

Notes to EMPLOYERS

Regarding Unemployment



Visit www.tn.gov/workforce and click on “Employers” to see two options to report a layoff of employees:

1. If the layoff has not yet occurred, and you believe you will reopen / bring employees back, complete the **Employer-Filed Mass Claim** form, **before** the layoff occurs, and submit it to Partial.Claims@tn.gov.

** Instruct employees **not** to file an individual claim. They will need to certify each Sunday to be paid in a timely manner.**

2. If the layoff has already occurred, you can complete a **Mass Layoff Form** and submit it to Mass.Layoff@tn.gov.

** Instruct employees **to** file an individual claim online at www.Jobs4TN.gov. Those without access to the internet can call 844-432-0969.*

If you need assistance, please contact the Business Services Representatives for your county by phone, 731-286-3585, or by email:

Benton, Carroll, Gibson, Henry, & Weakley Counties: Maleia Evans, evans@nwtntworks.org

Crockett, Dyer, Lake, & Obion Counties: Lana Wood, wood@nwtntworks.org

American Job Centers across Tennessee are limiting public access due to COVID-19. American Job Center staff are still available to assist customers by phone. Contact numbers can be found at www.NWTNJobs.org/locations.

Updates will be posted to our Facebook page, <https://www.facebook.com/NWTNJobs/>.