

**COMPLETION INSTRUCTIONS FOR
NOTICE OF REDUCED EARNINGS (FISHERPERSON), DE 2063F**

This form provides instructions for completing the *Notice of Reduced Earnings (Fisherperson)*, DE 2063F.

The DE 2063F is completed when an employee of a fishing vessel is partially or totally unemployed through no fault of his/her own. A DE 2063F is also completed for employees who were employed during the entire week and:

1. Were engaged in the act of catching or attempting to catch fish on at least one day but less than the seven workdays during the week; or
2. Had no earnings and performed no services during the week because the vessel was tied up for one or more of the following reasons:
 - Inclement weather.
 - Absence of fish in fishable waters.
 - Lack of orders for fish from buyers.
 - Vessel is laid-up for repairs.

If you have a layoff and know that there will be no work for an employee for more than two weeks, or you terminate an employee for any reason, do not issue a DE 2063F. Instruct the employee to immediately contact the Employment Development Department (EDD) at one of the toll-free telephone numbers listed on this form.

INSTRUCTIONS FOR COMPLETING AND ISSUING THE NOTICE OF REDUCED EARNINGS, DE 2063F

The DE 2063F must be completed and issued to the employee by the fifth day after the end of your payroll week. The DE 2063F must also be completed within five days of the settlement when wages are prorated in a payroll week. If you, as a skipper, want to claim benefits, you must also complete a DE 2063F for yourself by the fifth day.

1. Enter the employee's full name and Social Security Number.
2. Complete the "Employer's Statement For The Payroll Week Ending". Enter the date your payroll week ends.
3. Complete Item 1 if reporting gross earnings.

- a. Gross earnings are the employee's share of all catches after deducting expenses for operating the vessel and before deductions for taxes, cost of food, and other items that are not operating expenses. If a fishing trip extends from one week into an additional week or weeks, prorate the earnings to each week in proportion to the number of hours that the trip lasted during each week. If there was no catch, there were no earnings.
 - b. A commercial fisherperson is in the "act of catching or attempting to catch fish" from the time he/she is aboard a vessel that has left its dock or anchorage on a fishing voyage. The "act" ends for all crew members when the fish caught on the voyage are unloaded. The exception to this is for the employee who is under no obligation to unload fish. The "act" also ends if no fish are caught and the skipper abandons the fishing trip and returns to a dock or anchorage.
 - c. A day is the 24 hours beginning any midnight and ending the following midnight. If the vessel is in the act of fishing any part of the 24-hour day, that day must be marked on the DE 2063F. For example, if an employee leaves the dock on a fishing trip at 10 p.m. Sunday night, and returns to dock at 8 a.m. Monday morning (the next day), you must mark both Sunday and Monday on the DE 2063F.
 - d. The week for which fisherpersons claim benefits on the DE 2063F is the seven-day period commencing at 12:01 a.m. Sunday and ending the following Saturday at midnight.
4. Complete Item 2 for reporting no wages earned or services performed.
- a. "Absence of fish in fishable waters" means such a scarcity of fish in the normal fishing waters that would cause an owner or operator of a vessel to refrain from making a fishing voyage.
 - b. "Inclement weather" means weather of such severity that would cause an owner or operator of a vessel to refrain from making a fishing voyage.
 - c. "Lack of orders for fish from buyers" means that the owner or operator of a vessel is without a commitment from a buyer of fish to purchase the vessel's catch.
 - d. "Boat is laid-up for repairs" means that the vessel is inactive because it is either undergoing repair or is not seaworthy and awaiting repairs.

Note: Do not complete item 2 if during the week a fisherperson performs any active services for his/her employment such as:

- Cleaning or repairing the boat.
 - Loading food, supplies, or fuel.
 - Unloading the boat.
 - Tanning, tarring, hanging, or repairing nets.
 - Standing watch awaiting the unloading of fish.
 - Participating in fishing trips.
5. Complete Item 3 certifying to the availability for work.
 6. Complete Item 4 by checking the appropriate box to show why the employee is not working full-time.
 7. Complete Item 5 by entering the last date the employee performed any work.
 8. Complete the "Employer's Certification" showing company name, telephone number, address, signature of the employer or authorized representative, employer account number, and date issued.
 9. Give the completed DE 2063F to the employee and advise the employee of the following instructions.

INSTRUCTIONS FOR THE EMPLOYEE

The employee must submit a completed DE 2063F or contact EDD no later than 28 days from the date the DE 2063F is issued in order to meet the time limits for filing the DE 2063F. If the employee is unable to meet the time limits for filing the DE 2063F, advise the employee to contact EDD as soon as possible.

1. Instruct the employee to complete the "Claimant's Statement" on the reverse side of the form.
2. If the employee has established a claim within the last 12 months, instruct the employee to send the completed DE 2063F to the following address:

Employment Development Department
SoCal Consolidated UI Services Center
PO Box 19008
San Bernardino, CA 92423-9008

If the employee does not know if a claim is established or needs to file a new claim, instruct the employee to contact one of the following toll-free numbers between the hours of 8 a.m. and 5 p.m., Monday through Friday.

English	1-800-300-5616
Spanish	1-800-326-8937
Cantonese	1-800-547-3506
Mandarin	1-866-303-0706
Vietnamese	1-800-547 2058
TTY (Non-Voice)	1-800-815-9387

HOW TO OBTAIN THE NOTICE OF REDUCED EARNINGS, DE 2063

You may print the DE 2063F form directly from the Forms and Publications section of EDD's home page at www.edd.ca.gov or you may order DE 2063Fs by:

- Calling EDD's 24-hour automated call system at (916) 322-2835
- Faxing your orders to (916) 928-5910
- Mailing your request to:

State of California
EDD Forms and Supply Warehouse
1733W Sports Drive, Suite A
Sacramento, CA 95834

If you have any questions or require further assistance, please call one of the toll-free telephone numbers listed above between the hours of 8 a.m. and 5 p.m., Monday through Friday.