APPLYING FOR UNEMPLOYMENT INSURANCE DURING YOUR TEMPORARY LAYOFF

1. **You will need a check stub**, because you will be asked for the name of your employer as it is displayed on your paystub. (You can also use your pay stub as a form of ID for List B below):
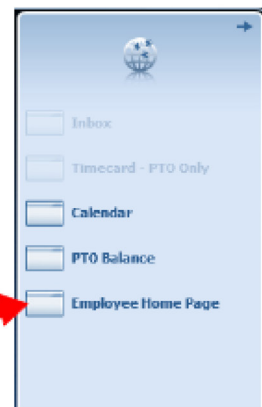
View Paystub

Important: Before you can access self-service to view your paystub, you must create your Kronos logon credentials. See instructions on separate handout.

1. Logon to Kronos via the desktop icon (available on YMCA network computers) or go to: https://ymcamidtn.kronos.net/wfc/navigator/logon

2. Click **Employee Home Page** from the menu on the right side of your self service page

Note: Self service is the opening page in Kronos for most employees. For supervisors, self service is accessed via the workspaces carousel on the top right.

3. Hover over the **Pay** icon and select **Pay History** from the list that appears
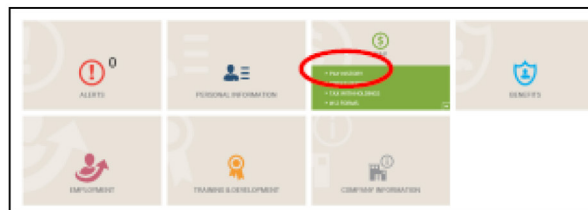
4. You will see a table with one row per pay date and columns for hours, earnings, taxes, deductions and net pay. Click **View Advice** in the far right column to open your pay stub for that pay date.

2. **You will need to know your hire date** – this is also available on your Employee Home Page in Kronos; it is displayed on the left hand side of the page.

3. **You will need to know your hourly rate of pay** and you are going to be asked your daily rate of pay – your hourly rate of pay is also available on your Employee Home Page in Kronos.

4. **You will need your Driver License number** or your State Issued ID number

5. **You will need your bank routing number and your bank account number** (there is also an option for a debit card issued by Unemployment.

You can find the Bank Routing Number and your Bank Account Number within the string of numbers located at the bottom of one of your checks. Make sure you are using a check and NOT a deposit slip, since the numbers may not be the same. If your Account Number is not clearly recognizable, you can identify it by following the steps below.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Bank Account Number and the Check Number. You can find your Bank Account Number through the process of elimination. It may be helpful to write the string of numbers down on a piece of paper first.
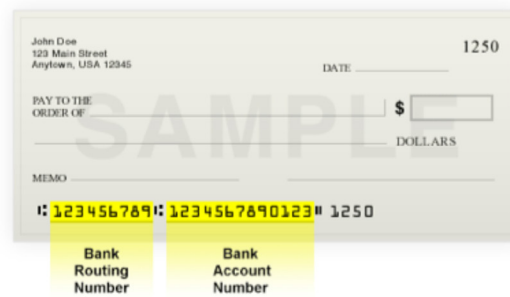
6. **You will need to know the following information:**

   • In the dropdown fields for Reason for Separation, you will choose "lack of work" (because your employer closed or reduced hours due to COVID-19).

   • In the Additional Information field, type in: My employer closed due to COVID-19, but continues to pay me through March 28, 2020

   • If your employer continues to pay at a reduced rate during the time the business is closed you may file a claim, but you must report those payments during your weekly certification. The payment from your employer may be deducted from your weekly UI benefit amount.

7. **You will need two forms of ID** from the following lists, so have them ready for upload (the site states you can take a picture of it with your phone if you don't have a scanner):

LIST A (Primary Proof of Identification)	LIST B (Secondary Proof of Identification)

• Photo driver license (U.S. or other country), photo ID card or photo learner permit
• Military identification (ID card)
• Passport (not expired)
• Immigration and U.S. Customs Enforcement documentation
    ◦ Form I-551 (Green Card)
    ◦ US Citizen ID Card
    ◦ Employment Authorization Card
• State Issued ID (with photo)
	• Check stub (with full name)
	• Union membership cards (with full name)
	• Work IDs (preferably with photo)
	• Social Security documents (original SSN Card, benefits statements, etc.)
	• Health insurance card
	• IRS/state tax form
	• Military records (DD-214, assignment orders, Leave & Earnings Statement, etc.)
	• Birth certificate (original or certified copy)
	• Marriage certificate
	• Adoptive decree
	• Legal change of name document
	• Form I-9 (front and back)

8. **File at the Jobs4TN.GOV** *The application must be completed to the end for it to save;if you log out/stop in mid-application, you will have to start over.*

9. **After filing your claim, please remember to start the certification process on Sunday and file each week.** *If you receive a call from 615-457-8400 or 844-224-5818, please answer. This is the department calling regarding your claim.*

Contact your Regional HR Director, send an email to helphr@ymcamidtn.org or call 615-259-9622 and ask for HR help

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