



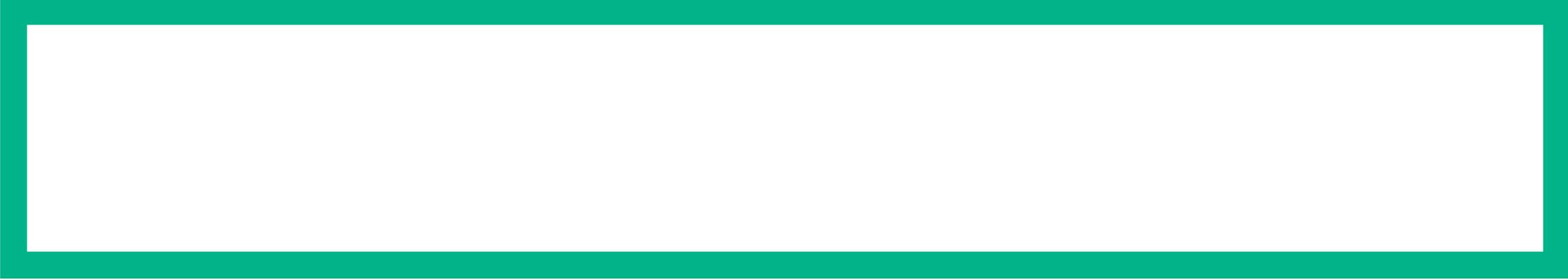
**Hewlett Packard**  
Enterprise

# How to Apply for SUB on the Web

Revised August 1, 2016

# Objective

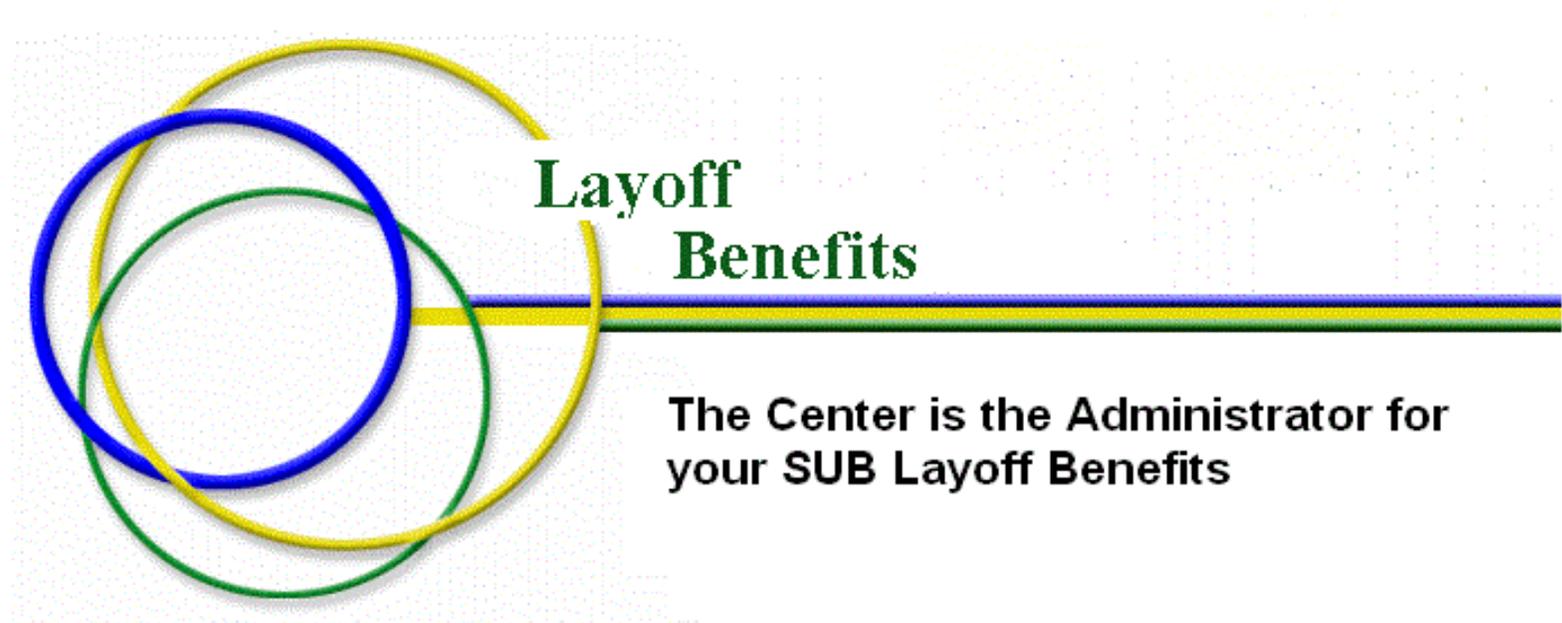
Understand the key functions of Supplemental Unemployment Benefit (SUB) transactions on [www.layoffbenefits.com](http://www.layoffbenefits.com).



# Self-Service Options

# www.layoffbenefits.com

– At the main page, click on the GM logo



Continue to the  
GM site:



Click here

# Main Menu Options

– Self-service is under My Layoff Benefits

**GM**

## Layoff Benefits

### GM Benefits and Services Center

Your site for GM and GM divested employees:

- Frequently Asked Questions
- My Layoff Benefits** ← Click here
- GM Forms
- Voice Response Unit Information
- Hours of Availability
- Customer Survey

State UC Information

# My Layoff Benefits

– Enter SSN to log in



[FAQ](#)

[My Layoff Benefits](#)

[GM Forms](#)

[Voice Response Unit](#)

[Hours of Availability](#)

[Home](#)

[Logout](#)

**You are not logged in.**

You must enter your **Social Security Number** and press the **Login** button below if you would like to:

- Apply for a Weekly Benefit
- View your Processed and Pending History
- Setup or View your Monetary Determination Information
- Check your SUB Plan Counter (UAW and IAM (PM) employees)
- View your TSP Election

SSN:

Enter SSN (no dashes)

When you have completed your request and you are ready to leave this site, please be sure to [logout](#).

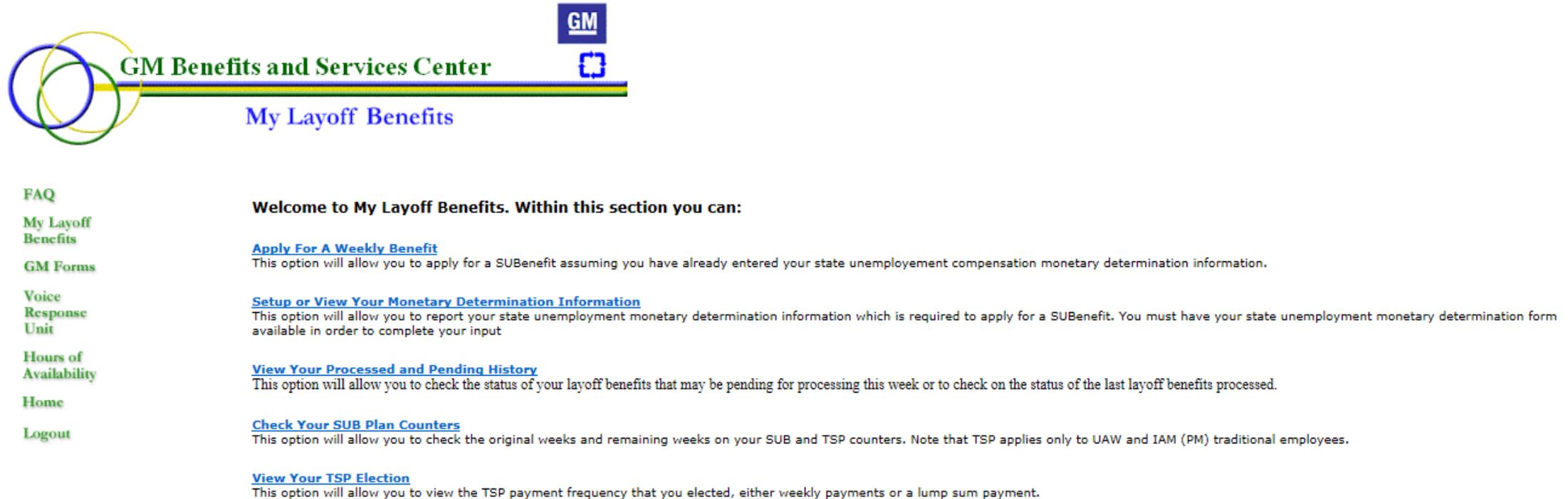
This is a **secured** area of the Layoff Benefits Web site. Please remember to keep your SSN confidential in order to protect your personal information.

Please help improve our service by completing the [Customer Survey](#).

[Privacy Information](#)

# Self-Service Options

– Available self-service options



**GM Benefits and Services Center**

**My Layoff Benefits**

**FAQ**

**My Layoff Benefits**

**GM Forms**

**Voice Response Unit**

**Hours of Availability**

**Home**

**Logout**

**Welcome to My Layoff Benefits. Within this section you can:**

**[Apply For A Weekly Benefit](#)**  
This option will allow you to apply for a SUBenefit assuming you have already entered your state unemployment compensation monetary determination information.

**[Setup or View Your Monetary Determination Information](#)**  
This option will allow you to report your state unemployment monetary determination information which is required to apply for a SUBenefit. You must have your state unemployment monetary determination form available in order to complete your input

**[View Your Processed and Pending History](#)**  
This option will allow you to check the status of your layoff benefits that may be pending for processing this week or to check on the status of the last layoff benefits processed.

**[Check Your SUB Plan Counters](#)**  
This option will allow you to check the original weeks and remaining weeks on your SUB and TSP counters. Note that TSP applies only to UAW and IAM (PM) traditional employees.

**[View Your TSP Election](#)**  
This option will allow you to view the TSP payment frequency that you elected, either weekly payments or a lump sum payment.

Please help improve our service by completing the [Customer Survey](#).

[Privacy Information](#)

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# Apply For A Weekly Benefit

Before selecting this option ...

- Be sure that your state Determination of Unemployment Compensation (UC) has already been entered
- Be sure that you have received state UC for the week

## [Apply For A Weekly Benefit](#)

This option will allow you to apply for a SUBenefit assuming you have already entered your state unemployment compensation monetary determination information.



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# Setup or View Your Monetary Determination Information

Use this option to ...

- View details of your state Determination of Unemployment Compensation (UC) that has already been entered
- Enter a new Determination of Unemployment Compensation (UC)

## Setup or View Your Monetary Determination Information

This option will allow you to report your state unemployment monetary determination information which is required to apply for a SUBenefit. You must have your state unemployment monetary determination form available in order to complete your input

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# View Your Processed and Pending History

Use this option to ...

- View the status of SUB applications processed in the most recent weekly cycle

## [View Your Processed and Pending History](#)

This option will allow you to check the status of your layoff benefits that may be pending for processing this week or to check on the status of the last layoff benefits processed.



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# Check Your SUB Plan Counters

Use this option to ...

– View weeks remaining on your SUB or TSP counters

## [Check Your SUB Plan Counters](#)

This option will allow you to check the original weeks and remaining weeks on your SUB and TSP counters. Note that TSP applies only to UAW and IAM (PM) traditional employees.



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# View Your TSP Election

Use this option to ...

– View your TSP election (weekly or lump sum)

## [View Your TSP Election](#)

This option will allow you to view the TSP payment frequency that you elected, either weekly payments or a lump sum payment.



# Determination of Unemployment Compensation (UC) Benefits

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# Setup or View Your Monetary Determination Information

- To enter your Determination of Unemployment Compensation (UC) benefits, have your Determination in front of you
- Select the option below

## [Setup or View Your Monetary Determination Information](#)

This option will allow you to report your state unemployment monetary determination information which is required to apply for a SUBenefit. You must have your state unemployment monetary determination form available in order to complete your input

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# Enter UC Determination

- All information from your Determination of Unemployment Compensation (UC) benefits can be input on this window
- The next set of screens details each input

## Enter Your Monetary Determination Information

You have requested to report your State Monetary Determination information. Please remember you must have applied for and received your copy of a current state Monetary Determination for your layoff period.

You must have the state Monetary Determination in front of you to answer the following questions. The information you enter into this system must be correct. All your answers will be kept by the GM Benefits and Services Center as a part of your benefit history.

Our records show you are recently laid off from a GM facility in the state of Ohio . The State Monetary Determination information you will be asked to enter must be from the State of Ohio . If you have information from any other state, please call the GM Benefits and Services Center at 1.800.489.4646.

Looking at your State of Ohio Monetary Determination, find your benefit year begins or B.Y.B. date .

Please enter your benefit year begins or B.Y.B. date .

Select Year  Select Month  Select Day

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Find your weekly benefit amount or W.B.A.

Please enter your weekly benefit amount or W.B.A. . \$  .

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Find your total amount of benefits

Please enter your total amount of benefits . \$  .

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# Enter UC Determination

- Identify when your UC benefit year begins and select the year, month and day using the drop-downs

Looking at your State of Ohio Monetary Determination, find your benefit year begins or B.Y.B. date .

Please enter your benefit year begins or B.Y.B. date .

Select Year  Select Month  Select Day

- Below is how this information looks on your Determination of Unemployment Compensation (UC) Benefits

Benefit Year Beginning Date 01/10/2016	Benefit Year Ending Date 01/07/2017
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# Enter UC Determination

– Enter your weekly benefit amount or WBA (dollars and cents)

Find your weekly benefit amount or W.B.A.

Please enter your weekly benefit amount or W.B.A. . \$  .

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– Below is how this information looks on your Determination of Unemployment Compensation (UC) Benefits

Weekly Benefit Amount is: **\$435.00**

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# Enter UC Determination

– Enter your total amount of benefits

Find your total amount of benefits

Please enter your total amount of benefits . \$  .

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– Below is how this information looks on your Determination of Unemployment Compensation (UC) Benefits

Total Benefits Payable Amount is:      **\$11,310.00**

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# Enter UC Determination

– Input all data, then select Add Your State Mondet

## Enter Your Monetary Determination Information

You have requested to report your State Monetary Determination information. Please remember you must have applied for and received your copy of a current state Monetary Determination for your layoff period.

You must have the state Monetary Determination in front of you to answer the following questions. The information you enter into this system must be correct. All your answers will be kept by the GM Benefits and Services Center as a part of your benefit history.

Our records show you are recently laid off from a GM facility in the state of Ohio . The State Monetary Determination information you will be asked to enter must be from the State of Ohio . If you have information from any other state, please call the GM Benefits and Services Center at 1.800.489.4646.

Looking at your State of Ohio Monetary Determination, find your benefit year begins or B.Y.B. date .

Please enter your benefit year begins or B.Y.B. date .

Select Year  Select Month  Select Day

---

Find your weekly benefit amount or W.B.A.

Please enter your weekly benefit amount or W.B.A. . \$  .

---

Find your total amount of benefits

Please enter your total amount of benefits . \$  .

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# Enter UC Determination

– The below will appear if your input is successful

**Your Monetary Determination Information has been added.**

You are now ready to apply for a layoff benefit.

Add Your SUBenefit Application

Please help improve our service by completing the [Customer Survey](#).

[Privacy Information](#)

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# Enter UC Determination

- The below will appear if your input is **not** successful

## Monetary Determination Information

Problems with the State Monetary Determination have been discovered. You will not be able to apply for a layoff benefit until these problems have been resolved.

If you continue to experience the problem, please call the GM Benefits and Services Center at 1.800.489.4646 [📞](#).

Please do not use your browser's back button, instead please use the button below.

GoBack

- The system may not accept your input if your weekly benefit amount is less than the state maximum amount, or if there are other problems with your record
- Fax your Determination of Unemployment Compensation (UC) Benefits to (248) 365-9809

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# View UC Determination

- Once your Determination of Unemployment Compensation (UC) Benefits has been entered, you can view details by selecting the same option

## Your Monetary Determination Information

Our records show you are laid off from a GM facility in the State of Ohio .  
Your benefit year begins or B.Y.B. date is 01/11/2016

Your weekly benefit amount or W.B.A. is \$ 435.00  
Your total amount of benefits is \$ 11310.00

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Add a SUBenefit Application



# Apply for Supplemental Unemployment Benefits (SUB)

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# Apply for SUB

– Select the option below

## [Apply For A Weekly Benefit](#)

This option will allow you to apply for a SUBenefit assuming you have already entered your state unemployment compensation monetary determination information.



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# Apply for SUB

- Select the applicable Sunday weekending date
- Example: If you were laid off effective 06/06/2016, the first weekend date you are eligible to apply for is 06/12/2016
- Select the weekending date from the drop-down, then choose Select Weekending Date

## SUBenefit Selection

You selected the option to apply for a weekly SUBenefit. Please remember that you must have applied for and received your State, Federal or T.R.A. Unemployment Compensation benefit for the layoff period you are applying or you must have exhausted your benefits within a current State benefit year, or the GM Benefits and Services Center must have a copy of your U.C. denial for insufficient wages.

If your U.C. benefits are exhausted or you have such a denial, you must be actively seeking work through your State U.C agency. You should have the U.C. benefit form in front of you to answer the questions that the system will ask you.

All your answers will be kept by the GM Benefits and Services Center as a part of your benefit history. You will be asked to confirm your information after you complete each question.

Please select the Sunday weekending date for the week for which you would like to apply.



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To determine if you are eligible to apply using this website, check [FAQ](#).

Select Weekending Date



# Apply for SUB

- Answer the questions
- Note that your answers may direct you to a Call Center Representative so that your application is processed accurately
- The questions below are an example and your may be prompted to respond to additional questions or different questions

## SUBenefit Information

<input type="radio"/> Yes, correct <input type="radio"/> No, incorrect	Our records indicate for weekending <b>06/12/2016</b> , the amount of your State, Federal or T.R.A. Unemployment Compensation should be \$ <b>435.00</b> . You must have applied for and be eligible to receive this amount.
If answered incorrect above	If incorrect, please enter the U.C. amount you received: \$ <input type="text"/> . <input type="text"/>

**For the week of layoff for which you are applying, you must answer the following questions concerning any earnings you may have received.**

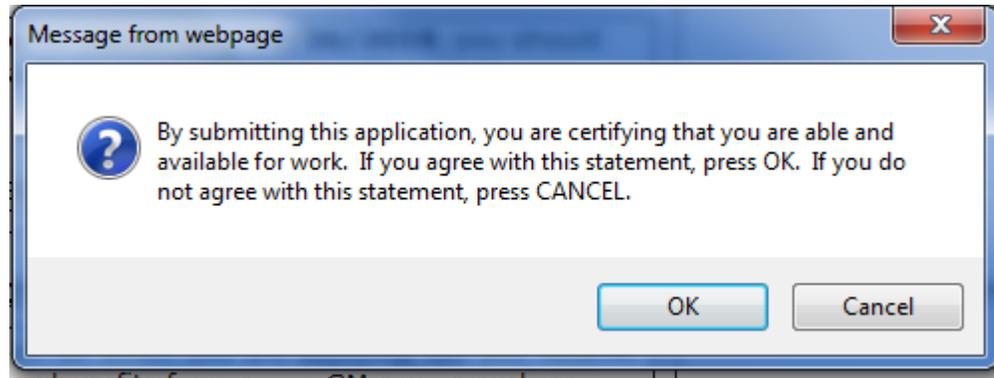
<input type="radio"/> Yes <input type="radio"/> No	For the week of layoff for which you are applying, did you receive any earnings or other benefits from a non-GM source such as a full or part-time job, or self-employment?
If you answered yes above	Please enter the dollar amount you received from the non-GM source that you received for the week for which you are applying for a SUBenefit. \$ <input type="text"/> . <input type="text"/>

Submit SUBenefit

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# Apply for SUB

- Click OK to certify that you are able and available for work



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# Apply for SUB

– The below will appear if your application is successful

## SUBenefit Application Result

Your application for weekending **06/12/2016** has been accepted for processing. The system will continue to check for any changes in your eligibility and for any other calculation items

If the application has no discrepancies, the application will be transmitted to Payroll on **Friday, 08/05/2016**. You may continue to check on the status of your pending application daily and you may check on the actual processing of the benefit on Fridays using the Voice Response system or this Web site.

**Please print this page for your reference.**

Add another Application

Funds are typically available one week later, in this example, Friday August 12, 2016.

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# Apply for SUB

– The below will appear if your application is **not** successful

## SUBenefit Error

Our records indicate that you are not eligible for weekending (weekending date applied for)

Due to: (ineligible reason)

If you have any questions, please call the GM Benefits and Services Center at 1.800.489.4646 [☎](#).

Please do not use your browser's back button, instead please use the button below.

GoBack



# View Processed and Pending Applications

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# View Processed and Pending Applications

– Select the option below

## [View Your Processed and Pending History](#)

This option will allow you to check the status of your layoff benefits that may be pending for processing this week or to check on the status of the last layoff benefits processed.

# View Processed and Pending Applications

## SUBenefit History Information

### Your Processed Application History Information

<u>Benefit Type</u>	<u>Weekending Date</u>	<u>Date Transmitted to Payroll</u>
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You have no processed history in the system.

← Based upon the last weekly processing cycle

### Your Pending Application Information

The following applications are scheduled to be transmitted on Friday 08/05.

<u>Benefit Type</u>	<u>Weekending Date</u>
SUBenefit payment	06/12/2016

[Check on Application Errors](#)

← View any rejected applications



**Direct Questions to 800-489-4646**