

# 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.reemploy.me.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**