

# 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

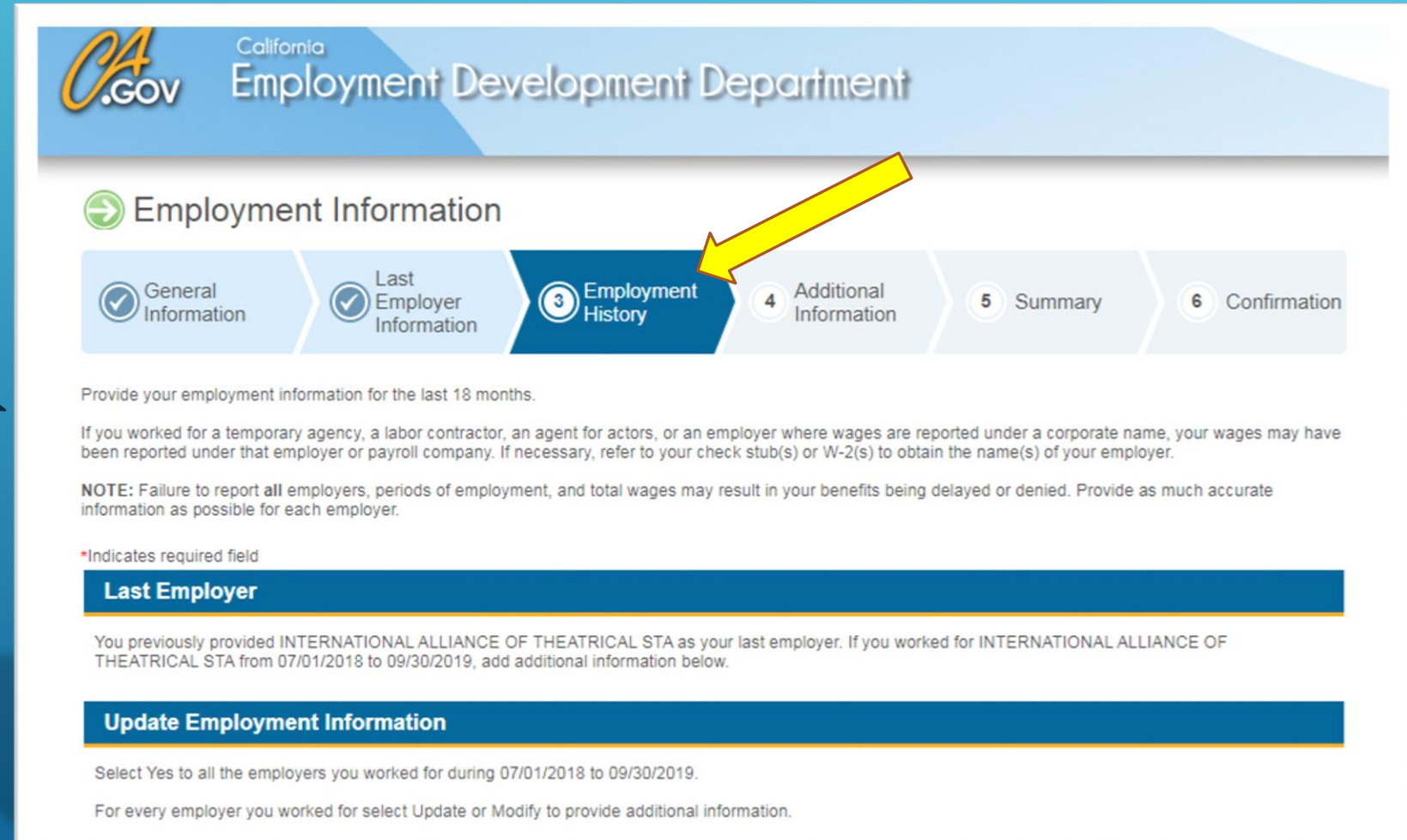
[https://edd.ca.gov/Unemployment/UI\\_Online.htm](https://edd.ca.gov/Unemployment/UI_Online.htm)

# 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.

ON THE EMPLOYMENT HISTORY PAGE, SCROLL DOWN TO SECTION LABELED “**EMPLOYMENT HISTORY**” AND THEN SELECT “**PRIVATE EMPLOYER**” FOR QUESTION 2b.

**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.

-Select One-

-Select One-

Private Employer

City/County/School District/Special District

State Agency

Federal Agency

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?

Previous


Save as Draft


Cancel

Next

# YOU THEN WILL SELECT “ADD BUSINESS TYPE”


## Employment History


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

Private Employer

Select Add Business Type

Select Add Work Type button

Add Business Type

Add Work Type


Previous

Save as Draft

Cancel

Next


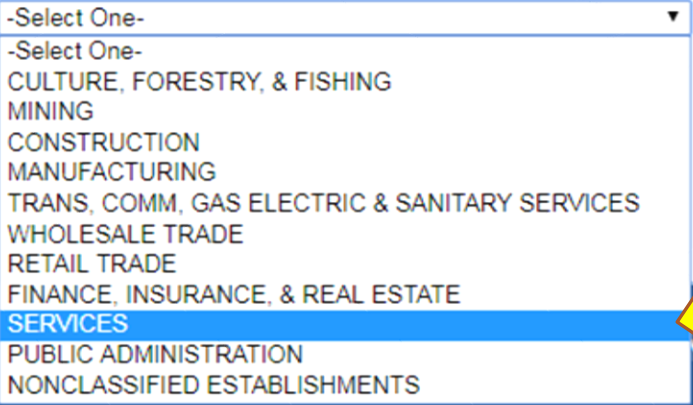
# SELECT “SERVICES” FROM BUSINESS CATEGORY LIST AND CLICK SAVE.

 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

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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.

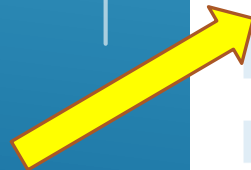
\*Indicates required field

\*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.)

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

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 green arrow icon. A progress bar at the top indicates 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, instructions state: "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 red asterisk note indicates "\*Indicates required field". The form contains a required text input field labeled "\*Work Type: ?" with a help icon. Below this field are "Search" and "Reset" buttons. At the bottom of the form are "Previous" and "Save" buttons.

→ Work Type

1 General Information 2 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

FOR LABORERS LOCAL 724 MEMBERS, PLEASE TYPE “**LABORERS**”  
INTO THE WORK FIELD SECTION. THEN SELECT “**LABORERS**”.

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:  laborers

Search

Reset

### Search Results

Select	Work Type	Description
<input type="radio"/>	GENERAL LABORERS	ALL OTHER HELPERS, LABORERS, AND MATERIAL MOVERS, HAND
<input type="radio"/>	GENERAL LABORERS/PACKERS	ALL OTHER HELPERS, LABORERS, AND MATERIAL MOVERS, HAND
<input checked="" type="radio"/>	LABORERS	ALL OTHER HELPERS, LABORERS, AND MATERIAL MOVERS, HAND

Previous

Save

\*To simplify the application process, Local 724 members will select “Laborers” as their work type classification. Please note, the job title/classification you select is used for statistical reasoning and does NOT affect eligibility to collect Unemployment benefits.

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

2d. What kind of work did you do for that employer? [?](#)

LABORERS

Add Business Type

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  
LABORERS LOCAL 724.