



Completing the *New Jersey Claiming Unemployment Form*:

The completed form must be given to any employee who worked in New Jersey and who is separating from the University, either voluntarily or involuntarily.

Please send or give this form to the employee at the time of separation. If the employee has already left the University and their UNI email has been deactivated, you must mail this form to their home address.

1. The only fields you need to complete on the form are:
 - The Work location field
 - The Date of Separation field
 - The Permanent or Temporary fields, with the date the employee is expected to return to work, if applicable

No other fields should be completed.

2. When the form has been completed and sent or given to the employee, please save the file with the **employee's name in the file name**. This is especially important as you will note the form does not include provision for the employee's name. Then please:
 - Send one copy to Ursula Bollini ub2@columbia.edu
 - Send one copy to Camille Nicholson cnb23@columbia.edu
3. Finally, you must attach a copy of the completed form to the employee's termination documents submitted to HRPC. If the documents submitted to HRPC do not include this form, they will be returned to you to be updated.

For more information about unemployment processing, please see [Columbia's Unemployment Insurance Processing Guide](#).

For questions, please contact Ursula Bollini at ub2@columbia.edu.

Instructions Claiming Unemployment Benefits



Section 1

Notice to Employer

YOU ARE REQUIRED, under section 6 (a) of the Unemployment Compensation Law of New Jersey and under Employment Security Rule N.J.A.C. 12:17-3.1 to complete this form and provide it to each worker at the time of separation from employment (either permanently or temporarily) for any reason.

Employer Name and Address

Columbia University

P.O Box 1180

Londonberry, NH 03050

Work Location (if different from above address)

Section 2

Notice to Workers

In order to be considered for unemployment insurance benefits, you must file an unemployment claim. No benefits can be paid to you for any week before you actually file your unemployment insurance claim. **Failure to file your claim or delaying the filing could 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 of each employer that you worked for in the past 18 months.

You may apply for unemployment benefits online 24 hours a day, 7 days a week at **myunemployment.nj.gov** or you may call a Reemployment Call Center (phone numbers below). Reemployment Call Centers are open during regular business hours, Monday through Friday, excluding holidays.

Union City Call Center201-601-4100

Freehold Call Center732-761-2020

Cumberland Call Center ...856-507-2340

Out-of-State Claims888-795-6672

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

NOTE: Please have this form available when you file your unemployment insurance claim.

New Jersey Employer Identification # _____

Employer Phone Number 800 207-6926

Date of Separation _____

Separation is

☐ Permanent

☐ Temporary - Expected recall date _____

Workers who are unemployed due to a vacation shutdown should apply for unemployment benefits if:

- you are receiving vacation pay in an amount less than your full-time wages
- you have not refused any offer of suitable work for the vacation period, and
- you are ready and willing to work during the vacation period.