

Sub Pay Information

Laid off employees with two or more years of service as of the date of layoff are eligible for sub pay. In order to receive sub pay you need to apply for unemployment and submit a sub pay form (other side) to payroll **after you are paid unemployment**. Sub pay is a bi-weekly check mailed directly to your home; direct deposit is not available.

When submitting the sub pay form, you must also provide documentation of the amount of unemployment you received (even if the amount is zero due to receipt of other income). Acceptable documentation includes:

- Bank statement or print out with all information crossed out except for name of the bank, your name, the description (i.e., State of Michigan), the amount of the deposit and the date of the deposit. Please remember **YOUR** name must be on the account statement or print out; or
- Unemployment debit card statement with all information blacked out except for your name, date, and amount of the unemployment deposit; or
- Other official documentation from unemployment containing the above information.

What do I need to claim when I contact Marvin?

You **MUST** claim the **GROSS** wages (total wages before deductions) for:

- Any **Vacation, Personal Day, or Floating Holiday** taken during the week you are certifying for unemployment. For example: Joe Anywho's vacation rate for 2016 is \$33.73 and his vacation hours are 9.30. Joe requests a vacation day during lay off for July 15th, 2016. If Joe decided to claim that week, he would report \$313.69 (33.73*9.30) when certifying to Marvin for the week ending July 16th, 2016. NOTE: If Joe chose not to claim that week, he would **not** be entitled to SUB.
- **Safety Bonus** – the week in which you receive this payment. For example: Joe receives his safety bonus on July 20th, 2016. When certifying to Marvin for the week ending July 23rd, 2016 he would report the gross earnings received for his safety bonus.

You **DO NOT** have to claim:

- **Profit Sharing**

Other payments: If you make a payment to the Marquette County Friend of the Court (child support) or garnishment payments they will continue to be deducted from your sub pay. If you make these same types of payments to an agency outside of Marquette County you will need to contact the agency you work with to make arrangements for payment.

If you have a Fidelity 401k loan payment you must set up payments directly with Fidelity as our system cannot process these payments when you are not receiving a regular Company pay check.

Ways to submit sub pay form and documentation:

- Fax: 906-475-3472
- Email: MI_Payroll@cliffsnr.com
- Mail: Cliffs Michigan Operations, P.O. Box 2000, Ishpeming, MI 49849 Attn: Payroll

Please be aware that if Cliffs Michigan Operations does not timely receive your sub pay form with adequate documentation this will delay receipt of your sub pay check.