

**UNEMPLOYMENT
INSURANCE
AGENCY**

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Filing for and Receiving Unemployment Insurance Benefits

The Unemployment Insurance Agency (UIA) has made the unemployment benefit process easier and faster. Now, you can file a new or reopened claim, complete reporting requirements and even change benefit payment options, all **online**.

Filing for and Receiving Benefits: Michigan's 3-Step Process

STEP 1: Filing a Claim

You can file a new claim for unemployment benefits (or reopen an established claim) by visiting the UIA's website at www.michigan.gov/uia, and click on the "File Unemployment Claims Online" link. This service is available anytime from 7:00 AM Monday through 7:00 PM Saturday. It may take about 30-45 minutes to file a claim online, depending on the Internet connection speed and your preparation. By reviewing the Internet Filed Claims tutorial on our website (on the homepage, click "Agency Webcasts" under "What's New" or <http://www.michigan.gov/uia/0,1607,7-118-53900-219607--,00.html>) and by gathering the following information, you will save even more time by filing online.

What you need to file:

The following information is needed to file a claim:

1. Your Social Security number,
2. Your Driver's License number, State Identification number or your MARVIN PIN (if you have one),
3. The names and addresses of employers you have worked for in the past 18 months along with your quarterly gross earnings, and
4. The last date of employment with each employer.
5. UIA recommends you have your most recent employer's UIA account number or Federal ID number handy (especially if you have **not** filed a claim within the last three years or have been employed for less than six months). Depending on your situation, knowing the account number may speed up the processing of your claim (*UIA Administrative Rule 421.204(3)(a) requires the employer's UIA account number be given to employees and the employer's Federal ID number is on your annual W-2 form*).
6. If you are **not** a U.S. citizen or national, you will need your Alien Registration number and the expiration date of your work authorization.

For a detailed work-sheet of what you need to file a claim, visit UIA's website, click on the "FORMS" option from the upper left menu, and select [Form 1538: What You Need To File An Unemployment Claim](#).

Once the claim is successfully entered online, a confirmation page will appear with a confirmation number. You will also be advised of your appointment date for MARVIN (Step 3).

STEP 2: Register for Work

After the claim is filed, applicants must register for work by filing a resume application at the *Michigan Works!* Agency service center, unless UIA has waived this requirement. To locate the nearest *Michigan Works!* Agency office, please go to www.michiganworks.org.

STEP 3: Report to MARVIN Online to Receive Benefits

In order to receive your benefits, you must report bi-weekly using MARVIN on your appointment date given to you when you filed your claim. MARVIN is the Agency's automated benefit payment system. You will use MARVIN to certify that you are eligible for payment by answering eligibility questions, such as if you are able, available, and looking for work and whether or not you have earnings during the two-week period for which you are reporting. To use MARVIN Online, go to www.michigan.gov/uia,

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and click on “Certify with MARVIN.” If you miss your appointment day, you can also certify with MARVIN Thursday – Saturday. MARVIN is available from 7AM - 7PM, Monday - Friday, and from 7AM - 3PM on Saturday (except the Saturday after the first Friday of each month). You will need to establish an account through the claim portal prior to your first time certifying.

The Claim Portal

- Another UIA online service, the claim portal, allows unemployed workers to:
- Email questions about or problems with your unemployment claim and receive a response in 24 to 48 hours,
- View your benefit payment history,
- Certify with Marvin,
- Change benefit payment options online,
- Select or modify income tax withholdings,
- Reset your MARVIN PIN,
- Respond to UIA questions regarding your separation or eligibility for benefits, and
- View your 1099 statement(s) for the last two calendar years.

To establish an account, go to www.michigan.gov/uia and click on “UIA Online Services for Unemployed Workers.”

Benefit Duration

State unemployment benefits are usually limited to a maximum of up to 26 weeks. In 2011, there are two basic extension programs in Michigan: Emergency Unemployment Compensation (EUC) provides up to 53 weeks of federal benefits through four tiers. EUC Tier I provides up to 20 more weeks, Tier II provides up to another 14 weeks, Tier III provides up to 13 weeks and Tier IV provides up to six weeks. The EUC program is set to end on January 3, 2012. In addition, the Extended Benefits (EB) program offers up to another 20 additional weeks. The final week for which EB can be paid is the week ending December 31, 2011.

Benefit Amount

Your quarterly wages largely determines the amount of your unemployment benefits. State law provides that a worker can receive no more than \$362 per week.

Severance Pay: How it Affects Unemployment Benefits

Although severance pay is not used to determine your weekly unemployment benefit, it may reduce the amount of unemployment benefits you might receive.

Any reduction in unemployment benefits generally depends on the severance pay amount and the manner in which it was paid. If your employer makes a lump sum severance payment and allocates the payment(s) to specific week(s), then your weekly unemployment benefits will be reduced in each week for which the severance payment is allocated. If, however, your employer makes a lump sum severance payment but does not allocate that severance payment to a week or weeks, then the severance payment will reduce your unemployment benefits only in the week in which the lump sum severance payment is made.

The site is secure

The UIA has done everything it can do to make its claims taking site as secure as possible to ensure that all information it receives from those applying for unemployment benefits is kept confidential.

Questions about the 3-Step Process?

If you have a problem or question about your new or reopened claim or your benefit payment, call the UIA at **1-866-500-0017** (TTY customers use 1-866-366-0004). This toll-free line is available weekdays from 8:00 AM to 4:30 PM, except during state of Michigan holidays.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.



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