

SHORT-TIME COMPENSATION

EMPLOYER NEXT STEPS

Once you receive confirmation that your STC plan has been approved, you should receive your STC plan number. Please use your STC plan number on all correspondence or inquiries.

STEP 1 Instruct all STC plan participants to log into networks.nebraska.gov and file a claim or reopen an existing claim. This must be done by the Friday of the week your STC plan is approved. STC plan participants will be required to complete a personal profile before filing a claim.

Plan participants may get instructions and additional information at dol.nebraska.gov/UIBenefits.

STEP 2 Log into your STC plan in NEworks and file weekly certifications for each plan participant. Weekly certifications may be filed Sunday through Wednesday for the preceding week. Remind your plan participants that **YOU WILL FILE ALL WEEKLY CERTIFICATIONS** under the STC plan – **THEY DO NOT**. Include all hours offered (as approved), all leave taken, and any hours worked from other employment.

STEP 3 Designate a secondary STC contact to handle your STC responsibilities in the event the primary contact is unavailable.

STEP 4 Plan modification and plan termination links can be found on your STC plan page, should you need them. Deviation from the approved plan will require modification or termination of the plan.

STEP 5 Continue to provide the usual benefits (health, retirement, etc.) to all STC plan participants. Benefits must be provided under the same terms and conditions that were in place prior to the STC plan.

STEP 6 If any plan participants' regular work hours are reduced by more than 60%, you must advise that participant to file his/her own weekly claim for regular UI benefits.

FORMULA FOR CERTIFYING WEEKLY HOURS

hours worked
+ leave (vacation, sick, or leave without pay)
= STC hours offered

+ any hours worked from other employment

EXAMPLE OF AN STC BENEFIT CALCULATION, using a 50% reduction in work hours

Joe normally works 40 hours per week and earns \$20 per hour in regular pay, for a weekly income of \$800. Joe's hours are reduced by 50% to 20 hours per week, for a weekly income of \$400.

Regular weekly UI benefits are determined using an individual's highest quarterly earnings from the 1st 4 of the last 5 calendar quarters. Divide that number by 26. Round down to an even dollar amount. In this case, \$200/week.

Weekly STC benefits use an individual's regular weekly UI benefit amount, reduced by the same percentage reduction in work hours. In this case 50%, or \$100/week.

Employer pays (20 hrs. x \$20/hr.):	\$400.00
STC benefit (50% of regular UI benefit):	\$100.00
Total amount Joe receives for the week:	\$500.00

CONTACT INFORMATION regarding applications, modifications & terminations

eMail: NDOL.STCLegal@Nebraska.gov

CONTACT INFORMATION regarding weekly certifications

Email: NDOL.STCBenefits@Nebraska.gov