
Unemployment Compensation Notice to Employee

Be sure to keep this card.

Failure to present this notice when you file your claim may delay payment of benefits. This card tells the UC branch office staff the account number of the employer for whom you worked. It is needed to secure wage information to determine your benefit rights.

What Day To Go To The Uc Office

If that last two digits of your Social Security Number are:

00 thru 33 ... report on Monday

34 thru 66 ... report on Tuesday

67 thru 99 ... report on Wednesday

Report on Thursday or Friday

if you miss your assigned reporting day.

You will never be penalized for waiting
until your first reporting day after you are laid off.

To receive unemployment compensation, you must be completely eligible and qualified. You must:

1. File a claim and report as directed.
2. Register for work as directed by your UA branch office.
3. Have earned sufficient wage credits.
4. Be able to work; available for suitable, full-time work; and seeking work.

State of Michigan
Department of Consumer & Industry Services
BUREAU OF WORKERS' & UNEMPLOYMENT COMPENSATION

UC 1711
(Rev. 5-2002)

Notice to Employee

Authorized by MCL 421.1, et seq.

Keep this card. If you become unemployed, the information on this card is needed to determine your unemployment benefit rights.

To file a claim for benefits, BRING the following items to the UC branch office nearest your home:

1. This card. (If you have cards from more than one employer, bring all such cards.)
2. Your Social Security Card.
3. One other item of identification such as a driver's license, voter's registration, etc.

To Employers: A completed copy of this card must be given to each employee before or when he/she is separated from your employ. Complete by entering the following information in the space below:

1. Employer's **name** and **UC Account Number**.
2. **Complete address** (including zip code) **where employment and separation information is available** covering the worker given this card.

(SEE REVERSE SIDE)