

# EMPLOYEE LAYOFF CHECKLIST

## Supplemental Unemployment Benefit (SUB) Plan

### State Unemployment Compensation (UC)

After your layoff begins, contact your state unemployment compensation (UC) office. If applying for weekly UC benefits, then answer all questions to the best of your knowledge. The gross amount of all monies received in the week, regardless of the source, should be reported to the state unless specifically instructed not to report by local management.

If you have been denied UC, fax your state UC determination form to the GM Layoffs and Unemployment Center at (248) 365-9809. When applying for your first week of SUB, also submit a paper application.

Paper applications for SUB can be obtained from your Union Benefit Representative or downloaded from this web site (see the GM Forms menu).

Upon approval of UC Benefits, you will receive a Monetary Determination (Mondet) or Claim form from the state agency. You may input this information on this web site by accessing the My Layoff Benefits menu. You may also input this information on the Voice Response Unit (VRU) System by calling 1-800-489-4646.

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

### SUB

You can apply for SUB after you receive your UC benefit. You must call the GM Layoffs and Unemployment Center VRU or use this web site to apply for your SUB within 60 days of the Sunday week ending date for which you are applying.

SUB is processed weekly and paid by Payroll in the following week.

If you are required to apply for your SUB benefits using a paper application, be sure to read all instructions and fill out the form completely to ensure timely processing.

Contact the GM Benefits & Services Center with any questions at:

GM Layoffs and Unemployment Center  
P.O. Box 5078  
Southfield, MI 48086-5078  
1-800-584-2000  
Fax 1-248-365-9809  
[www.layoffbenefits.com](http://www.layoffbenefits.com)