

Maine Unemployment Information Guide for Federal Workers



1. Prepare—Get as much information as you can before you are shut out of your account

- Print your paystubs – last one paid before 09/30/2023 and last one paid before 12/31/2024
- Print your 2024 W-2

2. Forms to Know—The top two will be provided by your Federal Employer.

- SF-8 Notice to Federal Employees About Unemployment Insurance
- SF-50 Notification of Personnel Action (Provides last Duty Station and Salary)
- W-2 or paystub for proof of wages
- ES-935 Affidavit for Wage Information—The Maine Department of Labor will provide this form to you.

3. File in Your Last Duty Station's State—Your SF-50 lists your official duty station, which determines where you should file for benefits.

4. File Immediately, Even Without All Documents—Call 1-800-593-7660 to file your claim in Maine as soon as you separate from your employer. Documents will be collected for verification once your claim is started.

- Your claim will take a couple of days to establish in the Maine Unemployment system

5. File Even If Appealing Termination—Apply for benefits while challenging your separation. If reinstated with back pay, you'll need to repay any benefits received.

6. Don't Panic About a \$0 Determination—Federal wages aren't reported in state systems, so your initial claim may show \$0. As wages are verified your Monetary Determination will be updated.

- If you have private employment wages these may show regardless of the pending Federal Wage verification.
- Allow 12–14 days for Federal wages to be verified

7. Processing May Take Over 21 Days—Standard claims are processed in 14–21 days, but resignations or terminations may take longer.

8. Request a Wage Affidavit If Delayed—If your agency doesn't respond within 12 days, you can complete an ES-935 affidavit to speed up your claim.

- Once your initial claim is in system, you will find this form in your account under Correspondences.

9. Check Messages Regularly—State agencies may request additional information, so frequently check your portal, email, and mail.
<https://assist.reemploye.maine.gov/cp/landing>

10. Certify and Job Search Weekly—You must certify unemployment and actively job search each week to continue receiving benefits.

11. Earnings May Reduce Benefit—Freelance or part-time work affects UI eligibility. Report earnings weekly to determine partial benefits.



FOR MORE INFORMATION
1-800-593-7660
TTY users call Maine Relay 711