

Rule No. 5

POSTING AND PROVIDING NOTICE TO WORKERS

This Rule is hereby amended, promulgated, and adopted by the Director, Arkansas Division of Workforce Services, pursuant to Arkansas Code 11-10-520, to read as follows:

Every employing unit which is, or becomes an employer, under the provisions of the Arkansas Division of Workforce Services Law (Law) shall do the following:

(A)(1) post, on a continuing basis, a printed notice informing his workers that he is an employer under the Law and that, in the event of their unemployment, they may be eligible for unemployment benefits.

(2) Provide the notice in Appendix A to this Regulation to each employee upon that employee's separation from employment. The method of delivery of the notice shall be at the employer's discretion.

(B) The notices shall be maintained in locations readily accessible to the employer's workers.

(C) The notices shall not be posted by any employing unit that has not been determined to be, or who has ceased to be, an employer under the Law.

(D) The Director shall supply notices to employing units for posting when they are determined to be employers under the Law or upon request.

(E) Any Lessor Employing Unit will provide individual, written notice to each employee specifying the appropriate Division of Workforce Services account number and employer name to be used for the purpose of applying for unemployment insurance benefits.

(F) PURPOSE. Pursuant to the Director's authority as set out in Ark. Code Ann. §11-10-520, the Director finds that Rule 5 as amended, is necessary in order that the citizens of Arkansas

who are separating from employment are given notice of where to file for unemployment benefits or receive information concerning the availability of such benefits. Further, the Director finds that especially due the COVID-19 pandemic and the widespread closures of businesses an extraordinary amount of unemployment claims have been filed or will be filed in the State of Arkansas; and that the provision of the notice as set out in Appendix A to this Rule is necessary. This amended rule shall take effect September 6, 2021.

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 stops or 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, use Arkansas' online claims filing site.

www.ezarc.adws.arkansas.gov

EZARC Hours of Operation

Monday - Friday: 6:00AM - 6:00PM

Sunday: 7:00AM - 6:00PM

If you have questions about your claim, call the UI Hotline. 1-844-908-2178

UI Hotline Hours of Operation

Monday - Friday: 8 a.m. to 3:30 p.m.