

INSTRUCTIONS FOR CLAIMING UNEMPLOYMENT BENEFITS

Section 1 – Notice to Employer

YOU ARE REQUIRED, under section 6 (c) of the Unemployment Compensation Law of New Jersey, and under Title 17:27, N.J.A.C. 17.27, to complete this form and provide it to any worker who is separated (with or without a discharge) temporarily from work for any reason.

1. Employer Name and Address:

Rowan University

101 Mullica Hill Road, Linden Hall

Glassboro, NJ 08028

2. New Jersey Employer Identification No.: 410

3. Employer Telephone No.: (856)-256-4134

4. Work location (if different than above):

5. Date of Separation:

6. Separation is: Permanent Temporary Temporary, expected Recall Date:

Section 2 – Notice to Worker

In order to be considered for unemployment insurance benefits, you must file an unemployment claim. No benefits will be paid to you for any week before you actually file your unemployment insurance claim. Failure to file your claim or delaying the time to do so may affect your eligibility for benefits. You should always file your claim as soon as possible after becoming unemployed. You will not be considered eligible until your claim is filed.

When you file the claim, be sure to have available your Social Security number and the complete name, address, and telephone number for each employer that you worked for in the past 18 months.

You may apply for unemployment benefits on the internet at www.nj.gov/unemployment, or you may call the New Jersey Department of Labor and Workforce Development, Unemployment Call Center. The Reemployment Call Centers are open Monday through Friday, excluding holidays.

Freehold Call Center	(732) 761-2020
Cumberland Call Center	(956) 567-2340
Out-of-State Claims	(888) 795-6672

TTY users can contact the department through New Jersey Relay: 7-1-1

Workers who are on a temporary layoff or in a vacation shutdown, you should apply for unemployment benefits if you are

Please make certain to have this form available when you file your unemployment insurance claim.