

Glossary of Unemployment Insurance (UI) Terms

Alternate Base Period

Wages paid during the three most recently completed calendar quarters, plus the time between the last completed quarter and the effective date of the claim. If you are not monetarily eligible for benefits using the primary base period, and would be eligible using the alternate, DUA will automatically use this method to determine your benefits. Also, you may elect to use the alternate base period if you provide credible documentation showing that your maximum benefit amount would be increased by at least 10% by using it.

Appeal

A request for a hearing or review on a determination.

Average Weekly Wage

A formula established by law based on the total amount of wages paid during the base period.

Maximum Benefit Amount

The total amount of benefits that you are potentially eligible to receive during a benefit year if you meet all the other eligibility requirements of the law.

Base Period

The 52-week period before the beginning of a benefit year.

Benefit Year

52 weeks following the effective date of a claim.

Duration of Benefits

The maximum number of weeks that you can receive UI benefits. This is determined by dividing your maximum benefit amount by your weekly benefit amount. The maximum number of weeks a claimant can receive full UI benefits is 30 weeks. It is capped at 26 weeks during periods of extended benefits and low unemployment.

Earnings

Money earned during the benefit year.

Effective Date

It is the date your claim begins. This is the Sunday of the calendar week in which you applied for benefits.

Issue

Question regarding your potential eligibility for benefits.

Maximum Benefit Amount

The maximum amount of benefits that you can receive during a benefit year.

Monetary Eligibility

Your eligibility for benefits based on wages and/or length of time you were employed during the base period.

Overpayment

Benefit payment in excess of your legal entitlement.

Partial Benefits

Benefit payments of less than your full weekly benefit amount, because of reductions for your part-time earnings.

Partial Unemployment

Work of less than your regular full-time hours, or employment that provides earnings less than the amount normal paid for a week of full-time work.

Personal Identification Number (PIN)

An electronic signature that allows you to access information about your claim.

Primary Base Period

The last four completed calendar quarters immediately before the effective date of your claim. Claims are based on wages received during this period.

Reason for Separation

The reason you became unemployed.

Social Security Number (SSN)

The unique identifier to process a claim for benefits. DUA is required by the Federal Internal Revenue Service (IRS) Code of 1954, as amended in 26 USC 85; 6011(a), 6050(b), 6109(a) to request Social Security Numbers in processing benefit claims.

TeleCert

The interactive telephone method for requesting weekly benefits. TeleCert is available in English and Spanish.

Total Unemployment

A week in which you perform no work and earn no wages, or work less than full-time and earn no more than the allowable earnings under state UI law.

Training Opportunities Program

Program that allows you to submit a plan for vocational training or study that will increase your chances of becoming re-employed.

Wages

All payments received from an employer, including salary, bonuses, room and board.

Waiting Period

The first week of unemployment for which you do not receive compensation but meet the eligibility requirements necessary to receive UI during the benefit year.

Weekly Benefit Amount

The amount of monetary benefits, excluding any allowance for dependents, that you are eligible to receive each week. It equals 50% of your average weekly wage up to the current maximum.