



APPLICATION FOR WEEKLY SUB BENEFITS

Employee Name	_____
Employee ID	_____
Email	_____
Phone	_____
Number of Dependents being claimed	_____

DIRECTIONS:

- 1) A copy of your *Claim Summary (Payment Summary)* and / or *Determination of Unemployment Compensation Benefits* from unemployment, along with the *Howmet Application for Weekly Sub Benefits* form, must be emailed to Human Resources: CLV-HRTeam@howmet.com
- 2) If you do not have access to email, the above can be dropped off at the Gate #5 Security Office, in a sealed envelope addressed to the attention of Human Resources, Jennie Ischay
- 3) **If there is a change in your financial or personal status, (i.e. you find employment with another company, receive additional compensation from unemployment, become eligible for disability, or have any changes in your personal demographics such as an address or phone number) you must notify the Human Resources department immediately. Failure to do so can disrupt your SUB pay benefits.**

GUIDELINES:

- Please refer to Article XXII of the 2017 Collective Bargaining Agreement regarding Supplemental Unemployment Benefits
- Paycheck date for the SUB payroll is Monday
- There are no manual checks available for SUB payroll process