

# UNEMPLOYMENT INSURANCE LAW NOTICE TO EMPLOYEES

**You have the right to** unemployment benefits if you lose your job or your work hours are substantially reduced through no fault of your own. You may file your claim for unemployment insurance benefits online or in-person at a local claims office.

Go to [uiclaims.hawaii.gov](http://uiclaims.hawaii.gov) between 6:30 am to 11:00 pm, Monday through Friday and between 9:00 am to 11:00 pm on weekends & holidays (Hawaii Standard Time). You will need a valid email address to create an online account.

### Important Information:

- When you file, you must provide your social security number.
- If you are not a U.S. citizen, you should have your alien registration number available.
- You will need to provide information for all your employers in the past 18 months, such as the employer's name, address, zip code, phone number, dates of employment, and reason for separation. Ex-military servicepersons should have their DD214 (member 4) available. Former federal employees should have their Standard Form 8, Standard Form 50, or pay stubs available.
- File your claim promptly. Your claim will begin only from the week that you file with the Unemployment Insurance Office.
- If benefits are payable, you must receive your payments by direct deposit. You must provide your account type (savings or checking), financial institution routing number, and your account number.

### Unemployment Insurance Offices:

Oahu Claims Office	586-8970	<a href="mailto:dlir.ui.oahu@hawaii.gov">dlir.ui.oahu@hawaii.gov</a>
Hilo Claims Office	974-4086	<a href="mailto:dlir.ui.hilo@hawaii.gov">dlir.ui.hilo@hawaii.gov</a>
Kona Claims Office	322-4822	<a href="mailto:dlir.ui.kona@hawaii.gov">dlir.ui.kona@hawaii.gov</a>
Maui Claims Office	984-8400	<a href="mailto:dlir.ui.maui@hawaii.gov">dlir.ui.maui@hawaii.gov</a>
Kauai Claims Office	274-3043	<a href="mailto:dlir.ui.kauai@hawaii.gov">dlir.ui.kauai@hawaii.gov</a>
Liable Interstate Unit	586-8970	<a href="mailto:dlir.ui.oahu@hawaii.gov">dlir.ui.oahu@hawaii.gov</a>

**This notice provides general background information on Hawaii Unemployment Insurance laws and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations, please consult an attorney.**

**Scott T. Murakami, Director**  
**Department of Labor and Industrial Relations**

\*You may satisfy Hawaii labor Laws' posting requirements by posting our official labor law poster. For more information: <http://hawaii.gov/labor/official-labor-law-poster>

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY Dial 711 then ask for (808) 586-8866.