

EMPLOYEE LAYOFF CHECKLIST

Unemployment Compensation (UC)

- After your layoff begins, contact your local Unemployment Compensation (UC) office or use the telephone number provided by the state agency. Answer all questions to the best of your knowledge, such as reporting wages and hours worked.
- If you have been denied UC due to Sunday earnings, please contact your Union Benefit Representative for a paper application to apply for your SUBenefit. You can also download this application from our web site.
- If you have been denied UC due to insufficient earnings, you will need to fax a copy of your denial letter to the GM Benefits & Services Center.
- Upon approval of UC Benefits, you will receive a Monetary Determination or Claim form from the state agency that provides Benefit year information that you will need to use to apply for your SUBenefit.

Note: If you work in a plant covered by an AutoSUB program, you do not need to input your Monetary Determination information or call the GM Benefits & Services Center to apply for SUBenefits. Your SUBenefits are automatically processed based on information in the corporate personnel system and information received electronically from the state UC agency.

SUBenefits

- Obtain and review a copy of the GM Benefits & Services Center Voice Response System (VRS) pamphlet from your Union Benefit Representative or plant Personnel Department, if your plant is not covered by AutoSUB procedures. You can also apply for your SUBenefit on our web site.
- You may call the GM Benefits & Services Center VRS and practice inputting Monetary Determination information. Use the practice option.
- You can apply after you receive your UC check. You must call the GM Benefits & Services Center VRS, or use the web site, to apply for your SUBenefits within 60 days of the week for which you are applying.
- If you apply before Wednesday, your check will be mailed on Friday of the same week.

GM Benefits & Services Center
P.O. Box 5078
Southfield, MI 48086-5078
1-800-489-4646
Fax 1-313-230-7492
www.gmbenefits.com