Unemployment Insurance (UI) provides temporary income to workers who lose their jobs through no fault of their own. UI benefits come from contributions paid by employers. Deductions are never made from a worker’s paycheck. To collect benefits, you must be ready, willing and able to work, and you must diligently look for work. Not everyone who loses a job has a right to Unemployment Insurance.

TELL US WHY YOU ARE NO LONGER WORKING
Make sure you give us true and complete information about why you lost your job.

REPORT EACH DAY YOU WORK.
You must report any day you work when you claim your weekly UI benefits. This includes part-time, temporary or unpaid jobs.

BE ACCURATE
Carefully read all letters and electronic messages the Department of Labor sends to you. Follow the instructions and return all forms by the deadline. This will help prevent delays in your benefits.

BE AVAILABLE TO WORK
You must be able to take a job right away. Every week, you must verify that you were ready, willing, and able to work.

LOOK FOR WORK
You must search for work each week and keep an online or written Work Search Record.

MAKE A WORK SEARCH PLAN
Contact a New York State Career Center to get help planning your work search. Go to www.labor.ny.gov to find the location nearest you. You may also call 800-447-3992. Choose your language and pick option 3.

STOP CLAIMING BENEFITS AS SOON AS YOU RETURN TO WORK
Do not wait for your first paycheck. You are no longer eligible for benefits when you start working a full-time job. You may be eligible for partial benefits if you get part-time work.

READ YOUR CLAIMANT HANDBOOK
It tells you about your rights and responsibilities while collecting Unemployment Insurance. It also lists additional benefits and services you may be able to get. You can find the handbook on our website at www.labor.ny.gov/uihandbook.

AVOID FRAUD
Do the right thing and follow the rules. If you do not follow the rules, you could face serious legal consequences.

IF YOU DON’T KNOW, ASK FOR HELP
Our representatives can help. Call 888-209-8124, send us a secure message through your online account, or go to our website for answers.