Filing for Unemployment – hands on workshop

Helpful video for NEW applicants: https://www.youtube.com/watch?v=JY5s653KSIU

BEFORE ATTENDING the workshop, please do the following:

1. **Establish your IDme account online: https://www.id.me/**
   (If you already have an IDme account, make sure you have your login info available)

   To do so you will need
   - a cell phone with a camera
   - another device such as a computer
   - an ID document such as Driver License, State issued ID, Passport, or Passport card
   - if you are not a US citizen, your work permission document

2. **If this is your first time applying, create your EDD account: https://myedd.edd.ca.gov/**

   If you have an EDD account, ensure that your login information is available to you, and that your personal information is accurate & current.

3. **Gather your employment records for the past 18 months**

   For each employer you will need:
   - name, address, phone number
   - name and phone number of direct supervisor (or HR)
   - total income & what your hourly rate is/was
   - why the job ended

4. **Get some calculations ready. In addition to what's below, you will need to know what your wages are for your final week of classes.**

   Enter your gross wages (before taxes or other withholdings), for the following months and round to the nearest dollar. Include income such as vacation pay, tips, residual payments, commissions, and bonuses. You may simply use the "gross pay" line from your monthly pay stub.

   Also, remember, that the check you receive in May, for instance, is for work done in April.

   You will not receive your wages for May until June 9.

Quarter 1

January 2025	0
February 2025	0
March 2025	0

Quarter 2

April 2025	0
May 2025	0
June 2025	0

Quarter 3

July 2025	0
August 2025	0
September 2025	0

Quarter 4

October 2025	0
November 2025	0
December 2025	0

Quarter 5

January 2026	0
February 2026	0
March 2026	0

5. **Your benefits begin on Sunday of the first week that you do not teach classes.**

   If you only work at Mendocino College, and your classes follow the semester schedule:

   - Sunday, May 24, 2026 (because the last day of classes was May 22, 2026)