

# Process for Planned Weeks Out UI TO SUB Pay

## Process

**\*How to Apply for Unemployment Benefits to obtain State “Green Sheet”**

### **1) Go to IowaWorks Des Moines-Park Fair Mall Location**

**Address:** 100 E. Euclid Suite #4 (Park Fair Mall), Des Moines, IA 50313

**E-Mail:** [DesMoinesIowaWorks@iwd.iowa.gov](mailto:DesMoinesIowaWorks@iwd.iowa.gov)

**Phone:** 515-725-3601

**Hours of Operation:** 8 AM - 4:30 PM Monday, Tuesday, Thursday, Friday  
9 AM - 4:30 PM Wednesday  
Closed Saturday & Sunday

### **2) Register and Apply for UI Benefits Online: <https://workforce.iowa.gov>**

**\*Once a teammate receives proof of “Green Sheet”/Unemployment Benefit Document from IowaWorks/Iowa Workforce Development, teammate should e-mail the “Green Sheet” directly to Dani Kroeger (Payroll) @ [kroegerdanielle@firestoneag.com](mailto:kroegerdanielle@firestoneag.com) before 12 pm on Monday. “Green Sheets” received before deadline of Monday at 12 pm will be paid Friday of that respective week.**

**\*Upon Further Review with the State of Iowa and how Holiday Earnings are Claimed with the State, As long as you have a “Green Sheet” on file you will Not need to Complete SUB Pay Weekly Benefit Application Form for Planned Weeks out in September and November 2024. Further guidance will be provided at a later date for 2025 year process and beyond as needed.**

**\*Following the Application/Registration Process with the State of Iowa, of which you likely already completed in August 2024 to be eligible for Unemployment Benefits, you will need to Stay in Contact and Claim Earnings with the State of Iowa Workforce Development Team for the next couple weeks Electronically or In Person to ensure you will not need to re-apply or re-register at a later date.**