

Unemployment Compensation Information

Generally, claims for unemployment compensation should be filed in the state where you worked, regardless of where you lived while employed by Dartmouth or after leaving Dartmouth employment. Since most Dartmouth employees work in New Hampshire, this document provides information for filing in New Hampshire. If you worked for Dartmouth in another state, you should file for unemployment benefits in that state. The preparation you will need to do to file in another state will be very similar to the guidance provided here for New Hampshire.

All unemployment claims and questions should be directed to the State of New Hampshire's Department of Employment Security. **Due to COVID-19, the State offices are closed to the public at this time and all claims and questions should be directed to [nhes.nh.gov](https://www.nhes.nh.gov) or claimants may call the Unemployment Assistance Hotline at 603-271-7700 Monday through Friday 8 am to 5 pm.**

Preparation

The NH DES website contains detailed information on the application process, how to file a claim, your rights and obligations, how to estimate your eligibility for benefits, and how the receipt of any additional pay beyond your last day of physically working at Dartmouth (such as any lump sum layoff or retirement payments, Dartflex equivalent lump sum, and vacation payout) may affect your eligibility for benefits and the timing of when you should open a claim to ensure the maximum possible benefit. It is strongly recommended that you visit the State's website and read the New Hampshire Employment Security publication titled, **Unemployment Compensation: [Your Rights and Obligations](#)**.¹ Please refer to the State's website for the most current information on filing a claim.

If you decide to file a claim for unemployment compensation, you should have the following information ready:

- Social Security number
- Your address (mailing and home address)
- Telephone number
- Alien Registration number (if you are not a US citizen)
- Amount of any separation, holiday, vacation, or retirement pay you have received or will receive. (Let the office know that this will be a lump sum payment)
- Employer name and address (for Dartmouth: use your department)
- Payroll address, if different (for Dartmouth: 7 Lebanon Street, Suite 309, Hanover, NH 03755)

¹ <https://www.nhes.nh.gov/forms/documents/uc-r-and-o.pdf>

- Employer's telephone number (Dartmouth Payroll Office: 603-646-2697)
- Beginning and ending dates of employment
- Reason for separation (e.g., reduction in force/layoff)

Dartmouth College does not determine eligibility for unemployment compensation but will assist the State in expediting the process as much as possible. When the State receives a claim for unemployment compensation where the claimant has had recent Dartmouth College employment, the State will then request that Dartmouth verify and confirm certain employment information (including dates of employment, reasons for separation or reduction in hours, and wage information). Dartmouth will promptly respond to those requests to ensure the State has all information needed to make their determination of benefits.

After filing an initial application for unemployment benefits, a claimant will receive from the State a **Determination of Unemployment Compensation Letter** with information about their monetary eligibility. This monetary determination is not a guarantee of payment. It is to advise claimants and their employers that a claim for benefits has been filed and, if eligible, what the weekly benefit rate will be, and upon which wages that rate is based.