

Memo

To: All Department
Date: March 23, 2020
Re: Unemployment Information for all Staff

As the uncertainty of this COVID-19 pandemic continues to affect our business daily here at SFS, we wanted to make available the opportunity for our entire staff to have the information for applying for partial (or full) unemployment. Although our hopes are that this would only be temporary, it would assist employees in making up the loss of income from our significant decrease in productivity and hours. The best way to apply is through the updated PA Unemployment Compensation website. www.uc.pa.gov

Positive changes made to the process in our current state of this pandemic are as follows:

- The waiting week requirement has been temporarily suspended. This means that new claimants who are approved for UC benefits will receive payment for their first week of unemployment.
- In addition, once approved, your first benefit payment should arrive within two weeks of filing your initial application instead of four weeks under the old system.
- Lastly, Payments are issued via a debit card or direct deposit to your account.

Please keep in mind that this is strictly an option that we are suggesting, but by no means mandating fully at this date and time. We are exploring the best options for our valued staff on a daily basis to get through this together.

Some important info you will be asked in the application are as follows:

Company UC #: 35-27471
Contact email: cmurray@schiffs.com
Contact phone: 570-562-3100 x-244
Do not enter a fax number. (these fields are optional)
Reason for UC: Lack of Work

Please contact me in Human Resources with any questions or concerns you may have during this uncertain time. My extension is 244 or my cell is: 570-499-1082

Thanks,
Chris Murray/Director of Human Resources