

Unemployment Insurance Resource for Employees

As a result of the change in your employment status or your hours of work, you may be eligible for unemployment insurance benefits with the California Employment Development Department (EDD). Your eligibility for benefits will be determined by the EDD. Visit EDD at www.edd.ca.gov for more information.

How to Apply for Unemployment Insurance Benefits

Online

[UI OnlineSM](#) is the fastest and most convenient way to file your UI claim. You can file your claim though UI Online during the times (Pacific time) listed below:

Sunday: 5 a.m. – 8:30 p.m.	Monday: 4 a.m. – 10 p.m.
Tuesday – Friday: 2 a.m. – 10 p.m.	Saturday: 2 a.m. – 8 p.m.

By Phone

To file a claim or for payment information, representatives are available at the following toll-free numbers, Monday through Friday from **8 a.m. to 12 noon** (Pacific time) except on [state holidays](#).

English and Spanish 1-800-300-5616.

Note: For general program questions or technical help, including registration, password resets, EDD Account Number, and how to use UI Online, contact EDD at 1-833-978-2511 from 8 a.m. to 8 p.m.

By Fax or Mail

Use the paper Unemployment Insurance Application Form. For California workers, the forms are available via these links: [English](#) | [Spanish](#). Contact your local [America's Job Center of CaliforniaSM](#) for help with mailing or faxing a paper UI application.

When to File a Claim

File your UI claim in the first week that you lose your job or have your hours reduced.

Information You Need to File a Claim

1. Last employer information. Use the employer's name and mailing address below:
[The Regents of the University of California](#)
[PO Box 283 St. Louis, MO 63166](#)
2. For physical work location, use the information below. Do not provide your department address.
[Unemployment Insurance Coordinator](#)
[Employee and Labor Relations](#)
[900 University Avenue, Riverside, CA 92521](#)
[Telephone: 951-827-3641](#)
3. Last date worked and the reason you are no longer working.
4. Your regular gross earnings in the last week you worked, beginning with Sunday, and ending with your last day of work.
5. If applicable to you: severance pay amount, vacation payout amount, pay-in-lieu of notice amount, including the beginning and end dates covered by the pay-in-lieu payment.
6. Information on all employers you worked for during the past 18 months, including name, address (mailing and physical location), the dates of employment, gross wages earned, hours worked per week, hourly rate of pay, and the reason you are no longer working.
7. Citizenship status. If you are not a US citizen, information from your employment authorization document.

Helpful Links

- [UI Benefit Calculator \(https://www.edd.ca.gov/Unemployment/UI-Calculator.htm\)](https://www.edd.ca.gov/Unemployment/UI-Calculator.htm): Estimate your weekly benefit amount.
- [After You File \(https://www.edd.ca.gov/Unemployment/After_You_Filed.htm\)](https://www.edd.ca.gov/Unemployment/After_You_Filed.htm): Provides information about what to expect after you have filed your UI claim.
- [FAQs – UI Program \(https://www.edd.ca.gov/Unemployment/FAQs.htm\)](https://www.edd.ca.gov/Unemployment/FAQs.htm): Frequently asked questions about the UI Program.
- [FAQs – Eligibility Requirements \(https://www.edd.ca.gov/Unemployment/FAQ_-_Eligibility.htm\)](https://www.edd.ca.gov/Unemployment/FAQ_-_Eligibility.htm): Frequently asked questions about the UI eligibility requirements.