

## Before you Start... EDD Worksheet:

Complete this worksheet before you start the online application!

(Questions asked by EDD, *with my recommended answers*)

<https://eapply4ui.edd.ca.gov/>

1. Your mailing and residence address & phone \_\_\_\_\_ (cell number)
2. Your CA driver's license or id A \_\_\_\_\_
3. The last date you worked for any employer \_\_\_\_\_ (your final exam date or "still working")

Enter the last date you worked for **your last employer** when you fell unemployed, or partially employed (earning < \$600/week) or if you are still working. LACCD HR may report your final exam date (early June or mid-December), although other districts may request that faculty use the official last date of the semester. **Be sure and apply by Saturday of the week in which you become unemployed or underemployed!** Sunday starts a new week with the EDD. You receive no benefits until you apply. Each claim is good for 12 months, with a one-week waiting period (in which we do not get paid). Be sure and start a new claim each year.

4. Last employer information, including: name, address (mailing and physical location) and phone number.  
(In fact, you will need all of your employer addresses and phone numbers. They usually do not contact employers, but just in case, easier to list HR, rather than a VP or a Dean.)

**LACCD HR:** Mary Van Ginkle  
770 Wilshire Boulevard  
Los Angeles, CA 90017  
Phone: 213-891-2303 Fax: 213-891-2221

Other Employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Information on all employers you worked for during **the past 18 months** prior to filing your claim, including: name, period of employment, wages earned and how you were paid.  
Most recent **Hourly wage & gross quarterly earnings** for the past 18 months of salary, for EACH employer (Yes, it's a pain! But important, because EDD will ask for it, as well as quarterly wages.)  
\$ \_\_\_\_\_ hourly wage    \$ \_\_\_\_\_ weekly wage    \$ \_\_\_\_\_ semester wage

### How to calculate your LACCD Hourly Wages:

- A. Teaching only - if you are only teaching credit classes, see the Adjunct Faculty Teaching or DESK calculator (courtesy of Kenneth Taira & Grace Chee)

### How to calculate your **teaching** salary without paychecks:

#### Your semester salary formula for LACCD per ONE Class:

+ \_\_\_\_\_ Desk pay per hour (see [website](#)) (every year you move up a step, until the 9<sup>th</sup>10<sup>th</sup> year!)  
 + \_\_\_\_\_ (\$2.06 for DESK) doctoral differential  
 + \_\_\_\_\_ (\$15.21\*) office hour differential  
 + \_\_\_\_\_ (\$2.04\*) equity differential (loads 12-18)  
 + \_\_\_\_\_ (\$3.40\*) equity differential (loads 12-15)  
 = \_\_\_\_\_ (Subtotal) x \_\_\_\_\_ (# of teaching hours/week/class) x 20 wks\*\* = semester salary /course\$ \_\_\_\_\_

your semester salary \$ \_\_\_\_\_ ÷ 16 (weeks) ÷ \_\_\_\_\_ # hours/week/class = **hourly wage** \$ \_\_\_\_\_

(\*Variable depending on state funding and formulas.

\*\*Semesters are 16 weeks, but we are paid at 20 weeks per course, thanks to the AFT! (If you taught a 3-unit class, your semester salary might be ~\$5000, a 2-unit class, might be ~\$3200))

B. For multiple adjunct faculty rate assignments: add **all 5 paychecks** of one semester (or multiply one paycheck x 5 if they are exactly the same (e.g. for spring: February – June paychecks) for fall: September–January paychecks) (always note the **GROSS salary**, just like taxes)

\_\_\_\_\_ Total Semester salary (5 paychecks) ÷ 16 wks = \$ \_\_\_\_\_ **weekly wages**

\_\_\_\_\_ Weekly wages ÷ \_\_\_\_\_ # total hours/week = \$ \_\_\_\_\_ **hourly wage**

**Calculating Quarterly Wages (3 months according to EDD):** (Keep in mind, that this \$ figure refers to when you worked, and **NOT when you received your paycheck!** Spring break does not count.)

**Sample chart:** If you taught 2x3-unit classes/15-unit load discipline, or 6 hours per week (60% load), quarterly wages may look roughly like this, assuming you taught **only spring/fall** sessions

Gross wages earned from 01/01/17 to 03/31/17 (8 weeks)	Gross wages earned from 04/01/17 to 06/30/17 (8 weeks)	Gross wages earned from 07/01/17 to 09/30/17 (5 weeks)	Gross wages earned from 10/01/17 to 12/31/17 (11 weeks)	Gross wages earned from 01/01/18 to 03/31/18 (8 weeks)	Gross wages earned from 04/01/18 to 06/30/18 (8 weeks)
\$6282	\$6282	\$4011	\$8825	\$6418	\$6418

Gross wages earned from 01/01/17 to 03/31/17	Gross wages earned from 04/01/17 to 06/30/17	Gross wages earned from 07/01/17 to 09/30/17	Gross wages earned from 10/01/17 to 12/31/17	Gross wages earned from 01/01/18 to 03/31/18	Gross wages earned from 04/01/18 to 06/30/18
\$____.____	\$____.____	\$____.____	\$____.____	\$____.____	\$____.____

LACCD: \_\_\_\_\_

If you worked for multiple districts, keep a running history of your salary with each employer.

Gross wages earned from 01/01/17 to 03/31/17	Gross wages earned from 04/01/17 to 06/30/17	Gross wages earned from 07/01/17 to 09/30/17	Gross wages earned from 10/01/17 to 12/31/17	Gross wages earned from 01/01/18 to 03/31/18	Gross wages earned from 04/01/18 to 06/30/18
\$____.____	\$____.____	\$____.____	\$____.____	\$____.____	\$____.____

Other Employer \_\_\_\_\_

6. The name of the employer you worked for the longest within the last year and a half; and the number of years you worked for that employer. This may or may not be the same as your last employer. \_\_\_\_\_

(I write "10 years and 4 months" to make life easier)

7. The reason you are no longer working for your last employer. You may have quit, been laid off, fired, or left work because of a trade dispute. Be specific about the reason you are not working because the information you give to us must be sent to your last employer. If you quit, were fired, or left work because of a trade dispute, you will be scheduled to a future [telephone interview](#). The information we obtain during the interview will help us decide if you are eligible to receive benefits.

**"I am a temporary community college instructor and my assignment ended."** You may or may not have an offer letter with a class assignment and start date for the following semester, but still **"NO reasonable assurance"** of a teaching position, because of **potential changes in funding, programs, class enrollment or bumping**.

You may or may not be chosen for a telephone interview, a fairly random process. As adjunct faculty, our temporary assignments end. We are NOT seasonal. We are NOT on recess. We are laid off. Please be polite, professional and firm. If the representative questions this, cite the Cervisi decision.

8. Whether you are receiving, or expect to receive any payments from a former employer. NO, as adjunct faculty, we receive no additional pay from the district, once our assignment ends. There is a lag between when we work and when we receive our paycheck.
9. Whether you are able to work and available to accept work. "Yes" if you are able and available to work. "Yes," if you are searching for work. (In order to receive benefits, you must be willing, available and searching for work. EDD also asks, "Are you a member of a union?" Hope you are, then answer, YES. The union does NOT look for work for you, does NOT control hiring. They ask this question because some unions have hiring halls and/or controls hiring.

AFT 1521 LA College Faculty Guild  
3356 Barham Blvd.  
Los Angeles, CA 90068  
323-851-1521

Now you are ready to begin! Once this worksheet is complete, it will be much easier for you to complete the unemployment application. To apply for unemployment, **I recommend that you apply online.** <https://eapply4ui.edd.ca.gov/>

Be sure and go through all of the steps until you receive a reference number. Other ways to apply: by phone 1-800-300-5616 (very difficult to reach a live person), or by filling out an application and mailing/faxing it. Be sure and complete only **ONE** of the options.

*Good luck!*

\*Each of the questions were taken directly from EDD's website:

[http://www.edd.ca.gov/Unemployment/Before\\_you\\_Start.htm](http://www.edd.ca.gov/Unemployment/Before_you_Start.htm)

Grace Chee wrote the responses. I am not an attorney, but a colleague, dedicated to serving part-time faculty interests. If you find the documents or workshops helpful, or if you have any suggested changes, please email, [gchee99@yahoo.com](mailto:gchee99@yahoo.com)

Copyright©, CHEE, MAY 2018