

Tutorial on how to Request Regular State UI Payments

Please make sure you are requesting payment weekly for weeks you are eligible for payment.

Visit <https://www.dol.state.ga.us/WS4-MW5/cics.jsp?TRANSID=BP14&FRMNAME=BP14A>

1. Which weeks can I claim benefits?

Your claim is effective the Sunday prior to the claim filing date.

What is the date of the Saturday following your effective date of your claim?

You can request payment for each week beginning with the Saturday following the effective date of your claim. For example, if your effective date of your claim was Sunday, March 22nd, 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 earning 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 **Claim Weekly UI Benefits Payment** under **Online Services**.

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

Payments can only be requested one week at a time starting with the most recent week shown below:

Request a payment for the most **recent week** which ended **05/30/20**

OR

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

Enter a week end date **prior** to the most recent week to request payment (Format MM/DD/YYYY, must be a Saturday date)

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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 during the week ending ____? (This is asking if you earned any wages during the week. Report any earnings you had for the week by answering questions 4, 5, and 6. If you did not earn wages, skip questions 4, 5, and 6.) (Note: Wages must be reported for the week they were earned, even if you have not actually been paid yet. 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.)

3. Did you work or earn wages during the week ending **05/30/20**?
 (If you answer yes, you must answer question 4,5, and 6) Yes No
 (If you answer no, do not answer question 4,5 and 6)

4. Please enter the amount of money you earned for the week ending **05/30/20**?
 (Enter earnings BEFORE any deductions) Dollars Cents
 (Enter wages earned this week even if you have not been paid)

5. Are you still working?
 (Only answer 6 if 5 is NO) Yes No

6. Did the job you worked end because there was no work for you to perform during the week ending **05/30/20**? Yes No

4. Please enter the amount you earned for the week ending ____? (Enter wages for the week placing gross wages in the **Dollars** and **Cents** boxes. This is the amount earned before taxes and other deductions. If you earned \$1000 or more during the week, enter it as \$999.99.)
5. Are you still working? (This question is asking if you are still doing work for the employer that paid you during the week you are reporting for. You should answer question 6 if you select **No**.)
6. Did the job you worked end because there was no work for you to perform during the week ending ____? (This is asking if your job ended because of lack of work.)

G. Click the **I AGREE** box certifying that all information entered is true to the best of your knowledge and belief and that you understand the law and penalties associated with fraud and misrepresentation of facts. If you need to restart your certification, click the **Clear Entries** box.

Certification Statement

By use of this transaction, I certify that all information entered is true to the best of my knowledge and belief.

I understand the law provides penalties for making false statements to claim unemployment benefits.