# What To Do When Laid Off – Michigan Employees

\*NOTE: If laid off on or before Sunday March 28, 2021, and you qualify for Good Friday holiday pay, Friday April 2, 2021, and/or SWW pay, you must report these earnings to the State, benefit week ending Saturday, April 3, 2021.



Follow this guide to ensure you get your **State Unemployment** and SUB payments

## Filing for Unemployment Benefits

FCA will open a claim for you if you are **Full Time Employee on layoff** 

(Supplemental Employees must Contact the State to open a Claim)





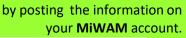


After the claim is opened the State will notify you of

### WHEN TO CERTIFY

for Unemployment Benefits either by sending you a letter in the mail

OR . . . .





Michigan Web **Account Manager** 

Search the UIA website: "Handbook for Unemployed Workers" for helpful information.

# **Certifying Your Layoff with the State**

**YOU MUST CERTIFY to receive Unemployment** Benefits following the date(s) included in the State's Instructions.

You will be certifying for State Unemployment Benefits for the week(s) you were laid off. State Benefit Weeks end on Saturdays.

#### **YOU CAN CERTIFY BY:**

calling MARVIN at:



https://miwam.unemployment.state.mi.us/ClmMiWAM

Click on the MiWAM logo to access the MiWAM toolkit and create or open your account.

NOTE: Certifying for the wrong week can result in delays of your future Unemployment Benefits and SUB payments.

#### Benefits of using MiWAM instead of MARVIN:

- You will be able to certify any day/time during your certification week instead of being locked into a specific day/time using MARVIN.
- Using MiWAM online certification may speed up your SUB payments.

## ►Important Things YOU NEED TO KNOW!

**IMPORTANT NOTE:** If you receive vacation or PAA pay during a layoff, you will **NOT** be eligible for Unemployment **OR** SUB Benefits. If you have deferred your vacation pay to a week you are on layoff, you may change that deferral date to a different date through Employee Central.

**IMPORTANT NOTE:** If you have questions or concerns about your State Unemployment Claim you **MUST** call Michigan UIA at:

1-866-500-0017

follow the prompts to the Employer File Claim (EFC) Unit.

Caution: You must report all your earnings\*, if you do not and you collect benefits that you are not entitled to, you may be called to the Employment Office for discipline up to and including termination.

### **SUB Eligibility**

- ✓ Full Time Seniority Employees with at least one year of Corporate Seniority as of the last day worked before the qualifying layoff are eligible for SUB pay through FCA.
- ✓ Normally, SUB Benefits are automatically processed the week following the payment of your State Unemployment Benefit.
- ✓ You can verify your receipt of SUB Pay or Denial through eSUB in the ePay System.