

## INSTRUCTIONS FOR WEEKLY APPLICATION FORM

- Use GROSS amounts (gross is the amount before taxes and/or deductions are taken out).
- You only need to start reporting non-GE earnings once your UC has been exhausted.
- Attach a copy of your unemployment compensation (UC) check stub or benefit claim history proving receipt OR exhaustion of UC for the period being claimed.
- If the UC check/deposit stub shows net earnings only, you will need to include one of the following:
  - Notice of Financial Determination
  - Wage Transcript
  - Monetary Letter showing gross earnings
  - A copy of benefit claim history from your states web site is acceptable

**Bank statements are not acceptable proof of Unemployment Compensation. If your State is paperless and issues Direct Deposit or Debit Cards ONLY, you must accompany your IEA Claim with a copy of your benefit claim history which you should be able to print online from your State's unemployment website. To obtain information regarding your State unemployment benefits please go to <http://www.servicelocator.org/OWSLinks.asp> or contact your State unemployment office directly.**

**If GE Payroll cannot indentify the period and gross earnings from the State Unemployment backup provided, this will delay the processing and receipt of your IEA payment. An agent will contact you to submit additional information.**

- Enter the fiscal week you are claiming and/or the dates (week starts every Monday). Be sure the fiscal weeks you are claiming match up with the weeks of UC pay stubs submitted.
- Submit your claims at least 1 week in arrears. For example, if you are claiming FW 30, do not submit your claim until Wednesday of FW 31. If your claim is submitted earlier, it will be rejected by the system. Your application will be held and process the following week.
- If you are with Transportation or Lighting business please note that your Time and Attendance is sent in to the payroll system 2 weeks in arrears, adding 1 week to the above submission guideline. For example, you were on layoff during FW 30. You need to wait until Wednesday of FW 32 to submit your application, or it will be rejected by the system. Your application will be held until GE Payroll can verify the time and attendance for the pay period. Once this information is received, GE Payroll will process your application.
- Do not submit an application for a future dated week. It cannot be processed since payroll will need to see one of the following: UC Pay Stub, Wage Transcript, Monetary Letter or Exhaustion Notice for the period in question. Payroll will also check the payroll system for any other earnings.
- Do not submit an application for a UC waiting period. You are not eligible for IEA payments during a waiting period.
- If the required information is not complete or correct, we will contact you to re-send the appropriate information. Be sure to include a phone number or email address where we can contact you.

## Frequently Asked Questions

### Submission Process/Calculation of Payment

#### **My state is paperless, how can I provide the necessary backup?**

You can get your UC stub in a number of ways:

- Obtain copies from your local unemployment office
- Download it from your State's Unemployment website
  - o If you do not have internet access at home please utilize available resources by visiting the local library or HR at your local GE Office/Plant to gain internet access
  - o Please utilize the following web address if you have trouble identifying your State's unemployment website, <http://www.servicelocator.org/OWSLinks.asp>

#### **What is the process for claiming a weekly IEA payment request?**

Employees should obtain an application form from their local HR representative, complete the form and provide satisfactory backup of unemployment compensation (please check instructions for acceptable backup) and Email, Fax or Direct Mail to US Employee Services. You will receive payment in the next available pay cycle. If there are any questions or problems with your application, you will be contacted by a customer service representative, so please be sure to include a phone number or email address where you can be reached.

#### **How is my weekly payment calculated?**

Weekly IEA payment = 75% of weekly GE pay minus gross UC or minus gross non-GE earnings if UC is exhausted. Any GE earnings in the week being claimed such as holiday pay, vacation pay, or hours worked are also deducted from your IEA payment. Your weekly GE pay includes your regular base pay plus any nightshift bonus. Federal, state and local taxes are deducted.

##### **Example 1** (if you have no other earnings)

Your weekly GE pay is \$100. and your UC pay is \$50. Therefore,  
75% of \$100. = \$75. - \$50 UC = \$25. IEA gross weekly payment.

If UC were exhausted, weekly IEA would be \$75. until your IEA is exhausted.

##### **Example 2** (if you have other earnings)

Your weekly GE pay is \$100. your UC pay is \$50. and you received \$10. holiday pay. Therefore,  
75% of \$100. = \$75. - \$50 UC = \$25. IEA - \$10. holiday pay = \$15. IEA gross weekly payment.

#### **Can I mail in my application?**

Yes. You can mail your application to:

US Employee Services  
PO BOX 60300  
FORT MYERS, FLORIDA 33906

## Frequently Asked Questions

### Submission Process/Calculation of Payment cont'd

#### **What is the deadline for submission of my payment request?**

Deadlines are every Friday at 1 P.M. Eastern Time for payments to be included in the following week's pay run. Holiday processing schedules will modify this deadline.

#### **Can I submit more than one claim at a time?**

Yes, you can submit multiple claims, but no future dated claims.

#### **Do I need to submit a weekly application form and unemployment backup every time?**

Yes.

#### **How long does it take to process my application?**

All applications submitted via fax and received by 1P.M. Eastern time on Friday will be paid in the next pay cycle for the following Friday (For the exception see - \***asterisk** under the instructions for weekly application form section). Applications submitted via mail will take longer to receive and process. If you are on Temp LOW your application and payment will be process according to your regular pay cycle.

#### **What taxes are withheld from my payments?**

Weekly payments are taxable by Federal, State and Local. Lump sums are taxable by Federal, State/Local and FICA.

#### **How far back can I claim for IEA payments?**

You can submit a claim up until June 30<sup>th</sup> of the year following the year of the claim.

#### **Do I need to report earnings outside GE?**

Not until your UC payments have been exhausted. Once your UC is exhausted, you need to complete the application form, marking UC exhausted and the date, and enter any non-GE earnings for that period. Please remember to attach a copy of your UC exhaustion notice with each application.

#### **How can I check up on my IEA payment status?**

If you have general questions about your IEA claim status we encourage you to log on to [benefits.ge.com](http://benefits.ge.com) to view your payment status and detail.

Log on to [benefits.ge.com](http://benefits.ge.com) > Click Payroll tab > under Payroll Information > Click IEA Information

## Frequently Asked Questions

### Unemployment Compensation

#### **What proof do I need to attach to my IEA form if I live in a state that provides only debit cards?**

States will provide employee's with a financial determination letter (or wage transcript or monetary letter) at the time a claimant opens his/her claim with the State. This is not sufficient proof because it does not indicate the actual amount and week you received State unemployment compensation. If your State does not provide paper statements you must obtain access to the State web site and print your Benefit Claim History showing proof of Gross amount for the period being requested.

#### **What do I do if my Unemployment Compensation is direct deposit?**

Please see question above on proof needed for debit cards. This also applies if you've elected to receive State unemployment compensation as direct deposit.

#### **What do I do if my Unemployment Compensation shows net earnings only?**

Include one of the following: Notice of Financial Determination, UC Monetary Determination, Monetary Letter showing gross payment for week requested.

#### **Can I claim IEA for a non-paid UC waiting period?**

No, IEA supplements UC Payments. IEA does not subsidize a waiting period unless UC retroactively pays for the waiting period, which may occur in some states.

#### **Can I claim IEA after my UC has been exhausted?**

Yes, your IEA payments can continue as long as there is a balance remaining in your IEA reserve.

#### **What if I am an Appliance or Lighting employee and exhausted my UC can I claim IEA?**

Yes, if you exhausted your state unemployment however your benefit year is not finished with the state, you will need to submit an IEA claim form along with proof of exhaustion.

#### **What do I do when my Unemployment (UC) payments have been exhausted?**

You can still receive IEA payments after your UC has been exhausted, as long as there is a reserve balance remaining. Send in the regular IEA weekly payment application, check the yes Box #4 on the IEA application form, and send a copy of your proof of UC exhaustion from the state. You need to send in the application and proof of exhaustion EACH TIME you submit for a payment.

## Frequently Asked Questions

### Unemployment Compensation cont'd

#### **If there are any errors or delays in my UC payment, how does it affect my IEA?**

You need to wait until you have received your UC payment for the same time period you are requesting for IEA. You will then need to complete the IEA application and fax it in along with one of the following: UC Pay Stub, if applicable, showing the gross amount, Notice of Financial Determination, UC Monetary Determination or Monetary Letter showing gross payment for the week requested.

If your UC payment is incorrect, your IEA payment will also be incorrect, since the total amount you are due takes both of these payments into consideration. You need to contact your state UC office directly to resolve the problem, and then submit the IEA application and correct UC pay stub.

### Other

#### **Why is child support (garnishment) taken out of my IEA payment?**

If you do not provide proof of child support (garnishment) being taken from your State unemployment check, child support (and any other court ordered deduction) is required to be deducted from weekly earnings payments. This includes your regular weekly earnings or any other weekly payment to you, such as a disability or IEA payment.

#### **What if my state already deducts my child support out of my UC payment?**

If you do not provide proof of child support (garnishment) being taken from your State unemployment check, GE will be required to take this deduction from your IEA payment as set up in the Payroll system. It will be necessary for you to contact your state to arrange for a refund in the case of child support (garnishment) taken from both State and GE IEA checks.

#### **Am I eligible for benefits in the event of a plant shutdown?**

Yes. However, if your vacation time has been exhausted prior to a primary plant shutdown, you are not eligible for IEA.

In order to receive IEA payments you must have a copy of your Benefit Payment History. This transaction can only be viewed Wednesday, Thursday, or Friday.

1. Go to [www.uc.pa.gov](http://www.uc.pa.gov)
2. Click "VIEW PAYMENTS" on the right hand side of the page.
3. Click "NEXT"
4. Enter your SSN number and your PIN click "LOG IN"
5. Click "ADDITIONAL BENEFIT PAYMENT HISTORY" at the bottom of the page.
6. Click "VIEW BENEFIT PAYMENT HISTORY" at the top left hand corner of the page.
7. Benefit Payment History will come up, click "PRINT FRIENDLY PAGE"

## IEA Lump Sum Process

**Please Note** – If you take a lump-sum payment of your IEA benefits, this will affect other benefits you may be eligible for as a result of the job-loss event. Please consult *Your Benefits Handbook – Job Loss Benefits* or your Human Resources Representative or Payroll Administrator before you make any decisions regarding lump-sum payment.

**Question:** What do I need to do to get a lump sum payment for IEA?

**Answer:** There are two ways you can receive a lump sum payment.

### **Option #1 (Lump Sum payment prior to end of 12 months on protected service)**

When you go out on a layoff, one of the forms you receive is the Option Election Form. If you prefer, and if management approves, you have the option to receive your layoff benefits in a special lump sum before the end of 12 months on layoff. Check the lump sum option on the form and return it to your business HR.

- If you elect to receive the full lump sum at this time, rather than the weekly payments, you are considered terminated from the Company, your continuous service is terminated and your eligibility for all GE benefits ends (unless you have 10 or more years of continuous service and are eligible to retire).
- If you return to work within 1 year of your lump sum payment date, you will need to repay the lump sum in order to have your service restored.
- Plant Closings fall under a separate process. For more details, please contact your local human resource representative.

Your business Human Resource Manager will process your removal from payroll and send in the option election form to payroll customer service (via fax to 1-239-278-2190). Your payment can be made as soon as the removal is processed in the system and your status has been updated. Please allow three to four weeks for processing. Federal, State, Local and FICA taxes will be deducted from your payment

### **Option #2 (Lump Sum payment at the end of 12 months on protected service)**

When you go out on a layoff, one of the forms you receive is the Option Election Form. If you elect to receive weekly payments during your year of protected service, you will need to check the weekly payment option and return the form to your business HR. You will then follow the Weekly Payment Process and submit a weekly application form and supporting documents to payroll customer service. The form and FAQ's can be obtained from your HR and are also located on the benefits website under forms and documents.

After one year on protected service, your status will automatically be updated in the system to "terminated". Once you are officially terminated, a payment will be processed for any balance remaining in your IEA reserve. Please allow three to four weeks for processing. Federal, State, Local and FICA taxes will be deducted from your payment.

Please allow three to four weeks processing time from the end of your protected service to the time of payout, in order for the system to update your status. Plant Closings fall under a separate process. For more details, please contact your local human resource representative.

## Weekly Application for Income Extension Aid (IEA) or the Layoff Benefit Plan Supplementing Unemployment Compensation (UC)

- Complete using **GROSS** amounts (amount before taxes and/or deductions are taken out).
- Attach a copy of the unemployment compensation (UC) check stub or benefit claim history proving receipt or exhaustion of UC for the period being claimed.
- Include a phone number or email address where we can contact you with any questions.
- Appliance and Lighting employees in Alabama or Kentucky, **DO NOT** need to complete this application form. Your payment will continue to be processed as before. NOTE: If you have exhausted you state unemployment, in order to claim IEA benefits you will have to submit proof of exhaustion along with this IEA form.
- Name and SSO must be provided in order to process a claim.

<b>*Name:</b>	<b>*Single Sign-On (SSO) ID:</b>			
<b>*1. Fiscal Weeks claimed</b> List fiscal week(s) and/or actual dates. A fiscal Calendar is included in your layoff package.	FW	Week ending (Sun):	FW	Week ending (Sun):
<b>*2. Gross Unemployment Compensation</b>	\$		\$	
<b>3. GE Earnings - Vacation, holiday, time worked</b>	\$		\$	
<b>*4. Are UC benefits exhausted?</b> (If yes, send copy of UC proof of exhaustion with each application and Complete #5 below)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Date of Exhaustion:</b>	
<b>*5. Gross Non GE Earnings</b> (Complete only if your UC is exhausted)	\$		\$	
<b>6. Are you a Transportation or Lighting Employee?</b> If yes, please review the instructions for completing This application	<input type="checkbox"/> Yes <input type="checkbox"/> No			

- **\*All fields marked with an asterisk are required in order to process your claim. Inaccurate information or missing data will delay the processing and receipt of your IEA payment**
- I hereby state that no portion of this period that I am requesting includes days that have been designated by my work location as a scheduled vacation shutdown period, in which I elected not to schedule vacation that I was eligible to receive. I hereby request weekly payments supplementing unemployment compensation under the Income Extension Aid provisions of the Job & Income Security Plan or the Layoff Benefit Plan for these weeks.
- ALL STATEMENTS AND DOCUMENTS ACCOMPANYING THIS APPLICATION ARE TRUTHFUL AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail

### Submission deadline:

Applications must be received by Friday at 1 P.M. Eastern Time in order to receive payment the following week

**EMAIL:** [GEP.IEA@acsap-it.com](mailto:GEP.IEA@acsap-it.com) (must be in PDF format)

**FAX:** 239-278-2190 or 8-622-2190 (dial comm)

**MAIL:** US Employee Services  
PO Box 60300  
Fort Myers, Florida 33906

**If you have any questions, please contact 1-800-315-1082, Select Option 3 for Income Extension Aid**



Room 537

42-5

Karen Mc Cracken

## Applying for Benefits

**Initial applications for benefits may be filed online, 24 hours a day, 7 days a week at [www.dli.state.pa.us](http://www.dli.state.pa.us), Keyword: unemployment. Or, you may file by phone through a UC Service Center 7:00 a.m. to 4:45 p.m. Monday through Friday.**

**Once logged in look for the "Benefit Payment History" section. You can print out a copy to submit with your I.E.A. Claim**