GILLIG

HOW TO FILE FOR UNEMPLOYMENT

A STEP BY STEP GUIDE

HOW DO I KNOW IF I QUALIFY?

- Your hours have been reduced due to COVID-19
- Furloughed from your employer due to COVID-19
- If your child's school is closed, and you have to miss work to be there for them

WHAT DO I NEED TO FILE A CLAIM?

YOUR PERSONAL INFORMATION

- Basic Info (Social Security #, ID, etc.)
- Alien registration # and exp. date, if a non-citizen
- DD Form 214 if you served in the military in the last 18 months

CURRENT EMPLOYER INFORMATION

- Name of Company: GILLIG LLC
- Company Info:
  451 Discovery Drive, Livermore, CA 94551
  (510) 785-1500
- Supervisor name
- Reason for reduced hours or furlough:
  Temporary Plant Shutdown

EMPLOYMENT HISTORY (LAST 18 MONTHS)

- Names of all employers
- Last day worked: April 17, 2020
- Wages earned, how you were paid (hourly, weekly, monthly)

WHAT ARE THE STEPS?

STEP 01 Gather the needed info

STEP 02 Visit edd.ca.gov/BPO and select Register

STEP 03 Log in to Benefit Programs Online and select UI Online to get started

STEP 04 Select "File New Claim"

STEP 05 Answer the questions with the info you gathered

STEP 06 Expect info mailed to you about your claim

STEP 07 Report eligibility info to the EDD every two weeks online, by phone or mail.

STEP 08 Stay safe, and practice good hygiene and social distancing

If you have questions, you can email HR@gillig.com with your name/contact number, and someone from the HR team will reach out to you as soon as possible.