



GEORGIA DEPARTMENT OF LABOR

148 ANDREW YOUNG INTERNATIONAL BLVD NE ♦ ATLANTA, GEORGIA 30303-1751

Employer-filed (Partial) Claim Employee Instructions

Your employer has advised you of their intent to file an employer-filed (partial) claim (EFC) on your behalf. Employers are authorized to file such claims for a week in which an otherwise full-time employee works less than full-time (less than 30 hours per week) due to lack of work only and earns less than your unemployment claim weekly benefit amount (WBA) plus \$50.

What is your responsibility?

You must work all available hours and immediately notify your employer of any other work and your weekly gross earnings (including part-time employment with another employer) to ensure your unemployment benefit payment is calculated correctly. **Failure to do so could result in an overpayment of benefits.**

What do I need to do?

However, you have a **one-time** requirement to complete the following steps before your payments can be released:

Go to dol.georgia.gov, scroll to the MyUI Claimant Portal section, and select the “Log Into MyUI” button. If you do not already have a password, select Create/Forgot Password and/or PIN and follow the prompts. If you already have a password, enter your SSN and password. Select “Set-up Employer-Filed Claim Profile” and enter the requested information. You **do not** need to request a weekly payment because your employer will do this for you.

What happens after I complete the above steps?

If you already have an established and unexpired regular, valid benefit year claim: your benefit payments will be released the next business day, given there are no other reasons on your claim to prevent payments, such as a previous disqualification, etc. in which you would have received prior notification by a written determination.

If you do not have an established and unexpired regular, valid benefit year claim: you will be mailed a Benefit Determination (DOL-411G) to reflect the employment and wages used to establish your weekly and maximum benefit amounts. Further, the determination provides appeal rights if you disagree with the information shown.

You, your employer, and the Georgia Department of Labor partner to ensure your eligibility is correctly determined and personal identifying, contact, employment status, and payment information are accurately reported and secured. When we all do our part, it prevents an overpayment requiring you to repay unemployment benefits you were not eligible to receive.