

Unemployment Insurance for Temporary Layoffs



Department of
**Labor & Workforce
Development**

Employment Security

JOBS4TN.GOV

- The **Employer** will submit a Partial Unemployment Spreadsheet. This Spreadsheet will be uploaded and does file an unemployment claim for the employee during a temporary layoff.
- The **Employee** does not need to file their own unemployment claim.
 - It is still the **employees`** responsibility to file their own weekly certification in a timely manner.
- The **Employee** will receive an E-Mail at the E-Mail Address they have provided from JOBS4TN.GOV.
 - The E-Mail will contain instructions and a link to file their weekly certification each Sunday following the week they are laid off.
- If the **Employee** fails to do the weekly certification, it can/will result in not serving a Waiting Week if it has not already been served, or Benefits not being paid or delayed.
 - Employee **MUST** report Holiday and/or Vacation pay.
- If the **Employee** does not receive an E-mail with the link, have them check their Junk or Spam folder.
 - If the **Employee** truly did not receive the E-mail link, they can just create a user name and password on Jobs4tn.com and file their weekly certification that way.
- Any issues arising from during the **employees`** weekly certification should be directed to the agency at the following number: **877-813-0950 option 1**.
- The **Employee** should be directed to the phone number provided above.
 - No list of issues or errors caused by a claimant`s weekly certification should be e-mailed or sent to agency staff.