Employee Checklist
Temporary Furlough

West Virginia University is committed to assisting you through the temporary furlough to make the process as seamless as possible. WVU Talent and Culture is providing you with this simple checklist to help walk you through the enclosed resource guide and ensure you are taking all of the steps necessary to understand your options. More in-depth information and resources are provided in the resource guide.

Review the Employee Resource Guide
Along with this checklist, you have been provided an employee resource guide to ensure you are informed regarding your employee benefits and and how to apply for unemployment compensation benefits prior to, during and after the temporary furlough period.

Complete the Electronic Employee Information Form
Prior to the temporary furlough period, you will be required to complete an electronic employee information form. The link to the form will be in your temporary furlough email. The form will allow WVU to have updated contact information and collect additional required information.

Review and Cancel Any Pending or Pre-Approved Leave Requests
Prior to the temporary furlough period, you will want to cancel any pending or pre-approved leave requests you may have in the WVU leave system during the temporary furlough dates. Requests that are pre-approved will require supervisor approval to be cancelled. Log in to the Leave Request System.

Set Out-of-Office Reply for WVU Email/ WVU Phone
Prior to the temporary furlough period, you will want to work with your supervisor to set appropriate out-of-office replies for your WVU email and WVU phone during the temporary furlough.

Gather Information Needed to File Your Unemployment Claim
Ã Your Social Security Number.
Ã Your complete address including zip code.
Ã The employer’s complete name, address, zip code, telephone number, and date of employment for all employers for whom you worked in the past 18 months.
Ã If you are a member of a union hiring hall, you will need to provide the union name, address, and the name of union representative with his/her telephone number.
Ã A telephone number where you can be reached during regular business hours.
   ▪ Your alien registration number, if you are not a U.S. citizen.
   ▪ If you have Military employment, you will need your DD-214 Military Form. Please be advised that you will need to attach a Member 4 copy to your claim. If the Member 4 copy is unavailable, you may attach either a service 2 or 8 copy.
   ▪ If you have Federal government employment, you will need the SF-8 Form which is your separation notice. This document will need to be attached to your claim. However, if your employing agency is FEMA, you will need a SF-8 and SF-50; both documents will need to be attached to your claim.

File your unemployment claim
There currently are three methods for filing a claim with WorkForce WV:
1. Contact WVU Shared Services at (304) 293-6006
3. Contact WorkForce West Virginia directly at 1-800-252-JOBS (5627)

NOTE: You can begin filing for unemployment on Sunday, May 24.