

Great Clips®

**TNE Clips LLC
1641 Heidi Trail
Buckhead, GA 30625
706.343.1979**

Date: March 25, 2020
To: TNE Clips Employees
From: Larry and Charlene Conn
Re: Employee Layoffs

As we negotiate this unprecedented situation together, we will continue to keep you informed through email, texts and the TNE Clips website, www.tneclips.com (password: plugthedrain). Please read the information we distribute so that you know everything that is happening with TNE Clips.

All employees of TNE Clips LLC have been laid off beginning Saturday March 21, 2020 as a result of the COVID-19 Pandemic. On Friday March 27, 2020 employees will receive their payroll direct deposits from TNE Clips LLC for the 2-week pay period ending March 20, 2020. If anyone needs a pay statement, please text Charlene at (706)818-4969 and I can email or text a pay stub. Remember to identify yourself when you send the text since I do not have all phone numbers saved in my phone.

*Beginning with the week ended March 27, 2020 we will be filing with the Georgia Department of Labor a **Partial Claim** for unemployment for each of our active employees. Partial Claims are filed by the employer in a situation where there is a temporary closing of a business. Do not file an unemployment claim relating to this. As your employer we are required to file for you. Your unemployment compensation will be sent by mail as a debit card to the address we have on file in our payroll system. If you have changed your address but it has not been changed on your pay statement, please inform Charlene. State and federal taxes will not be taken out of these unemployment payments. If you want to have the money direct deposited or if you want state or federal taxes taken from your unemployment pay, you must add that information yourselves on the GDOL website. The instructions for making these changes are listed on the TNE Clips website.*

Please check the website weekly for updates regarding our company response to the current Covid-19 situation. Thank you for your patience and understanding.