



UNEMPLOYMENT FILING PROCESS  
*All Saint Mary's College Employees*

Employment Development  
Department (EDD)

Process Flow:

All Saint Mary's College Employees

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Step 1

Employee submits Claim on-line  
(<https://eapply4ui.edd.ca.gov/>) or  
via telephone 1-800-300-5616

Step 2

Employment Development  
Department Notification to  
Saint Mary's College of  
Unemployment Insurance Claim  
filed and Request to Respond  
within 10 Days

Step 3

Response to Employment  
Development Department Claims

Step 4

HR Logs Receipt of Claims  
Notice, Responses, Questions  
and Files

**SMC EDD Contact:**

Deborah Walker, HR Benefits  
Saint Mary's College of California  
1928 St. Mary's Road, PMB 4227  
Moraga, CA 94575  
925-631-4912 – Telephone  
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**Please Note:** Unemployment claims approvals or denials are independently made by EDD. For Additional information please visit [www.edd.ca.gov](http://www.edd.ca.gov).