

Mass Layoff:

Employer Filing Instructions following a Temporary Closure

NEBRASKA

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How can you help?

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

By uploading the mass layoff documents you are:

Filing a new claim or reopening an existing claim and providing separation information for all individuals at one time.

Submit the mass file during the week the temporary shutdown occurs, not prior.

Log in to your Neworks Employer Account

Official Nebraska Government Website

NEworks

[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*

The screenshot displays the NEworks website interface. At the top, a dark blue navigation bar contains links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis, along with a Quick Search box on the right. Below the navigation bar, the NEworks logo is on the left, and a welcome message for the Employer Workspace is on the right. A sidebar on the left shows 'My Employer Dashboard' with 'Directory of Services' highlighted in a red box. The main content area is titled 'Services for Employers' and contains two service options: 'Labor Market Services' and 'Unemployment Services', with the latter highlighted in a red box. The 'Unemployment Services' description reads: 'Information about how to manage claims against your company, employer charges, appeals and determinations.'

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](#)

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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 (Temporary Layoff). This action will present a download link in the bottom left hand side of your browser window.

Upload

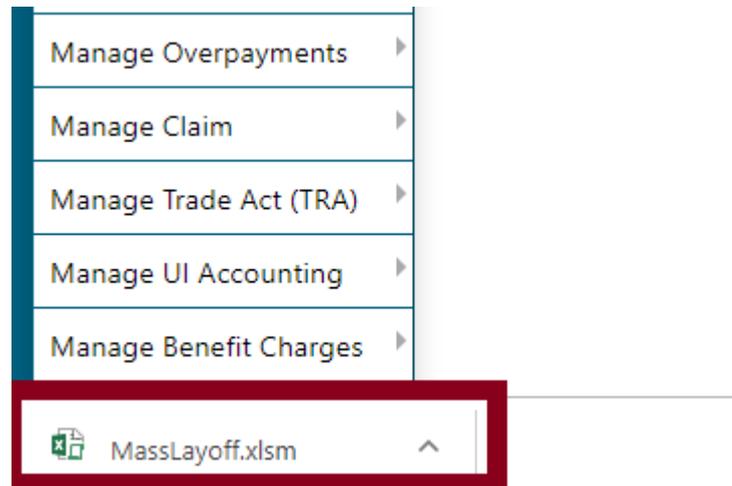
[[Download Data Entry spreadsheet to Import Claimants](#)]

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

are 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.

The screenshot shows a spreadsheet with a blue header row containing the text "Import MassLayoff Employees - Data Entry Instructions". Below the header, there is a red warning message: "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." Below the warning, there are several paragraphs of instructions: "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 Jobs4TN.gov", and "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". Below the instructions, there is a list of fields with their corresponding data types and formats: 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 (M), Email Address (M), US Citizen Status (M), Veteran Status (M), Last day worked (M) (MM/DD/YYYY), Return To Work date (M) (MM/DD/YYYY), Separation Week Ending Date (M) (MM/DD/YYYY), Severance Begin Date (optional) (MM/DD/YYYY), Severance End Date (optional) (MM/DD/YYYY), Severance Total amount (optional), and Pension (Y/N) (optional). The spreadsheet interface includes a tab labeled "Instructions" and another tab labeled "Data Entry".

Field	Required	Format
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	(M)	
Email Address	(M)	
US Citizen Status	(M)	
Veteran Status	(M)	
Last day worked	(M)	(MM/DD/YYYY)
Return To Work date	(M)	(MM/DD/YYYY)
Separation Week Ending Date	(M)	(MM/DD/YYYY)
Severance Begin Date	(optional)	(MM/DD/YYYY)
Severance End Date	(optional)	(MM/DD/YYYY)
Severance Total amount	(optional)	
Pension	(Y/N)	(optional)

Creating the Mass File

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

The screenshot shows a web application interface for "Mass Claimants Import - Data Entry". At the top, there is a toolbar with a "Security Warning" message: "SECURITY WARNING Some active content has been disabled. Click for more details." A red box highlights the "Enable Content" button in the toolbar. Below the toolbar, the main interface is divided into several sections:

- Form Fields:** A list of input fields for claimant information, including 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, Email Address, Date of Birth, US Citizen Status (Y/N), Veteran Status (Y/N), Last Day Worked, Return to Work Date, Separation Week Ending Date, Severance Begin Date, Severance End Date, Severance Total, Pension (Y/N), and Effective Date of Claim EDC.
- Find:** A search box with a "Find" button.
- View Records:** A section showing "View Records 0 of 0" with navigation buttons (|<, <, >, >|) and an "Add" button.
- Actions:** A set of buttons including "Import Data", "Export Data", "Initialize Data", "Save and Close", "Update", "Delete", and "Clear Form". A checkbox labeled "Auto Clear Form" is checked.

Creating the Mass File

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

Mass Claimants Import - Data Entry

Find

Employer Name: NDOL

Employer Account Number: 0111111111

Social Security Number: 55555555

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: 4024024024

Email Address: EMAIL@EMAIL.COM

Date of Birth: 1/1/2000

US Citizen Status (Y/N): 1 - Yes

Veteran Status (Y/N): 0 - No

Last Day Worked: 1/1/2020

Return to Work Date: 4/1/2020

Separation Week Ending Date: 1/4/2020

Severance Begin Date:

Severance End Date:

Severance Total:

Pension (Y/N):

Effective Date of Claim EDC: 12/29/2019

View Records
0 of 0

Import Data

Export Data

Initialize Data

Save and Close

Add Auto Clear Form

Update

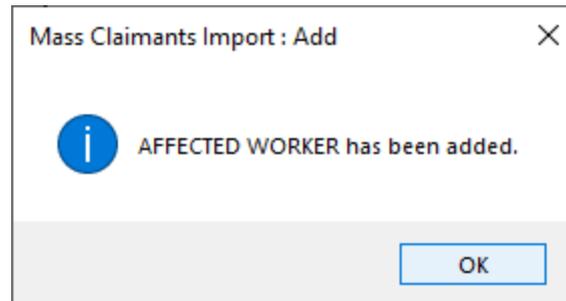
Delete

Clear Form

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

Creating the Mass File

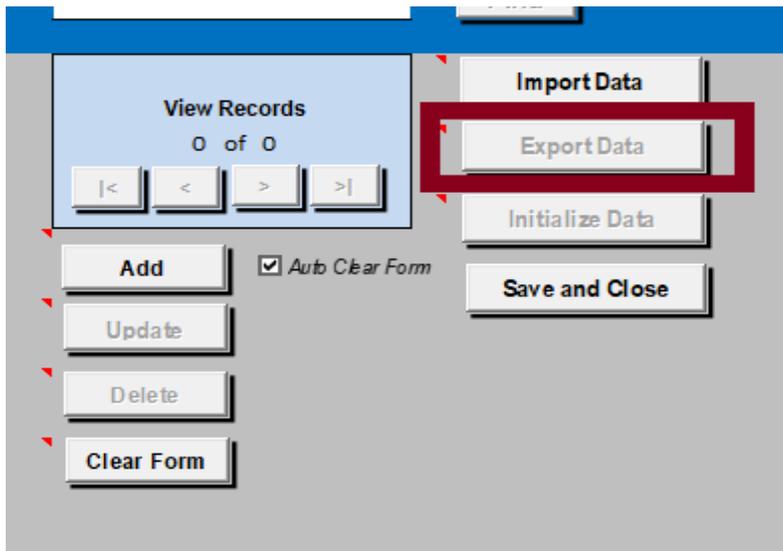
Once the required information has been entered, select the Add button to clear the form and enter information on the next employee.



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

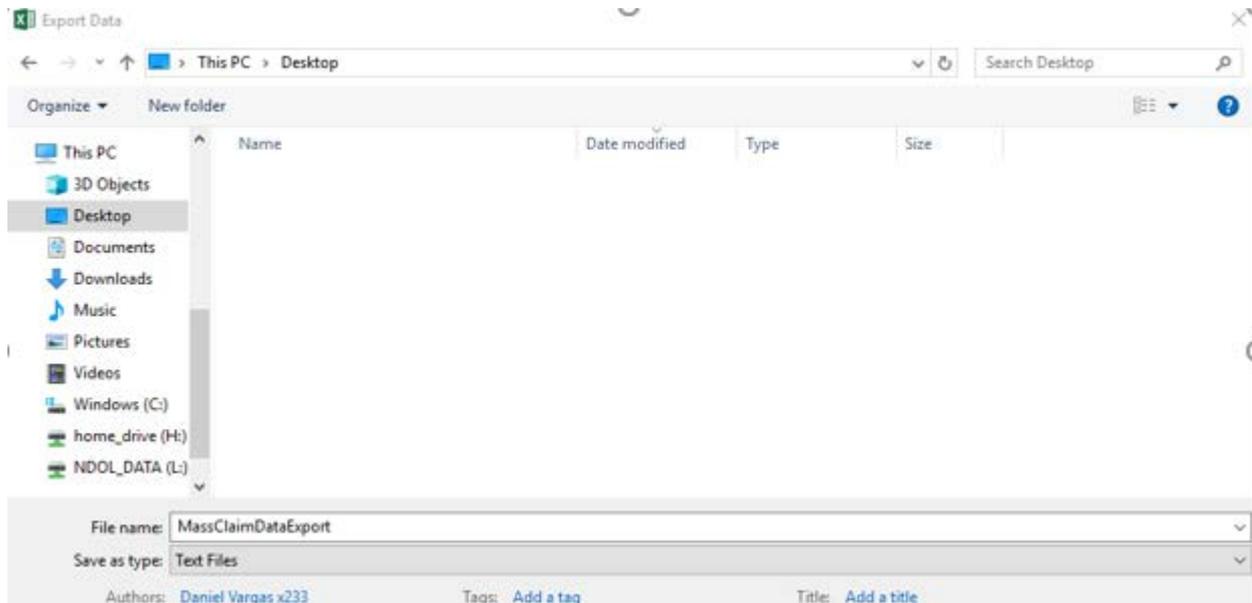
Creating the Mass File

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



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.

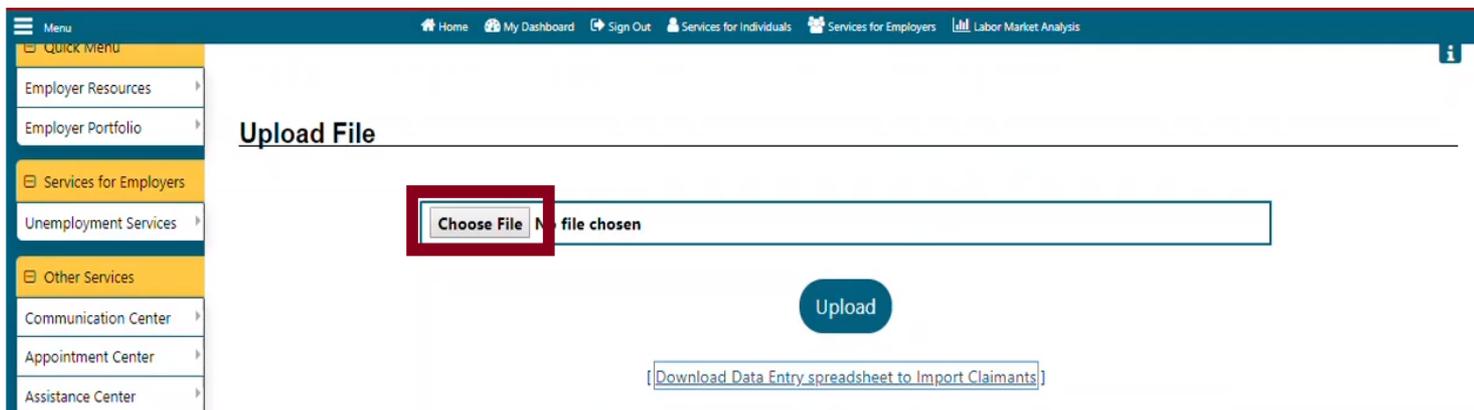
Select OK to proceed



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 a web application interface for uploading a file. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. A left sidebar menu is visible with categories like Quick Menu, Services for Employers, and Other Services. The main content area is titled 'Upload File' and features a file selection input field with a 'Choose File' button highlighted by a red box. Below the input field is an 'Upload' button and a link that reads '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.

The screenshot displays the 'Upload File' page in a web application. The navigation menu on the left includes options like 'My Staff Workspace', 'Services for Unemployment Benefits Staff', and 'Manage Claimants'. The main content area features a file selection box with 'Choose File' and 'No file chosen' buttons, and a prominent 'Upload' button. Below the upload button are several links for downloading templates and instructions. A red box highlights the 'Upload Progress...' section, which shows the status 'Last record was processed at : 12/04/19 22:00:03'. A 'Return to Previous Page' button is located at the bottom of the 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. At the top, there is a navigation bar with links for Home, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. Below the navigation bar, there is a text block explaining the partial filed claim system. A prominent button labeled "Create Mass Layoff or Partial Filed Claim" is centered on the page. Below this, the section "Mass Layoff Notices" is displayed, featuring a table with the following data:

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

Below the table, there is a pagination control showing "Page 1 of 1" and a "Rows" dropdown menu set to "10".

What happens next?

- When the employee files their claim, the system will take the information provided in the mass file and 1. file a new claim or 2. open an existing claim for the employee.
- The claimant will receive an email to the email address on file with a link. This direct link to file a weekly claim requires verification of employee information and starts the weekly claim.
- They can also log in directly at [Networks.Nebraska.gov](https://networks.nebraska.gov) to file their weekly claims if they do not receive the link. First have them check their email's spam folder.
- This reduces the number of follow-up calls to the employer as the required information is provided up front.