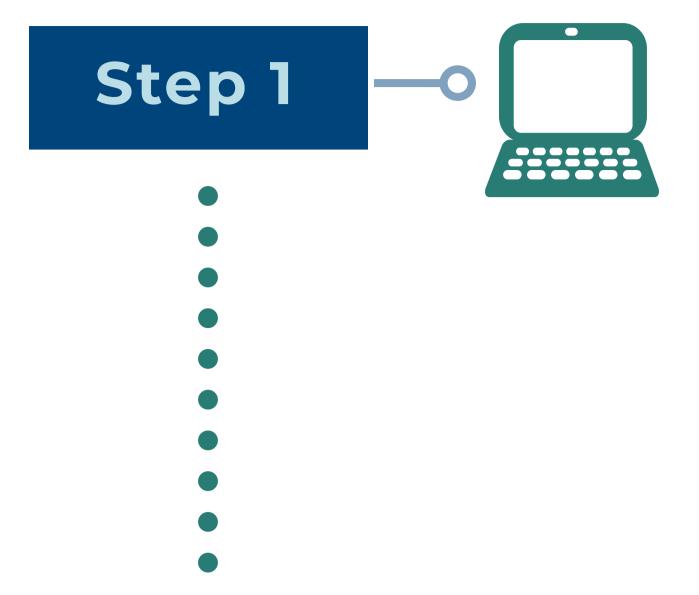
# **Resources for Unemployment Benefits**

Care team members affected by a temporary due to COVID-19 are eligible to apply for unemployment benefits with the SC Department of Employment and Workforce (DEW).



### **Employer Filed Claim**

- MUHA will submit the initial Employer Filed Claim with DEW and a weekly claim thereafter during the temporary layoff.
- The claim must be filed <u>after</u> the week of temporary layoff as benefits are paid for the prior week and not in anticipation that someone won't be working.
- An Employer Filed Claim eliminates the need for the worker to conduct two weekly job searches because both the employer and the worker anticipate that the claim is temporary.

#### **Register for a MyBenefits account**



- The care team member should create an account in **MyBenefits** using a desktop computer or mobile device.
- New users click "I am new here. I need to Register Now!".
- Returning users should use their username and password to login and certify.
- If username and password unknown, click "Forgot your username/password?".

### **Certify Information in MyBenefits**

- The care team member will need to complete an initial review in **<u>MyBenefits</u>** to confirm that the information submitted by MUHA is accurate.
- A care team member can certify the day after the claim has been filed by MUHA.
- The care team member has up to 2 weeks after MUHA submits the claim to certify, but this will delay the payment of benefits. The payment will not be initiated by the system until the certification is complete.

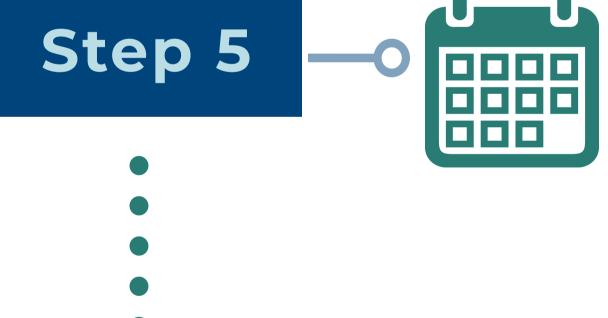
### **Payment of Benefits**

The SC DEW determines eligibility to receive unemployment and the weekly benefit amount. If eligible, a care team member may receive their benefits two to three business days after they certify their information in MyBenefits. Care team members can receive up to twenty weeks of full  $\bullet$ unemployment benefits, and may receive benefits for more weeks if filing for partial unemployment benefits.



Step 4

Step 3



Step 6

# Weekly Employer Filed Claims

- MUHA will continue to submit a weekly claim to DEW every Monday during the temporary layoff.
- The claim must be filed <u>after</u> the week of temporary  $\bullet$ layoff as benefits are paid for the prior week and not in anticipation that someone won't be working.

#### **Certify Information Weekly in MyBenefits**

- The care team member will need to certify weekly in **MyBenefits** to confirm that the information submitted by MUHA is accurate.
- A care team member can certify their information on Tuesday, the day after the claim has been filed by MUHA.
- A care team member has up to two weeks after MUHA submits



Step 7

the claim to certify, but this will delay the payment of benefits. The payment will not be initiated by the system until the certification is complete.

### **Stay Connected**

• The care team member should provide their supervisor with personal telephone and email information for communication necessary during the temporary layoff.

# **Contact Information**

SC Department of Employment and Workforce (DEW) www.dew.sc.gov/covid-hub **8**866-831-1724

**MUHA Human Resources** 

https://horseshoe.musc.edu/human-resources/muha 843-792-0819 Service Now: http://hrportal.musc.edu/