

## INFORMATION SHEET FOR NON-INSTRUCTIONAL ACADEMIC EMPLOYEES

If you performed work for a public or private school, college, or university in a non-instructional, non-administrative, or non-research capacity (such as a custodian, teacher's aide, cafeteria worker, bus driver, clerical worker, etc.) and will be unemployed during the summer months or vacation breaks this year, then you may be eligible for unemployment benefits from March 15, 2020 through January 2, 2021 under a recent change in Illinois law.\*

Before filing a claim, watch the 9-minute video at <https://www2.illinois.gov/ides/pages/file-a-claim.aspx>. After watching, click the button, "File for Regular Unemployment Benefits." During the registration and application process, carefully enter the information, check for spelling errors and confirm that all information is accurate. Mistakes made at claim filing are very common and may result in denial or delay in receiving your benefits.

### Understanding the Application and Certification Questions

- When applying for benefits, you will be asked to enter the gross wages you earned during your last week working for your most recent employer:

Please enter gross wages earned for this employer between **11/29/2015 and 12/01/2015** ?

You must report all gross wages for any work performed, full or part time. Your gross wages are the amount you earned before any deductions, not your take home pay. Wages in the form of lodging, meals, merchandise or any other form should be included. Gross wages must be reported the week in which they are earned, not the week in which you receive the wages.

- The appropriate dates will automatically appear where highlighted above.
- This question is asking for the gross wages that you *worked for*, whether you received payment during this time period or not.

The following information will assist you when "certifying" for benefits:

- To receive payment of benefits, you must certify every two weeks. This means that you must answer a list of questions. You will receive detailed instructions on this process in the mail after you apply.
- One certification question asks if you worked during specific weeks:

Did you work?	Sun. 09/30 - Sat. 10/06	*	<input type="radio"/> Yes	<input type="radio"/> No
	Sun. 10/07 - Sat. 10/13	*	<input type="radio"/> Yes	<input type="radio"/> No

- The appropriate dates will appear automatically based on your situation.
- This is asking whether you *actually performed your job*, not if you got a paycheck that week.
- If you respond "No," go on to the next question.
- If you respond "Yes," there will be a drop-down box that automatically opens and you will be asked to provide the total amount of gross wages you earned that week:

Did you work?	Sun. 09/30 - Sat. 10/06	*	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Sun. 10/07 - Sat. 10/13	*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
You must enter the total amount of gross wages you earned for the week of Sunday through Saturday. ⓘ	Sun. 09/30 - Sat. 10/06	\$	<input type="text"/>	(###.##)
Were you laid off, fired, did you quit, were you involved in a labor dispute or are you still working? Please identify.	Sun. 09/30 - Sat. 10/06		--Select--	▼

- This is asking for the amount you *worked for and will be paid*, even though you may not have received your paycheck yet.

**NOTE:** If you are receiving wages over a 12-month period but do not perform your job duties during the summer months or vacation breaks, you are not considered to have “worked” during those times, even if you may be receiving a paycheck. **Please note that this applies to the summer months and vacation breaks only for this year because of the change in Illinois law.**

- You will also be asked, “Were you able to work and available for work each day during your normal work week?”:

Were you able to work and available for work each day during your normal work week? ⓘ	Sun. 09/30 - Sat. 10/06 * <input type="radio"/> Yes <input type="radio"/> No
	Sun. 10/07 - Sat. 10/13 * <input type="radio"/> Yes <input type="radio"/> No

- This is asking if you are able and willing to accept a job if offered, even if it’s unrelated to your work for the school (working at a fast food restaurant, data entry at home, etc.).
- You will also have to answer whether you were actively looking for work:

Did you actively look for work? ⓘ	Sun. 09/30 - Sat. 10/06 * <input type="radio"/> Yes <input type="radio"/> No
	Sun. 10/07 - Sat. 10/13 * <input type="radio"/> Yes <input type="radio"/> No

- To continue receiving benefits you are required to actively seek work. An individual is actively seeking work when he or she makes an effort that is reasonably calculated to return him or her to the labor force.

Please keep in mind that when you apply for benefits, you can choose to receive your benefits on a debit card or through direct deposit. The preferred method is direct deposit. If you choose a debit card, an empty card will automatically be mailed to you by KeyBank within a few days. **Please keep this card.** If you qualify for benefits, money will automatically be put on the card about 2 days after you certify every 2 weeks.

If your employer files a protest to your claim for benefits, you may be asked to participate in an interview with an adjudicator within a few weeks of applying for benefits. So long as you meet all the requirements to be eligible, you will continue to receive benefits during this period, and you should continue to certify every 2 weeks.

If a mistake is made during the application or certification process, you must contact the Call Center to make corrections: (800) 244-5651.

IDES is reminding all Illinois employees that if any person applies for and then collects unemployment benefits when they are not eligible for them, even accidentally, this could result in the improper receipt of benefits, or an “overpayment.” Illinois law requires overpaid unemployment benefits to be paid back. If any person purposefully collects unemployment benefits by knowingly providing false information to IDES in order to collect unemployment benefits, Illinois law provides for legal and monetary penalties in addition to recoupment and collection proceedings.