

## APPENDIX A TO RULE 5

### NOTICE TO EMPLOYEE

**Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Arkansas UI eligibility laws. You may file a UI claim in the first week that employment ends or that work hours are reduced.**

**You will need to provide the Arkansas Division of Workforce Services with the following information for the Division to process your claim:**

- 1. Your Full legal name**
- 2. Your Social Security Number**
- 3. Your authorization to work (if you are not a US Citizen or resident)**

**To file a UI, claim online, visit our Arkansas' online claims filing site at <https://www.ezarc.adws.arkansas.gov/> from 6 am until 6 pm Monday through Friday and 7 am until 6 pm on Sunday.**

**To file a UI claim by paper, please visit your nearest Arkansas Workforce Center. To find the nearest Arkansas Workforce Center please visit [www.dws.arkansas.gov/contact](http://www.dws.arkansas.gov/contact).**

**For general assistance or more information about filing a UI claim, call 1-844-908-2178 or 501-682-2121. HOURS: Monday – Friday, 8am - 3:30pm.**

**If you have questions about the status of your UI claim, you may call your local office or 1-844-908-2178.**