

### Multi Claims Upload & Single Entry

Employer filed claims (also known as “low earnings” or “partial” claims) may be submitted by upload or manual entry. Employers are required to file employer filed claims on behalf of their employees whenever it is necessary to temporarily reduce work hours or there is no work available. Filing employer filed claims results in your employees receiving unemployment insurance (UI) benefits faster, usually within 48 hours for claims filed electronically. Employees for whom you file an employer filed claim are NOT required to report to a Georgia Department of Labor career center or register for employment services.

#### What information is needed from your employees:

- Name (First Name, Last Name, e.g. John Doe NOT Doe, John) and other last names they have worked under in the last 18 months
- Social Security Number (SSN) and other SSNs they have worked under in the last 18 months
- Mailing Address
- Date of Birth
- Whether or not they want federal and/or state income taxes withheld (GDOL will withhold 10% for federal and 6% for state taxes.)
- Earnings (Report gross wages—amount of pay before deductions—for any work they performed during the week for which you are filing AND earnings from other employment. Report any leave pay, vacation pay, holiday pay, and/or gross earnings during the week in which it was earned, NOT during the week it was paid to the employee. Income for Social Security benefits, jury duty income, and pay for weekend military reserve duty should not be reported as earnings.
- Alien registration information for non-citizens of the United States

#### Non-citizens

Employers can submit employer filed claims for non-citizens electronically. Review the complete list of acceptable documentation required when filing claims for non-citizens. If the employee’s non-citizen status cannot be validated through U.S. Citizenship and Immigration Services (Homeland Security), he/she will be contacted to provide additional documentation.

#### Acceptable documentation for alien verification:

- I-551, Permanent Resident Card /Resident Alien Card/ Registration Receipt Card
- I-94, Departure Records
- I-327, Unexpired Reentry Permit
- I-551, Temporary Card or Stamp
- I-571, Unexpired Refugee Travel Document
- I-766, Employment Authorization Document
- Unexpired Passport with picture with I-94/I-551 stamp or other supporting documentation
- Immigrant Visa with picture
- Certificate of Citizenship
- Certificate of Naturalization
- I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status
- DS2019, Certificate of Eligibility for Exchange Visitor (J-1) Status

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### How to File Online

You must be a registered user on the [Employer Portal](#) with administrator or user privileges permitting you to submit employer filed claims. If your company is not registered on the [Employer Portal](#), you must first establish an administrator account. Download the [Administrator Guide](#) on the [Employer Portal](#) login page and follow the step-by-step instructions. If a third-party service provider is the administrator on your account, ask them to add you as a user and give you the ability to file partial claims. If you are already a registered user on the portal, but are not currently permitted to file partial claims, contact your Employer Portal administrator for assistance.

Follow these steps to file employer filed claims on the [Employer Portal](#):

1. Log into the [Employer Portal](#).
2. Select the **employer account number** under **Registered Account**.
3. Select the **File Employer Filed Claims (Partial Claims)** link under **Common Links**.



4. Select the desired method to begin filing Employer Filed Claims.

**Employer Filed Claims**

**Account Number:** [Redacted]

Employer Filed Claims may be submitted by upload or manual entry. Select the desired method to begin filing Employer Filed Claims.

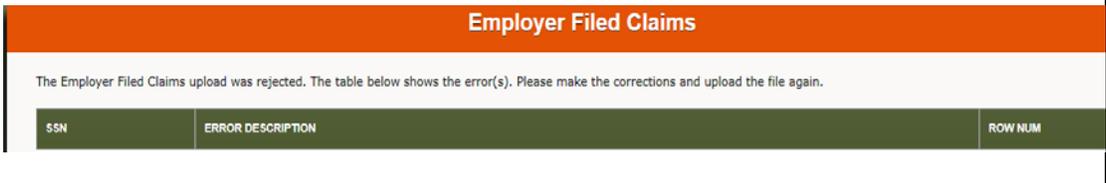
1.  Upload a properly formatted Excel spreadsheet of Employer Filed Claims for a week ending date. Your file must meet the Employer Filed Claims Upload Specifications to ensure the file is accepted and claims are filed.
  1. [Record Layout Specifications](#)
  2.  [Download template](#)
2.  Enter an Employer Filed Claims for each employee for each week ending date.

### **Option 1: Multi Claims Upload**

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All employer filed claim records created as Microsoft Excel must adhere to the record layout specifications.

1. Select and print the **Record Layout Specifications** document. Your entries must meet the conditions for each **FIELD NAME**.
2. Select the **Download template** link.
3. Select the **Upload a properly formatted Excel spreadsheet (provided) of Employer Filed Claims for a week ending date**. Your file **MUST** meet the **upload specifications** to ensure the file is accepted and claims are processed. Do **NOT** modify the template.
4. Enter all required information specified on the template.
5. Select the **Continue** button.
6. Review the **Employer Affidavit for Filing Unemployment Insurance Certifications for Specified Employees**.
7. You must indicate acknowledgement of the information shown above to proceed by selecting the box ***"I understand that the law provides penalties for submitting false claims. I further understand that the Rules of the Department, any employer found to be abusing the purpose and intent of the Partial Claims Program will be prohibited from using the Partial System for a period of three years from the time of discovery of the violation"***.
8. Select file to be uploaded.
9. Select the **Continue** button.

If...	Then...
Upload is successful	<p><b>"The Employer Filed Claims upload was successful"</b> will display.</p> 
Upload is rejected	<p><b>"The Employer Filed Claims upload was rejected. The table below shows the error(s). Please make the corrections and upload the file again. To be directed to the upload page please follow the link Employer Filed Claims Upload."</b> <i>Repeat Steps 4-7</i></p> 

10. Select the **Close** button to exit.

### **Option 2: Single Entry**

1. Select the Enter an **Employer Filed Claims for each employee for each week ending date** radio button.

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2. Select the Continue button.
3. Review the **Employer Affidavit for Filing Unemployment Insurance Certifications for Specified Employees.**

### Multi Claims Upload & Single Entry

5. You must indicate acknowledgement of the information shown above to proceed by selecting the box ***“I understand that the law provides penalties for submitting false claims. I further understand that the Rules of the Department, any employer found to be abusing the purpose and intent of the Partial Claims Program will be prohibited from using the Partial System for a period of three years from the time of discovery of the violation.”***

You must indicate acknowledgement of the information shown above to proceed.

**Employer Affidavit \***

I understand that the law provides penalties for submitting false claims. I further understand that under the Rules of the Department, any employer found to be abusing the purpose and intent of the Partial Claims Program will be prohibited from using the Partial System for a period of three years from the time of discovery of the violation.

Enter Employer Account Number

Week Ending Date (mm/dd/yyyy)

6. Enter **Week Ending Date**.
7. Select the **Agree** button.
8. Enter the employees Social Security Number and Reenter for verification on the **Employer Filed Claim Report**.
9. Select the **Continue** button.

**NOTE: If you need to submit a claim for a different week ending date, select Change Week Ending Date and repeat Steps 2–6.**

10. Enter all required information on the **Employer Filed Claim Report**.
11. Select the **Submit Claim**.

**RESULT:** A **“Claim submitted”** message will display.