

Did You Know?

You Can Collect Money during Your Furlough

STEP 1 Open or reopen an unemployment claim the Sunday of your first week of furlough or very soon afterwards.

How much? **Up to half** your regular pay for **hours off payroll** each week.

3 Ways to File or Re-open a Claim:

- a. Go to www.mass.gov/dua and fill out the form as you learned at the info session, or....
- b. Call **877-626-6800**, the Department of Unemployment (DUA) Call Center, for help in **Spanish, Mandarin, and Portuguese**. Monday-Friday 8:30am – 4:30 pm. Choose the option for regular unemployment insurance. Help is available for other languages as well.
- c. Call **413-774-4361** or toll free **800-457-2603**, MassHire Franklin Hampshire Career Center staff will process your claim over the telephone (English), or Spanish.



- Check the option: **LAYOFF/LACK OF WORK**.
- Do **NOT** provide a return to work date
- When you are asked make sure you say it was related to **COVID-19**.

STEP 2 The Sunday following each furlough week, contact DUA and claim benefits for the previous week. When claiming benefits (every Sunday following each week of furlough):



- When asked if you worked or earned wages (unless you worked for another employer) the answer is **NO**
- Asked if you received income for the week of furlough, if you are using 1 day/week of sick, vacation or personal time to cover for health insurance the answer is **YES**. **YOU MUST REPORT YOUR DAILY RATE OF PAY** (for most, your hourly rate multiplied by 8 hours). If you don't report your wages or income your claim will stall.

STEP 3

- Check your online account weekly. Respond to all questionnaires received.
- If you receive instructions that you must attend a career center seminar or participate in the Reemployment Services and Eligibility Assessment (RESEA) Program, you **MUST** participate or unemployment benefits will stop.

To Learn More

Sign up for an online info session: www.umass.edu/worker-ed/furlough

You will learn how to avoid making a mistake filling out your claim. The info sessions are coming up quick:

- Wednesday (in Spanish), October 7, 2-4 p.m.
- Thursday (in English), October 8, 10-12 noon
- Friday (in English), October 9, 9-11 a.m.

Go to: The Partnership for Worker Education website www.umass.edu/worker-ed/furlough

- A recording of the info session
- Frequently asked questions
- A how-to-file guide and how-to-reopen a claim guide
- **Additional translation help**
- The email link for HR furlough questions

Gather this info before you **open** a claim

- Social Security number
- Birth date
- Home address
- Email address
- Phone number
- Employment history from the last 15 months
 - Names of all employers, plus their addresses and phone numbers
 - If you left an employer, reason why
- Work start date at UMass and end date (the last work day before your furlough starts)
- UMass Employer ID #: **04-6002284**
- Your union: AFSCME Local 1776

Some will also need to gather this info:

- If you are **not a U.S. citizen** — your Alien Registration number
- If you have **dependent children** — their birth dates and Social Security numbers
- If you were in the **military** — your DD-214 Member 4 form. If you don't have it, you can request your DD-214 online.
- If you worked for the **federal government** — your SF8 form (optional)
- To receive payments by **direct deposit**, you will also need:
 - Bank name, account number, social security number, and routing number. If you don't want direct deposit, Unemployment Assistance will send you a debit card. (Direct deposit is recommended to avoid lost or stolen debit cards.)

QUICK
TIPS

This effort to help campus workers during furlough involves Mass Rapid Response, MassHire Franklin Hampshire Career Center, UMass Human Resources, AFSCME Local 1776, USA/MTA, and PSU