

# 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 does not begin until the week you apply. To avoid any loss of benefits, apply the first week you are unemployed.

## Have This Information Ready

- Your social security number
- A personal identification number (PIN)  
Your PIN is a 4-digit number you make up before you apply.
- Your Wisconsin driver's license number, if you have one
- The names of everyone for whom you worked in the past 18 months. For each employer you will also need a full address (including zip code), a telephone number, the reason you are no longer working there, and your first and last dates of work.

## Questions? Need Help?

Call a Claims Specialist.

**Madison:** 608-232-0824   **Milwaukee:** 414-438-7713  
**Toll-Free:** 1-800-494-4944

For a complete list of our telephone service numbers and more information about unemployment insurance, visit our web site at:  
<http://dwd.wisconsin.gov/uiben/>

## How to Apply

**Apply On-line at**  
[www.ucclaim-wi.org](http://www.ucclaim-wi.org)

or

### Apply by Telephone

<b>Madison</b>	608-232-0678
<b>Milwaukee</b>	414-438-7700
<b>Toll-Free</b>	1-800-822-5246

You can start your application during the hours listed below.

<b>Sunday</b>	9:00 AM - 5:00 PM
<b>Monday-Friday</b>	6:00 AM - 7:00 PM
<b>Saturday</b>	9:00 AM - 2:30 PM

Deaf, hard-of-hearing, and speech-impaired callers may apply on-line using the Internet address shown above, or they may apply by calling our TTY number when Claims Specialists are available. TTY callers must have a telephone typewriter device. Voice calls are not answered on this number.

**TTY Toll Free Number**  
**1-888-393-8914**

Claims Specialists are available during the following hours:

**Monday-Friday** 7:45 AM - 4:30 PM



**Notice to Employers:** This notice must be posted permanently in each work place where all employees will easily see it (on bulletin boards, near time clocks, etc.) For additional copies call 608-267-8997.

**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.