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Title 22@ Social Security

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Division 1@ Employment Development Department

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Subdivision 1@ Director of Employment Development

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Division 1@ Unemployment and Disability Compensation

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Part 1@ Unemployment Compensation

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Chapter 5@ UNEMPLOYMENT COMPENSATION BENEFITS

1326-7 Employer Responsibility in the Initiation of a First

Article 3@ FILING, DETERMINATION, AND PAYMENT OF UNEMPLOYMENT COMPENSATION BENEFIT CLAIMS

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Section 1326-7@ Employer Responsibility in the Initiation of a First Claim for Partial Unemployment Benefits

Every employer shall, not later than five days after the termination of any payroll week in which the employer has had in his or her employ a partially unemployed individual as defined by subdivision (c) of Section 1252-1 or by Section 1252.2-1 of these regulations, give the individual a notice of reduced earnings on a form supplied by the department which shall set forth:

(a)

The name and social security number of the individual.

(b)

The ending date of the payroll week and the date last worked.

(c)

The amount of wages earned in such week, or that no wages were earned during the week. For commercial fishermen, the days the claimant was engaged in the act of catching or attempting to catch fish, or the reasons the boat was tied up such as absence of fish, inclement weather, lack of buyers' orders, or boat laid up for repairs.

(d)

Whether the individual reported for all work that was available during the payroll week and if he or she did not, the date and the reasons for not reporting for available work.

(e)

The following certification (individual or rubber stamped): "I certify that the above amount represents reduced earnings in a week of less than full-time work because of lack of work," except as shown on the form.

(f)

The name and address of the employer.

(g)

A signature (actual or facsimile) by the employer.

(h)

The date the notice was issued to the employee.

(i)

Such other information as the department may require.