



Overview

As a result of the COVID-19 pandemic, the UR and URMC, along with organizations around the world, are faced with financial hardships no one ever expected. Leadership at this institution is very much aware to the challenges this pandemic has brought upon our staff, patients, and community and remain steadfastly committed to help make this difficult time period as manageable as possible until we return to normal business operations. In addition to other cost saving measures, it is necessary to initiate a furlough. The furlough process provides a way for us to maintain valued employees for a time when we will again have work available for them to perform.

A furlough is a temporary, unpaid layoff from work or a reduction in the days or hours worked with the expectation of returning the employee to regular employment or work schedule once business operations permit. In some instances, it can be applied as an alternate schedule, such as the employee being furloughed for one week per month.

A guided powerpoint discussion (<https://vimeo.com/412868801>) is also available to review the content listed below.

Table of Contents

Unemployment Insurance Overview.....	1
Your Responsibility.....	1
Unemployment Insurance Benefit Rate Calculator.....	2
How to Apply.....	2
What You Will Need to File a Claim.....	3
Receive your payment.....	4
Weekly Certification	4
NYS Resources.....	4
URMC Resources.....	4

Unemployment Insurance Overview

Furloughed employees may be eligible for unemployment benefits from New York State to help support themselves and their dependents during this temporary period of reduced income. The terms "unemployment insurance" or "unemployment benefits" simply mean the money you may be eligible to receive from the State while you are not working.

The payments come directly from New York State Department of Labor and, after a review of the application form; they will determine who qualifies for unemployment benefits and who does not.

Your Responsibility

It is your responsibility to review the NYS Unemployment information on-line and to manage the process. It is not our intent to provide advice or make representations of eligibility or entitlements. The University of Rochester has no role in determining benefits eligibility or amount of benefits – that is a NYS determination.



Filing Unemployment Insurance

Unemployment Insurance Benefit Rate Calculator



How much will I receive?

You can estimate your weekly benefit amount by using the [benefit rate calculator](#)* on the NYS Department of Labor website.

**Please note that the tool gives an estimate only. It does not guarantee that you will be eligible for benefits or a specific amount of benefits. You must file an Unemployment Insurance claim to find out if you are eligible and learn your actual benefit amount.

New York State Unemployment Benefits have a maximum benefit of \$504 per week for 26 weeks. The actual weekly amount is determined based on earnings and varies accordingly. In light of the Covid-19 crisis, the Federal Government has temporarily extended the benefit for an additional 13 weeks for a total of 39 weeks.

Also, the federal CARES Act supplements state unemployment benefits with an additional \$600 per week through the week ending July 26, 2020. If you are eligible for Unemployment Benefits, you do not need to do anything additional to receive the CARES Act payment, it will be automatically processed by the Department of Labor and sent to you if you qualify.

How to Apply

While there is usually a 7-day waiting period to file for benefits, this requirement has been waived by New York State if you are out of work due to coronavirus closures. It is recommended that you file for you Unemployment Benefits within the first week of being furloughed. Your benefit (or payment) may be impacted if you delay filing.

1. Online (preferred method) – Go to <https://unemployment.labor.ny.gov/> in a web browser. If you have not filed previously, click the “Don’t Have an Account” button to get started, or login.

OR

2. By Phone – Call the (888) 209-8124 during the hours of operation: Monday through Friday, 8 am to 7:30 pm, Saturday and Sunday, 7:30 am to 8:00 pm.

If you are filing a new Unemployment Insurance claim, exactly when you should apply is based on the first letter of your last name. This system has been set up due to the large number of new claims being filed across the state with the Department of Labor at this time.

Last name A-F	Last name G-N	Last name O-Z
Monday	Tuesday	Wednesday



Filing Unemployment Insurance

Those with the last name between A - F file on Monday, those with the last names between G - N file on Tuesday, and with those with the last name between O - Z file on Wednesday. If you miss your designated day of the week, you will file on Thurs-Fri-Sat-Sun.

Don't worry if you missed your day to file, just do it later in the week and any claim you file will be backdated to the date you became unemployed. If you are eligible, you will be paid for all benefits due.

Requirements to receive benefits

Unemployment Insurance is temporary income:

- For eligible workers
- Who lose their jobs
- Through no fault of their own

What You Will Need to File a Claim

- Your Social Security number
- Your driver license or Motor Vehicle ID card number (if you have either one)
- Your complete mailing address and zip code
- Your personal and private email address (if filing online). This is an email address not shared with anyone else.
- A phone number where you can be reached from 8 am - 5 pm, Monday –Friday
- Your Alien Registration card number (if you are not a U.S. Citizen and have a card)
- Names and addresses of all your employers for the last 18 months, including those in other states
- Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN is on your W-2 forms)

The University of Rochester

- **NYS Employer Registration Number is 0451219**
- **Federal Identification Number (FEIN) is 16-0743209**

Address: University of Rochester, Employee Records

- **910 Genesee Street, Box 278829, Rochester NY 14627**

Phone Number: (585) 275-8747

- If you want to receive your payment by direct deposit, you will need your bank routing and checking account numbers



Receive your payment

The money is usually received in weekly payments deposited into a bank account or onto a debit card that New York State will provide to you.

If you apply for Unemployment Insurance online, you will be asked whether you wanted to receive your benefits by direct deposit or debit card. If you apply over the phone, you will automatically receive your benefits via debit card unless you had a previous claim and you received them by direct deposit. If benefits from your previous claim were paid by direct deposit, the deposit of your benefits to the bank account on file will continue. If your bank account has changed, please update your information immediately by using the Department of Labor website.

Weekly Certification

After you complete your application for a new claim for benefits, you will receive a Monetary Determination letter in the mail informing you if you qualify and, if so, of your weekly benefit rate.

If you are approved for unemployment insurance benefits, you will be required to update the Department of Labor each week with your work status and demonstrate you still meet the eligibility criteria.

- This is called “certifying for benefits.”
- You can provide your weekly certification online or by phone.

NYS Resources

NYS Unemployment Insurance Website - <https://dol.ny.gov/>

Call the **Department of Labor Telephone Claims Center** toll-free at (888) 209-8124 during the hours of operation (currently expanded): Monday through Friday, 8 am to 7:30 pm, Saturday and Sunday, 7:30 am to 8:00 pm.

Unemployment Insurance Claimant Handbook - labor.ny.gov/formsdocs/ui/TC318.3e.pdf

NY.gov Frequently Asked Questions - <https://labor.ny.gov/ui/faq.shtm>

NY State Human Services Benefits Programs - <https://www.mybenefits.ny.gov/mybenefits/begin>

URMC Resources

Human Resources Assistance Phone Line: available for questions by calling (585) 273-5511 during the hours of 8am-5pm, Monday through Saturday from May 4th, 2020 - May 23rd, 2020.

Onsite Computer Assistance for unemployment application is available Monday through Saturday from May 11th, 2020 - May 23rd, 2020; click [here](#) to request an appointment or email hrcomputerappointment@urmc.rochester.edu.

URMC Chaplaincy services provides spiritual and emotional support for patients, families, and hospital staff 24 hours a day, 7 days a week. Visit the [website](#) for more information or call (585) 275-2222. Chaplains are on-call 24/7.



Filing Unemployment Insurance

URMC Resources, continued

Human Resources Business Partner: click [here](#) for a list of HR Business Partner assignments and contact information.

Life-Work Connections/EAP – (585) 276-9110

Behavioral Health Partners - (585) 276-6900

Call the **COVID-19 Emotional Support & Resources Hotline for Employees/Families** at (585) 276-3100 during the hours of operation: 7 am – 8 pm, 7 days a week.