



# Notice to Employees

As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training Services of the Alaska Department of Labor and Workforce Development.

**The purpose of UI is to provide partial replacement of wages between jobs.**

UI benefits are available to workers who are unemployed and who meet requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

You will need to provide the following in order for the state to process your claim:

1. Full legal name;
2. Social Security Number; and
3. Authorization to work (if you are not a U.S. citizen or resident).

**As with any insurance, you must meet certain qualifications to be eligible for benefits.** You must have earned wages in jobs that are covered by the law, file your claim for UI, and register for work with the Alaska Employment Service or your union. You must also be ready, willing and able to accept suitable work. If you quit or were fired from your last job, or if anything is keeping you from accepting full-time work, you may not immediately be eligible for benefits.

To file a **NEW** claim or **REOPEN** an existing Alaska claim for UI benefits on the Internet, go to **labor.alaska.gov** and find "Quick Links" then "File Unemployment Benefits Online."

To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone numbers are listed below. If you do not reside in one of the cities below, use the toll free number.

**Anchorage:** (907) 269-4700  
**Fairbanks:** (907) 451-2871

**Juneau/outside Alaska:** (907) 465-5552  
**All other areas in Alaska:** (888) 252-2557

The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**