

# Unemployment Insurance for Temporary Layoffs



Employment Security

**JOBS4TN.GOV**

## Temporary Layoff

Employers and hiring unions **no longer** file unemployment claims on behalf of temporary layoff workers or union members. You will need to create an account on Jobs4TN and follow the steps to **file your own claim**.

If you are "job-attached" (meaning you have a **Return to Work date within 16 weeks** from filing your claim) or are a member of a hiring union, you are not required to look for work.



### 1. Go to **Jobs4TN.gov**.

Jobs4TN.gov is now the official site to apply for unemployment benefits.



### 3. **Certify for payments weekly.**

Each week, log into your Jobs4TN account to answer a few questions online about the past week's earnings. From your Jobs4TN dashboard, choose the **Unemployment Services** menu from the left-side navigation. Then click **Weekly Claim Certification**.



### 2. Click **File a Claim**.

From the Jobs4TN.gov homepage, choose the **File a Claim** from the **Unemployment Benefits** section.



### 4. **Expect two letters.**

The first explains your potential benefit amount. The second provides the agency's decision.



5. If you answer your weekly certification questions accurately, the first **payment is sent** within 21 days for approved claims.



6. **Repeat step 3** each week to receive payment.

### SSN Match?

After entering your Social Security number, you might be directed to **Sign In**. This will occur if you've received unemployment benefits in the last five years because an account has been created in the system for you.

Click **Retrieve User Name or Password** under Option 1 - Already Registered.

Click **retrieve both** under Option 3 - Forgot Username and Password.

Click **Individual**.

Click **answer verification questions on this site and display it** and click **Next**.

Enter the required information (Name, Date of Birth, SSN, and ZIP Code used when last receiving unemployment)

Press **Submit**.

If your information was found in the system, you will be prompted to enter a new password. Your username will be shown on-screen.

If your information does not match, you will be directed to our contact form for further assistance.



## Get the App

No computer? No problem! Download JOBS4TN on the App Store® or Google Play™ to manage your unemployment account.