

INSTRUCTIONS FOR TWO (2) WEEK FURLOUGHED EMPLOYEES

TO RECEIVE UNEMPLOYMENT BENEFITS

FROM THE SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE (SCDEW)

To be completed by the Office of Human Resources:

1.

The Office of Human Resources notifies furloughed employees of their status and provides them with the **Notification of the Availability of Unemployment Insurance Benefits**.

To be completed by furloughed employees:

2.

Two (2) week furloughed employees for Fiscal Year 2021 go to the [Claimant Self Service Portal](#). If they are new to the SCDEW system, click "***I am new here. I need to Register Now!***" They will be prompted to create their credentials (username and password), then log into the system to create an account.) Two (2) week furloughed employees for Fiscal Year 2021 who have applied previously for unemployment benefits shall use their previous credentials.

Two (2) week furloughed employees for Fiscal Year 2021 file a claim for unemployment benefits.

To be completed SCDEW:

3.

SCDEW notifies the Office of Human Resources that the furloughed employee has made a claim.

To be completed by the Office of Human Resources:

4.

The Office of Human Resources has ten (10) days to respond to SCDEW's request for verification of employment status of the furloughed employee.

To be completed SCDEW:

5.

Unemployment benefits will be available to furloughed employees pending initial certification. After initial certification, SCDEW may only provide unemployment benefits to furloughed employees pending weekly certification. The amount of weekly benefits vary based on weekly income.

To be completed by furloughed employees:

6.

Two (2) week furloughed employees go to the Claimant Self Service Portal **each week** that they are furloughed.

FAQs

Can employees file for unemployment benefits when they are notified of the two (2) week furlough?

No, employees may only file for unemployment benefits at the beginning of the two (2) week furlough.

When does SCDEW notify Furman that the two (2) week furloughed employee has filed for unemployment benefits?

SCDEW will notify the Office of Human Resources via e-mail upon an individual's proper completion of an unemployment claim.

What is the benefit week?

The benefit week begins on Sunday and ends on Saturday.

What is the "waiting week?"

The "waiting week" is the first week of the benefit year for the time period during which an individual files an unemployment claim.

Will two (2) week furloughed employees be subject to a "waiting week?"

It depends. If South Carolina is under a state of emergency because of COVID-19, the "waiting week" may be waived, meaning benefits may be received during the first week of the respective benefit year. If the waiting week is no longer waived, two (2) week furloughed employees will not receive unemployment benefits during that first week.

Are two (2) week furloughed employees required to certify their eligibility to receive unemployment benefits each week?

Yes. Two (2) week furloughed employees must log on the Claimant Self Service Portal with their credentials each week to certify they are eligible for benefits.

How much are furloughed employees eligible to receive in unemployment benefits?

Furloughed employees may receive **up to** \$326 per week that they certify, but that weekly benefit is based on their earnings.

How are payments received?

Payments are received via a debit card or direct deposit.

If two (2) week furloughed employees find part-time or temporary employment, must they report those wages?

Yes! During the weekly certification, all wages must be reported. Furloughed employees may earn up to 25% of the weekly unemployment benefits with no reduction in the weekly unemployment benefit.

Do two (2) week furloughed employees have to be available for work?

Yes, during the weekly certification, two (2) week furloughed employees must note that they are able and available to work.

Where can two (2) week furloughed employees get more information?

Furloughed employees may go to the [COVID-19 Resource Hub](#) for additional information. They can also [click here](#) to understand how to certify weekly claim. For general information, go to <https://dew.sc.gov/>.