

# Notice to Employees About Applying for Wisconsin Unemployment Benefits

## When To Apply

- You are totally unemployed,
- You are partially unemployed (your weekly earnings are reduced), or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early.

**Important:** Your claim begins the week you apply. To avoid any loss of benefits, apply the first week you are unemployed. Do not wait until the week is over.

## Have This Information Ready To Apply:

- A username and password for filing online
- A valid email or mobile number
- Your social security number
- Your Wisconsin driver license or identification number
- Your work history for the last 18 months:
  - Employers' business names
  - Employers' addresses (including zip code)
  - Employers' phone numbers
  - First and last dates of work with each employer
  - Reason no longer working with each employer
- Your alien registration number, document number and expiration date, if you are not a U.S. citizen
- Form DD214 (Member 4 copy), if you served in the military in the last 18 months
- Form SF-50 or SF-8, if you are a federal civilian employee
- Name and local number of your union hall, if you are a union member

DWD is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please call 414-438-7713 or 608-232-0824 or TTY 1-888-393-8914 during business hours.

**Notice to Employers:** All employers covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it (e.g., on bulletin boards, near time clocks). If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies go online at: <http://dwd.wi.gov/dwd/publications/ui/notice.htm> or call 414-438-7705 or 608-232-0633 to request copies.

**Notice to Employees:** The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.

## How To Apply

### STEPS TO APPLY ONLINE:

1. Type into the internet browser:  
**my.unemployment.wisconsin.gov**
2. Read & accept Terms and Conditions
3. Create a username and password
4. Logon to access online benefit services
5. Complete your application

### Apply Online During These Times

|                 |                   |
|-----------------|-------------------|
| Sunday          | 9:00 AM – 5:00 PM |
| Monday – Friday | 6:00 AM – 7:00 PM |
| Saturday        | 9:00 AM – 2:30 PM |

**For help using online services  
or if you are truly unable to go online  
call 414-438-7713 or 608-232-0824**

during business hours:

Monday – Friday: 7:45 AM – 4:30 PM

You may be asked to call back on a  
specific day of the week

For more information about unemployment  
insurance, visit our website:

**unemployment.wisconsin.gov**

STATE OF WISCONSIN



Department of Workforce Development