

## 19 Unemployment Insurance (UI)

[REVISION 51](#)  
(01/01/23 - 12/31/23)

Unemployment Insurance (UI) is an insurance benefit that may be paid to people when they have lost their jobs and meet other eligibility criteria. State governments pay unemployment insurance from a fund of unemployment taxes or payroll taxes collected from employers.

UI payments are countable as unearned income.

NOTE This includes participants receiving UI income under the age of 18.

Key the UI Unearned Income Codes in the INC TYPE field on **UNIC**.

Qualified Railroad employees may receive UI benefits. These benefits are available under the Railroad Unemployment Insurance Act (RUIA) which is administered by the Railroad Retirement Board (RRB). Key the RR UI Unearned Income Code to budget this income for both NA and CA.

Consider the UI benefits available to the participant on the second [workday\(g\)](#) following the date benefits are issued. Use **HOSC** to identify the date benefits are issued.

When the participant states they have recently moved to Arizona investigate the possibility of out of state UI benefits.

When possible receipt of UI benefits from California is indicated, request verification from the State of California Employment Development Department (EDD). Mail an Authority To Release Information (FAA-1765A) form signed by the participant, along with a stamped, self-addressed return envelope to the [California EDD Address](#).

When a low balance shows for the participant's UI benefits, complete **one** of the following:

- When the UI benefits can be removed from the budget one month after [current system month\(g\)](#), complete the following: Budget the UI benefits in the current system month based on the remaining balance. Roll benefits to the month after current system month and remove the income.

NOTE When determined benefits should be rolled more than one month pass current system month, supervisor approval is required.

- When the UI benefits cannot be removed from the budget in the month after current system month, complete the following:  
Set a free form Auto Change Tracking System (ACTS) Alert for the month before the month benefits are ending.  
Indicate that UI benefits are ending.

When a free form ACTS Alert is already created but the UI benefits are still active beyond the CSM, extend the alert to the month before the month UI benefits are ending.

Do not budget future UI benefits when either of the following occurs:

- When any of the following [Pay Type Codes](#) display in the PAY TYPE field on HOSC:
  - 03 - Ineligible due to military waiting period
  - 07 - Disqualified
  - 10 - Waiting Week
  - 12 - Pending unresolved issue
  - 15 - Benefits exhausted
  - 16 - Final pay
  - 17 - Monetarily ineligible
  - 28 - Claimant declines due to employment

NOTE When Pay Type Code 28 is used, there is a possibility the participant may have new employment.

- At the time of benefit approval, there is no date in the ISSUE DATE field on HOSC.