

## **Procedure 20320B: Unemployment Compensation**

### **A. Introduction**

If an employee becomes unemployed through no fault of his or her own, he or she may qualify for unemployment compensation. This procedure explains how departments should handle unemployment insurance claims.

### **B. Procedures**

All employees of the University other than students are covered under State unemployment regulations. They qualify for unemployment compensation if they become unemployed through no fault of their own. Employees who lose their job should contact the Virginia Employment Commission (VEC) immediately to file an unemployment claim. Students employed on a non-student basis are treated like any other non-student employee, and are entitled to file unemployment claims. The Controller's Office (Payroll) may be contacted concerning any unemployment compensation claims.

Any department receiving a VEC Employer's Report of Separation and Wage Information form (VEC-B-10C) should immediately send it to the Payroll Section in the Controller's Office. If the claim pertains to a wage employee, any relevant information concerning the person's employment should be submitted along with the form. The form must be returned to the VEC within 5 calendar days after the University receives it.