

University of Southern California's

Unemployment Claim Procedures

The university's unemployment claims management program is administered by TALX UC *eXpress*[®]. Please fax all unemployment claim forms or correspondence from the Employment Development Department (*EDD*) of the State of California to:

Caroline Semer, CSR
1-800-475-5768 ext. 7077
1-314-983-3917 Fax
csemer@talx.com

Mail original documentation along with the fax confirmation report to:
Risk Management, Mail Code 1058

Requests for Additional Information forms should be forwarded to:
Vicki Smith in payroll, Mail Code 8106.

If you receive a call from a state unemployment agency seeking answers to questions concerning a current or former employee, direct the call to Savy. Do not answer these inquiries directly. In the event **UC*eXpress***SM contacts you for anything related to unemployment, remember that it is imperative for you to get back to them in a timely manner, as we are often faced with response deadlines.

If there are questions or concerns regarding these procedures, please contact Kathleen Hill in Risk Management at (213) 740-6203.

Please keep posted for future reference.