

Claims Conversion Program for Employer Filed Claims

The Claims Conversion Program allows employers to convert employer filed partial claims to regular unemployment insurance (UI) individual claims. This process allows employees who have been permanently laid off the opportunity to instantly transition their employer filed claim to a regular UI individual claim without having to refile their own claim. This also ensures the claimant can receive benefits without interruption.

If you are converting claims from employer filed partial claims to individual claims, please wait one business day after you have uploaded your final weekly employer filed partial claims spreadsheet before submitting your employer filed claims conversions. The system needs time to process the weekly benefit employer filed partial upload file before converting the claim to an individual one. If this is done before allowing the upload, the conversion will override the request for weekly payment cancelling the request.

Employer Filed Partial Claims Conversion Tool Step-By-Step Instructions

Follow these steps to convert employer filed partial claims to regular UI individual claims on the Employer Portal:

1. Log into the [Employer Portal](#).
2. Select the **employer account number** under **Registered Account**.
3. Select the **Partial Claims Conversion link** under **Common Links**.
4. Select **All** or **individual employee names** who are permanently laid off or working reduced hours, but you elect to no longer submit employer filed claims on their behalf on the **Partial Claims Conversion page**.
5. Review your list of selected employees on the **Partial Claims – Preview page**. Select the Export to Excel button if you wish to export your list to an Excel spreadsheet. If changes are necessary, select the **Cancel** button to return to the Employer Portal Dashboard and restart the process. Select the **Confirm** button to approve the list and convert to regular UI individual claims.
6. Advise your employees that their claims are being converted to individual claims and they will be responsible for requesting their own weekly UI benefit payments.

NOTE: The affected employees will also be sent notification from the Georgia Department of Labor advising that employer filed claims will no longer be filed on their behalf. They will be provided instructions for requesting their own weekly UI benefit payments. The employer and employees will be sent a Lack of Work Separation determination.

Please wait one business day after uploading your final weekly employer filed partial claims spreadsheet before submitting your Employer Filed Claims Conversions.

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If you are permanently terminating an employee and convert their unemployment claim from an employer filed partial claim to an individual claim, your employer account will be charged at this point.

The following options are available for employers to refer to when addressing employees temporarily laid off or working reduced hours, permanent layoffs, employee refusals to return to work, receipt of severance and/or retirement packages, and other employment challenges.

Employer Filed Claim Options:

1. **CONTINUE TO FILE EMPLOYER FILED PARTIAL CLAIMS FOR ALL EMPLOYEES, EVEN IF WORKING REDUCED HOURS** – Some businesses will gradually return to full operation, and many of their employees will be brought back to work on reduced hours and others will remain temporarily laid off until business picks up. In these cases, the employees are eligible to continue to receive unemployment benefits. Employers are strongly encouraged to continue to submit weekly employer filed partial claims during this period.
2. **CONVERT ALL EMPLOYER FILED PARTIAL CLAIMS TO REGULAR UI INDIVIDUAL CLAIMS FOR ALL EMPLOYEES** – Some businesses will be forced to permanently lay off all of their employees. To keep employees from having to restart the claims process from the beginning, the employer will use the Partial Claims Conversion application to convert their employer filed partial claims directly to regular UI individual claims, allowing employees to manage their own UI claim including requesting (certifying) their own benefit payments each week they are eligible, without having to refile their own regular UI claim. The employees will be notified of the transition and provided instructions for requesting their own weekly UI benefit payments. See Partial Claims Conversion Tool Step-By-Step Instructions Below.
3. **CONTINUE TO FILE EMPLOYER FILED PARTIAL CLAIMS FOR SOME EMPLOYEES WHO REMAIN TEMPORARILY LAID OFF OR TEMPORARILY WORKING REDUCED HOURS, BUT CONVERT OTHER EMPLOYEES WHO HAVE BEEN PERMANENTLY LAID OFF TO A REGULAR UI INDIVIDUAL CLAIM** – If your business is forced to permanently lay off some employees and

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keep other employees temporarily laid off or working reduced hours, the Claims Conversion Program application will allow employers to select which of their employee's employer filed partial claims should be converted to regular UI individual claims. Employers will continue to file weekly employer filed partial claims for those employees they intend to keep and bring back to work or that may be working reduced hours. The employees converted will be notified of the transition and provided instructions for requesting their own weekly UI benefit payments. See Partial Claims Conversion Tool Step-By-Step Instructions Below.

4. **STOP FILING EMPLOYER FILED PARTIAL CLAIMS FOR ANY EMPLOYEE CALLED BACK TO WORK, BUT REFUSES TO RETURN TO WORK** – If an employer asks employees to return to work and the employee(s) refuses to come back, employers are not required to continue to file employer filed partial claims on behalf of those employees. Employers should stop filing employer filed partial claims and report the refusal to return to work [here](#). The employee would be required to file a regular UI individual claim and start the process from the beginning. The employer will be notified when the employee files a regular UI individual claim and will have the right to provide detailed information regarding the job refusal.

5. **STOP FILING EMPLOYER FILED PARTIAL CLAIMS FOR ANY EMPLOYEE PERMANENTLY LAID OFF WITH A SEVERANCE AND/OR RETIREMENT PACKAGE** – Some businesses will offer severance/retirement packages to employees who are permanently laid off. Employers should simply stop filing employer filed partial claims, provide the employee(s) with a separation notice ([DOL-800](#)) listing information regarding the severance/retirement package, and advise the employee(s) to file their own regular UI individual claim to report their severance/retirement package. The employer will be notified if a regular UI individual claim is filed by the employee and will have the right to respond during the regular fact-finding period.

When normal business operations resume, employers should discontinue submitting weekly employer filed partial claims for any employee who returns to their regular normal work schedule, and who is earning more than their regular weekly benefit amount (WBA) plus \$300.