



UNEMPLOYMENT COMPENSATION for *Federal Employees* (UCFE)



1. What is Unemployment Insurance?

Unemployment Insurance (UI), also called Unemployment Compensation, provides financial assistance (benefits) to eligible workers who become unemployed through no fault of their own.

The unemployment compensation program for Federal Employees (UCFE) was established by Congress in 1954. Each state administers UCFE and sets eligibility requirements, benefit amounts, and length of time benefits can be paid. But all states follow the same guidelines under federal law.

2. Who pays for Unemployment Insurance?

Employers pay all costs of the UI program. Workers DO NOT pay any taxes into the program and NO deductions are taken from your paycheck. The federal government, as your employer, will be charged for the unemployment benefits paid to you.

3. Do I qualify for Unemployment Insurance?

Your claim will be based on wages paid to you in your base period. To establish a Hawaii claim:

- You must have been paid wages in at least two (2) quarters of your base period.
- You must have been paid wages of at least 26 times your weekly benefit amount.

4. How do I apply for Hawaii unemployment insurance benefits?

When you become unemployed or your work hours are reduced, you can file for benefits online or in-person at a local claims office.

You must provide your social security number, all employment information such as employer's name and address, dates of employment, reason for separation for the past 18 months (including part-time work), and your bank information for direct deposit (routing and account numbers).

When you apply for unemployment insurance under the UCFE program, you will need your:

- SF-8, Notice to Federal Employee About Unemployment Insurance form; and,
- SF-50, Notification of Personnel Action form. Federal employers provide these forms to their employees upon separation from employment. You will also need your W-2 and recent pay stubs or "Leave and Earnings Statement" for the last eighteen (18) months.

IMPORTANT: Do not delay your filing if you do not have your SF8 or SF50 or paystubs. You can provide this documentation at a later date.

To apply, go to huiclaims.hawaii.gov and click on "Claimant Services Login/Create Account." This online service is available Monday to Friday from 6:30am to 11:00pm. On weekends and holidays, from 9:00am to 11:00pm. All times are Hawaii Standard Time. Your claim is valid for a one-year period called the benefit year. But you can be paid only for 26 weeks of the total unemployment during the one-year period that your claim is effective.

IMPORTANT: If your "duty station" was not in Hawaii, you should apply for benefits in the state which was your last "duty station" listed on the form SF-50.

5. How much do I qualify for?

WEEKLY BENEFIT AMOUNT: The amount is determined by state law and based on the gross wages paid to you in your base period. In Hawaii, your weekly benefit amount is equal to 1/21 of the highest quarter wages in your base period with a maximum limit of **\$835** for claims filed in 2025. The total amount of benefits payable during the benefit year is 26 times your weekly benefit amount. A waiting period week must be served.

BASE PERIOD: Every state uses a base period to determine what quarters will be used to establish your claim. In Hawaii, the standard base period is the first four (4) of the last five (5) completed calendar quarters. If you cannot qualify using the standard base period, an alternate base period consisting of the last four (4) completed calendar quarters can be used.

PENSION DEDUCTIONS: Retirement income from both private and government employment, including military retirement pensions, and disability or non-disability pensions, must be reported to the claims office. These sources of income may be deductible from your weekly benefit amount and a determination will be made by your local claims office.

OTHER INCOME: Earnings over **\$150** from any employment are also deductible. Report all income from all sources during the week you work, and the local claims office will make the determination.

UNEMPLOYMENT INSURANCE BENEFITS ARE TAXABLE INCOME: You can choose to have federal and/or state income taxes withheld from your unemployment benefit payments. At the end of the calendar year, **Form 1099-G** is mailed to you for your records. The unemployment benefits you received is reported to the Internal Revenue Service and the State Tax Office.

If the reason for your unemployment was other than laid off due to lack of work or reduction in force, a decision will be made on your separation to determine if benefits are allowed or denied. Decisions are also made on your refusals of work, your availability for work, and other issues which affect your eligibility for benefits.



OTHER INFORMATION:

- If you reside in Hawaii, you must register for work and post a resume at www.hirenethawaii.com within seven (7) calendar days after filing your unemployment claim. HireNet Hawaii is a web-based job matching system used by the State Workforce Development Division. **If you leave Hawaii, you must register for work in the state where you relocate.**
- If you are a member of a referring union, your union must submit verification that you are in good standing with your union. Please check with your union that this is done within seven (7) calendar days after filing your unemployment claim.
- You must be able to work and be available for work and actively seeking work by making three (3) job contacts each week.
- You must keep a record of your job contacts on **Form UC-253 "Record of Contacts Made for Work"** and submit the form when requested by staff for verification purposes. Job training services are available and your availability for work may be waived if you are in approved training. Check with the State Workforce Development Division for more information.
- Each claimant must serve a waiting period week, which is the first payable week claimed.
- You must report all your employment and earnings if you work during the week benefits are claimed. Failure to report is fraud and you can be subject to repayment, disqualification and/or criminal prosecution. Unreported employment will be detected.

CONTACT US

If you need help understanding something or have a problem with your claim, contact your nearest unemployment office. Do not rely on advice from friends or relatives. Free language assistance is available.

Unemployment Call Center:
(808) 762-5752 or (833) 901-2272

Contact Form:
<https://labor.hawaii.gov/ui/contact-form/>

Oahu Claims Office
830 Punchbowl Street, Room 110
Honolulu, HI 96813

Hilo Claims Office
1990 Kinoole Street, Room 101
Hilo, HI 96720

Kona Claims Office
Ashikawa Building, 81-990 Halekii Street
Room 2090, Kealahou, HI 96750

Maui Claims Office
54 South High Street, Room 201
Wailuku, HI 96793

Kauai Claims Office
4370 Kukui Grove Street, Suite 3-214
Lihue, HI 96766

Liable Interstate Unit
830 Punchbowl Street, Room 110
Honolulu, HI 96813