

## UNEMPLOYMENT & SUB INFORMATION – FOR TEMPORARY LAYOFF

The following information and instructions are needed to file for Missouri Unemployment and SUB.

### Unemployment Information

#### **During the Week of:**

#### **Action to be done:**

- Week of 12/28/2009 (12/28 to 12/31) Holiday pay
- Week of 1/4/2010 (1/4 to 1/7) Layoff week - SUB / Missouri state waiting week (for some employees)
- Week of 1/11/2010 (1/11 to 1/14) Return to Work - Contact the state to claim the previous week and Contact SUB

**Last day worked is 12/23/09 for the layoff week**

### Transfers to Wentzville

**If you have transferred to Wentzville in the last 15 months – contact your previous state immediately to file your state unemployment. You must call during the week of layoff.**

### Unemployment Information

**Claiming unemployment is a two-step process. General Motors Corp. is taking care of the first step to begin the claim. You will still need to file for your weekly benefits after your claim has been activated, in Missouri.** The claim week runs from Sunday through Saturday. The week must be claimed after the Saturday week ending date. Weekly claims can be filed on the Internet at [www.mocclaim.com](http://www.mocclaim.com) or by telephone at 314-340-4950 (if that is a local call for you) or 800-320-2519. The Internet is available 24 hours a day, seven days a week. The telephone lines are available for weekly claim filing 24 hours a day from 1:00 p.m. on Sundays until 5:00 p.m. on Fridays, except for holiday weeks.

A recall date will be entered for all claims, so no work search will be required when making your weekly claim for benefits.

### SUB Information

Once you have your monetary determination from the state NOT BEFORE, you then apply for your SUB. Have your monetary determination with you when you call the SUB number.

To file for SUB, call Fidelity at **1-800-489-4646** enter your PIN number or establish one if you do not have a pin. Then go through the automated system. You may also go online at [www.layoffbenefits.com](http://www.layoffbenefits.com), click on GM and proceed. For those serving a waiting week with the state of Missouri, you will receive full SUB, if otherwise eligible.

SUB checks are calculated on Wednesdays and mailed on Fridays.

### Additional Information

- The state of Missouri will no longer back date claims – you **must** call at the appropriate time(s).
- You need to keep your address and telephone number up to date on [mygm.gm.com](http://mygm.gm.com)
- **If you do any work during the week, you must report the gross amount of any wages on your claim for the week.** It is very important that all wages be reported accurately on weekly claims. Wages are to be reported during the week in which the work is performed. This includes wages from other work performed during the week you are claiming.