

Tutorial on how to Request PUA Payments

Please make sure you are requesting payment for each week you are eligible to receive benefits.

Visit <https://www.dol.state.ga.us/WS4-MW5/cics.jsp?TRANSID=UA14&FRMNAME=UA14A>

1. Which weeks can I claim benefits?

Your PUA claim is effective the first week you are unemployed or have reduced hours due to COVID-19. You can claim benefits (request payment) for each week as of the effective date of your claim.

When was your last day of work?

Find the last day you worked your regular schedule before the COVID-19 crisis on the calendar. (If you were paid your regular salary for days you did not physically work, consider those days of work.)

What is the date of the Saturday following your last day of work?

You can request payment for each week beginning with the Saturday following the effective date of your claim. For example, if your last day of work was Wednesday, March 25th, you may request payment for March 28, April 4, April 11, April 18, April 25, May 2, May 9, etc. You must report your gross earnings for the hours/days worked each week.

2. How do I claim my benefits?

You must request payment for one week at a time. You can request payment for the **most recent week** (last Saturday) **OR** you can enter a **previous week**.

A. Select **Request Weekly PUA Payment** under **Online Services**.

B. To request payment for the **most recent week**, select the **radio button** after the date displayed.

Request a payment for the most recent week which
ended 05/23/20

OR

To request payment for a **previous week**, enter a **Saturday date** prior to the date displayed.

Enter A request for payment for a the Previous Week,
formatted MM/DD/YYYY. Certification weeks end each
Saturday (must be a Saturday's date).

MM/DD/YYYY

C. Enter your **Social Security Number**.

D. Enter your four-digit GDOL **PIN** (Personal Identification Number).

E. Select **Submit** to continue or **Clear Entries** to start over.

F. Respond to the questions.

- 1.** Were you able, available and actively seeking work for the week ending ____? (This is asking if you would be physically able and available to work if there were work for you to do.)
- 2.** Did you refuse any work offered this week ending ____? (This is asking if work was offered to you during this week, did you turn it down?)
- 3.** Did you work or earn wages in employment or self-employment during the week ending ____? (This is asking if you earned any wages during the week. Report any earnings you had for the week listing the employer, your gross earnings (wages earned before taxes or other deductions), and if you are still working for this employer.) Note: Wages must be reported for the week they were earned, even if you have not actually been paid yet. For example, if you earned commission in March, but were not paid until May, you would report the earnings in March. You must include wages earned from an employer and/or from self-employment. Wages are cross matched against employer reports submitted to the GDOL on a quarterly basis to ensure all earned wages have been reported correctly.
- 4.** Did you apply for and receive unemployment compensation under any type of State or Federal Program? (This means during this week did you apply for unemployment benefits in another state or federal program other than PUA.)
- 5.** Have you received or will you receive any payments for loss of wages due to illness or disability? (This question is asking if you received any wages this week due to a disability or illness, including workers' compensation as a result of you becoming head of the household.)
- 6.** Have you received or will you receive any type of payment from a private income protection insurance plan? (This is asking if you received any insurance payments during the week, including medical insurance or loss of income insurance.)
- 7.** Have you received any payments from a supplemental unemployment benefit (SUB) plan? (This question is asking if you have received any wages from a collective bargaining agreement or some other type of supplemental unemployment plan.)
- 8.** Are you receiving payments from any retirement, pension, or annuity under a public or private plan or system that began in the last 18 months? (This is asking if you received payments from your retirement or pension funds during this week that started in the last 18 months. You **DO NOT** need to report your Social Security benefit payments.)

G. Select the appropriate button that best answers why you are totally or partially unemployed during the week. Answers can include a COVID diagnosis, someone in your immediate family receiving a COVID diagnosis, child care responsibility due to child care facility closed, mandatory quarantine, place of employment closed due to COVID, etc. If an appropriate answer is not available, list your reason for requesting PUA payment in the box provided. Do not put anything in the box provided if you select a reason from those listed.

H. Click the **Electronic Signature** box acknowledging the information you provided is true and correct and that you understand the law and penalties associated with fraud and misrepresentation of facts. You will also certify that you may be required to repay any PUA you are not entitled to receive.

I. Select **Submit** to complete your request for PUA payment. Select **Clear Entries** to delete your responses and answer the questions again.