

HUMAN RESOURCES MEMORANDUM 96-025		DATE ISSUED: 10/21/1996
SUBJECT: UNEMPLOYMENT INSURANCE CLAIMS - Responding to Claims		REFERENCE: None
TO: ADMINISTRATIVE ASSISTANT; Managerial/Supervisory Staff, Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

We are experiencing a number of problems in responding to Unemployment Insurance Claims filed by former employees who have separated from state service. By law, the employer must respond in writing if the claimant:

- Voluntarily quit
- Is not legally entitled to work in the U.S.
- Was discharged or fired for reasons other than lack of work
- Made false statement or withheld material information in filing for benefits
- Left work because of a trade dispute
- Has refused employment
- Is receiving a pension based on his/her prior work
- Is not able to work, available for, or seeking work
- Is working on a full-time basis, or has earnings payable over \$25.99, covering any time on or after the effective date of claim

One major problem we are having is that claim forms are being sent to field offices and the field offices are not responding to the claims or letting the Office of Human Resources, Personnel Operations know a claim form was received. Whenever, your office receives the "DE1101C/Z EMPLOYER NOTICE", please contact your Personnel Services Specialist/Supervisor to let him/her know a claim form was received and will be forwarded to them. Out-of-town offices should FAX a copy of the claim form to the Personnel Services Specialist/Supervisor. Please make sure the front and back side of the claim form is faxed and the envelope (if available).

The DGS must respond to the Unemployment Insurance Claim within 10 days from the date the claim was mailed to the employer. Failure to respond within the prescribed time frame may result in an employee who is not entitled to UNEMPLOYMENT INSURANCE being granted the benefit and may increase your Employment Tax Rate.

The form "UNEMPLOYMENT INSURANCE INFORMATION", GS 78 (NEW 3/92), is to be completed when an employee separates or is placed on nonpay status for an extended period of time. This form may be ordered from the Office of Information Services, Forms Management Section. The original and yellow copies are to be given to the employee and the pink copy is to be forward to Personnel Transactions, along with any other separation documents. Attached is a copy of the GS 78. (DO NOT reproduce this form since it is a multi-part, multi-color form.)

When the employee files an unemployment insurance claim, the employee should give the original copy of the GS 78 to the Employment Development Department (EDD). This will advise EDD of the correct Department of General Services' (DGS) address to be used for any communication EDD sends to the DGS.

Questions regarding this memorandum should be directed to your assigned Personnel Services Specialist or Supervisor.

LYNN W. CATANIA, Manager
Personnel Operations Section

LWC:BJO

Attachment