

## UNEMPLOYMENT FILING INSTRUCTIONS FOR JANUARY 2022 LAYOFF

1. If you still have benefits, you will file the first week of January. If you don't, you will file the 2<sup>nd</sup> week of January. **YOU MUST FILE ON WEEK YOU ARE LAID OFF (NO BACKDATING)**
2. If you are claiming dependents you need to have their SSN with you when you file.
3. If you have a pension, you MUST have that information with you every time you file.
4. If you are unsure about whether you have benefits left, **TRY TO FILE** first week of January. If you are out of benefits, you'll get a message stating you have exhausted your benefits.

The website for unemployment is [www.ides.illinois.gov](http://www.ides.illinois.gov). If you have not done the new login, you will need to do so first. Once you are through, click on the box that reads "UI Online Account". This will take you to the screen you should recognize. Move the cursor over the orange "individual home" tab and select file my claim.

**\*\*\*\*\* EMPLOYMENT HISTORY PAGE!!! If your employer is listed on the bottom of this page you MUST ADD NEW PERIOD OF EMPLOYMENT!!!! As always you MUST enter dates on this page or you will not get paid. For this layoff, your information is as follows....**

**Most recent start date.....12/13/2021**

**Last day worked.....01/01/2022**

**Number of days worked.....15 (Holiday pay counts)**

**Days worked in a week .....5**

**Number of weeks worked.....3**

\*\*\*On the Occupation page, just remember that UAW 1268 is NOT a hiring hall that gives work assignments. The answer to the first question is \*\*\* "I am still attached to my regular job but my hours have been reduced"\*\*\* **This is a change from usual!!** For the next question that asks if you have a return-to-work date, YOU WILL ANSWER "NO"!

The unemployment office is finally open. They are taking people by appointment only, and only for basic issues such as proving identity or password help. You must make an appointment at least 24 hours in advance by calling 217-558-0401.

As always UAW 1268 hall will have computers and help available. If you come on Monday/ Tuesday when the hall is busy, you will be doing the filing. If you need one on one help, it is asked that you come later in the week when there isn't as many people trying to file. **MAKE SURE TO LOGIN TO THE NEW SYSTEM AHEAD OF TIME IF YOU HAVEN'T YET!!** The number for unemployment is always 1-800-244-5631. You leave your information and they call you back.

United We Stand Strong,  
Michael G. Moe  
Financial Secretary UAW Local 1268