

Note: Stockton University does not process the state unemployment claims. You must follow the guidelines provided by the NJ Department of Labor. If for any reason you need to contact the state unemployment office to speak to a customer service representative, please call **609-292-7060**. You may also submit a message to the unemployment office by clicking [here](#).

The following are helpful tips for when filing unemployment:

- You will need to create a new account unless you have applied for unemployment in the last 6 months. This is the link for [new user registration](#):
- You will need access to your paystub for when you are asked for gross income. This can be accessed through [Banner Self-Service](#).
- When filling out the form you will come to a page that asks for the union number:
 - Union numbers:
 - CWA- 1031
 - AFT/SFT- 2275
 - IFPTE- 195
 - If your union does not come up. Select other and type your union name.
- When looking for the employer:
 - Type in Richard Stockton State College
 - It will show a NH address. It is correct, that address is to a third-party company that handles our claims (Corporate Cost Control). **DO NOT CHANGE THE ADDRESS.**
 - The FEIN number that is listed is the state FEIN number for the university.
- When you come to the reason for furlough, there is a choice to click on ***Reduction of hours due to Covid-19***. Please be sure to select that reason.
- ***Please note that claim times and dates may change every week.*** Employees who may be new to the unemployment system may not know this. It is helpful to check the UI page every week to know if your claim time has changed.
- NJDOL page on how to apply for unemployment:
<https://myunemployment.nj.gov/before/about/howtoapply/applyonline.shtml>
- [Guidance for Furloughed NJ State Workers Represented by CWA](#)

Pensions & Benefits info:

- There are individuals that are furloughed more than 10 days. If you are furloughed more than 10 days it may affect your pensions and benefits. If it does:
 - A back deduction will be set up to pay your benefits.
 - You will be able to buy back missing pension time.
 - Contact [Bart Musitano](#) or [Joyce Kesel](#) for further inquiries on repayment and buyback of time.