



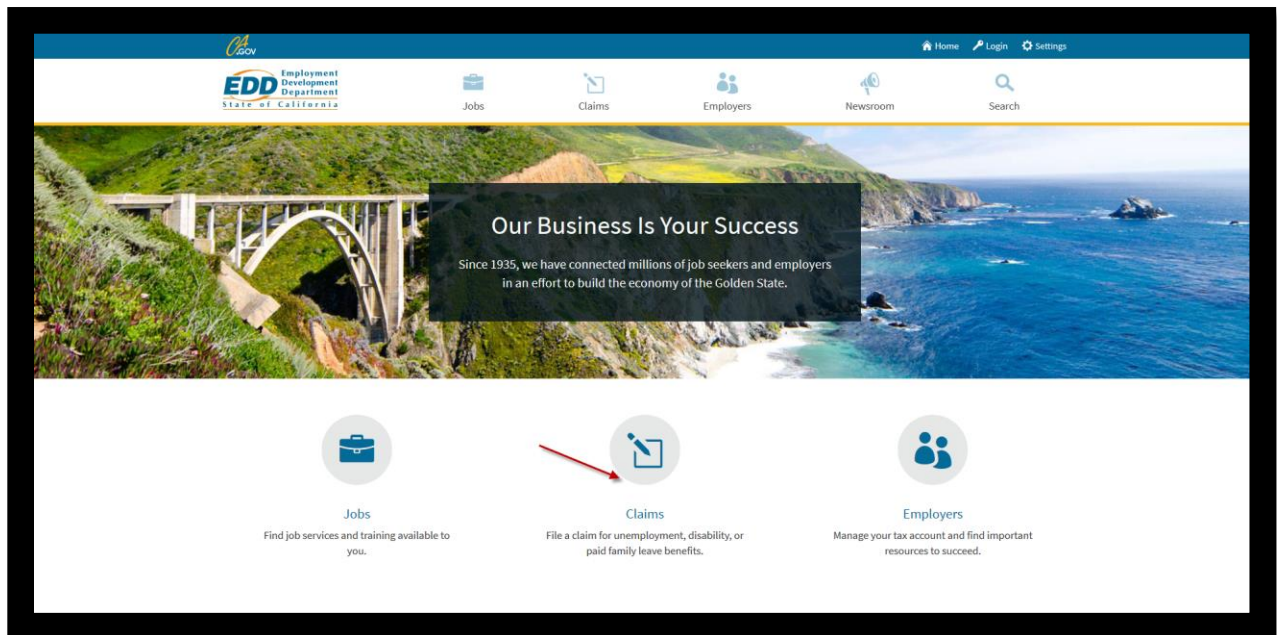
How to File for Unemployment for Class

*Notes

- These directions are strictly for the purpose of filing for Unemployment benefits to attend your Mandatory Apprenticeship Training. If you are filing because you were laid off, and not for class, do not use these directions.
- Claim weeks are Sunday to Saturday, so file on the first Monday of class.
- You are ultimately responsible for how you answer the questions when filing for unemployment benefits. This guide is only meant to assist you in answering questions directly related to your mandatory apprenticeship training. Please answer all questions correctly; WECA will not be responsible for incorrect information given.
- The screen shots provided may not match EDD UI Online exactly, we are not able to provide exact screen shots, these should be used as a general guide.
- WECA Recommends you watch the following EDD You Tube Tutorials before starting your claim:
 - Setting-Up a UI Account watch the EDD's You Tube Video here:
<https://www.youtube.com/watch?v=9rPFvfznZvg&feature=youtu.be>
 - For help filing a UI Claim watch the EDD's You Tube Video here:
<https://www.youtube.com/watch?v=9rPFvfznZvg>
- WECA Recommends you review the following Resources Provided by EDD before starting your claim:
 - Unemployment Benefits – What You Need to Know -
https://www.edd.ca.gov/pdf_pub_ctr/de1275b.pdf
 - Steps to File a UI Claim - https://www.edd.ca.gov/pdf_pub_ctr/de2338h.pdf
 - UI Checklist - https://www.edd.ca.gov/pdf_pub_ctr/de2326.pdf
 - UI FAQ Sheet - https://www.edd.ca.gov/pdf_pub_ctr/de2320M.pdf
 - UI Online User Guide - https://www.edd.ca.gov/pdf_pub_ctr/de2338g.pdf

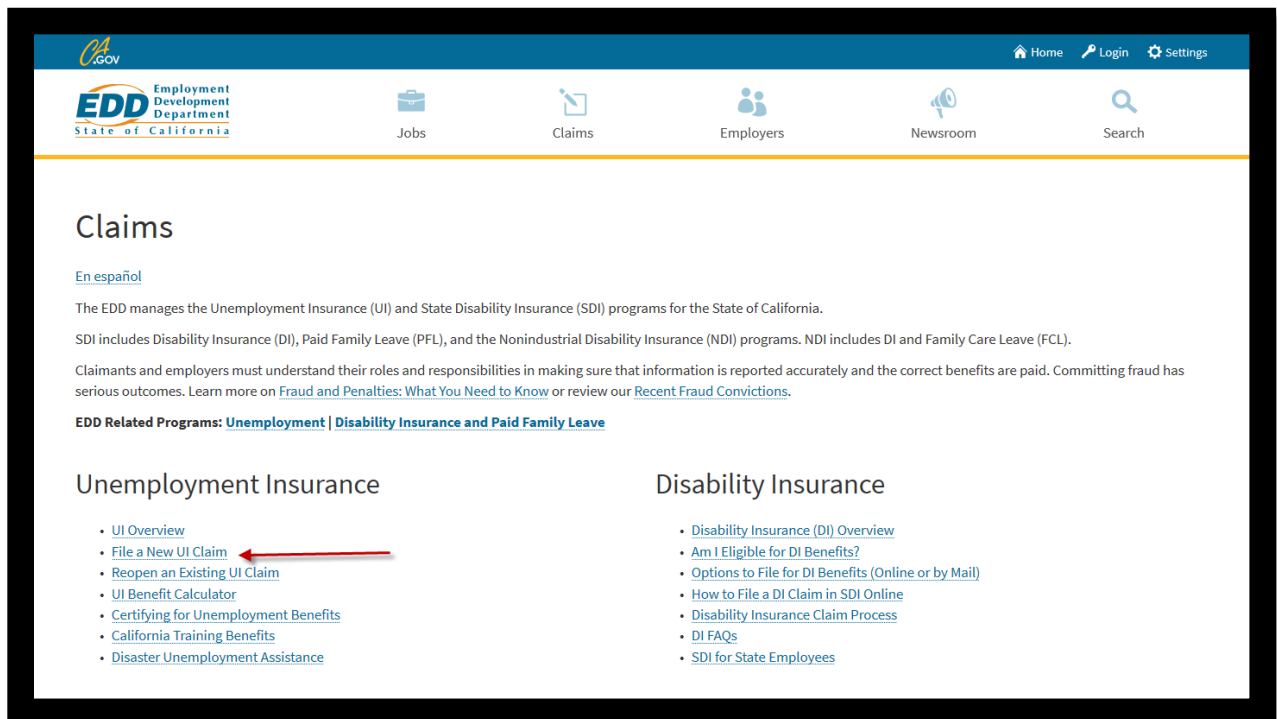
Step 1:

Go to <http://edd.ca.gov> and click on “Claims”



Step 2:

Click on “File a New UI Claim”



Step 3:

If you have not already you will need to set-up a UI Online Account, click “UI Online”

En español

Unemployment Insurance (UI) is an employer paid program that provides partial income replacement when you become unemployed or have your hours reduced and meet all [eligibility requirements](#). The following information will help guide you through the claim filing process.

Use the [UI Benefit Calculator](#) to estimate your weekly benefit amount.

When to File a Claim

File your UI claim in the first week that you lose your job or have your hours reduced. Your claim begins on the Sunday of the week you submitted your application.

If you previously filed a UI claim within the last 52 weeks and have not exhausted your benefits, you must [reopen your claim](#) to resume benefits.

Important: Waiting to file can delay your benefits.

Information You Need to File a Claim

You will need to provide your personal information and your:

- Last employer information including company name, supervisor's name, address (mailing and physical location) and phone number
- Last date worked and the reason you are no longer working
- Gross earnings in the last week you worked, beginning with Sunday and ending with your last day of work
- Information on all employers you worked for during the past 18 months, including name, address (mailing and physical location), the dates of employment, gross wages earned, hours worked per week, hourly rate of pay, and the reason you are no longer working.
- Notice to Federal Employees About Unemployment Insurance, Standard Form 8 (former federal employees only)
- DD 214 Member 4 copy (ex-military only)
- Citizenship status, and, if you are not a U.S. citizen, information from your employment authorization document

Tip: Use this [UI claim checklist \(PDF\)](#) to gather all of the required information before you start the process.

How to File a Claim

- **Online** [UI OnlineSM](#) is the fastest and most convenient way to file your UI claim. You can file your claim through UI Online during the times (Pacific time) listed below:

When you can file a claim with UI Online

Days of the Week	Available Time
------------------	----------------

Step 4:

Click “Benefits Programs Online” following the instruction to set-up your UI Online Account

UI Online

En español

UI Online is the fastest and most convenient way to file or reopen your claim, certify for benefits, and get up-to-date claim and payment information. [UI Online MobileSM](#) is available for smartphone and tablet users.

Log In or Register - Benefit Programs Online.

The Employment Development Department's online benefit services, such as UI Online, are accessed through Benefit Programs Online. Select Benefit Programs Online below to log in or to register for access.

[Benefit Programs Online](#)

UI Online Features

- File or reopen a claim.
- Certify for continued benefits and report work and wages.*
- Get your latest claim and payment information.
- Update your address and phone number.
- Receive important notifications such as reminders to certify for benefits.
- View in-person and phone appointments and reschedule a phone interview appointment.
- View, print, or request a copy of your Form 1099G tax information from the past five years.
- Ask a question.

Note: It may be necessary to send some documents via U.S. mail.

*Customers on Partial or Work Sharing claims are unable to certify for benefits or reopen an existing claim using UI Online at this time.

Step 5:

When you are ready to start your UI Claim. Read information carefully, then click on “Continue”

Unemployment Insurance Application

En español

File a New Claim on eApply4UI or Reopen a Claim on UI Online™

Important

If you stop certifying for UI benefits on UI Online™, EDO Tele-Cert™ or by not mailing the Continued Claim form (even for one week) your UI claim becomes inactive. You must first reopen your claim to resume certifying for UI benefit payments during your 52-week benefit year period for a regular UI claim. If the benefit year of your UI claim has ended, you must apply for a new claim.

A new or reopened claim takes effect the Sunday of the week in which you apply to file or reopen a UI claim. This means you must file a new claim or reopen your claim during the first week you want to claim benefits. Once you file a new claim or reopen your claim, week(s) to certify for benefits will be made available on your UI Online™ account. You must log in to your UI Online™ and certify for benefits. For now, a paper Continued Claim form (DE 4581) will be mailed to you. To discontinue receiving continued claim forms in the mail, simply log in to your UI Online™ account, choose paperless certification, and do not return the Continued Claim form. Certifying for benefits on your UI Online™ account is a fast, convenient and secure.

UI Online™: Reopen a Claim, Certify for Benefits and Manage Your Claim

The fastest way to reopen an existing UI claim is through UI Online™. Register or log in to your UI Online™ account and select the “Reopen Your Claim” button and answer all the questions.

UI Online™ is a fast, convenient, and secure way for UI customers to reopen a current claim, certify for benefits, access claim information, and manage your claim 24 hours a day, seven days a week.

eApply4UI: File a New Claim

Select the “Continue” button to complete the application for a new UI claim.

Continue

Step 6:

Read this information carefully. This section tells you what you need to know and have available before you start the application for benefits. When done, check the “I have read all of the above information” box and click on “Continue”.

Instructions For Unemployment Insurance Applications

Please read the following information and instructions when filing a new Unemployment Insurance (UI) claim or when reopening an existing UI claim using eApply4UI.

Note: The fastest and most intuitive way to reopen your existing claim is through the new UI Online™. Learn more and register for an account on UI Online™ today.

Web Browsers and Personal Information

Do not use any features that automatically fill your personal information to complete the online application, such as Google's Autofill, Internet Explorer's AutoComplete, or other similar features. If such features are used, it will cause entries in your online application to be incorrect. For best results, use the latest version of Internet Explorer, Google Chrome or Safari.

When is the best time for me to file a claim?

The effective date of your UI claim is based on the date you file your claim online or the date you first contact the Employment Development Department (EDD). The effective date determines your base period, and as a result, your benefit amount. A base period is a 12-month period of earnings, divided into quarters. The base period is used to establish a claim and calculate an award. You may wish to review your wages during each quarter of the base period to determine the best time to file. You will not receive any benefits until you actually submit an application or call EDD to file a claim.

To establish a valid claim, you must have earned at least (1) \$1300 in one quarter of your base period, or (2) at least \$900 in your highest quarter and total base period earnings of 1.25 times your high quarter earnings.

Standard Base Period

A Standard Base Period includes wages from a 12-month period of time consisting of the first four of the last five completed calendar quarters.

If your claim begins in:

January-February-March	September
April-May-June	December
July-August-September	March
October-November-December	June

The diagram below reflects the same information as above.

The shaded area is your Standard Base Period. The unshaded area is the month you filed your claim.

Diagram: A calendar grid showing the Standard Base Period (shaded) and the month you filed your claim (unshaded). The grid shows months from October to December. The Standard Base Period is the first four quarters of the last five completed calendar quarters. The month you filed your claim is the month you are currently in.

If you are using eApply4UI or a paper application, DE 1101i, to file for benefits, allow up to 10 days for processing. After your application is received by the EDD and a claim is filed, it will be determined if you are eligible to receive benefits.

☐ I have read all of the above information.

Continue

Step 7:

Answer questions, click on “Continue”.

*Note:

If you answer “yes” to any of these questions, you may see additional questions or be directed to file a paper application as some claims require special handling.

eApply4UI - Application for Unemployment Insurance

Please answer the following questions to ensure you receive the correct Unemployment Insurance Application.

1. Did you work in a state outside of California and/or Canada during the last 18 months? ☐ Yes ☐ No
2. Have you applied for unemployment insurance benefits in another state or Canada during the last 12 months? ☐ Yes ☐ No
3. Did your employer or union, or non-union trade association give you one of the following claim forms for unemployment insurance benefits? ☐ Yes ☐ No
 - Notice of Reduced Earnings, DE 2063
 - Notice of Reduced Earnings (Fishperson), DE 2063F
 - Pacific Maritime Association Partial Evidence of Payment Form, PMA 2063
 - Payment Certification (Work Sharing), DE 4581WS
 - Initial Claim and Payment Certification (Work Sharing Employer), DE 4511WS
4. Did you serve in the military during the last 18 months? ☐ Yes ☐ No
If Yes:
 - 4a. Are you currently present in California? ☐ Yes ☐ No
5. Did you work for an agency of the federal government during the last 18 months? ☐ Yes ☐ No
6. Have you filed an Unemployment Insurance Claim in California in the last 12 months? ☐ Yes ☐ No

Note: The answers you give to the questions on the application must be true and correct. You may be subject to penalties if you make a false statement or withhold information.

[Continue](#)

Step 8:

Answer questions, click on “Next”.

State of California Employment Development Department

eApply4UI - Application for Unemployment Insurance

Applicant Information

Steps: 1 2 3 4 5 6 7 8 9

1. Social Security Number (SSN) or EDD Client Number (ECN) [Help](#)
 - -
1a. Confirm the last 4 digits of your SSN
1b. Did the Social Security Administration issue this SSN to you? [Help](#) ☐ Yes ☐ No
2. If you have used any other Social Security Numbers, please list them
2a. 2b.
3. Date of Birth (mm/dd/yyyy) 4. Gender: ☐ Female ☐ Male
5. Claimant Name
5a. First Name 5b. Middle Initial 5c. Last Name
6. Is this the name that appears on your social security card? ☐ Yes ☐ No
7. If you have used any other names, please list them [Help](#)
7a. 7b. 7c.
8. Do you have a state-issued Driver's License or ID card? ☐ Yes ☐ No
If Yes:
8a. Name of issuing state or entity [Help](#) 8b. Driver's License or ID Number
9. Preferred spoken language? English Preferred written language? English

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Step 9:

Answer questions, click on “Next”.

eApply4UI - Application for Unemployment Insurance

Steps: 1 2 3 4 5 6 7 8 9

Contact Information

1. What is your mailing address?

1a. Number and Street / P.O. Box and Number

1b. Apartment or Unit #

1c. City

1d. State

1e. ZIP Code

2. Is your residence address the same as your mailing address? ☐ Yes ☐ No

3. If you do not live in California, please provide the name of the county or county-equivalent (e.g. parish, borough, census area, independent city, etc.) where you live.

4. Phone Number 4a. Phone Type

Always give your mobile number. If EDD calls, and you do not answer, your claim may be delayed or denied.

Step 10:

Answer questions, click on “Next”.

CA.GOV State of California **Employment Development Department**

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eApply4UI - Application for Unemployment Insurance

Steps: 1 2 3 4 5 6 7 8 9

Citizenship & Statistical Information

1. Are you a U.S. citizen or national? ☐ Yes ☐ No

The following information is collected for statistical purposes only.

2. Education

3. Are you a Veteran? ☐ Yes ☐ No


4. What race or ethnic group do you identify with?

5. Do you have a disability? [Help](#)

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Step 11:

Answer questions, click on "Next". **(Complete questions #4 and #4a as described below – only if filing for benefits during mandatory training)**

 **eApply4UI - Application for Unemployment Insurance**

Employment Information (Part 1 of 2) Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

1. Identify your very last employer:

Important!
The EDD considers your last employer to be the very last employer you physically worked for regardless if it was a **full-time**, **part-time**, or a **temporary employer**.
If you worked for a temporary agency, a labor contractor, an agent for actors or actresses, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer name. If you worked for In-Home Supportive Services (IHSS), the welfare recipient for whom you provided the in-home supportive service is your employer, not the county. You may want to refer to your check stub(s) or W-2(s) to obtain the name of your employer.

1a. Business Name of Last Employer

Mailing Address:

1b. Number and Street / P.O. Box and Number

1c. City

1d. State

1e. ZIP Code

1f. Phone Number of Last Employer

1g. What is the full name (first and last) of the person who was your immediate supervisor?

2. Is the location or physical address of your very last employer the same as their mailing address? ☐ Yes ☐ No

3. Last Date Worked (mm/dd/yyyy)

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.

4. Reason No Longer Working:

4a. Please provide a brief explanation (Maximum 150 characters):

4. Reason No Longer Working:

4a. Please provide a brief explanation (Maximum 150 characters):

5. If you received, or if you expect to receive, any payments from your very last employer or any other employer other than your regular salary, report the payment below.

	Amount	From Date (mm/dd/yyyy)	To Date (mm/dd/yyyy)
5a. <input type="checkbox"/> Holiday Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5b. <input type="checkbox"/> Vacation Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5c. <input type="checkbox"/> Severance Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5d. <input type="checkbox"/> In-Lieu-Of-Notice Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5e. <input type="checkbox"/> Other Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>


5f. Please explain Other Pay, if any (Maximum 150 characters):

Question #4 and 4a - Select "Voluntary Quit" for the reason no longer working.

In 4a provide the following information: Attending Mandatory State Apprenticeship Training with Western Electrical Contractors Association, Inc.

Step 12:



Answer questions, click on “Next”.



State of California
Employment Development Department

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 **eApply4UI - Application for Unemployment Insurance**

Employment Information (Part 2 of 2) Steps: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

Provide your employment history for the past 18 months, including your very last employer. 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 name. You may want to refer to your check stub(s) or W-2(s) to obtain the name 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.

1-1. Employer Information

a. Employer Name [Help](#)

a. Mailing Address [Help](#)

c. City

d. State [Help](#)

e. ZIP Code

f. First day you worked for this employer (mm/dd/yyyy)

g. Last day you worked for this employer (mm/dd/yyyy)

h. Did you work full time or part time? ☐ Full Time ☐ Part Time

i. How much did you earn per hour? [Help](#)

j. How many hours did you work per week?

k. Provide wages earned from the employer listed above for the following quarters: [Help](#)

Gross wages earned from 4/1/2013 to 6/30/2013	Gross wages earned from 7/1/2013 to 9/30/2013	Gross wages earned from 10/1/2013 to 12/30/2013	Gross wages earned from 1/1/2014 to 3/30/2014	Gross wages earned from 4/1/2014 to 6/30/2014	Gross wages earned from 7/1/2014 to 9/30/2014
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Question #1k - Enter Gross Wages. Check your pay stubs for gross wages.

1-2. Did you work for another employer in the last 18 months? ☐ Yes ☐ No

2. During the past 18 months, did you work for any other employers not listed above in question 1? ☐ Yes ☐ No

3. In the past 18 months, which employer did you work for the longest?

3a. How long did you work for that employer?

Years Months

3b. What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.)

3c. What kind of work did you do for that employer?

4. Are you currently working for or do you expect to work for any school or educational institution or a public or nonprofit employer performing school-related work? ☐ Yes ☐ No


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Step 13:

Answer questions, click on "Next". (Complete questions #8 and 8a through 8g EXACTLY as shown below)

 eApply4UI - Application for Unemployment Insurance

Availability Information

Steps: 1 2 3 4 5 6 7 8 9

1. What is your usual occupation?

2. What other work-related skills do you have?

3. Is your usual occupation 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 occupational 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

If Yes:

8a. What is the name of your union or non-union trade association?

Western Electrical Cont. Assoc.

8b. What is your union local number?
(Enter zero "0" for non-union trade association)

0

8c. What is the phone number of your union or non-union trade association?

(916) 453-0112

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

Cancel

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Complete Question 8 as shown here

Step 14:

Answer questions, click on “Next”. (The answers to questions #4, 4c, 4d, 4e and 4f and 4f 1-5 should be exactly as shown below)

eApply4UI - Application for Unemployment Insurance

Steps: 1 2 3 4 5 6 7 8 9

Additional Information

Correct the following error(s) below.

Item 4f-1 may only contain letters A through Z, hyphens, or spaces.

1. In the past 2 years did you file a claim for Unemployment Insurance (UI) or Disability Insurance (DI)?

☐ Yes ☐ No

2. Are you receiving, or will you receive in the next year, a pension other than Social Security or Railroad Retirement, which is based on your own work or wages?

☐ Yes ☐ No

3. Are you receiving or do you expect to receive Workers' Compensation?

☐ Yes ☐ No

4. Are you currently attending or are you planning to attend school or training?

☒ Yes ☐ No

If Yes:

4a. School Start Date

(mm/dd/yyyy)

First Day of Class

4b. Ending Date of Current Session

(mm/dd/yyyy)

Last Day of Class

4c. School Name

WESTERN ELECTRICAL CONT. ASSOC.

Western Electrical Cont. Assoc.

4d. School Phone Number

(916) 453-0112

4e. What are the days and hours you are attending or plan to attend school or training? (Maximum 150 characters)

Monday - Friday, 7am - 3:30pm

4f. Is your school or training program authorized or funded by:

☐ Workforce Innovation and Opportunity Act (WIOA)
☐ Employment Training Panel (ETP)
☐ Trade Adjustment Assistance (TAA)
☐ California Work Opportunity and Responsibility to Kids (CalWORKS)
☒ State or Federal Approved Apprenticeship Program
☐ Union or a Trade Association of which you are a Journey Level Member
☐ Employer (Employer Sponsored Training)
☐ Not authorized by any of the above

4f-1. Name of Union or Trade Association

WESTERN ELECTRICAL CONT. ASSOC.

Western Electrical Cont Assoc

4f-2. Union or Trade Association Phone Number

(916) 453-0112

4f-3. Union Local Number

0

4f-4. Training Representative Name

CHRISTINE HALL

4f-5. Training Representative Phone Number

(916) 453-0112

Note: If you are in a State or Federal Approved Apprenticeship training for only one or two weeks, you must mail your training completion certificate with your Continued Claim Form, DE 4581, for the week(s) of training.

4g. Are you a teacher seeking additional credentialing in math, science, and/or special education?

☐ Yes ☐ No

5. Are you now or have you been in the last 18 months an officer of a corporation or union or the sole or major stockholder of a corporation?

☐ Yes ☐ No

6. Did you serve as elected public official or Governor-exempt appointee in the last 18 months?

☐ Yes ☐ No

7. If the EDD finds that you do not have sufficient wages in the Standard Base Period to establish a valid UI claim, do you want to attempt to establish a claim using the Alternative Base Period?

☐ Yes ☐ No

Cancel

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Updated 03/28/2017

Step 15:

Answer questions, click on “Next”.

The screenshot shows the 'eApply4UI - Application for Unemployment Insurance' page. The header includes the 'CA.GOV' logo, 'State of California Employment Development Department', and navigation links like 'Contact EDD', 'Office Locator', 'Forms & Publications', and 'Online Services'. A search bar is present. The main content area is titled 'Disaster Unemployment Assistance' and shows a progress bar with steps 1 through 9. Step 1 is selected. The question is: '1. Are you unemployed as a direct result of a recent disaster in California, such as an earthquake, flood, mudslide, fire, etc.?' with 'Yes' and 'No' radio buttons. Below the question are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button. The footer contains links: 'Back to Top', 'Contact EDD', 'Conditions of Use', 'Privacy Policy', 'Equal Opportunity Notice', and 'Site Map'.

Step 16:

Review your answers, click on “Submit Application”.

The screenshot shows the 'eApply4UI - Application for Unemployment Insurance' page, Step 9: 'Application Review'. The header is the same as in Step 15. The main content area has a red alert box that says: 'ALERT! Your application for unemployment insurance has not yet been submitted!'. Below the alert, there is text explaining the submission process and a note about the confirmation page. The 'Applicant Information' section includes fields for Social Security Number (SSN) or EDD Client Number (ECN), Date of Birth, Gender, Claimant Name (First Name, Middle Initial, Last Name), and Preferred spoken/written language. A red arrow points to the 'Submit Application' button at the bottom of the page.

This screenshot is a close-up of the bottom of the 'Application Review' page. It shows the 'Disaster Unemployment Assistance' title and the question: 'Are you unemployed as a direct result of a recent disaster in California, such as an earthquake, flood, mudslide, fire, etc.?' with a blacked-out answer. Below the question are three buttons: 'Print Application', 'Edit Application', and 'Submit Application'. A red arrow points to the 'Submit Application' button. The footer contains links: 'Back to Top', 'Contact EDD', 'Conditions of Use', 'Privacy Policy', 'Equal Opportunity Notice', and 'Site Map'.

Step 17:

Print the confirmation for your records. If you are unable to print the confirmation at least write down the confirmation number or take a picture with your cell phone. If there are any issues with your filing, EDD will ask you for this number.