

Step 1: Read [Mass Layoffs Partial Claims Guide](#).

It contains all the information included in these instructions. Additional resources included:

- Mass Layoff Spreadsheet
- Instructions for Mass Layoff Spreadsheet
- Partial Claims Spreadsheet
- Instructions for Partial Claims Spreadsheet

Step 2: Choose Appropriate Method

Option 1: Partial claims are filed when an employer is experiencing a **TEMPORARY LAYOFF ONLY**, meaning that employees are going to only be off for a short amount of time (between 1-16 weeks) and has a definite return to work date. See pages 3-4 in *Mass Layoffs Partial Claims Guide* for periods longer than 16 weeks.

Option 2: The Mass Layoff Claim method is the **ONLY** method that can be used when there is a permanent layoff or closure by the employer and the employees don't have a definite return to work date. For more information about Mass Layoff Claims, See pages 5-6 in *Mass Layoffs Partial Claims Guide*.

For a temporary layoff the employer has a choice on which method it prefers to use. Both methods are easier on the employer and the employee because the approval is instant once the claim is filed.

Step 3: Collect Employee's Information

Have employee complete the **Employee Info Sheet**. Once completed, the form should be used to enter information in step 4. For partial claims, each employee **must have an email address** on the spreadsheet because they should receive an email from the State with instruction about filing their Weekly Certification.

The Employee Instruction Sheet provides information for weekly certifications. When the employees turn in the Info sheet to you, you will give them this sheet. It will be the employee's responsibility to certify each week in order to receive their benefits.

Step 4: Enter Information into Appropriate Spreadsheet

The employer is responsible for giving the agency specific information about each employee affected using this **Partial Claim Spreadsheet** or **Mass Layoff Spreadsheet**. Please review the **Instructions** before adding data to the spreadsheet. (These can also be referenced in the *Mass Layoff & Partial Claims Guide*).

Step 5: Submit Spreadsheet via Email

Partial Claim Spreadsheet

The spreadsheet should be e-mailed to the TRAC Unit using the Partial.Claims@tn.gov address and copy lorna.wright@tn.gov.

What the system does is uses the information given on the spreadsheet and files a claim for each employee listed on the sheet. It takes away the employee's responsibility for having to file their own claim. Once the claim is filed it **IS** the employee's responsibility to certify each week in order to receive their benefits. Each employee will receive an e-mail each week containing a link which they use to certify. By clicking this link they will be taken to the Jobs4TN website weekly certification page where they answer several questions in order to get their benefits for the week.

Mass Layoff Spreadsheet

The employer would complete the spreadsheet and send it back using the Mass.Layoff@tn.gov e-mail address. The difference in a Mass Layoff Claim and a Partial Claim is that the employees are responsible for filing their own claims.

What the Mass Layoff spreadsheet does is automatically approves the claims when one of the employees on the list files their claim. It is similar to the Partial Claim in that it saves the agency from having to call the employer to verify the layoff or send a letter to the employer for verification. It saves time for the employees due to their not having to wait for a determination on the approval.

The employees are **NOT** sent an e-mail with a link to certify, they have to log in to the system each week and certify for their benefits.