



Partial Unemployment Claims FREQUENTLY ASKED QUESTIONS

Q: How do I know if I'm eligible for Partial Unemployment?

A: Superior's HR department will mail a Notice of Reduced Earnings form (DE 2063) to eligible employees' homes.

Q: When will I receive my Notice of Reduced Earnings form?

A: This is not immediate. Forms will be mailed to eligible employees the Friday following the Monday-Saturday workweek with lack of work.

Q: Do I need to do anything with the form I receive in the mail?

A: Yes, you must follow these two steps to file your claim.

1. Complete the second half of the form under "Claimant" and "Claimant Certification."
2. Mail the completed Notice of Reduced Earnings form to the following address:
Employment Development Department
SoCal Consolidated UI Services Center
PO Box 19008
San Bernardino, CA 92423-9008

Q: How long does it take to receive payment?

A: It takes approximately three weeks for EDD to process your claim.

Q: Do I have to call EDD to claim Partial Unemployment?

A: EDD no longer requires calling to claim Partial Unemployment, even if it is your first claim in 12 months. Simply complete your employee portion of the Notice of Reduced Earnings form and mail to EDD.

Q: Where can I find more information about Partial Unemployment?

A: View EDD's website: https://edd.ca.gov/en/unemployment/partial_claims.

Additional questions may be directed to benefits@superiorm.com.