

PLANT LAYOFF CHECKLIST

- Contact the Fidelity Benefit Center prior to layoff.
- Input proper layoff code in SAP.
- Promptly input holiday pay in HPS/Payroll.
- Instruct employees to apply for UC after layoff occurs.
- If an employee has been denied UC due to Sunday earnings, please contact the Fidelity Benefit Center to speak to an Associate.
- Distribute VRS information if your location is not covered by AutoSUB procedures.
- Contact the Fidelity Benefit Center with any questions at:

Fidelity Benefit Center
P.O. Box 5078
Southfield, MI 48086-5078
1-877-389-2374