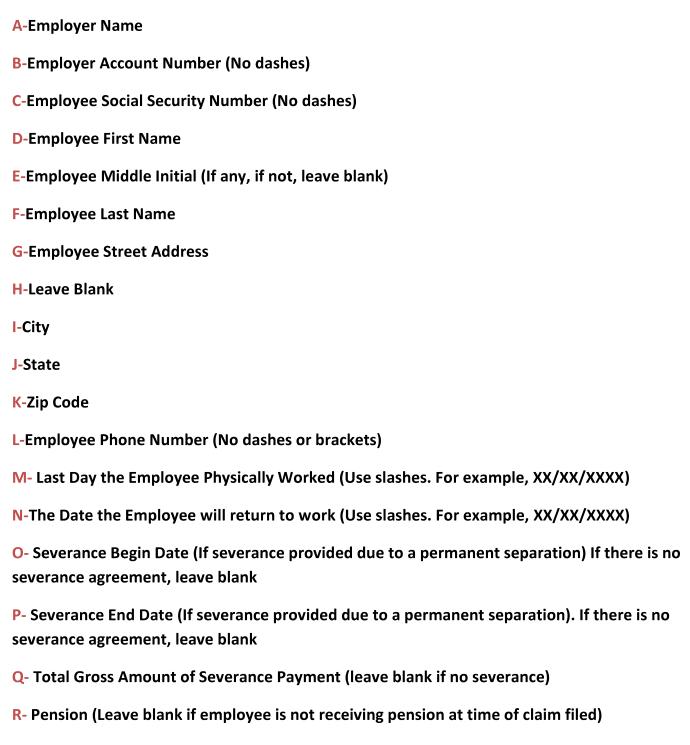
Instructions for Mass Layoff Spreadsheet by Column



- 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.