



Department of
**Labor & Workforce
Development**

GUIDE TO: EMPLOYER FILED MASS CLAIMS (AKA PARTIAL CLAIMS)

This guide will help employers to understand Employer Filed Mass (Partial) Claims; what they are, how they can be filed, and the advantages. Updated 3/25/2020

Employer Filed Mass (Partial) Claims

When a company is shutting down temporarily an employer should contact the agency at **615-551-3501** in order to get the best possible help.

This method, recommended by the agency, to help an employer going through a mass layoff requires the employer to gather information about the affected employees and enter it onto a specific spreadsheet provided by the agency. This instruction will explain this method and when an employer can and cannot use it. It will also give you a sample template of the spreadsheet and instructions on how to complete it.

Employer Filed Mass Claims (Partial)

Partial Claims is the term the agency uses for employer filed mass claims when an employer is experiencing a **TEMPORARY LAYOFF ONLY**, meaning the employees are expected to return on a future date. If the employer is unsure about the return to work date the employer should choose a date 16 weeks from the layoff date. An employee who is discharged from their job or quits their job is not eligible for an Employer Filed Claim. Once the agency speaks to the employer about the Employer Filed Mass Claim option the representative will direct the employer to the TN.gov website to download the spreadsheet to be used and instruction on how to complete. The employer is responsible for providing the agency specific information about each employee affected using this Employer Filed Mass Claim/Partial Claim Spreadsheet. The spreadsheet, when completed, is e-mailed to the agency at Partial.Claims@tn.gov. After reviewing, the agency uploads the spreadsheet into the system. The uploaded information creates a claim for each employee being laid off on the list. **The employee will not have to file a claim on their own.** Once the claim is created from the list it IS the employee's responsibility to certify each week in order to receive benefits. Each employee will receive an e-mail each week containing a link they use to certify. By clicking this link they will be taken to the Jobs4TN.gov website's weekly certification page where they answer several questions in order to get their benefits for the week.

Important Covid-19 Information:

As of March 14, 2020, the Governor issued Executive Order 15 which suspended the waiting week for claimants as well as the job search requirements until further notice. Claimants who file a claim or have a claim filed for them by their employers will NOT have a waiting week and will receive benefits after their first certification and will NOT have to do the required 3 job searches each week to stay eligible.

Employer Filed Mass Claims (Partial) Spreadsheet Example

	A	B	C		D	E	F
1	col_empname	col_employer_account_number	col_ssn	1	col_firstname	col_middle_initial	col_lastname
2	Employer Name (required)	Employer account number (required)	Claimant SS (no dashes)	2	First name (required)	Leave blank	Last Name Required
3	BENTON STEEL FABRICATION INC	554432	111223333	3	John	J	Rambo
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			

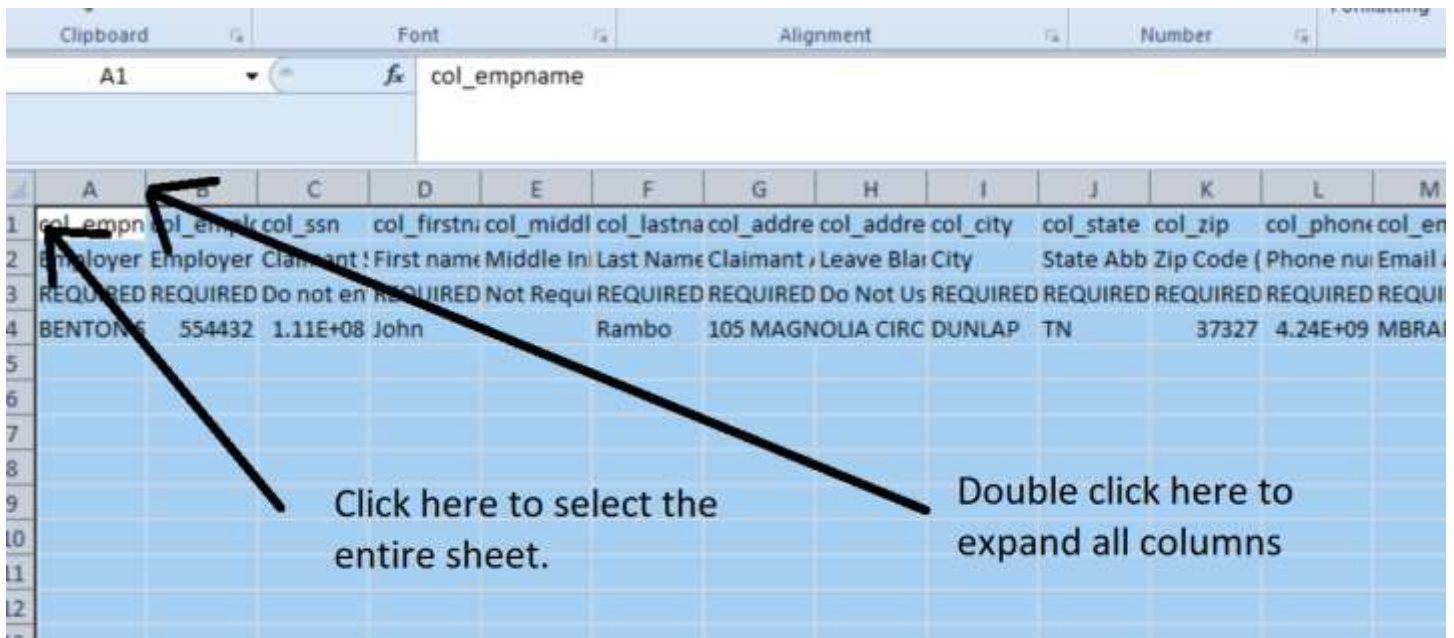
	G	H	I		J	K	L
1	col_address1	col_address2	col_city	1	col_state	col_zip	col_phone
2	Claimant Adress (required)	Leave blank	City (required)	2	State Abbr	Zip Code (required)	Phone number (no dashes)
3	105 MAGNOLIA CIRCLE		DUNLAP	3	TN	37327	4237105022
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			

	M	N	O
1	col_email	col_dob	col_USCitizenStatus
2	Email address (required)	Date of Birth (required) must be mm/dd/yyyy	Required, use 1 - Yes or 0 - No format
3	MBRANAN4@GMAIL.COM	8/1/1984	1 - Yes
4			
5			
6			
7			
8			
9			

	P	Q	R		S
1	col_VeteranStatus	col_date_endwork	col_date_recall	1	col_SeparationWeekEndingDate
2	Required,must use 1 - Yes or 0 - No format	Last Day of work mm/dd/yyyy	Recall date mm/dd/yyyy	2	The Saturday date of the week the employee was separated mm/dd/yyyy
3	0 - No	11/15/2017	11/27/2017	3	11/18/2017
4				4	
5				5	
6				6	
7				7	
8				8	
9				9	

	T	U	V		W	X
1	col_severance_begin_date	col_severance_end_date	col_severance_total	1	col_pension	col_effective_date_of_claim
2	Leave column blank	Leave column blank	Leave column blank	2	Leave column blank (do not delete)	Leave blank, agency will complete
3				3		11/12/2017
4				4		
5				5		
6				6		
7				7		
8				8		
9				9		

To expand the spreadsheet provided click the corner box to select the entire sheet and double click the vertical column line



A-Employer Name – No punctuation or symbols

B-Employer Account Number

C-Employee Social Security Number – No dashes

D-Employee First Name

E-Employee Middle Initial (If any, if not, leave blank, no punctuation)

F-Employee Last Name

G-Employee Street Address – No punctuation or symbols

H-Leave Blank

I-City – No punctuation

J-State – No punctuation

K-Zip Code

L-Employee Phone Number – No slashes or dashes

M-Employee E-mail Address – **Punctuation and symbols allowed**

N-Employee Date of Birth (__/__/____)

O-US Citizen (1 - Yes or 0 - No)

P-Veteran Status (1 - Yes or 0 - 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 Fri 05/19/2017, Partial Claim Filed Mon 05/22/2017, Separation Week Ending date is Sat 05/27/2017)

T-Severance Begin Date - If none, leave blank

U-Severance End Date – if none, leave blank

V-Total Gross Amount of Severance Payment – if none, leave blank

W-Pension (Yes or No) – If none, leave blank

X-Effective Date of Claim (Leave Blank for Agency to Enter)

- **Do not use any punctuation on the spreadsheet (ex; periods on street abbreviations, etc.)**
- **Save the Excel Spreadsheet as CSV file as: (comma delimited)**
- **E-mail the Spreadsheet as soon as possible to : Partial.claims@tn.gov**
- **Inform the Employees 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 Employees that failure to file a Weekly Certification will result in a delay or loss of benefits.**
- **If an Employee says 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 create a user name and password on Jobs4tn.com and file their weekly certification there.**

As stated earlier, when an employer chooses to do Employer Filed Mass Claims (Partial) during a temporary layoff, a claim is filed for each employee once the list has been reviewed and uploaded to our system. After the claim has been filed it is the employee must certify each week in order to receive benefits. To certify, each employee is sent a link to the certification page by e-mail to the e-mail address provided on the spreadsheet. This link is generally sent late Saturday night or early Sunday morning. The Employees should certify on Sunday of each week in order to receive benefits as quickly as possible. See the link below:

<https://www.jobs4tn.gov/vosnet/ui/weeklycertifications/weeklycertificationsMassLayoffValidation.aspx>

This link will direct Employees to the certification page on our system. The employee will provide information to identify them and then be asked answer several questions for the prior week that just ended (UI weeks begin on Sunday and end on Saturday).

Payments

Once the employee/claimant completes the certification they should expect payment within 48-72 hours. A debit card is the default payment method if the employee doesn't choose to change it to direct deposit. If the employee chooses direct deposit as their preferred method of payment, they will enter their banking information themselves, the agency cannot make this change for claimants; the agency does NOT have access to this information so if there is an issue with a payment using direct deposit the claimant will have to contact their banking institution. If the claimant chooses to change their method of payment they can do so on the JOBS4TN.gov website.

Job Searches

As stated above, all job searches have been suspended at this time until further notice per the Executive Order 15 from the Governor.

The method explained above is best for everyone (you and your employees) because the claim is filed and approved as soon as the list is uploaded. The agency will not have to call for verification or send a letter for each employee for verification of the layoff.