

**To apply for Unemployment Benefits in MA online go to**  
**<https://www.mass.gov/orgs/departments-of-unemployment-assistance>**

You can apply by phone at (877) 626-6800, or online by clicking the “[Log in as claimant](#)” link. You will need to create a password for your online account.

## **1. Getting Started – Documents and Information Needed for Claim**

- Your Social Security Number
- If you are not a citizen of the United States, your alien registration (“green card”) number
- Your residential address
- Your mailing address
- Your telephone number
- Your date of birth
- Your employment history for the last 15 months, which includes
  - The names of **all** of your employers
  - Each employer’s address
  - Each employer’s phone number
  - The reason(s) for separation from your employer(s)
  - The start and end dates of employment for each employer (Note: This is for statistical purposes. The start date should be the approximate date you started *in this type of work*. For example, if you have been teaching at ABC University since September 1, 2016, but have been teaching at colleges and universities in general since September 1, 2010, you should use the date of September 1, 2010.)
  - Recall dates (if your employers have indicated when you will return to work)
- Optional
  - If you want to use direct deposit, you will need your bank routing number and your bank account number
  - Your email address (we highly recommend providing an email address, and preferably not a campus email address)
- If these apply to you:
  - The social security numbers and dates of birth for your dependents
  - Your union name and local number (if you are a member of a union)
  - If you were in the Military, you will need information from your DD-214 Member 4

## 2. Enter your hours worked this week

Unemployment Initial Claim Submit Process

1 Initial Questions → 2 General Information → 3 Employment Information → 4 Review, Edit and Submit → 5 Claim Submitted → COMPLETE

benefits if:

employment.

ced and you will work less than your regular schedule of working hours.

arch 12, 2017 through Saturday, March 18, 2017 how many hours did you or will you work?  \*

lease enter zero.

ally work during the week?  \*

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**Calculation of hours worked each week:** This information is listed on your bi-weekly paystub. In general, during the fall or spring semester for a 3-credit class for 15-week semester, we recommend using  $2.75 \text{ hours} \times 3 \text{ credits} = 8.25 \text{ hours}$  per week. The hours worked during summer session for a 5-week 3-credit class are  $8.25 \text{ hours} \times 3 = 24.75 \text{ hours}$  per week.

## 3. Employment Overview

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**Work Information**

1. Are you a union member who is currently seeking work exclusively through a union hiring hall or business agent? ☐ Yes ☐ No \*

2. Have you been notified by an employer of a definite return to work date? ☐ Yes ☐ No \*

If Yes, enter your return to work date, and select means of notification:  (mm/dd/yyyy) ☐ In Writing ☐ N

3. Are you customarily laid off and do you later return to work with the same or different employer in your industry and/or your occupation? ☐ Yes ☐ No \*

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### Answers:

1. No
2. No
3. Yes

#### 4. Enter Number of Years you worked this job

The image shows a screenshot of a web application for submitting an unemployment claim. At the top, a flowchart titled "Unemployment Initial Claim Submit Process" shows five steps: 1. Initial Questions, 2. General Information (highlighted), 3. Employment Information, 4. Review, Edit and Submit, and 5. Claim Submitted, leading to a "COMPLETE" status. Below the flowchart is a section titled "Additional Occupation Information". It contains a "Job Title" field with the text "Bus Drivers, School or Special Client". Below this is a search prompt: "To search for job title select search" with a "Search" button. Then, there is a text input field for "How many years have you done this type of work?". A note below the field states: "Note: If you have worked for less than one year, enter 1." At the bottom of the section are "Previous" and "Next" buttons.

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**Additional Occupation Information**

Job Title: **Bus Drivers, School or Special Client**

To search for job title select search

How many years have you done this type of work?:

**Note:** If you have worked for less than one year, enter 1.

**Number of years:** Enter the number of years since you starting working as a faculty member, rounded up to a whole number of years. For example, if you have been teaching as a part-time faculty member for 13.5 years, enter 14 years. (Note: This is for statistical purposes. The start date should be the approximate date you started *in this type of work*. For example, if you have been teaching at ABC University since September 1, 2016, but have been teaching at colleges and universities in general since September 1, 2010, you should use the date of September 1, 2010.)

## 5. Employment History

**Unemployment Initial Claim Submit Process**

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**Additional and Complete Employment**

A complete list of employment from 1/1/2016 to 3/17/2017 is needed to determine your eligibility and benefit amount.

- If an employer is listed with a status of "Incomplete," select the "Update" button to review and complete the missing information.
- If the list of employers has a status of "Complete" and reflects all the employment that you have had in the past year, select "Next."
- If the list does not include all the employment that you have had in the past year, select the type of employment and the "Add" button below.
- If you worked for the same employer in multiple states, please list your employment in each state as a separate employer.**

Employer Business Name	Employer Legal Name	Status		
Massachusetts Employment				
	{Unknown}	INCOMPLETE	<span style="color: red;">*</span> Update	Delete

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**Provide Additional Employers**

A complete list of employment from 1/1/2016 to 3/17/2017 is needed to determine your eligibility. Use the "Add" button below to add additional Employment.

Employment Type: Select one Add

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You selected you worked for:

Massachusetts Employer Legal Name: **FIRST STUDENT MANAGEMENT LLC**  
 Massachusetts Employer Doing Business As (DBA) Name: **FIRST STUDENT MANAGEMENT LLC**

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Employer Legal Address:	Employer Physical Location Address:
<b>600 Vine St</b>	<b>68 Industrial Blvd Ste 6</b>
<b>Suite 1400</b>	
<b>Cincinnati</b>	<b>Hanson</b>
<b>Ohio</b>	<b>Massachusetts</b>
<b>45202-2400</b>	<b>02341-1547</b>

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**Most Recent Work Address**

Enter the physical location where you performed work for this employer, if different than the address listed above.

Address Line 1:	<input style="width: 95%;" type="text"/>
Address Line 2:	<input style="width: 95%;" type="text"/>
City:	<input style="width: 95%;" type="text"/>
State:	<b>Massachusetts</b>
ZIP Code:	<input style="width: 95%;" type="text"/>
Phone:	<input style="width: 95%;" type="text"/> ext: <input style="width: 50%;" type="text"/>

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\*Did you work full time for this employer? ☐ Yes ☐ No

Enter your total period of employment with this employer:

Employment Start Date:	<input style="width: 95%;" type="text"/> (mm/dd/yyyy)
Employment End Date:	<input style="width: 95%;" type="text"/> (mm/dd/yyyy)

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\* Have you been separated from this employer more than once since 1/1/2016? ☐ Yes ☐ No

\*Are you considered working on-call for this employer? ☐ Yes ☐ No

\*Are you a member of a corporation or a shareholder of this company? ☐ Yes ☐ No

\*Are you a sole proprietor, a partner in a partnership, or do you work for a family member who owns/operates a sole proprietorship and/or partnership at this company? ☐ Yes ☐ No

\*Are you a school Employee? ☐ Yes ☐ No

\*1. Are you paid by the city or town? ☐ Yes ☐ No

\*2. Are you paid by a private employer? ☐ Yes ☐ No

**Employer:** ABC State University, be sure you enter individually each college and university you teach at, **as well as every other employer**, even if it is not a faculty position. The higher your earnings, the greater your unemployment compensation will be.

**Did you work full-time?** NO (for DGCE or day part-time work)

**Total Period of Employment for this employer:** Enter the number of years since you starting teaching as a DGCE or day part-time faculty at this university.

**Have you been separated from this employer more than once?** YES (unless this is your first semester teaching for this university)

**Are you considered working on-call for this employer?** NO

**Member of a corporation or shareholder?** NO

**Sole proprietor?** NO

**Are you a school Employee?** NO (This is only for K-12 employees; this does not apply to higher education employees.)

## 6. Select reason for no longer working that job

Occupational Information

Enter your job title while working for the employer listed above:  
★Job Title: Bus Drivers, School or Special Client  
To enter your job title for this employer select search

Reason For Separation from this employer

\* ☐ **Still Working:** You are working "part-time" or "on-call".

☐ **Layoff:** Your employment ended due to: lack of work; temporary layoff; your position being eliminated; employer closed.

☐ **Quit:** You decided to leave your employment for reasons including: another job; moved; to avoid being fired; personal, or medical reasons.

☐ **Discharged:** Your employer ended your employment for a reason other than a layoff.

☐ **Leave of Absence:** You and your employer have an agreement that you will take some time off work and you will return to work with this employer in the future.

☐ **Suspension:** Your employer will not allow you to work pending an investigation or as a disciplinary action.

☐ **School Employee:** You are on a semester/term break from school-related employment.

☐ **Strike:** You are not working due to a strike.

☐ **Lockout:** You are not working as a result of a lockout.

☐ **Conviction:** You were discharged by your employer or quit your job due to a conviction of a felony or misdemeanor.

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**Layoff** (This is the recommendation of a former DUA employee, as it is the reason closest to the expiration of a DGCE or day part-time faculty contract.)

## 7. Review Initial Questions

Review and Edit Contents	
To review each section of your claim click on the section header links below or scroll down the screen:	
<ul style="list-style-type: none"> <li><a href="#">Initial Questions</a></li> <li><a href="#">General Information</a></li> <li><a href="#">Employment Information</a></li> <li><a href="#">Eligibility Questions</a></li> </ul>	
The following is a summary of your entries during this Unemployment Benefit Application process:	
Initial Questions	
Benefit Claim Effective Date:	Sunday, March 26, 2017
What are your gross earnings for the week ending Saturday, March 25, 2017:	
How many hours do you typically work during a week:	40
How many hours did you work during the week of Sunday, March 26, 2017 through Saturday, April 1, 2017:	0
Are you unemployed as a direct result of a disaster:	No
Employed in Massachusetts (excluding military and federal civilian employment):	Yes
Employed in state other than Massachusetts (excluding military and federal civilian employment):	No
Employed by the Military in Active Duty:	No
Employed as a Civilian Federal Employee:	No
Since 3/27/2016 have you applied for unemployment benefits from a state other than Massachusetts:	No
Enter the ZIP code of your home address:	021142502
<input type="button" value="Modify"/>	

**Determine unemployment claim begin date:** The DUA operates on weeks, beginning on Sunday. If your contract specified that your contract ended on May 31, 2020, then you should enter May 31, 2020 (as it is the week during which you are no longer employed). If your contract specified that your contract ended on May 27, 2020, then you should enter May 24, 2020, as that is the week your employment ended.

**Gross earnings during certain week:** This information is listed on your pay advice (see example below). The numbers you are looking for are under the “Current” heading. The “Regular Pay” line is the line you need for reporting. The “Hours” is the number of hours the universities reports that you are “working.” The collective bargaining agreement gives a per-credit rate; the universities translate this into an hourly rate and hours worked.

HOURS AND EARNINGS			
Description	Rate	Current Hours	Earnings
Retro Regular Pay RET			0.03
Regular Pay Adjunct Faculty	41.794200	24.75	1,034.41
Earned Sick Lv Paid			0.00
Regular Pay No Leave Accrual			0.00

**Note:** Unemployment benefits are based on the location of the place of work, not the address where you reside. As a DGCE or day part-time faculty member teaching at a state university in Massachusetts should file for unemployment in Massachusetts even if you live in another state.



## ***Guide to Unemployment Assistance Evidence CHECKLIST<sup>1</sup>***

**Collective Bargaining Agreement:** Highlight contract language that makes it clear your assignment is indefinite. Many agreements have language that refers to appointments as “tentative” or gives management the right to cancel a class for a number of reasons.

**Academic calendar:** Show that there were summer or winter sessions offered and that you were not given courses during those terms.

**Statements from the University that make your reappointment less likely:** Include statements regarding uncertainty of class schedules and budget issues that the college is facing.

**Teaching availability:** Show you are available and willing to work.

**Evidence that courses you were assigned to have ultimately been cancelled:** Include emails and schedules from the past few years that show that your courses were cancelled. You could use schedules to show that course offerings change frequently over the summer and winter break. You not only want to show that the courses for the upcoming semester have been cancelled, but you want to establish a pattern that you have often had courses cancelled after getting an assignment. Include letters or statements from the college that enrollment is down or that your work area will be reduced.

**Evidence that DGCE courses have been offered pro rata:** Include emails and other correspondence from the past few years that show you were told that courses would be running pro rata. You could use schedules or pay stubs to show that course offerings have changed. If you use pay stubs as evidence, make sure to explain what your normal pay would be under the Collective Bargaining Agreement.

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<sup>1</sup> Source: *MTA Guide for Unemployment Benefits for Adjuncts*