

FILING FOR CALIFORNIA UNEMPLOYMENT INSURANCE (UI): HOW TO DETERMINE YOUR JOB TITLE/CLASSIFICATION ON THE ONLINE APPLICATION

Step-by-Step Guide

VISIT THE
**EMPLOYMENT DEVELOPMENT
DEPARTMENT (EDD)**
WEBSITE

https://edd.ca.gov/Unemployment/UI_Online.htm

EDD/UNEMPLOYMENT ONLINE APPLICATION: FIRST STEPS



AFTER FILLING OUT “GENERAL INFORMATION” AND “LAST EMPLOYER INFORMATION”, COMPLETE “EMPLOYMENT HISTORY” SECTION.

***Motion Picture Industry Members:
For the purpose of Unemployment Insurance, the Payroll Companies are considered the Employers.**

CA .GOV California Employment Development Department

→ Employment Information

1 General Information 2 Last Employer Information 3 **Employment History** 4 Additional Information 5 Summary 6 Confirmation

Provide your employment information for the last 18 months.

If you worked for a temporary agency, a labor contractor, an agent for actors, or an employer where wages are reported under a corporate name, your wages may have been reported under that employer or payroll company. If necessary, refer to your check stub(s) or W-2(s) to obtain the name(s) of your employer.

NOTE: Failure to report **all** employers, periods of employment, and total wages may result in your benefits being delayed or denied. Provide as much accurate information as possible for each employer.

*Indicates required field

Last Employer

You previously provided INTERNATIONAL ALLIANCE OF THEATRICAL STA as your last employer. If you worked for INTERNATIONAL ALLIANCE OF THEATRICAL STA from 07/01/2018 to 09/30/2019, add additional information below.

Update Employment Information

Select Yes to all the employers you worked for during 07/01/2018 to 09/30/2019.

For every employer you worked for select Update or Modify to provide additional information.

YOU THEN WILL SELECT “ADD BUSINESS TYPE””

Employment History

1. *From 07/01/2018 to 09/30/2019, did you work for any other employers not listed above? Yes No

2. *From 07/01/2018 to today, which employer did you work for the longest?

2a. How long did you work for that employer?

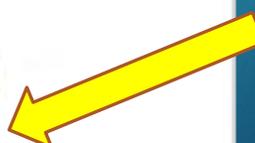
Years:

Months:

2b. Select the industry that best describes this employer.

2c. What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.)

2d. What kind of work did you do for that employer?



SELECT “SERVICES” FROM BUSINESS CATERGORY LIST AND CLICK SAVE.

➔ Employer Business Type

General Information Last Employer Information **3 Employment History** 4 Additional Information 5 Summary 6 Confirmation

Select the business category operated by the employer you worked for the longest in the past 18 months.
Once you choose the business type select Save.

*Indicates required field

*Business Category:

Previous Save

- Select One-
- Select One-
- CULTURE, FORESTRY, & FISHING
- MINING
- CONSTRUCTION
- MANUFACTURING
- TRANS, COMM, GAS ELECTRIC & SANITARY SERVICES
- WHOLESALE TRADE
- RETAIL TRADE
- FINANCE, INSURANCE, & REAL ESTATE
- SERVICES**
- PUBLIC ADMINISTRATION
- NONCLASSIFIED ESTABLISHMENTS

Back to Top Accessibility

Copyright © 2018 State of California

NEXT SELECT
“MOTION
PICTURES” IN THE
CATEGORY
RESULTS, THEN
CLICK SAVE.

Select the business category operated by the employer you worked for the longest in the past 18 months.

Once you choose the business type select Save.

*Indicates required field

*Business Category: SERVICES

Category Results

Select	Business Type
<input type="radio"/>	Amusement & Recreation, Except Motion Pictures
<input type="radio"/>	Automotive Repair & Parking
<input type="radio"/>	Business
<input type="radio"/>	Education
<input type="radio"/>	Engineering, Accounting, Research, Management & Related Services
<input type="radio"/>	Health
<input type="radio"/>	Hotels, Rooming Houses, Camps & Other Lodging Places
<input type="radio"/>	Legal
<input type="radio"/>	Membership Organization
<input type="radio"/>	Misc. Repair
<input checked="" type="radio"/>	Motion Pictures
<input type="radio"/>	Museums, Art Galleries, Botanical & Zoological Gardens
<input type="radio"/>	Personal Services Laundry & Cleaning, Beauty & Barber Shops, Etc.
<input type="radio"/>	Private Households
<input type="radio"/>	Services Not Elsewhere Classified
<input type="radio"/>	Social services

Previous

Save

YOU WILL AUTOMATICALLY RETURN TO THE EMPLOYMENT HISTORY PAGE UPON CLICKING SAVE. SELECT **“ADD WORK TYPE”** NEXT.

Employment History

1. *From 07/01/2018 to 09/30/2019, did you work for any other employers not listed above? Yes No

2. *From 07/01/2018 to today, which employer did you work for the longest?

2a. How long did you work for that employer?

Years:

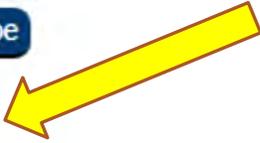
Months:

2b. Select the industry that best describes this employer.

2c. What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.) **Add Business Type**

2d. What kind of work did you do for that employer? **Add Work Type**

Previous **Save as Draft** **Cancel** **Next**



YOU WILL NEXT BE ASKED FOR YOUR **WORK TYPE/JOB CLASSIFICATION**. THE SCREEN WILL LOOK LIKE THE IMAGE BELOW.

The screenshot shows a web form titled "Work Type" with a progress indicator at the top. The progress bar consists of six steps: 1. General Information (checked), 2. Last Employer Information (checked), 3. Employment History (active, highlighted in dark blue), 4. Additional Information, 5. Summary, and 6. Confirmation. Below the progress bar, there is instructional text: "Search for the type of work you performed with the employer you worked for the longest in the past 18 months. Once you choose the type of work select Save." A legend indicates that an asterisk (*) denotes a required field. The main form area contains a label "*Work Type:" followed by a text input field with a help icon. Below the input field are two buttons: "Search" and "Reset". At the bottom of the form are two buttons: "Previous" on the left and "Save" on the right.

Work Type

General Information Last Employer Information **3 Employment History** 4 Additional Information 5 Summary 6 Confirmation

Search for the type of work you performed with the employer you worked for the longest in the past 18 months.
Once you choose the type of work select Save.

*Indicates required field

*Work Type:

Search Reset

Previous Save

SAG-AFTRA JOB TITLE/CLASSIFICATION	TYPE THIS TEXT IN THE WORK FIELD SECTION ON THE ONLINE APPLICATION	SELECT FROM THE SEARCH RESULTS SECTION
SAG AFTRA		
Actors	Actor	ACTOR
Announcers	Announcer	ANNOUNCER (radio-tv.)
Anchors	Announcer	ANNOUNCER
Reporter/Correspondent	Reporter	REPORTER
Broadcast Journalists	Newscaster	NEWSCASTER
Digital Journalist	Newswriter	NEWSWRITER
News Writers	Newswriter	NEWSWRITER
News Editors	News/Editorial Assistant	NEWS/EDITORIAL ASSISTANT
Program Hosts	Host	HOST/HOESSE
Singers	Singer	SINGER (amuse. & rec. motion picture;
Dancers	Dancer	DANCER
DJs	Disc Jockey	DISC JOCKEY
Recording Artists	Singer	SINGER (amuse. & rec. motion picture;
Puppeteers	Puppeteer	PUPPETEER
Stunt Performers	Stunt Performer	STUNT PERFORMER
Voiceover Artists	Artist	ARTIST (profess. & kin)
Producers	Producer	PRODUCER (radio-tv broad.)
Engineers	Engineer	CHIEF ENGINEER (radio-tv broad.)

**YOU WILL THEN TYPE IN
YOUR JOB
TITLE/CLASSIFICATION.**

**TO THE LEFT ARE THE JOB
TITLES FOR SAG-AFTRA
(TYPE THE TEXT FROM
COLUMN 2 INTO THE WORK
FIELD SECTION ON THE
ONLINE APPLICATION).**

*If you can not find your job title, please select closest match. This information is used for statistical reasoning and does NOT affect eligibility to collect Unemployment benefits.

EXAMPLE: IF YOUR JOB TITLE/CLASSIFICATION WITH **SAG-AFTRA** IS **ANCHOR**, TYPE "**ANNOUNCER**" INTO THE WORK TYPE FIELD, THEN CLICK THE SEARCH BUTTON.

NEXT SELECT "**ANNOUNCER**" (FOUND IN COLUMN 3 ON PREVIOUS SLIDE), THEN CLICK SAVE.

Search for the type of work you performed with the employer you worked for the longest in the past 18 months.

Once you choose the type of work select Save.

*Indicates required field

*Work Type:

Search Results

Select	Work Type	Description
<input type="radio"/>	ANNOUNCER (amusement & rec.)	ANNOUNCERS, EXCEPT RADIO AND TELEVISION
<input checked="" type="radio"/>	ANNOUNCER (radio-tv.)	ANNOUNCERS, EXCEPT RADIO AND TELEVISION
<input type="radio"/>	PUBLIC-ADDRESS ANNOUNCER	ANNOUNCERS, EXCEPT RADIO AND TELEVISION
<input type="radio"/>	RADIO ANNOUNCER	RADIO OPERATORS



ONCE YOU HAVE COMPLETED THE EMPLOYMENT HISTORY SECTION, CLICK NEXT AND **COMPLETE THE ONLINE APPLICATION.**

Employment History

1. From 07/01/2018 to 09/30/2019, did you work for any other employers not listed above? Yes No

2. From 07/01/2018 to today, which employer did you work for the longest? [?](#)

2a. How long did you work for that employer? [?](#)
Years:
Months:

2b. Select the industry that best describes this employer. [?](#)
Private Employer

2c. What type of business did that employer operate? (For example: retail furniture sales, legal services, software manufacturing, road construction, etc.) [?](#)
Motion Pictures **Add Business Type**

2d. What kind of work did you do for that employer? [?](#)
ANNOUNCER (radio-tv.) **Add Work Type**

Previous **Save as Draft** **Cancel** **Next**

*Please be sure ALL required fields are filled out.

FOR ADDITIONAL QUESTIONS REGARDING
UNEMPLOYMENT INSURANCE CLAIMS,
PLEASE CONTACT EDD OR
SAG-AFTRA.