Instructions for Partial Filed Claims Spreadsheet

By Column

A-Employer Name

B-Employer Account Number

C-Employee Social Security Number

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

M-Employee E-mail Address

N-Employee Date of Birth (_ _/_ _/_ _ _ _)

O-US Citizen (Yes or No)

P-Veteran Status (Yes or No)

Q-Last Day the Employee Physically Worked

R-The Date the Employee will Return to Work

S-The Saturday Date Immediately Following the Week of Layoff (ex; last day worked was Friday 05/19/2017, Partial Claim Filed Monday 05/22/2017, Separation Week Ending date is Saturday 05/27/2017)

- **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 the lay off to:** Partial.claims@tn.gov .
- **Inform the Employee that they 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.**
- **Inform the Employee that failure to file a Weekly Certification will result in a delay or loss of benefits.**
- **If they say they did not receive an E-mail with the link, have them check their Junk or Spam folder.**
- **If they 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.**