given your next appointment letter: “Yes; the appointment letter I was given is contingent on budget, enrollment, and program changes”.

14. “Do you have a written contract or agreement?”
Answer: “No.” or if you have already signed the next term’s appointment letter: “Yes”
15. “What are the terms of the agreement?”
Answer: Either: “It is contingent on budget, enrollment, and program changes” or “If I am fortunate enough to be offered work, it will be contingent on budget, enrollment, and program changes.”
16. “Are you on a list to be called back to work by your school employer or another school employer during the recess period?”
Answer: “As I indicated previously, I am not on a recess period. I am also not aware of any such list.”

D: Employment Development Department (EDD) Phone Contacts



The numbers are:

English	800-300-5616
Spanish	800-326-8937
Cantonese	800-547-3506
Mandarin	866-303-0706
Vietnamese	800-547-2058
Outside California but within the United States, Canada, Puerto Rico, or the Virgin Islands	800-250-3913
TTY (Non Voice)	800-815-9387

If you are unable to get through on the “English” line because it is continually busy, you might be able to reach an EDD representative by calling one of the other numbers.

But it is almost impossible to get through by phone; being patient and persistent, and using speed dial for about 30 minutes straight may be required. If you are unable to get through by phone (which will probably be the case), you should either send an email by using the “contact EDD” function at the EDD web site described above, or visit your nearest EDD office.

E: Register for CalJobs



CalJobs is a work-finding site that helps people find work. Signing up after completing the UI application shows that you are available for work, which you must be if you are applying for UI benefits. After you submit the UI application, the URL to sign up for CalJobs is:

<https://www.caljobs.ca.gov/vosnet/Default.aspx>

You will need to create an ID and a password, and then construct a simple resume, and specify the sort of jobs you're looking for. You should check your CalJobs account at least every 2 weeks while receiving UI benefits.

F: Continuing Your Claim



Your first continuing claim form should arrive within 2 weeks. Each continuing claim form covers two weeks that are specified on the form, with the first day of the EDD week always being a Sunday. Your first week of a new 12-month UI claim is a waiting period, so the first week on your first continuing claim form will probably be X-ed out, and you only have to bubble in your answers on the 6 questions for the second week.

You should always answer the 6 questions honestly, but if your answers to questions 1, 2, 4, 5, and 6 aren't "NO" and question 3 isn't "YES" you won't be eligible for UI benefits for those weeks. You only have to fill out the work search record on the back of the form if the box by question #3 is sent to you with an "X" inside. Note that question #6 asks: "Did you work or earn any money, whether you were paid or not?" and NOT "Did you receive any delayed pay from a previous period of employment?" The fact that you might still be receiving paychecks for work you did during the academic term has no bearing on your eligibility to receive UI benefits. Our academic year salary is divided into 12 equal monthly paychecks to ensure continuation of medical coverage, but the paychecks you receive during semester or quarter breaks is for work you did while you were previously employed during those terms.

If the first week on your first continuing claim form includes any portion of the last official week of the academic term, you should answer YES to question 6 for this week only, which then obligates you to fill out Box A and B below for the first week only. Box A asks for your gross wages for that week, and the maximum you can input is \$999.99. If it includes the bulk of your last official week, then input your weekly gross wages as described previously. If it includes half of the work week or less, adjust accordingly. For Box B, include 1) your last day of work, 2) your total hours of work that week (based on your timebase, as explained earlier; or a fraction of this if less than a full work week is covered), 3) the name of your campus and its address, and 4) write "temporary appointment ended". But for the 2nd week on this form, answer NO to question 6.

Be sure to always sign your claim form, and bubble in the box if you want federal taxes withheld. UI benefits are not subject to state tax, but they are subject to federal tax. There will always be a date on the form that is the earliest date you should mail it back to EDD, and this date will always be a Sunday. Never, ever, put it in the mail before that Sunday. It can be mailed as many as 10 days after that date and it won't be considered too late, but if it is sent to EDD even one day early it will be sent back to you. Always make a copy of this form prior to sending it in for your records should you ever be questioned on your answers.

NOTE: You can submit your continuing claim via UI Online. Please

note that neither "Residual Pay" nor "Wage Continuation Pay" nor any of the other terms listed on UI Online apply to the delayed paychecks we receive in the CSU after the end of the academic term in which we earn them. So just answer NO to Question 6 "Did you work or earn any money whether you were paid or not?" as usual if the week does not overlap any days of the official academic term. To register for UI Online go to:

https://www.edd.ca.gov/Unemployment/UI_Online.htm

NOTE: Since Spring 2011, EDD has been issuing an Employment Development Department (EDD) Debit Card instead of a check as the way to deliver Unemployment Insurance benefit payments. For more details see:

http://www.edd.ca.gov/About_EDD/The_EDD_Debit_Card.htm

To activate your EDD Debit Card once it arrives, either copy and paste the following URL into your browser: www.bankofamerica.com/eddcard or call: 1-866-692-9374 (voice)/1-866-656-5913 (TTY)

The EDD card is valid for 3 years from date of issue, and you do not have to have an account with BofA to use this card without paying any fees. Once you get your card, read the instructions and go to the web site above to set up an automatic recurring transfer to your checking account. Once you do this, as soon as benefits are disbursed to your EDD card, they are automatically deposited in your checking account, which can be at any bank or credit union.

G: Freezing Your Claim



The way you freeze your UI claim at the start of the next academic term is by not sending in your 2-week Continuing Claim (CC) Form. The ideal situation is when you receive a 2-week Continuing Claim Form towards the end of Winter or Summer break, and the 1st week on the CC Form is the next to last week of your break, and the 2nd week on the CC Form is your last week of break; i.e., the first official day of the next term doesn't fall until the week after the 2nd week on your form. In this case, you can answer NO to question 6 for both weeks on that CC Form, send it in or file via UI Online, and then when you receive the next CC Form simply file it away in your folder for this UI "year" and don't send it in. This will stop EDD's sending of CC Forms and will freeze your claim.

We used to be able to wait until our actual first day of class to freeze our UI claims; this was due to the previous language in Article 12.5 that only paid us for the hours we were in class if we lost that class prior to the 3d class meeting, The new language in 12.5 states that "If a class is cancelled prior to the third class meeting, the temporary employee shall be paid for the portion of the academic term worked prior to the cancellation." This means if we lose a class for any reason prior to meeting it the 3rd time - including being bumped by someone higher in preference for work - we will be paid our weekly wages from the official start of the term up until the day we lost the class. So we used to be hourly workers prior to the 3rd class session and term employees after; now we are academic term employees from the outset, albeit on contingent appointments. This pro-rata pay clearly needs to be monitored, and reported to your

AVPs for Lecturers if this pro-rata academic term pay is not forthcoming.

The other way freezing a claim works is when the first week on the 2-week CC Form is your last week of break, and the 2nd week on the form overlaps the official start of the academic term. In this case, answer NO to question 6 for the 1st week on the form but you should answer YES for the 2nd week. This will necessitate your also filling out boxes A and B below the 2nd week. The amount of gross wages you indicate in box A (the maximum is \$999.99) will depend on which day the work week the term officially begins. For example, if the term officially begins on a Thursday and you don't meet your first class until the following Monday, you nonetheless need to report that you earned 40% of your weekly gross wages on the two days (Thursday and Friday) in that work week.

We hope that you have found this unemployment guide to be useful. These are very challenging times, and we realize that this may sound like cold comfort if you have been told you have no classes, but we Lecturers are nonetheless better off due to the successive gains hard won by the CFA.

Contact your campus Lecturer Representative or local CFA chapter for additional help. For contact information go to: <https://www.calfac.org/find-your-campus-lecturer-rep> or <https://www.calfac.org/campus-cfa-chapters>

Contacts



If you need help, including being denied or receiving a Notice of Overpayment, contact the following individuals at CFA:

Jonathan Karpf	jkarpf@calfac.org	C: 408-398-9449	H: 408-286-3342
Antonio Gallo	agallo@calfac.org	323-947-9441	

Application Figures

Figure 1: Login page

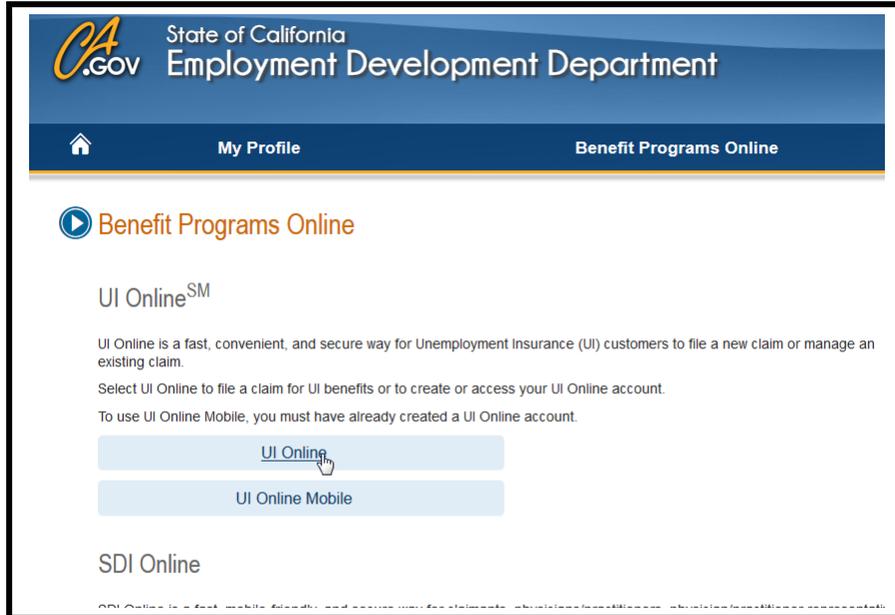


Figure 2: Applicant Information Page

Applicant Information

1 General Information

2 Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6

To begin filing your claim you will need to provide your identification information.

Provide the Social Security number that was issued to you by the Social Security Administration.

If you were assigned an ECN (9-digit number beginning with 999 or 990) by the EDD, provide that ECN under question 1 and provide your SSN under ques

***Indicates required field**

1. ***Social Security number (SSN) or EDD Client Number (ECN)**

1a. Confirm the last 4 digits of your SSN. [?](#)

1b. Was this Social Security number issued to you or issued on your behalf by the Social Security Administration? [?](#)

Unhide
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 Yes No
2. If you have used any other Social Security numbers, list them. [?](#)

Unhide
 Unhide
3. ***Date of Birth**

(MM/DD/YYYY)

Unhide
4. ***Gender**

Female Male
5. Applicant Name [?](#)

***First Name:**

Middle Initial:

***Last Name:**
6. ***Is this the name that appears on your Social Security card?**

Yes No

Figure 3: Contact Information Form

Contact Information

1 General Information

2 Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

Provide your personal contact information, including, your mailing address. If you have a Post Office (PO) Box or Private Mail Box (PMB), you must also provide your residence address.

***Indicates required field**

1. What is your mailing address? [?](#)

***Number, Street, and Apartment/Unit or PO Box Number:**

***City:**

***State:** CA - California

***ZIP Code:** 94590

***Location:** United States

Yes No

-Select One-
2. ***Is your residence address the same as your mailing address?** [?](#)

If you do not live in California, select the name of the county or county-equivalent (for example, parish, borough, census area, independent city, etc.) where you live. [?](#)

4a. Phone Number

-Select One-

Previous

Save as Draft

Cancel

Next

Figure 4: Last Employer Information Form

1 General Information

2 Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

Provide additional details in the Last Employer Information section and select Next.

*Indicates required field

Last Employer

Employer Name	Employer Mailing Address	Employer Physical Address	Action
CSU, CALIFORNIA MARITIME ACADEMY GENERAL	PO BOX 23020 OAKLAND, CA 94623	200 Maritime Academy Drive Vallejo, CA 94590 Phone Number: 7076541021	Modify Delete

Last Employer Information

1. *What is the first and last name of your immediate supervisor?
2. *Last Date Worked (MM/DD/YYYY)
3. *Reason No Longer Working. Important!
Your last employer will be contacted to verify the reason you are no longer working. Providing false information is considered fraud and may result in penalties.
 Separation Category: -Select One-
 Separation Explanation: -Select One-
4. If you received, or if you expect to receive, any payments from your very last employer or any other employer other than your regular wages, report the payment below.

	Amount	From Date	To Date
4a. <input type="checkbox"/> Holiday Pay	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>
4b. <input type="checkbox"/> Vacation Pay	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>
4c. <input type="checkbox"/> Severance Pay	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>
4d. <input type="checkbox"/> In-Lieu-Of-Notice Pay	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>
4e. <input type="checkbox"/> Other Pay	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>	<input style="width: 60px;" type="text"/> <small>(MM/DD/YYYY)</small>

4e.1. Explain Other Pay

Figure 5: Employment Information Page

➔ **Employment Information**

✔ General Information

✔ Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

Provide your employment information for the last 18 months.

If you worked for a temporary agency, a labor contractor, an agent for actors, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer or payroll company. If necessary, refer to your check stub(s) or W-2(s) to obtain the name(s) of your employer.

NOTE: Failure to report all employers, periods of employment, and total wages may result in your benefits being delayed or denied. Provide as much accurate information as possible for each employer.

*Indicates required field

Last Employer

You previously provided CSU,CALIFORNIA MARITIME ACADEMY GENERA F as your last employer. If you worked for CSU,CALIFORNIA MARITIME ACADEMY GENERA F from 01/01/2018 to 03/31/2019, add additional information below.

Update Employment Information

Select Yes to all the employers you worked for during 01/01/2018 to 03/31/2019.

For every employer you worked for select Update or Modify to provide additional information.

Employer Legal Name	Doing Business As (DBA) ?	*Did you work for this employer?	Employer Details	Status
CSU,CALIFORNIA MARITIME ACADEMY GENERA F	CSU,CALIFORNIA MARITIME ACADEMY GENERA F UND	<input checked="" type="radio"/> Yes <input type="radio"/> No	Update <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 2px;">Update</div>	Incomplete

Add Employment Information

Add additional employer information if applicable.

Figure 6: Employer Details

Employer Details

General Information Last Employer Information **3 Employment History** 4 Additional Information 5 Summary 6 Confirmation

Provide additional information for this employer.
Some sections may be pre-populated with information provided directly from your employer.

*Indicates required field

1. Employer Information

*Employer Name: CSU,CALIFORNIA MARITIM

*Mailing Address: PO BOX 23020

*City: OAKLAND

*State: CA

*ZIP Code: 94623

2. *First day you worked for this employer? 01/02/2018 (MM/DD/YYYY)

3. *Last day you worked for this employer? 05/04/2019 (MM/DD/YYYY)

4. *Did you work full time or part time? Part Time Full Time

5. How much did you earn per hour? 47.75

6. *On average how many hours did you work per week? 40

7. Provide wages earned from the employer listed above for the following quarters:

Gross wages earned from 04/01/2019 to 06/30/2019:	7969.16
Gross wages earned from 01/01/2019 to 03/31/2019:	21915.19
Gross wages earned from 10/01/2018 to 12/31/2018:	18776.40
Gross wages earned from 07/01/2018 to 09/30/2018:	13143.48
Gross wages earned from 04/01/2018 to 06/30/2018:	7441.32
Gross wages earned from 01/01/2018 to 03/31/2018:	22323.96

Previous Save

Figure 7: Example Academic Calendar (2nd page)

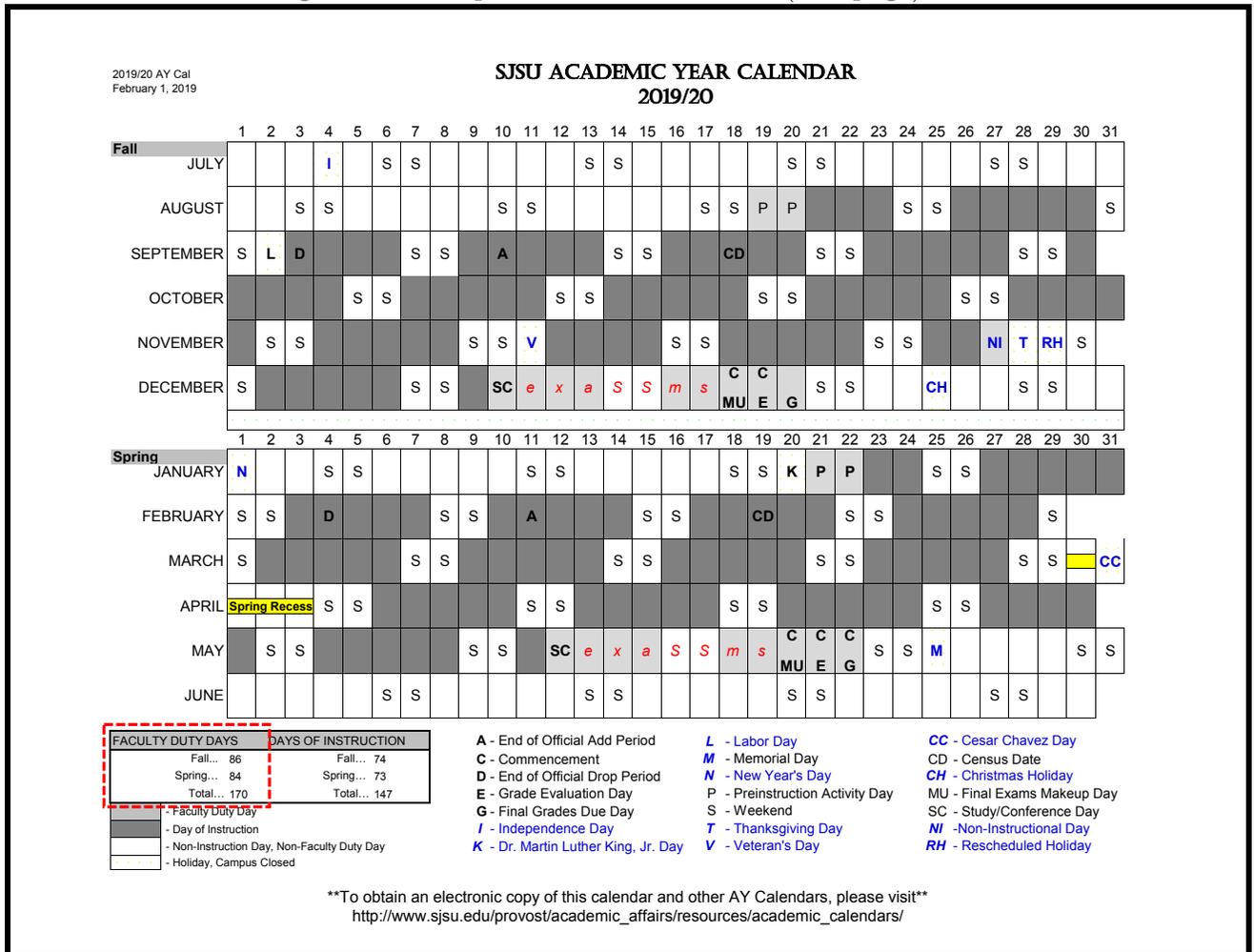


Figure 8: Employment Information Page

Add Employment Information

Add additional employer information if applicable.

Employer Name	Employer Details
Lawrence Berkeley Lab	Modify Delete

Add Employer

Employment History

1. *From 01/01/2018 to 03/31/2019, did you work for any other employers not listed above? Yes No
2. *From 01/01/2018 to today, which employer did you work for the longest? CSU, Maritime Academy
 - 2a. How long did you work for that employer?

Years:

Months:
 - 2b. Select the industry that best describes this employer. State Agency
 - 2c. What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.)

Select Add Business Type button

Add Business Type
 - 2d. What kind of work did you do for that employer?

Select Add Work Type button

Add Work Type

Previous

Save as Draft

Cancel

Next

Figure 9: Employer Business Type

✔ General Information

✔ Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

Select the business category operated by the employer you worked for the longest in the past 18 months.

Once you choose the business type select Save.

*Indicates required field

*Business Category: SERVICES

Category Results

Select	Business Type
<input type="radio"/>	Amusement & Recreation, Except Motion Pictures
<input type="radio"/>	Automotive Repair & Parking
<input type="radio"/>	Business
<input checked="" type="radio"/>	Education
<input type="radio"/>	Engineering, Accounting, Research, Management & Related Services.
<input type="radio"/>	Health
<input type="radio"/>	Hotels, Rooming Houses, Camps & Other Lodging Places
<input type="radio"/>	Legal

Figure 10: Employee Work Type Screen

Work Type

1 General Information

2 Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

Search for the type of work you performed with the employer you worked for the longest in the past 18 months.

Once you choose the type of work select Save.

*Indicates required field

*Work Type:

Search

Reset

Search Results

1 2

Select	Work Type	Description
<input type="radio"/>	COLLEGE OR UNIVERSITY	EDUCATION ADMINISTRATORS
<input type="radio"/>	DEPT HEAD, COLLEGE OR UNIVERSITY	EDUCATION ADMINISTRATORS
<input checked="" type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	LECTURERS
<input type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	ENGINEERING TEACHERS, POSTSECONDARY
<input type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	MATHEMATICAL SCIENCES TEACHERS, POSTSECONDARY
<input type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	COMPUTER SCIENCE TEACHERS, POSTSECONDARY
<input type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	ALL OTHER POSTSECONDARY TEACHERS
<input type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	LIFE SCIENCES TEACHERS, POSTSECONDARY
<input type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	CHEMISTRY TEACHERS, POSTSECONDARY
<input type="radio"/>	FACULTY MEMBER, COLLEGE OR UNIVERSITY	PHYSICS TEACHERS, POSTSECONDARY

Previous

Save

Figure 11: School Employee Information Screen

School Employee Information

1 General Information

2 Last Employer Information

3 Employment History

4 Additional Information

5 Summary

6 Confirmation

Answer the school employee question(s).

*Indicates required field

1. *Did you work for or provide services to or on behalf of any educational institution between 01/01/2018 to today? Yes No

1a. Are you applying for Unemployment Insurance benefits because you are currently in a recess period or on a school break? Yes No

1b. Has your employer given you reasonable assurance (a verbal, written, or implied agreement), that you will return to work after the recess period or school break ends? Yes No

Previous

Save as Draft

Cancel

Next

Figure 12: Availability Information Screen

➔ Availability Information

General Information

Last Employer Information

Employment History

4 Additional Information

5 Summary

6 Confirmation

Answer the questions about your work-related skills and availability then select Next.

*Indicates required field

1. *What type of work do you normally perform? [?](#)
2. *What other type of work can you perform? [?](#)
3. *Is the type of work you normally perform seasonal? [?](#)

Yes No
4. *Do you expect to return to work for a former employer?

Yes No
5. *Do you have a date to start work? [?](#)

Yes No
6. *Are you ready and willing to accept work that matches your work skills and educational background? (Example: If offered a job, would you be able to accept it?)

Yes No
7. *Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? [?](#)

Yes No
8. *Are you a member of a union or a non-union trade association? [?](#)

Yes No

 - 8a. *What is the name of your union or non-union trade association? [?](#)
 - 8b. *What is your union local number? (Enter zero "0" for non-union trade association.) [?](#)
 - 8c. What is the phone number of your union or non-union trade association? [?](#)
 - 8d. *Does your union or non-union trade association look for work for you? [?](#)

Yes No
 - 8e. *Does your union or non-union trade association control your hiring? [?](#)

Yes No
 - 8f. *Are you registered with your union or non-union trade association as out of work?

Yes No
 - 8g. *Are you going to receive strike benefits?

Yes No

Figure 13: Additional Information Screen

➔ Additional Information

General Information

Last Employer Information

Employment History

4 Additional Information

5 Summary

6 Confirmation

Draft Saved

Your draft will be saved until 05/11/2019 at 8:00 p.m. Pacific Time. A draft can only be saved up to Saturday 8:00 p.m. of the week you started filing a new claim.

To continue where you left off, log back into UI Online and select Continue with Saved Draft.

Answer the questions and select Next to continue.

*Indicates required field

1. *Are you receiving, or will you receive within the next two weeks, a pension or retirement that is not Social Security or Railroad Retirement, which is based on your own work or wages? [?](#)

Yes No
2. *Are you receiving or do you expect to receive workers' compensation? [?](#)

Yes No
3. *Are you currently attending or have a scheduled start date to attend school or training? [?](#)

Yes No
4. *Are you now or have you been in the last 18 months an officer of a corporation, officer of a union, or the sole or major stockholder of a corporation?

Yes No
5. *Did you serve as elected public official or Governor-exempt appointee in the last 18 months?

Yes No

Figure 14: Disaster Information Screen

Disaster Information

General Information Last Employer Information Employment History **4 Additional Information** 5 Summary 6 Confirmation

Answer the disaster-related question(s) and select Next to continue.

*Indicates required field

1. *Are you unemployed as a direct result of a recent disaster (for example: earthquake, flood, mudslide, or fire) in California? Yes No

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