

## Federal Employee Checklist

If you are a Federal government employee and are affected by a lapse in appropriations, you may be eligible for Unemployment Compensation for Federal Employees (UCFE). For more information, see the **UCFE Fact Sheet** available at [https://oui.doleta.gov/unemploy/docs/factsheet/UCFE\\_FactSheet.pdf](https://oui.doleta.gov/unemploy/docs/factsheet/UCFE_FactSheet.pdf).

During a Federal government shutdown, minimal Federal staff will be available to process requests for information related to wage and separation information needed by the state to establish a UCFE claim, as only a limited number of Federal employees (referred to as excepted or exempted) report for duty. Because of this, the state may request you to provide enough information to establish your claim while they wait on your agency's response to their official request for wage and separation information. This is generally done through an affidavit process. Please keep in mind that the process by which individuals apply for UCFE varies from state to state.

The intent of this checklist is to provide a baseline of documentation that might assist you in completing the state's application for UCFE and assist the state with processing your claim. These are documents and/or information that is best to obtain prior to your last day of employment:

- Your pay stubs (often called a Leave and Earning Statements) covering the past 12 months. This can generally be downloaded from your agency's payroll provider's website.
- A copy of your most recent SF-50, Notification of Personnel Action, or equivalent form
- Official Name and Address of Employing Federal Agency (this is the Employing Agency found in cell #49 on the SF-50, for example, "The US Department of Labor")
- Official Name and Address of Component or Employing Department, if different (this is the "Name and Location of Position's Organization", for example "The Employment and Training Administration" found in cell #22 on the SF-50)
- Your Last Official Duty Station (this is the "Duty Station (City – County – State or Overseas Location)" found in cell #39 on the SF-50)
- Contact information for your agency's human resource personnel who can provide assistance to the state where you filed your claim during the lapse in appropriation

**NOTE:** If you receive UC benefits for weeks during which you are furloughed and for which you ultimately receive back pay, you must report the earnings you receive and may be required to repay all UCFE that you received. If state law allows, you might also have your wages garnished to repay the UC you received, though you will be given an opportunity to return the funds before the wage garnishment process will begin.

Current as of October 2025