

Temporary Layoff Information for Week of April 1, 2019

Tennessee State Unemployment will be at Northfield Workforce Development Center Cafeteria (Door 400) 5000 Northfield Lane, Spring Hill, next to the plant, Monday, March 18 through Thursday, March 21 from 9:00 am to 3:00 pm and Friday, March 22 from 9:00 am to 12:00 pm for the following:

- The state will allow you to fill out a card which they will use to file your Unemployment Claim the week of layoff.
- They will also be there to answer questions around weekly certification, etc.
- A-F on Monday, March 18th
- G-L on Tuesday, March 19th
- M-R on Wednesday, March 20th
- S-Z on Thursday, March 21st
- A-Z on Friday, March 22nd

IMPORTANT: IF YOU FAIL TO FILL OUT A CARD TO FILE YOUR UNEMPLOYMENT, YOU MUST FILE YOUR UNEMPLOYMENT ONLINE AT WWW.JOBS4TN.GOV THE WEEK OF Monday, April 1st through Friday, April 5th.

IF YOU DON'T FILL OUT A CARD OR FILE ONLINE, THE WEEK OF APRIL 1ST, YOU WILL NOT BE ELEGIBLE FOR SUB. BENEFIT REPS WILL BE UNABLE TO HELP YOU FIX IT.

- If you started at Spring Hill Manufacturing within the last year, please go to Northfield and discuss your individual work history with TN Dept. of Labor also if you have questions pertaining to your claim, please contact the help-line at **877-813-0950** and leave a message and someone will return your call.
- Anyone who was unable to attend those dates, come on the Friday, March 22nd
- UAW Benefit Reps will not be able to assist in which state to file unemployment claim.

You will certify your Unemployment Claim the week you return to work, Sunday, April 7th through Friday, April 12th.

SUB

WWW.LAYOFFBENEFITS.COM or 800-489-4646 prompt 9

Apply for SUB after you receive your unemployment check or waiting week proof. If you don't you could be flagged for Willful Misrepresentation in the SUB plan if you do not certify timely.

Under Article I Section 1(c) of the SUB Plan that they need to meet "any registration and reporting requirements of an employment office of the applicable State System." If they are not receiving a State System benefit for any reason, they may still apply for SUB provided it falls under any of the exceptions under Section 1(b) of the SUB plan. If a member is applying under one of the exceptions listed in Section 1(b), the Company may require additional paperwork to be submitted by the member.

SUB is processed weekly and paid by Payroll in the following week.

WE DO NOT HAVE AUTO-SUB IN TENNESSEE, SO YOU MUST APPLY MANUALLY

NOTE: If you are returning to work from Disability during the week of April 1st, GA Medical (GA-2 Door) will be open from 6:00 am to 2:30 pm Monday through Friday. Then come to UAW Benefits Office.

Out of State Unemployment Information

Indiana	www.in.gov/dwd	800-891-6499
Kansas	https://www.getkansasbenefits.gov	800-292-6333
Kentucky	https://uiclaims.des.ky.gov	502-875-0442
Michigan	www.mi.gov/uia	866-500-0017
Missouri	https://labor.mo.gov/unemployed-workers	800-320-2519
New York	www.labor.ny.gov/home	888-469-7365
Ohio	www.ifs.ohio.gov	877-644-6562
Texas	www.twc.state.tx.us	800-558-8321
Wisconsin	https://my.unemployment.wisconsin.gov	414-435-7069

For those of you who can't make it to Northfield, the UAW Benefit Reps will have the cards available at UAW Benefits Office at GA2 Monday, March 18th through Thursday, March 21st from 4:00 am to 7:30 pm.

Bill Weber	931-489-4734
Mike Miller	931-486-5485
Cheryl Offutt	931-489-4891
Eric Sasaki	931-486-5780
Lorene Austin	931-486-5706

HOW TO FILE AN TENNESSEE UNEMPLOYMENT CLAIM

- Go to Jobs4tn.gov
- Find the tab at the bottom of the page titled Unemployment Benefits and select **File a Claim** (see below)

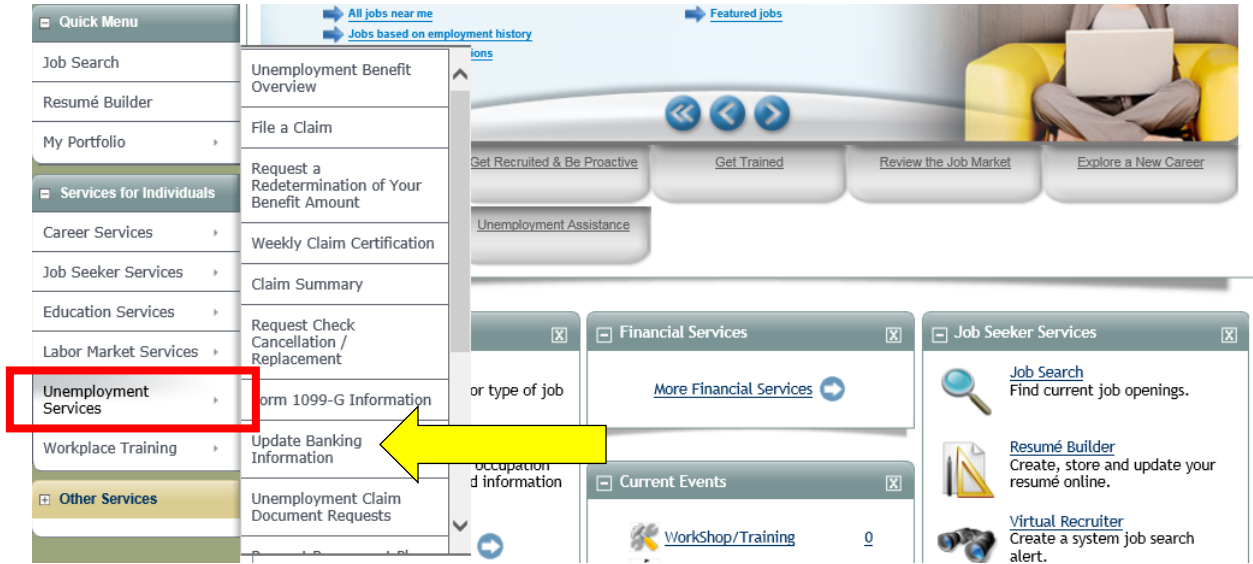


- You will be taken to a welcome screen, read it and click the “Next” button.
- Be aware that any question or field you see with a red asterisk “ * “ is a required field and must be completed before proceeding.
- Enter your **Social Security Number**, then re-enter it.
- The next questions will be about Worker’s Compensation, general work history, federal service, and military service.
- The system will now require you to create a Login Name and Password
*Note: The password needs to be 8-16 characters one capital letter and one special character
- You will also be required to enter a valid e-mail address. If you do not have an e-mail address you can create one at this time.
*Note: **JOT DOWN YOUR USERNAME AND PASSWORD NOW; YOU WILL NEED IT LATER IN THIS PROCESS AND ALSO TO CERTIFY EACH WEEK FOR BENEFITS! Your username and password are how you login to the system after the claim has been filed.**
- You will enter your home address, mailing address, phone numbers (Primary Phone Mode is “Voice” in most cases)
- Next, you will choose a Preferred Notification Method; this is how you want us to communicate with you about your claim. You can choose from Internal Messaging, e-mail, postal mail or internal message with e-mail notification. Internal messages will go to your Dashboard (home screen of your claim); e-mail messages will go directly to the e-mail address you used to register.
- Answer the questions on the next few pages and how they apply to you regarding citizenship, disability, child support, education information and employment information.
- You will be asked about being in a Labor Union. If you answer “yes” you will have to enter information regarding your Union.
- Next you will enter a desired job title and occupation; the system will automatically fill in the Occupation Title and Code once you have selected the occupation from the drop-down list.
- Next, answer the ethnic origin and language questions and additional military service questions.
- You will then be asked if you have a valid driver’s license, answering “yes “will require you to enter the driver’s license number and state; answering “no” will require you to enter your ID information.
- Now you choose your payment type, debit card or direct deposit. Choosing direct deposit will require you to enter your banking information (agency has no record of this information).

- Next you will choose if you want 10% federal tax withheld from your benefit payments (this can be changed by you at any time).
- The next screen will tell you that to proceed you must provide 18 months of previous employment histories. If you do not complete this section, your claim will **NOT** be filed.
- The system will show “No Employment History” on the next screen but you will be asked to add an employment history, click “yes”. You will be asked to enter your last employer’s name in the field, a drop-down box will appear and if you see it on the list choose it, if not, finish typing and click Next.
- If your employer was in the drop-down list the next screen will have the address already filled in but if not you will have to enter the information yourself. Answer all the questions on the page regarding this employer and your former position.
- If you will be receiving Severance pay or any other type of employer provided pay outside of regular wages, this needs to be reported during the application filing process. Answer “Yes” and enter the severance information that pops up.
- If you are receiving Vacation or Holiday Pay this does **not** need to be reported, answer “No”.
- If you are receiving a pension, this needs to be reported at this time. A “Yes” answer will bring up additional information required.
- Click “Save” then click “Ok” on the pop-up windows. This will take you back to the Employment History screen where you can edit what you entered and enter another employer if this one did not cover 18 months of work.
- Next screen will ask if you had any other employment or wages, choose appropriately.
- You will now see the Unemployment Insurance Claim Confirmation screen. This is where you can review the information you have entered or not. If not, click “Next”.
- The next screen is an important agreement that you must answer in order to file your claim. Clicking “Yes” will file your claim; clicking “No” will not file your claim.
- If you clicked “Yes” the next screen you will see is the eligibility requirement screen. You must read each field and check the boxes. Once you have done this click “Next”.

If you chose to get your benefits by debit card but change your mind and now want them directly deposited to your bank account follow the instructions below.

Updating banking information can be found on your dashboard under **Unemployment Services**



- If you wish to have your benefits sent to your bank account you will need to update your payment option immediately after filing your claim



[File a Claim](#) - File a claim or re-open an existing claim.



[Weekly Claim Certification](#) - File your weekly claim certification.



[Request Check Cancellation / Replacement](#) - Select this option to cancel a check that is less than \$300.00 and more than 30 days old, which was lost, destroyed, or not received, and request a replacement.



[Update Banking Information](#) - Select this option to change your Unemployment Insurance payment method.



[Eligibility Review Questionnaire](#) - Select this option to answer a pending eligibility review questionnaire.



[Appeals](#) - You can file an appeal of a determination you feel is incorrect, respond to a Notice of Appeal, request to have an appeal withdrawn or reopened, or view any appeal you have filed or to which you are a party.



[Update Federal Tax Deduction](#) - Select this option to review and update Federal Tax Deduction option.

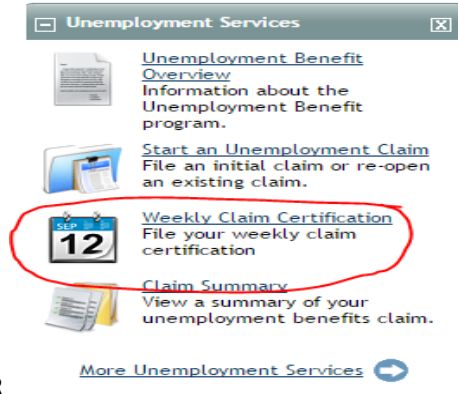


[Benefits Rights Information](#) - Select this option to review your Benefits Rights Information (BRI).

HOW TO COMPLETE WEEKLY CERTIFICATIONS

**Weekly Certifications should be completed EVERY SUNDAY

- Log onto jobs4tn.gov On your dashboard select “ **Weekly Claim Certification**”



OR

- Next, select Submit Weekly Certification
- You will see a screen titled “Explanation of Weekly Certification Process”, read this page and watch the short video (video optional) then click “Next”.
- The next screen is “Know the Rules- Avoid Overpayments and Don’t Commit Fraud”, read this page carefully and check the box stating you understand. Click the “Next” button.
- Next you will see a screen for “Reemployment Program”. If you are temporarily laid off and have a return to work date, check the box and move on. If you are permanently laid off and do not have a return to work date read the screen carefully BEFORE checking the box and clicking the “Next” button.
- You will be taken to a “Contact Information” page where you verify we have the right contact information for you: Name, Address, Phone number and e-mail address. If all the information is correct click the “Next” button. If not, click the Update Contact Information link to change it before moving forward.
- Answer the following questions how they apply to you. You will see a sentence above the first question giving you the dates of which you are certifying. Answer these questions paying special attention to the “Were you able and available to work each day?” question. This question pertains to your ability and availability to work. Even if you have a definite return to work date answer the question “YES”, if you answer no because you are going back to work in a few days it will create an issue that will have to be resolved by the agency and could delay benefits.
- Input three (3) job searches for the week that you are certifying for (you are always certifying for the week that just ended). Those employees who are returning to work and have a definite return to work date are exempt from the work search. If you are permanently laid off the work searches are required. *Note: If you are required to do work searches, the questions you need to always answer yes are: “**Did you apply for jobs or contact other employers during this week?**”
“**Did you contact this employer?**”