

Unemployment:

EVERYONE SHOULD FILE FOR UNEMPLOYMENT unless you are working a job during this crisis and earning income or you are earning less than \$847.00 per week.

There are a TON of people trying to use this website at once and it is overloaded. Please be patient. You might have to do the process a couple of times. **If you have not filed for unemployment at all, please email me and I'll put you on my calendar to call back.** Issues can be corrected and they will retro pay, but first time filing will not retro pay.

The additional \$600 approved by Congress to be added to the Louisiana maximum of \$247 is not showing in the system for everyone yet, but it is for many.

You do not need to do anything to get this applied to your claim. It may come as separate deposits, but it should be counted as a part of the same process.

If you are in the **login limbo** because of a missing username or password or both, please email me at sect@iatse478.org or see the **Login Limbo** section towards the end of this document.

Log into your HiRE account. If under the claim summary, there is an issue listed, please let me know. The easiest thing is to send me your username and password so if I need to grab information, I can make a little package of information and make it flow quickly through their process. This approach has been quite successful.

If your production has sent you relief pay and you are just now filing for unemployment, you do NOT want to claim it (as severance OR income). You would have claimed it for the pay periods just after the shut-down, and if you are *just now* filing your initial unemployment claim, this no longer applies, even if you're just now getting the checks in the mail. The checks are for pay periods that have already passed, so there is no need to claim them.

Making the claim:

**When doing your intital information to file your claim:
BE SURE TO LOOK for COVID-19 check boxes.**

All your **Employers** will be Cast & Crew or Entertainment Partners unless they are other payroll companies (or work outside the industry). Please look at your paystub to see who the employer of record is. You can lump Cast & Crew work and EP work together. Date it **10/01/2018** or earlier, **through the date of your last day worked on that payroll company.** **You have to get atleast one employer date back that far for it to count.** EP may have two listings because they do one EIN for TV and one for Film. (The Union is not your employer.)

Payroll Companies: Having problems finding your paystubs to file for unemployment? The To find paystubs and work histories, try <https://my.ep.com/> for Entertainment Partners and www.mycastandcrew.com for Cast & Crew. I wish the other payroll companies had something similar to offer, but they have not responded to my request for information. Greenslate and Media Services function by the production, so check your paystubs for who the employer of record is.

Be sure to look at the format they want dates and how they ask for amounts. That is where some people have been hitting snags.

The Louisiana address in the system that will pop up for companies can remain. DO NOT CHANGE THIS ADDRESS

Your work is regular or temporary and 40 or more hours per week.

Gross Wages is your hourly rate

The drop down box under that should be Hourly.

Your **JOB Title** is whatever your crew position is

The **JOB OCCUPATION** is CAMERA OPERATOR, FILM & TELEVISION PRODUCTION

This is important because it is the only category where they are collecting the film workers. This is primarily for statistical purposes only. There is no need to edit your claim if you put something else.

In the description, say a little bit about what you do, and include "Film industry work dates differ from project to project. At the end of all projects crew are officially Laid Off, but they may continue to another project within the same payroll company. Due to COVID-19 as of 3/13/2020 all productions have ceased."

Some people have asked about the **NAICS code** needed – the payroll companies should have it in there already, but **it should be 512110 which is Motion Picture and Video Production**. This is also the code you are probably using on your taxes.

All the Pension and Annuity questions should be answered **No** as well as the Workers's Comp **Work Gaps** can be explained with the same statement from above. Or simply saying you were working on one project and waiting for the next one to start. Or use this "Film work has 4 main payroll companies and as we move project to project, the employer changes. We also work more than 60 hours per week so when a project ends, sometimes we take a break until the next project begins. Due to COVID-19 all work in the Entertainment Industry is at a complete stop."

Search for Union Page

Some people have had issues with this page hitting a snag because of the search window. THIS is the page where you want to say **YES** to **Hiring Hall**. So, the answers on the radio buttons are **No** for sole method to find work, **Yes** for paid up member, and **No** for expected return to work.

Search for I Atse and it should come up. (don't ask me why it is this way)

It is probably due to an overload. You may have to try again at another time. Unfortunately, this may mean you need to reenter all of your employment history information. You can also try just leaving it be for about 5 minutes and hit refresh on the page.

When you finish your initial claim, it will give you a determination page. That page will tell you how much they will be sending you up to \$247.00 per week (until they do the change). Review this to see if it looks like all your employment was listed. If everything looks okay, then there is nothing else you need to do. If you have less than \$247 or are denied, please email me your determination letter.

Weekly Certification

Think of Weekly Certification as submitting your timecard, only now it is to say if you did or did not work. The initial application is your start paperwork that should be filed as soon as you are not working.

Each week's certification will be for the **prior** Sunday – Saturday. After you make your initial claim, each week moving forward, you will need to certify that you are not working so they can process a payment for you the next week. In Louisiana, in an effort to give some relief to the online system, they have started to stagger the weekly filing deadline. Here is the video they made: http://www.laworks.net/Videos/COVID-19_DaysToFile.mp4

The day you file your weekly certification will be determined by the LAST digit of your Social Security Number:

0-3 Sundays

4-6 Mondays

7-9 Tuesdays

Wednesday to Saturday will be open for anyone who missed their day.

Log into your Dashboard and find these tabs: Services for Individuals (may be a tab until you expand it), Unemployment Services, then scroll down to **Weekly Claim Certification**.

Or you can file by Phone: automated phone system, **866-783-5567**, includes the ability to file for weekly benefits without needing assistance from an LWC representative. You can file for weekly benefits as early as Sundays.

WHEN ALL THIS IS OVER – You will need to login and certify when you go back to work. Just throwing this in here so we can all try to remember.

When doing the Weekly Certification and you received relief pay from your production, claim it either as work or as severance if you had already opened your claim before you received notification you would be paid.

If you marked you worked or received a severance pay on your certification, you may still be in the undetermined claim information. There are people who did not earn income this week or last that must be prioritized. They will get to your application.

If you have issues that are not addressed above, please email me at sect@iatse478.org so we can try to assist you with the information.

Login Limbo:

If you need to find your user name and password, go through the steps to have it sent to you. Go to www.louisianaworks.net then click on Forgot Password/Username under the login box, then at the third option, click retrieve both. Choose individual and proceed on from there. When the screen with the security question comes up type anything into the box and hit submit. You probably won't have a security question. Then it will say it did not match and if you scroll down a little bit, there is a place where you can have the access reset and your username and password sent to you, or you can call to get it.

If you start at create an account, it is possible you will get a message that you already have an account because they have information in the system on you from employers reporting work, so don't panic if it says you have an account.

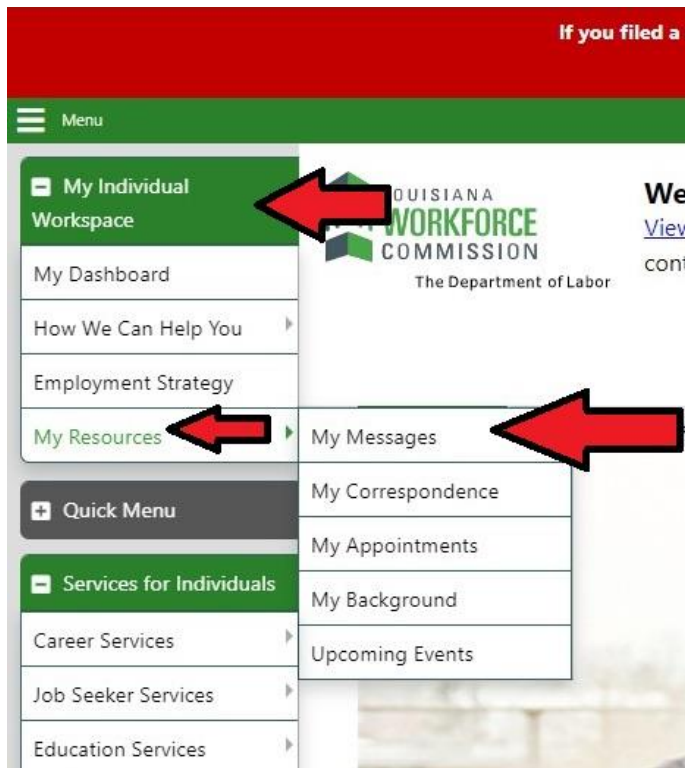
Work History Limbo:

I was helping a member with the enrollment today and I got stuck in a **work history loop**. What I found the system wanted was a period of work that was from 10/1/2018 - 9/30/2019, so keep that in mind when trying to make it work. Once you get one in there **tell it no, you don't want to add anything else**, it should load all your other work history that then you can approve. Have to say it was quite frustrating, but once I read the pop-up errors, it sort of made sense.

Calling Limbo: some people are getting right through, others are not. Calling the workforce center near you may get you a faster response. One of the members called and someone returned their call within an hour and it took less than 15 minutes to do the process over the phone. The main toll free number is bombarded with calls and hanging up after saying you should call back during usual business hours.

Are there **issues** with your unemployment filing?

Log into your HiRE account and look in My Individual Workspace, then My Resources, then My Messages



The messages should detail what can be done about any outstanding issues.

Sometimes exiting out of the program and walking away from it for a few minutes is the easiest way to get the program to do what you need it to do. You might have to reenter some things, but some of it is saving and sometimes it's not.

Please be patient with the system, stay tuned for more updates, keep your eyes on your inbox, and don't hesitate to reach out when you need us!

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