

TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
**UNEMPLOYMENT INSURANCE POSTER FOR EMPLOYEES**



Your employer provides insurance to help protect you when you become unemployed through no fault of your own. Tennessee employers pay the full cost of unemployment insurance for their employees. Nothing is deducted from your pay to cover the cost of this insurance nor does any money come from State of Tennessee funds.

To be eligible for benefits you must

- Be separated from employment through no fault of your own.
- Have qualifying wages in the base period.
- Be able and available for work.
- Search for work by making a minimum of three tangible job contacts each week and document each work search on a TUC Work Search Log. You may log in to [www.Jobs4tn.gov](http://www.Jobs4tn.gov) to search for work online.
- Keep a record of your weekly work searches on your TUC Work Search Log and keep a snapshot or copy of your "Sent Items" in your email account; a copy of the confirmation page from an application sent electronically; a confirmation from an employer on company letterhead showing that the application or resume was received.

Failure to make three weekly work searches will result in a loss of benefits unless you are job attached, a member of a hiring union, or attending training approved by the Commissioner.

If you become unemployed you may file for benefits through the Department of Labor and Workforce Development's UI Claims Center. Unemployment insurance claims may be filed by telephone 1-877-813-0950 or (615)253-0800 or online at <https://ui.tn.gov/>.

Before beginning the claim filing process, you should have your

- Social Security Number
- Telephone Number
- Address
- Name of county of residence
- Employment data for the last 18 months including employer name and address, and
- Bank routing number and bank account number if you elect to receive benefits by direct deposit; otherwise, you will receive benefits on the Tennessee Automated Payment VISA Card provided by Chase Bank.

**You must keep your address current with the Department of Labor and Workforce Development.**

Go to <https://ui.tn.gov/> to apply for unemployment benefits, to certify weekly for unemployment benefits, to file a wage protest, to file an appeal of an agency decision, to view/update information, and to view and update your choice of type of unemployment benefit payment.

**[www.Jobs4tn.gov](http://www.Jobs4tn.gov)**

You may log in to [www.Jobs4tn.gov](http://www.Jobs4tn.gov) to register and search for work by using services offered by our Tennessee Career Centers. The Tennessee Department of Labor and Workforce Development has staff available to help you find a job or pursue training opportunities.

You may go to the Department's Web site at <http://www.tn.gov/labor-wfd/cc/cccounty.htm> or call toll-free 1-800-576-3467 for the location of the most convenient Tennessee Career Center.

**Partial Unemployment**

If you are still employed, but working less than full-time because your employer schedules you for fewer hours of work in a week, you may be eligible for partial unemployment benefits. Ask your employer to file a claim for you. If your employer cannot file a claim for you, contact your Labor and Workforce Development UI Claims office at 1-877-813-0950 or (615)253-0800.

*Please post in a conspicuous place.*

*The TN Department of Labor and Workforce Development is committed to principles of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities.*

Tennessee Relay Service is 711.