

Filing unemployment guide

FAQs

When should I file unemployment?

File your initial claim the first week you are off, then a weekly claim each week you are off after that. See specific times highlighted below. (Remember for 12 hour shift people, if you worked on Saturday, March 22, you will have Saturday hours to claim for the first week).

What address should I use for the company?

Bridgestone Americas
200 4th Avenue South
Nashville, TN 37201

How do I get SUB pay?

Once you file for unemployment, IWD will send you a “green sheet.” **You will need to send a copy of the green sheet to Dani in payroll.** You may email or fax.

Email- JonesDanielle@FirestoneAg.com

Fax Number- 630-672-2138

You will not need a SUB pay form.

You only need to send this once. If you do not have access to email or fax, you may bring to union hall. We will have sign ups available for people to bring in documentation. You will be able to sign up online or call the union hall and we can sign you up. This is in an effort to control traffic at the union hall.

What if I have vacation scheduled during the temporary shutdown?

If you have vacation scheduled, in that case you will need a SUB pay form. You will report vacation earnings to unemployment. If you do not qualify for unemployment that week, just write “No unemployment” on the SUB form. If you do get a lesser amount of unemployment that week, you will write that amount on the SUB form. If SUB would have exceeded vacation, the company will pay vacation, plus the additional SUB amount to bring to 80%.

I don't have a computer. Can I come to the Union Hall to file for unemployment?

We are making the ICD lab available to use. We have set up a Signup Genius with 30 minute timeslots available. You may find the link on our Facebook page, or call and we can sign you up for an available time. We expect heavy traffic, so please sign up ahead of time.

File unemployment at <https://www.iowaworkforcedevelopment.gov/file-claim-unemployment-insurance-benefits>

Sign in or register as new user

You will need (from IWD website):

- *Social Security Number*
- *Full legal name(s), SSN, dates of birth and relationship of any dependents, up to a maximum of four*
- *Complete mailing address, including apartment/lot number and zip code*
- *Telephone number*
- *Most recent employer as it appears on your pay stubs or W-2 forms.*
 - *If you have worked for a temporary/staffing agency, you should list the name of the agency and not the name of the client you were assigned to work at*
- *Your start and end dates with your most recent employer*
- *Your reason for leaving your most recent employer*
 - *For purposes of unemployment; a lack of work is not considered a discharge*
- *If you are not a United States citizen, your employment authorization number and expiration date*
- *If you served in the military during the past 18 months, DD 214 Member #4 Form.*
- *If you worked for the federal government as a civilian employee in the last 18 months, Standard Form 8 or Standard Form 50*

Note: also will need bank information

Here are instructions for filing from IWD website:

FILING FOR UNEMPLOYMENT INSURANCE IS A TWO-STEP PROCESS

STEP ONE: FILE YOUR INITIAL CLAIM APPLICATION

Note: IWD has recently edited their website to reflect the correct times for filing initial claims. We updated our guide to reflect this on 3/24.

*You must file an initial claim application online or at your local IowaWORKS Center during the first week you wish to be paid; you will not receive payments for any weeks prior to the effective date of your claim. **No exceptions.** The unemployment week is Sunday through Saturday. All claims are assigned a Sunday effective date for the week the claim is filed. If your claim is successfully submitted, a confirmation page will show with your confirmation number. Save this confirmation number for your records. **You may file your initial claim:***

- **Saturday or Sunday from 6:00 AM to 7:30 PM**
- **Monday through Friday from 6:00 AM to 6:30 PM**

After you successfully submit the application, you will see a confirmation page that includes:

- A printable copy of your confirmation number
- Instructions on when to begin filing your weekly claim

TIPS:

On the initial claim, when entering employer information, it asks what state and city your employer is located. It next lists different choices for your employer’s address. When choosing any of these, it seems to then auto-fill an address in Missouri on the next page. If you click the “My Employer is not Listed” button instead, you can then manually enter the address (shown above), on the next page. ****Updated 3/24:** We have heard from members that the St. Louis, MO address has worked as well. They have gotten their green sheets, and IWD has also confirmed that the Missouri address is ok.

Most Recent Employer Search

Results

Select the employer where you worked. If your employer is not found, you can search again or click the My Employer is Not Listed button.

	Legal Business Name	Doing Business As	Worksite Address
Select	BRIDGESTONE AMERICAS INC		4600 NW 2ND ST DES MOINES IA - 503132254
Select	BRIDGESTONE AMERICAS INC		2nd Ave & Hoffman Ln Des Moines IA - 50313
Select	BRIDGESTONE AMERICAS TIRE OPERATIONS LLC		SECOND AND HOFFMAN DES MOINES IA - 50315
Select	BRIDGESTONE AMERICAS TIRE OPERATIONS LLC		4600 NW 2ND ST DES MOINES IA - 503132202

My Employer is Not Listed

Filing for COVID-19: In the Employment Status section, under Reason for Separation, select “Layoff/Lack of Work.” On the next screen you will have the option to select COVID-19 under Employment Status.

STEP TWO: FILE YOUR WEEKLY CLAIM

Note: This information was also edited on IWD's website to reflect correct times and updated on our guide on 3/24.

Filing a weekly claim online is a requirement of continued eligibility for unemployment insurance. If you do not file your weekly claim, you will not receive payment for that week. **No exceptions.** You may file your weekly claim on Sunday from 8:00 AM to 7:30 PM or Monday to Friday from 8:00 AM to 5:30 PM. There is no weekly reporting available on Saturday.

You should have the following information available when filing your weekly claim:

- SSN
- PIN
- Total amount of gross wages (before deductions) earned during the week
- Total amount of gross holiday, vacation and severance pay, if applicable

A four-digit Personal Identification Number (PIN) is required to file your weekly claim.

You will create this number the first time you file a weekly claim.

Unemployment Contact Info

Phone: 866-239-0843 Email: uiclaimshelp@iwd.iowa.gov	<u>Des Moines Office:</u> 100 E Euclid - Suite #4 (Park Fair Mall) Des Moines, IA 50313 Phone: 515-725-3601 Email: Region11.Web@iwd.iowa.gov
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Union Hall Contact Info:

515-288-9547

Temporary hours: M-F, 8 AM- 4 PM

www.uswlocal310.org

Facebook: USW Local 310

Please sign up on our Signup Genius or call ahead to set up a time to come to the Union Hall. We expect heavy traffic and will be doing our best to limit the number of people at the Hall at one time.