

OREGON

APPLYING FOR UNEMPLOYMENT BENEFITS

Local 8 strongly advises members facing reduced hours or layoffs on account of the **COVID-19** outbreak to apply for unemployment insurance benefits.

Members who have been asked to isolate or quarantine, who are home sick with flu-like symptoms, are caring for children due to school closures, or caring for other family members may also be eligible for benefits.

The State Employment Department has published a helpful chart outlining other circumstances where an employee may be eligible for unemployment benefits for COVID-19-related reasons: [link](#).

If you believe you are eligible for unemployment benefits, you should apply BY PHONE. The online filing system has been prone to crashes and loss of application data.

Before filing your claim, the state suggests that you have the following information ready:

- ▶ Your Social Security Number.
- ▶ Your work history for the last 18 months, including dates of employment, your employers' business names, addresses and phone numbers. (If you worked for a Federal (non-military) employer, you may find this information on an SF-8 or SF-50.)
- ▶ Your salary and total income from each employer.
- ▶ If you are not a citizen of the United States, you will need your Alien Registration Number and documentation.
- ▶ Phone number where you can be reached during normal business hours (8:00 AM – 5:00 PM Pacific Time).

You must document any days you have taken off as vacation, PTO, or sick time. However, you are not required to claim a lump sum payout of vacation, PTO, or sick time.

If you are interested in receiving benefits via direct deposit, you should have your bank information available.

When you call, we recommend that you select the option to **speak with a live agent**. Wait times may be excessive, but we believe that it is worth the wait and will help to make sure your application is correct so it can be approved quickly.

Ask if you might be considered "TEMPORARILY UNEMPLOYED." If you qualify, you likely won't need to search for work. You may not be temporarily unemployed for more than 4 weeks.

If you have been laid off due to COVID-19, you may not need to search for work.

File your claim application. By phone, call **1-877-FILE4UI (1-877-345-3484)**. Or, [visit the online claims site](#) and click "File Your New Claim." The state's video guides are available [here](#).

After you file your claim application, you still need to submit weekly claims for benefits. File weekly at the online claims site or call **1-800-982-8920**.

Be sure to **check your mail regularly** for communication from the state after filing.

UNITEHERE!
LOCAL 8
Hospitality Union of the Northwest