

## INSTRUCTIONS FOR CLAIMING UNEMPLOYMENT BENEFITS

### Section 1 – Notice to Employer

YOU ARE REQUIRED, under section 6 (a) of the Unemployment Compensation Law of New Jersey and under Employment Security Rule N.J.A.C. 12:17-3.1 to complete this form and provide it to any worker who is separated (either permanently or temporarily) from work for any reason.

1. Employer Name and Address:

Rutgers University

510 George Street, Murray Hall, New Brunswick, NJ

2. New Jersey Employer Identification No. **0222481818**

3. Employer Telephone No.: 848-932-4257

4. Work location (if different than above):

(Indicate Employee's Work Telephone Here)

5. Date of Separation: \_\_\_\_\_

6. Separation is  Permanent  Temporary If Temporary, expected Recall Date: \_\_\_\_\_

### Section 2 – Notice to Worker

In order to be considered for unemployment insurance benefits, you must file an unemployment claim. No benefits can be paid to you for any week before you actually file your unemployment insurance claim. **Failure to file your claim or delaying the filing could affect your eligibility for benefits. You should always file your claim as soon as possible after becoming unemployed. You will not be considered eligible until your claim is filed.**

When you file the claim, be sure to have available your Social Security number and the complete name, address, and telephone number for each employer that you worked for in the past 18 months.

You may apply for unemployment benefits on the Internet, 24 hours a day, seven (7) day a week at ([www.njuifile.net](http://www.njuifile.net)) or you may telephone a Reemployment Call Center. The Reemployment Call Centers are open during regular business hours, Monday through Friday, excluding holidays.

Union City Call Center	(201) 601-4100
Freehold Call Center	(732) 761-2020
Cumberland Call Center	(856) 507-2340
Out-of-State Claims	(888) 795-6672

TTY users can contact the department through New Jersey Relay: 7-1-1

**Workers Who Are Unemployed Due to a Vacation Shutdown:** You should apply for unemployment benefits if you are receiving vacation pay in an amount less than your full-time wages, you have not refused any offer of suitable work for the vacation period and you are ready and willing to work during the vacation period.

***(Please make certain to have this form available when you file your unemployment insurance claim).***