

Instructions for Mass Layoff Spreadsheet by Column

A-Employer Name

B-Employer Account Number (No dashes)

C-Employee Social Security Number (No dashes)

D-Employee First Name

E-Employee Middle Initial (If any, if not, leave blank)

F-Employee Last Name

G-Employee Street Address

H-Leave Blank

I-City

J-State

K-Zip Code

L-Employee Phone Number (No dashes or brackets)

M- Last Day the Employee Physically Worked (Use slashes. For example, XX/XX/XXXX)

N-The Date the Employee will return to work (Use slashes. For example, XX/XX/XXXX)

O- Severance Begin Date (If severance provided due to a permanent separation) If there is no severance agreement, leave blank

P- Severance End Date (If severance provided due to a permanent separation). If there is no severance agreement, leave blank

Q- Total Gross Amount of Severance Payment (leave blank if no severance)

R- Pension (Leave blank if employee is not receiving pension at time of claim filed)

- **Do not use any punctuation on the spreadsheet (ex; periods on street abbreviations)**
- **Save the Excel Spreadsheet file as: CSV (comma delimited)**
- **E-mail the Spreadsheet the week before or during the week of the lay off to : Mass.Layoff@tn.gov**
- **Inform the Employee that they will need to file an unemployment claim on JOBS4TN.GOV.**
- **Inform the Employee that failure to file a Weekly Certification after the layoff week(s) will result in a delay or loss of benefits.**