

Unemployment Claim Information

What you need to know

Birmingham-Southern will submit the unemployment claims for employees who are furloughed, defined by the State as temporarily out of work and will be recalled. Per State guidelines, unemployment claims will be filed at the end of each week the employee is furloughed. *The college can submit an unemployment claim for employees for up to three (3) weeks. If you are furloughed for four (4) or more weeks, beginning with the 4th week, you will have to file your own claim in the same method detailed on page two.*

- Your vice president will provide Human Resources with the dates of your furlough.
- You must complete the Employee Consent form ([click here](#)) and return to HR for the college to submit the claims.
- You will also need to select a payment method per the instructions noted below.

BENEFIT PAYMENT METHOD SELECTION FOR EMPLOYER-FILED CLAIMS

Your employer has elected to file an Unemployment Claim for you due to a temporary lack of work.

Your employer-filed claim is incomplete until you follow the directions below to select your payment option (Direct Deposit or the AL Vantage Card). You must take action before your claim is processed.

Completing your Employer-filed Claim:

To choose how to receive your benefits, ***you must call 800-499-2035*** and complete the automated selection process. ***Although the college has filed a claim for you, the claim is incomplete, and will not be processed until you make a selection of your payment option (Direct Deposit or the AL Vantage Card) through this automated phone process.***

If you plan to select direct deposit, please have your account information available when you call.

Your Payment Method Options:

You will use the automated phone system to choose from the following:

- **Direct deposit** into your checking or savings account; ***if you have a checking or savings account, direct deposit is recommended.***
- For additional information about direct deposit, you may access the Direct Deposit Fact Sheet online at https://labor.alabama.gov/docs/forms/uc_dd-2.pdf.

- Or the **AL Vantage Prepaid Benefits Card**. The prepaid benefits card will take an additional 5-7 days to be delivered to you after your first payment is issued, and there are fees that may be associated with certain activities. **If you select the AL Vantage Prepaid Benefits Card, please make sure that your employer has your current mailing address**
- For additional information about the AL Vantage Prepaid Benefits Card, visit the AL Vantage information page online at <https://labor.alabama.gov/uc/benefitscard.aspx>.

Instructions for employees to file for unemployment beginning

Week Four (4) of Furlough

Instructions provided by the Alabama Department of Labor, Unemployment Compensation Division

PREPARING TO FILE YOUR CLAIM

You should have the following information available when you call or go online to file an initial claim application:

- 1. Your social security number;***
- 2. Your Driver's License or Alabama ID #;***
- 3. Your Alien Registration Card, if applicable;***
- 4. A list of names, complete addresses, and telephone numbers, and the beginning and end dates of employment for your last 2 employers;***
- 5. Information and related documents for any federal civilian employment, military service, or work performed in another state in the past 18 months;***
- 6. Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.***

The information you provide will be used to determine your eligibility for Unemployment Compensation benefits. It is important that your answers are accurate and complete for each question asked. The law provides penalties for making false statements to obtain unemployment benefits.

HOW TO FILE BY INTERNET OR PHONE

www.labor.alabama.gov

1-866-2-FILE UC

To file by internet, go to **www.labor.alabama.gov**, click on “Unemployment”, then “File Claim”, then “Establish a New or Reopen a UC Claim” and follow the prompts. You will answer “yes” to the question asking if you are filing this unemployment claim due to reasons related to the COVID-19.

The above toll-free number, **866-234-5382**, is available for filing your claim. You should use a touch-tone telephone to file your claim. Using a cellular telephone is not recommended. If you do not have access to a touch-tone telephone, you may use a designated telephone at a local Alabama Career Center.

You will be asked a series of questions that will require you to answer by pressing numbers on your touch-tone telephone keypad. You may then be transferred to a claims specialist and/or given additional information to complete your claim.

For general information, inquiries and follow-up on previously filed claims, call the toll free **Call Center Inquiry Line**, at **800-361-4524**, or visit **www.labor.alabama.gov**.

PROCESSING TIME FOR YOUR CLAIM

It may take two or three (2-3) weeks following the week you filed your claim to receive your first benefit payment, provided that you have followed all instructions, filed your weekly certifications as instructed, and have met all eligibility requirements. Because BSC will file for you at the beginning of your furlough, there may be a shorter delay. Failure to give complete and correct information will delay any benefits to which you may be entitled. Please keep this in mind when inquiring as to whether your first or future benefit payments have been issued.

WAITING WEEK WAIVED: The State has waived the one-week waiting period.