

Mass Layoff:

Employer Filing Instructions following Business Closure



NEBRASKA

Good Life. Great Connections.

How can you help?

All employers have the opportunity to use the NEworks Mass Layoff option when faced with a permanent reduction in their workforce.

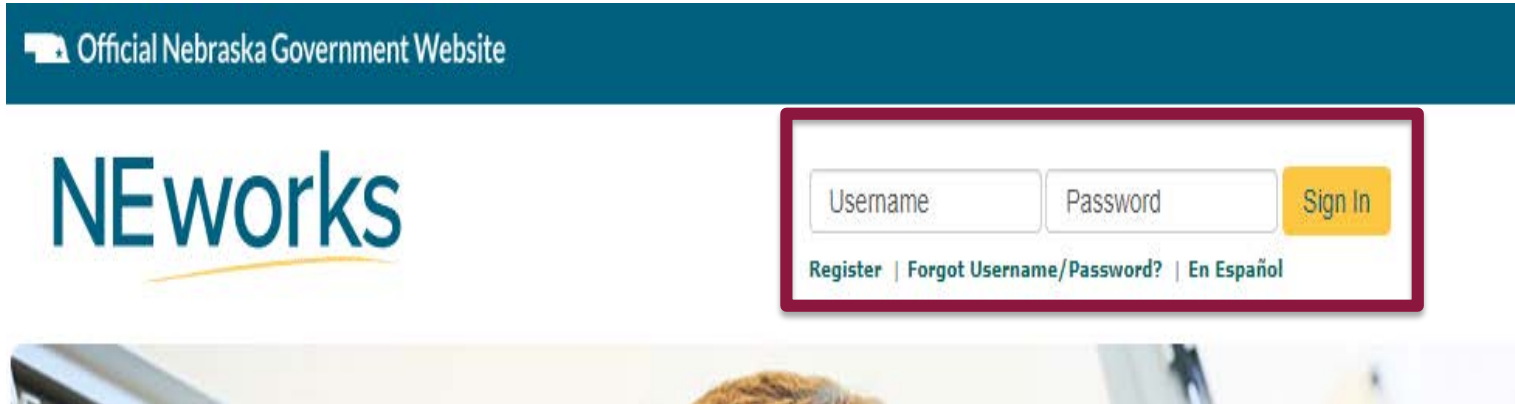
By uploading the mass layoff documents you are:

Providing separation information for all separated individuals at one time.

Assisting in expediting the processing of the claim which will lead to receipt of payment sooner.

Submit the mass file as soon as the business closure date is known.

Log in to your Networks Employer Account



The screenshot shows the top section of the NEworks website. At the top is a dark teal banner with the text "Official Nebraska Government Website" and a small icon of the state of Nebraska. Below this is the "NEworks" logo, which consists of the word "NE" in a large, bold, blue font and "works" in a smaller, blue font, with a yellow swoosh underneath. To the right of the logo is a login form. The form has two input fields: "Username" and "Password", both with light gray borders. To the right of these fields is a yellow "Sign In" button. Below the input fields are three links: "Register", "Forgot Username/Password?", and "En Español". The entire login form area is highlighted with a red rectangular border. Below the login form is a horizontal banner image showing a person's head and shoulders, partially obscured by a white bar.

Official Nebraska Government Website

NEworks

Username Password Sign In

Register | Forgot Username/Password? | En Español

* If you need assistance accessing this account you can contact us at 402-471-9910. A representative will reach out to you and provide assistance in gaining access.

Navigating NEworks

Select ***Directory of Services*** and then select ***Unemployment Services***

Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis Quick Search

NEworks

Welcome to My Employer Workspace

This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

My Employer Dashboard **Directory of Services**

Quick Menu

Services for Employers

[Labor Market Services](#)
Access information about labor market trends, statistics, and economic and demographic data.

[Unemployment Services](#)
Information about how to manage claims against your company, employer charges, appeals and determinations.

Other Services

Navagating NEworks

Select Mass Layoff

NEworks

Please select from the Unemployment Services for Employers options listed below.



[Claimant Separation Form](#) - The Statement of Potential Charges and Separation Request can be completed and submitted here.



[Appeals](#) - You can file an appeal of a determination you feel is incorrect, respond to a Notice of Appeal, request to have an appeal withdrawn or reopened, or view any appeal you have filed or to which you are a party.



[Request Part Time Credits](#) - Select this option in order to request a credit for charges for a claimant that was working for you part time.



[View & Protest Employer Charges](#) - Select this option to view & protest employer charges.



[SIDES E-Response](#) - Select this option for SIDES E-Response



[Separation Notice Alleging Disqualification](#) - This should be completed for all employment separations that are not Lack of Work.



[Mass Layoff](#) - Select this option to check Mass Layoff.



[Benefits Accuracy Measurement](#) - Select this option if you have been randomly chosen to participate in a Benefits Accuracy Measurement audit.



[Protest Employer Charges](#) - Select this option to protest employer charges.



[STC Program](#) - Select this option to create and administer a STC program.

[Return to Directory of Services](#)

Creating the Mass File

Select **Create Mass Layoff or Partial Filed Claim**

[Employer Charges](#)

[Claimants](#)

[Determinations](#)

[Appeals](#)

Mass Layoffs

[Short-Time Compensation](#)

[Employer-Filed Claims](#)

[Wage Audit Notices](#)

Mass Layoff

The Mass Layoff Template is being furnished to verify a mass layoff lack of work/ RIF. This is strictly to verify "Lack of work / Reduction in Force" and to expedite the processing of the claim. This does not file a claim for your employees. Claimants are responsible for filing their own claim. Please ensure all information is correct before uploading. Once it is uploaded it CANNOT be changed.

The partial filed claim is used by employers to file claims on behalf of their temporarily laid off employees. In order to use the partial filed system the employee must be laid off 16 weeks or less. The claimant will be required to certify on a weekly basis after the claim is submitted by the employer. Certification Instructions will be sent via the provided email address to the claimant.

Create Mass Layoff or Partial Filed Claim

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Creating the Mass File

- Select Download Data Entry spreadsheet to Import Claimants. This action will present a download link in the bottom left hand side of your browser window.

Upload

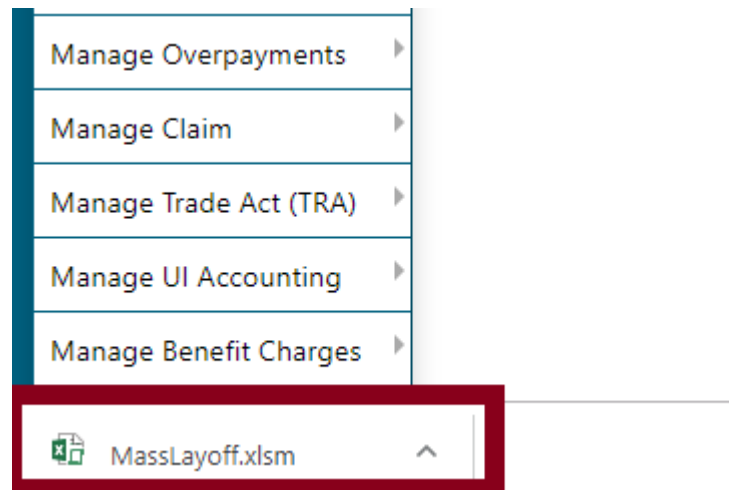
[[Download Data Entry spreadsheet to Import Claimants](#)]

[[Download Data Entry spreadsheet to Import Claimants \(Temporary Layoff\)](#)]

be prompted to 'open','save','save as '. Please choose 'save as' and save the file to your computer. Open the spreadsheet from the Download and use the provided template. Once the template has been downloaded you can either input or import the required

Creating the Mass File

When this download link appears click on the up, arrow and select open.



Creating the Mass File

The spreadsheet contains two tabs:
Instructions and Data Entry



Creating the Mass File

The **Instructions** tab gives a brief description on how to complete each field of the spreadsheet.

Import MassLayoff Employees - Data Entry Instructions

IMPORTANT: Macros must be enabled to use this spreadsheet. A security warning should be displayed on the first time that this file is opened. 'Macros have been disabled.' There should be a button to the right of this statement that says 'Enabled Content'. This button MUST be clicked to proceed. The functionality of the data entry spreadsheet will NOT work without macros enabled.

Enter Mass Layoff Employees data in the DataEntry sheet
Note : Required fields have a light blue background color, when complete **Export Data** to a Comma Delimited file (.csv) on your local drive
When importing or manually entering a .CSV file into the template make sure that the fields are in the same order.
Click "Browse" button or "Choose File" to select the .csv file created with this Data Entry spreadsheet
Click "Upload" button to upload the file in to GUS
Do not use commas in any of the fields on the spreadsheet. If you do use a comma in the spreadsheet you will receive an error and the file will be unable to upload

Employer Name (M)	
Employer Account Number (M)	
Social Security Number (M)	(ex: 999999999)
First Name (M)	
Middle Initial (Optional)	
Last Name (M)	
Mailing Address 1 (M)	
Mailing Address 2 (Optional)	
Mailing City (M)	
Mailing State (M)	
Mail Zip (M)	
Phone Number	
Last day worked (M)	(MM/DD/YYYY)
Return To Work date (RTW) (Optional)	(MM/DD/YYYY)
Severance Begin Date (optional)	(MM/DD/YYYY)
Severance End Date (optional)	(MM/DD/YYYY)
Severance Total amount (optional)	

Instructions | Data Entry

Creating the Mass File

- Select to **Enable Editing** and then select to **Enable Content** to enter information in to the spreadsheet.

The screenshot shows the Microsoft Excel interface with the 'Mass Layoff - Excel' workbook open. The 'Home' tab is selected, and a 'SECURITY WARNING' banner is displayed, stating 'Some active content has been disabled. Click for more details.' A red box highlights the 'Enable Content' button. Below the banner is a 'Mass Claimants Import - Data Entry' form. The form includes a search bar with a 'Find' button, a 'View Records' section showing '0 of 0' records, and a list of input fields for claimant information: Employer Name, Employer Account Number, Social Security Number, First Name, Middle Initial, Last Name, Mailing Address 1, Mailing Address 2, Mailing City, Mailing State, Mail Zip, Phone Number, Last Day Worked, Return to Work Date, Severance Begin Date, Severance End Date, Severance Total, and Pension (Y/N). Action buttons include 'Import Data', 'Export Data', 'Initialize Data', 'Save and Close', 'Add', 'Update', 'Delete', 'Clear Form', and 'Aut Clear Form' (checked).

Creating the Mass File

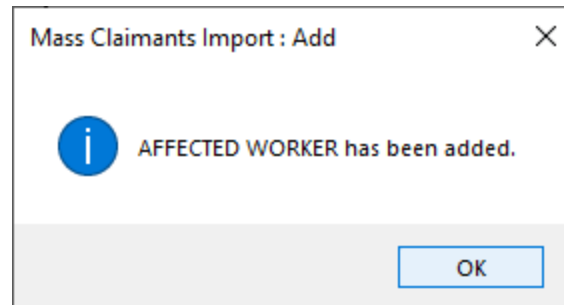
Select the **Data Entry** to enter employee information.

Employer Name:	NDOL
Employer Account Number :	0111111111
Social Security Number:	555-55-5555
First Name:	AFFECTED
Middle Initial:	
Last Name:	WORKER
Mailing Address 1:	123 WORKER LANE
Mailing Address 2:	
Mailing City:	LINCOLN
Mailing State:	NE
Mail Zip:	68509
Phone Number:	
Last Day Worked:	01/25/2020
Return to Work Date:	
Severance Begin Date :	
Severance End Date :	
Severance Total :	
Pension (Y/N) :	

NOTE: Blue field denote a required information that must be entered in order to export the data

Creating the Mass File

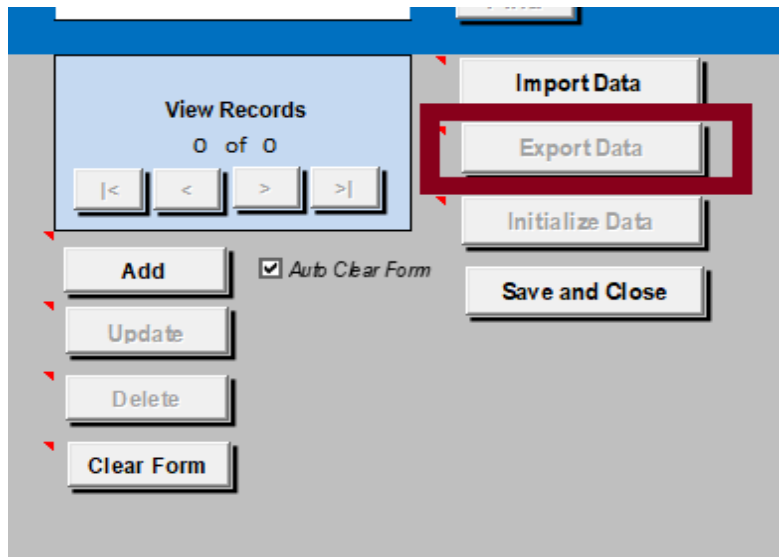
Once the required information has been entered, select the Add button to clear the form and enter information on the next employee.



Select OK and enter the information for the next employee. Repeat this step until all workers have been added.

Creating the Mass File

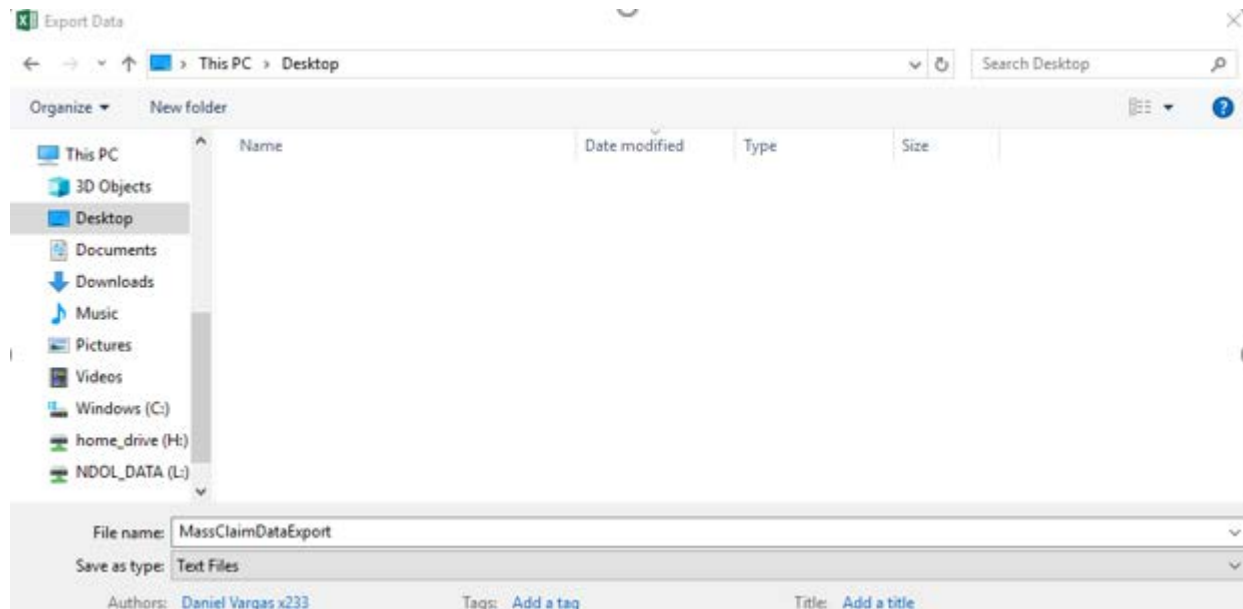
Once information has been added for all employees, select ***Export Data***



The screenshot displays a software interface with a blue header bar. On the left, a light blue box labeled 'View Records' contains '0 of 0' and four navigation buttons: '|<', '<', '>', and '>|'. Below this box are four buttons: 'Add', 'Update', 'Delete', and 'Clear Form'. To the right of the 'View Records' box is a checkbox labeled 'Auto Clear Form' which is checked. Further right is a vertical stack of buttons: 'Import Data', 'Export Data' (highlighted with a red rectangular box), 'Initialize Data', and 'Save and Close'.

Creating the Mass File

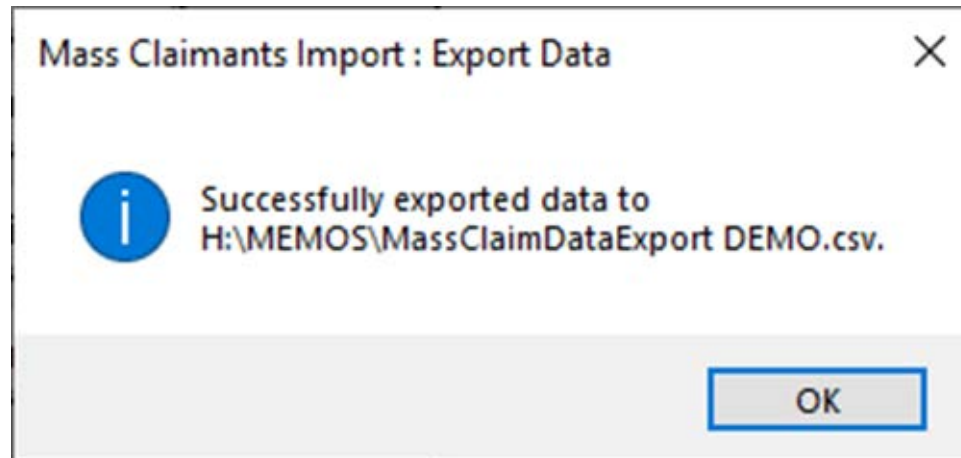
Create a new file name and select to save the file to your computer.



Creating the Mass File

You will receive a pop up indicating the data was exported with the name of the file. Note: the file will show as saved as .csv.

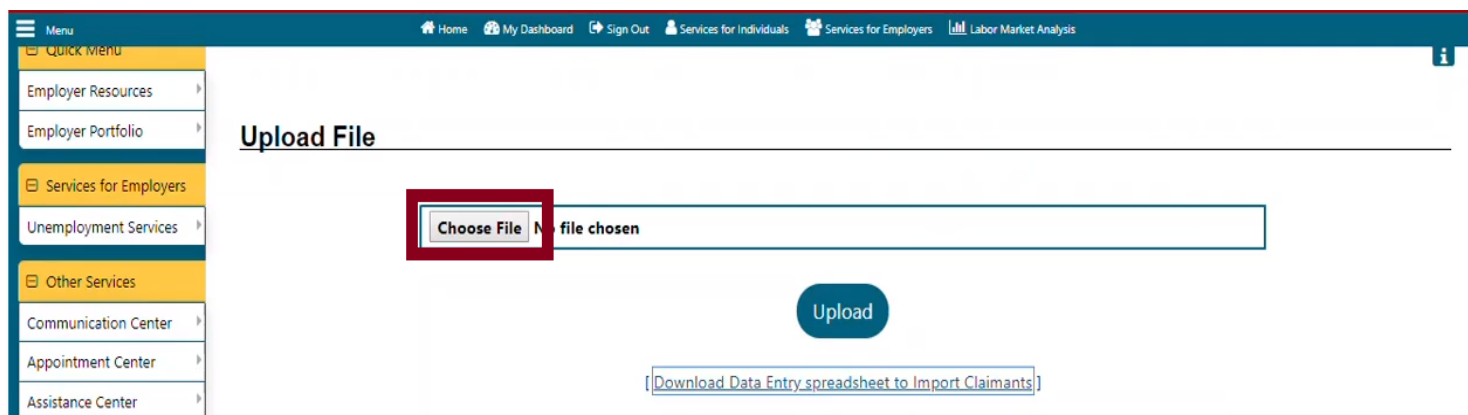
Select OK to proceed



Uploading the Mass File

Once you have saved the file to your computer, it will need to be uploaded. Networks will remain open on this screen.

Select **Chose File** and open the Mass File document you created.



The screenshot shows the 'Upload File' section of a web portal. On the left is a navigation menu with categories like 'Quick Menu', 'Services for Employers', and 'Other Services'. The main content area has a header 'Upload File' and a file selection interface. A red box highlights the 'Choose File' button, which is next to the text 'No file chosen'. Below this is a blue 'Upload' button. At the bottom, there is a link: 'Download Data Entry spreadsheet to Import Claimants'.

Uploading the Mass File

After you select upload, the upload progress will show on the lower left of the screen. It can take several minutes for the document upload to complete.

Upload File

Choose File No file chosen

Upload

[\[Download Data Entry spreadsheet to Import Claimants \]](#)

[\[Download Data Entry spreadsheet to Import Claimants \(Temporary Layoff\) \]](#)

When you click the download link, you will be prompted to 'open', 'save', 'save as'. Please choose 'save as' and save the file to your computer. Open the spreadsheet from the saved location on your computer and follow the instructions to enter data. Please do not upload your own files. Download and use the provided template. Once the template has been downloaded you can either input or import the required employee information into the template.

[\[Further detailed instructions for importing and uploading mass layoff files \]](#)

[\[Download Import Data file template \]](#)

[\[Download Partial Upload CSV File Format \]](#)
(Please download and open/save .csv file in a notepad.)

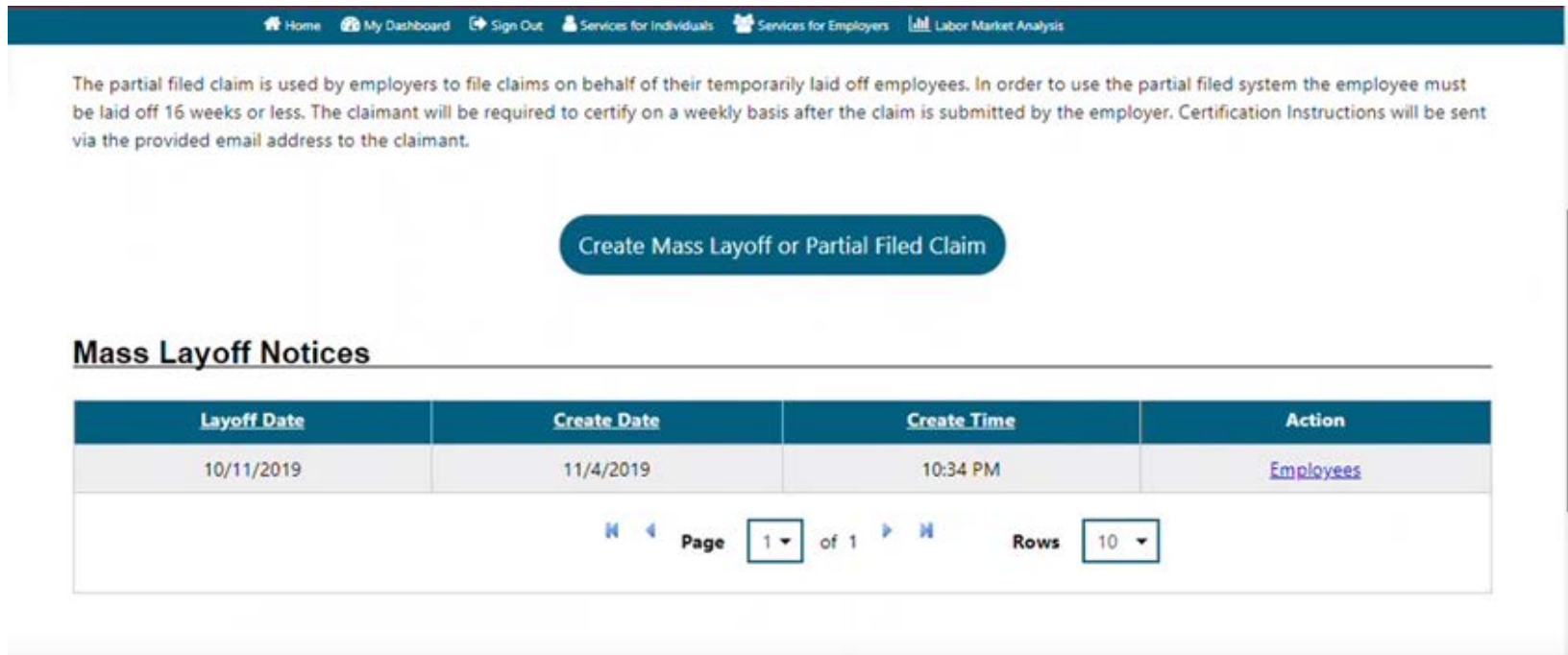
Upload Progress...

Last record was processed at : 12/04/19 22:00:03

[Return to Previous Page](#)

Reviewing the Mass File

- Once the upload is complete, you can review the Mass Layoff Notice. Notices created will display by layoff date. If there are multiple layoff dates listed in the file, an entry will show for each group of individuals by the layoff date.



The screenshot shows a web application interface for managing mass layoffs. At the top is a navigation bar with links: Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar is a text block explaining the partial filed claim system. A prominent button labeled "Create Mass Layoff or Partial Filed Claim" is centered. Below this is a section titled "Mass Layoff Notices" which contains a table with one data row and a pagination control at the bottom.

The partial filed claim is used by employers to file claims on behalf of their temporarily laid off employees. In order to use the partial filed system the employee must be laid off 16 weeks or less. The claimant will be required to certify on a weekly basis after the claim is submitted by the employer. Certification Instructions will be sent via the provided email address to the claimant.

Create Mass Layoff or Partial Filed Claim

Mass Layoff Notices

Layoff Date	Create Date	Create Time	Action
10/11/2019	11/4/2019	10:34 PM	Employees

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What happens next?

- When the employee files their claim, the system will take the information provided in the mass file and compare it to the information provided by the employee. Necessary issues will set and some will automatically resolve when the information matches.
- This reduces the number of follow-up calls to the employer as the required information is provided up front.