



## PLANT LAYOFF CHECKLIST

- Contact GM Benefits & Services Center prior to layoff.
- Input proper layoff code in PeopleSoft.
- 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 GM Benefits & Services Center to speak to an Associate.
- Distribute VRS information if your location is not covered by AutoSUB procedures.
- Contact the GM Benefits & Services Center with any questions at:

GM Benefits & Services Center  
P.O. Box 5078  
Southfield, MI 48086-5078  
1-800-489-4646