



JTEKT AUTOMOTIVE TENNESSEE-VONORE CO.
55 Excellence Way, Vonore, TN 37885 U.S.A.
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Date: March 20, 2020
To: JATV Employees
From: Carol Clenney
Subject: Unemployment – Result of COVID-19

Below is information concerning your Unemployment during the shut-down, if you have questions please let me know.

- HUMAN RESOURCES WILL FILE INITIAL CLAIM FOR ALL EMPLOYEES – nothing for you to fill out. We will have this done early next week
- THERE IS A SEVEN DAY WAITING PERIOD
- EMPLOYEES WILL NEED TO GO ONLINE WEEKLY TO VERIFY THEIR STATUS and include any wages that you were paid that week - <https://www.jobs4tn.gov>
- YOU CAN GO PERSONALLY TO THE UE OFFICE to file your weekly claim. TN Career Center, 155 Grand Vista Drive, Suite 4, Vonore, TN 37885; Phone 423-884-2400
- IF YOU WANT DIRECT DEPOSIT, you need to go to the website, and put your banking information in early next week, **after we get the claims filed with UE.**
- IF YOU DON'T WANT DIRECT DEPOSIT you will receive a Debit Card.
- You cannot make over \$275 per week and be eligible – Anything less than \$275 will reduce your benefit by that amount.
- Benefits will continue, when you return premiums will be taken out at \$30 per pay check.
- There is only one waiting period (7 days) per calendar year

Thank you