



MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

Employer Guide

Unemployment Insurance – Mass Layoff Claim Process

MDES Contact Information

Email: masslayoff@mdes.ms.gov
Phone: 601-321-6518 or 601-321-3146
Website: www.mdes.ms.gov

The mass layoff process is designed for employers to provide information on employees that are temporarily off work due to a total or partial shutdown.

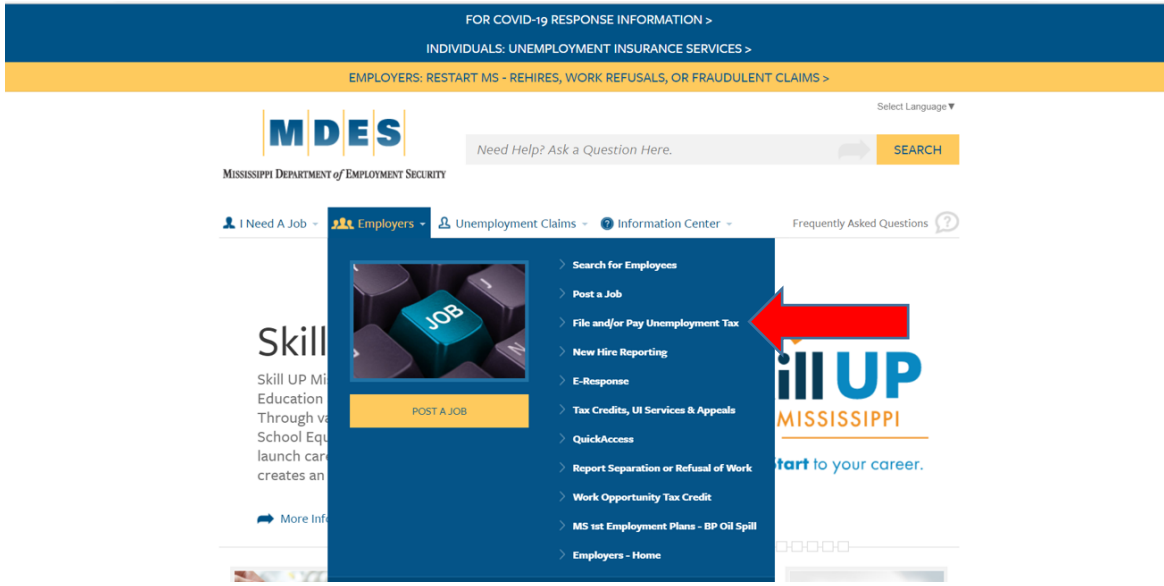
Mass claims are not designed for situations of business closure. Business closure is a permanent separation and employees should file for unemployment through the MDES website. The online claim filing captures more details on the individual and registers the employee with the employment services available through MDES.

The mass layoff process requires employee information be submitted on an excel spreadsheet. MDES will create an unemployment claim for each employee record on the spreadsheet. Below is a step-by-step guide to complete the process.

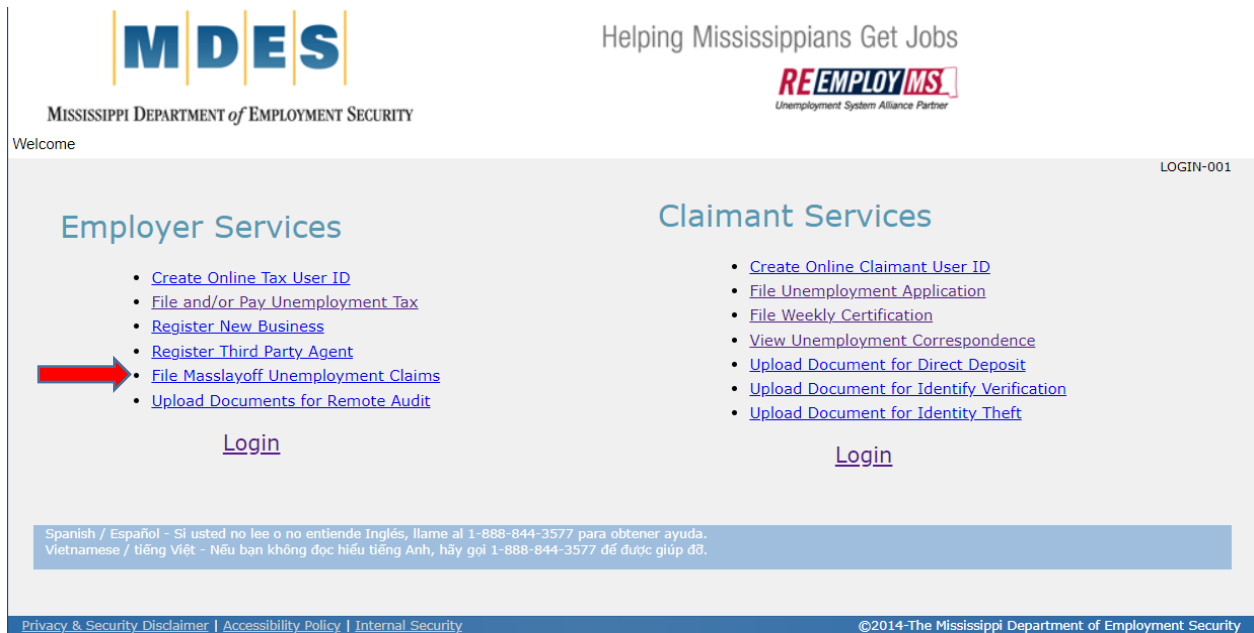
1. Access the MDES website at www.mdes.ms.gov and select *Employers* link



2. Select the File and/or Pay Unemployment Tax link



3. Select the File Mass Layoff Unemployment Claims link



4. A mass layoff excel spreadsheet to add all impacted employee records will be displayed. Please follow the instructions provided on Sheet 2 of the spreadsheet.

The Mass Layoff Spreadsheet may be downloaded from the link below:

https://mdes.ms.gov/media/285428/mdes_employer_mass_layoff_spreadsheet_v1web.xlsx