

Unemployment Insurance Benefits for Federal Civilian Employees

If you are a Federal Civilian Employee who recently lost a job through no fault of your own, you may be eligible for Unemployment Insurance (UI) benefits payments.

You may receive unemployment benefits under federal law if you were a former federal civilian employee and:

- Your last official duty station was in Arizona; or
- You are a resident of Arizona but your last official duty station was outside of the U.S.; or
- You were employed in Arizona after separation from your federal employer.

If you are a contractor for a federal agency or program who has lost your job, you may be eligible for UI benefits.

Apply for UI benefits online, at AZUI.com, anytime between 12:00 a.m. on Sunday through 6:00 p.m. on Friday.



Who May Be Eligible?

All applications are reviewed on a case-by-case basis. The reason for your separation and other factors will help determine if you are eligible for benefits.

ARIZONA@WORK can also assist you with finding a new job. Some individuals may also be eligible for no-cost training to prepare for in-demand employment through Dislocated Worker Services. Please see arizonaatwork.com/job-seeker-services for more information.

File Your Weekly Claim

After filing your initial application, you must file a “weekly claim” in order to receive benefits. You will be required to log your work search activities and answer questions about your availability for work, whether you were able to work, or whether you earned wages during this week. The Department uses this information to determine if you are eligible for benefits each week. Weekly claims can be filed online at AZUI.com.



Be Able, Be Available and Actively Search for Work

In order to be eligible for UI benefits, federal and State laws require that you:

- ☑ Actively search and apply for work each week you claim benefits;
- ☑ Be able to work: You must be mentally and physically able to work at a job for which you are qualified. You are not eligible for benefits if you are sick or otherwise not able to work; and
- ☑ Be available to work in a job market that has jobs for which you are qualified. You must be ready to accept full-time work and to report for work at the time required by the employer.

Note: The first week you file your claim and meet all eligibility requirements, is called the “waiting week”. Per State law, you will not be paid benefits during the waiting week. The week following the waiting week is called the “first payable week”. If you are eligible, you will be paid benefits for this week.

How much will my UI weekly benefit amount be?

The actual amount of benefits you will receive is set by state law. In Arizona, the minimum weekly benefit amount is \$229 and the maximum weekly benefit amount is \$320. Benefit amounts are based on a percentage of earnings paid over the 52 weeks before becoming unemployed.

What Happens If I Return to Work with the Federal Agency?

If you return to full-time work, do not submit your weekly claim forms and your claim will become inactive. If you are partially unemployed, you may continue to receive partial UI benefits by submitting your weekly claims online or by mail. Remember, you must report your gross earnings in any week you work.

Note: You May Have to Pay Back UI Benefits You Receive

If you receive UI benefits and later receive a retroactive payment from your employer for the same time, federal and state law require you to pay back the UI benefits you received. If this occurs, DES will mail you a Determination of Overpayment indicating the total amount due and how to repay the benefits.

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