



GREG J. REED
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ALABAMA DEPARTMENT OF WORKFORCE

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KAY IVEY
GOVERNOR

Employer Notice:

Effective July 2020, all Alabama employers are required to provide notification of the availability of Unemployment Compensation (UC) to employees individually at the time of separation. Specifically, you must provide notice of the potential availability of unemployment benefits individually to each employee who separates from your employment, for any reason. Pursuant to U.S. DOL UIPL 13-20, Change 1, employers may provide this notice in the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation.

A sample notice that ADOW provided to employers when the requirement first became effective is included in this handbook. Employers are not required to use this exact notice, but it does contain all essential required elements. For more information about the requirement, please see administrative rule 480-4-2-.19 at <https://admincode.legislature.state.al.us/administrative-code/480-4-2-.19>.

Providing this information to separating employees does not in any way guarantee the receipt of Unemployment Benefits but satisfies the employers' obligation to provide notice of the potential availability of those benefits.



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Notice of Availability of Unemployment Compensation

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

For general information about filing a claim, visit www.workforce.alabama.gov or call 800-361-4524 at 5pm Sunday through Thursday to schedule a callback appointment.

You will need to provide the Alabama Department of Workforce with the following information in order for the state to process your claim:

1. Your full legal name;
2. Your Social Security Number;
3. Your authorization to work (if you are not a US Citizen or resident).

You should also have the following information available when you file your claim:

1. A list of names, complete addresses, telephone numbers, and the beginning and end dates of employment for your last 2 employers;
2. Information and related documents for any federal civilian employment, military service, or work performed in another state in the past 18 months;
3. Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.

To file a UI claim by phone, dial 866-2-FILE-UC (866-234-5382).

If you do not have access to a telephone, you may use a designated telephone at a local Alabama Career Center.

You will be asked to provide your Social Security Number and telephone number to be able to schedule a callback by a claims specialist to complete your claim. Someone will return your call as soon as possible. Please note that the number 334-956-7300 that will appear when an Alabama Department of Workforce representative calls may be marked as spam. Please save the number to ensure that you do not miss your callback.

To file a UI claim online, visit www.workforce.alabama.gov.

Put your cursor on "Unemployment," click on "Unemployment Portal," then follow the prompts.

If you have questions about the status of your UI claim, you can check your Claimant Portal home page or call the Alabama Department of Workforce Call Center Inquiry Line at 800-361-4524 at 5pm Sunday through Thursday to schedule a callback appointment.