

SHORT-TIME COMPENSATION

STEPS TO TAKE AFTER PLAN APPROVAL

Once you have received confirmation that your STC plan has been approved, you should receive the plan ID within 3-5 business days.

STEP 1 Instruct all participants in the STC plan to log on to **NEworks.nebraska.gov** to file their initial claim or reopen their existing claim by the Friday of the week that your plan is approved. The NEworks system will require that they complete a personal profile before filing.

Direct participants to **dol.nebraska.gov/STC** and **dol.nebraska.gov/UIBenefits** to get instructions and additional information.

STEP 2 Submit weekly certifications for each week of your plan at **NEworks.nebraska.gov**. Certifications for the previous week are due by Wednesday. Please follow the instructions contained in the "Employer Weekly Certification Instructions" link at **dol.nebraska.gov/STC**.

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

STEP 4 Notify the Nebraska Department of Labor if there are any changes to the information submitted on the STC plan application or the participant list. To do this, use the plan modification form found at **dol.nebraska.gov/STC**.

EMPLOYER CONTACT INFORMATION

PHONE 402-471-9912

NDOL.STCLegal@nebraska.gov

WORKER CONTACT INFORMATION

PHONE 402-458-2500

NDOL.nichelp@nebraska.gov

STEP 5 Continue to provide the usual health and retirement benefits to any employee whose weekly hours of work are reduced under STC. Benefits must be provided under the same terms and conditions that were in place prior to the STC plan.