



Notice to Employees About Applying for WISCONSIN UNEMPLOYMENT BENEFITS

When To Apply

- You are totally unemployed,
- Your weekly earnings are reduced, or
- You expect to be laid off within the next 13 weeks.

Unsure if you will qualify? Apply to find out if you are eligible. Only DWD can determine if you will qualify.

IMPORTANT: You must file an initial claim application within seven days of the end of the calendar week in which you want to receive an Unemployment Insurance (UI) benefit payment.

How to Apply

- Go to my.unemployment.wisconsin.gov
- Read and accept terms and conditions.
- Create a username and password.

You may need to verify your identity as part of this step. If you need to verify your identity you will not be able to file a claim until your identity is verified.

- Log on to access your Claimant Portal.
- Complete your initial claim application.

Apply online during these times:

Sunday 9:00 a.m. – Midnight
Monday – Friday Available 24 Hours
Saturday Midnight – 3:00 p.m.

Need Help?

For access to a computer and workforce services:

Visit your closest Job Center
www.jobcenter.org/directory

For help using online services or if you are unable to go online:

Call the Wisconsin Unemployment Help Center at (414) 435-7069 or toll-free (844) 910-3661 during business hours.

Information You Need To Apply

- For filing online:
- A username and password.
- An authentication method (phone number or authenticator app).
- A valid email address or mobile phone number.

- Your current address.
- Your social security number.
- Your Wisconsin driver license or identification number (if you have one).
- Your work history for the last 18 months, including:
 - Employers' business names.
 - Employers' addresses (including zip code).
 - Employers' phone numbers.

- First and last dates of work with each employer.
- Reason for no longer working with each employer.
- You will want UI benefit payments by direct deposit, your bank's routing number and your account number.

- If you are a union member, the name and local number of your union hall.
- If you are not a U.S. citizen, your alien registration number, document number, and expiration date.
- If you served in the military in the last 18 months, Form DD-214.
- If you are a federal civilian employee, Form SF-50 or SF-6.

For more information on how to apply for UI benefits, go to dwd.ui.wisconsin.gov/whenhandbook or call:



DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

Notice to Employees: All employees covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it. If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies, visit: dwd.wisconsin.gov/dwd/publications/ui/notice.htm or call (414) 438-7057.

Notice to Employees: The federal Social Security Act requires that we give you our social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.



Hours and Times of Day Minors May Work in Wisconsin

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15. State and federal laws also permit minors under 18 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 18 may only work six days a week. Most employers must obtain work permits for minors under 18 before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (EPM-20-04).

Maximum Hours of Work for 14 & 15-year-old minors	After Labor Day through May 31	June 1 through Labor Day
Daily Hours	8 hours	8 hours
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
Weekly Hours	40 hours	40 hours
Non-School Weeks	18 hours	18 hours
School Weeks	7am-7pm	7am-9pm

Employers subject to both federal and state laws must comply with the more stringent section of the two laws. State child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

Minors under 16 years of age are limited to the maximum hours and time of day restrictions even though they may work more than one employer during the same day or week.

Minors under 14 years of age are allowed to work in certain occupations (e.g., street trades, agriculture, and work school chaperone program). See the Wisconsin Employment of Minors Guide, EPM-20-04 for more details. These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

Minors under 18 years of age may not work more than 3 consecutive hours without having a 30-minute, duty-free meal period.

Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of their last shift and the start of their next shift.

Minimum Wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.00 per hour for the first 30 days of employment. On the 31st day, the wage must increase to \$7.25 per hour.

For further information about the hours child labor laws call (800) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

For further information about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860.

DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION
PO BOX 8928 MILWAUKEE WI 53208
Telephone: (608) 266-6860
Website: <https://dwd.wisconsin.gov/>

Employee Rights under Wisconsin's Business Closing/Mass Layoff Notification Law

Under Wisconsin law, employees have certain rights and employers have certain obligations to give proper notice to their employees and others before taking certain actions.

What is a "business closing" or "mass layoff?"

A "business closing" requires notice if there is a permanent or temporary shutdown of an employment site or of more or less facilities or operating units at an employment site or within a single municipality that affects 25 or more employees (not including "new" or "low-hour" employees).

A "mass layoff" requires notice if there is a reduction in the workforce that is not a "business closing" and which affects the following number of employees (excluding new or low-hour employees) at an employment site or within a single municipality:

- At least 25% of the employer's workforce or 25 employees, whichever is greater or
- At least 500 employees.

Employees are covered if their employment is terminated (not including discharge for cause, voluntary departures, or retirements), if they are laid off for more than 30 months, or if their hours are reduced more than 50 percent during each month or any 6-month period, as the result of a business closing or mass layoff. New or low-hour employees - who have been employed for fewer than 6 of the 12 months preceding the date on which a notice is provided or who average fewer than 20 hours of work per week - are not covered.

Who is made responsible and when?

With certain exceptions, business employees during 50 or more persons in the State of Wisconsin must provide written notice 60 days before implementing a "business closing" or "mass layoff" in this state. The federal or state government (and their political subdivisions, charitable or tax-exempt institutions, organizations, and independent contractors) are not covered under this law and do not have to provide notice. Additional exceptions exist at various locations involving strikes or lockouts, sales, relocations, temporary or seasonal employment, unforeseeable circumstances, natural or man-made disasters, temporary cessation of operations, or businesses in financial trouble.

What employees are entitled to receive notice?

Employees are entitled to receive notice if they are covered as part of a "business closing" or "mass layoff" or if low-hour employees are also to be laid off to reduce notice in situations where there is a "business closing" or "mass layoff."

What can employees receive if notice is required and not given?

If an employer implements a "business closing" or "mass layoff" without providing required notice, an affected employee may receive back pay and benefits for each day that required notice was not provided (up to a maximum of 90 days). An affected employee may also receive attorney fees and costs in a lawsuit.

If you have questions regarding this law or wish to file a complaint, call or write us at:

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION
201 E WASHINGTON AVE, ROOM A100 PO BOX 8928 MILWAUKEE WI 53208 Telephone: (608) 266-6860
818 N 6TH ST, ROOM 723 MILWAUKEE WI 53203 Telephone: (414) 227-4384
Website: <https://dwd.wisconsin.gov/>

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

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Wisconsin Minimum Wage Rates Effective July 24, 2009 (Wis. Stat. ch. 104)

General Minimum Wage Rates

Non-Opportunity Employees: \$7.25 per Hour
Opportunity Employees: \$5.90 per Hour

Minimum Wage Rates for Tipped Employees

Non-Opportunity Employees: \$2.33 per Hour
Opportunity Employees: \$2.13 per Hour

Note: "Opportunity employee" means an employee who is not yet 20 years old and who has been in employment status with a particular employer for 90 or fewer consecutive calendar days from the date of initial employment.

Minimum Wage Rates for All Agricultural Employees

Adults: \$7.25 per Hour
9 Holes: \$5.90
Minors: \$7.25 per Hour
16 Holes: \$10.50

Wisconsin Maximum Allowances for Board and Lodging Effective July 24, 2009

Non-Agricultural Employment

All Employees
Meals: \$87.00 Per Week
Lodging: \$58.00 Per Week

Opportunity Employees: \$70.80 Per Week
\$47.20 Per Week

Agricultural Employment

All Employees
Meals: \$87.00 Per Week
Lodging: \$58.00 Per Week

Camp Counselor Employment

Board & Lodging: \$21.00
Board Only: \$26.00
No Board or Lodging: \$50.00

Weekly Salary for All Employees (Adults and Minors)

Board & Lodging: \$21.00
Board Only: \$26.00
No Board or Lodging: \$50.00

When board or lodging provided by an employer is accepted and received by an employee, the employee is permitted to deduct up to the above amounts from the worker's paycheck. The amounts deducted are used to determine if the employee is receiving the required minimum wage rates.

For more information contact:

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WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

Section 103.14, Wisconsin Statutes, requires all employers with 50 or more employees to display a copy of this poster in the workplace. Employees with 25 or more employees to display a copy of this poster in the workplace. Employees with 25 or more employees to display a copy of this poster in the workplace.

Under state law all employers with 50 or more permanent employees must allow employees of either sex:

- Up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, provided that the employer provides his or her employee with written verification that the employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

This law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Bone Marrow and Organ Donation Leave. Employees may have leave policies, which are more generous than leaves required by the law.

A complaint concerning a denial of rights under this law must be filed within 30 days after the violation occurs or the employees should have reasonably known that the violation occurred, whichever is later.

For answers to questions about the law, a complete copy of the law, or to make a complaint about a denial of rights under the law, contact:

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Website: [https://dwd.w](https://dwd.wisconsin.gov/)