

### AFTER YOU FILE

After filing claims on behalf of your employees:

- The first week of claims you submit will establish a separate new claim for each employee.
- The following correspondence will be generated the next day after you file:
  - A **Benefit Determination (DOL-411G)** to each employee informing them if they met the wage requirements to establish a valid claim, and if so, their weekly benefit amount, maximum benefit amount, and maximum number of weeks.
  - A **debit card fee schedule (DOL-5144)** to each employee, unless they already have current direct deposit information on file with the Department.
  - A **Georgia UI Way2Go Debit MasterCard®**. If they do not already have current direct deposit information on file with the Department, their first payment will be loaded on the debit card. The card can be used anywhere MasterCard is accepted, including automatic teller machines (ATMs). See the instructions below if they wish to switch to direct deposit.

**NOTE:** Personal Identification Numbers (PINs) are no longer mailed to partial employees.

### ADVISE YOUR EMPLOYEES

Advise your employees of the following:

- They do NOT have to file an unemployment insurance claim. You are doing that for them.
- They can elect to have state and/or federal taxes withheld by GDOL.
- They have the option of using direct deposit or the Georgia UI Way2Go Debit MasterCard®. If they do not receive their debit card within 15 days, they should call Georgia UI Way2Go Debit MasterCard Customer Service at 1.888.929.2460 to report the card as lost or stolen and request a replacement card.
- Employees choosing direct deposit must enter their direct deposit information on the GDOL website by selecting [UI Benefit Payments Method](#) under Online Services. They cannot enroll in direct deposit until AFTER the first week of claims are submitted. A personal identification number (PIN) is required. **A PIN will NOT be mailed to them.** They can create a PIN following these instructions:
  1. Go to [dol.georgia.gov](http://dol.georgia.gov).
  2. Select [UI Benefit Payment Methods](#).
  3. Read the **Advisory and Acknowledgement** details.
  4. Select the checkbox to accept and acknowledge the terms and conditions.
  5. Skip the field labeled "If you have already set up a PIN, enter it here".
  6. Enter a 4-digit PIN of your choice in the field labeled "**If you need to set up a PIN, enter it here.**"
  7. Re-enter your 4-digit PIN in the field labeled "**Re-enter for verification.**"
  8. Click the **Continue** button. (The Personal Information page will display.)
  9. Enter your **Date of Birth** and your **Mailing Zip Code**.
  10. Click the **Continue** button. (The Payment Information page will display.)
  11. Click the radio button for your preferred method of payment.
  12. Click the **Continue** button.
  13. Follow the on-screen instructions.
- Unemployment benefits are paid on a weekly basis. Effective week ending 3/29/20, all weekly earnings over \$300.00 are deducted dollar for dollar from the benefit payment.

- They can check the status of their claim by selecting [Check My UI Claim Status](#) on the GDOL website.
- They are NOT required to report to a career center, register for Employment Services on EmployGeorgia.com, or search for work.
- If they receive notification from GDOL that their claim is not monetarily valid due to insufficient wages **and** they know they have other employment in the quarters, they should contact their local career center for assistance.
- Claims for non-citizens cannot be processed until their legal presence in the U.S. is verified by Homeland Security. If Homeland Security cannot verify their legal presence using the information you submitted when filing their claim, the GDOL will mail a *Request for Verification of Citizenship or Alien Status (DOL-5154PC)* to the employee. They must submit a copy of the DOL-5154PC letter they received and any of the following documents to GDOL:
  - I-551 (Permanent Resident Card)
  - I-766 (Employment Authorization Card)
  - I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
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  - Unexpired Foreign Passport (with picture and temporary I-94 or I-551 stamp or other supporting documentation)
  - I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
  - DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
  - Naturalization Certificate
  - Certificate of Citizenship
  - I-571 (Refugee Travel Document)
  - I-327 (Reentry Permit)
  - Machine Readable Immigrant Visa (with picture and Temporary I-551 Language)

**Failure to provide the requested documents by the deadline stated in the letter will delay their benefit payments or may result in disqualification from receiving benefits.**