



148 Andrew Young International Blvd., N.E. Atlanta, Georgia 30303-1751
Mark Butler Commissioner

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 an amount less than your unemployment claim weekly benefit amount (WBA) plus \$150, for weeks ending after June 26, 2021.

What is your responsibility?

You are required to work all hours available and immediately notify your employer of other work and your weekly gross earnings from other employment (this includes 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 you need to do now?

You do not need to request a payment because your employer will do this for you. However, you have a **one-time** requirement to complete the following steps before your payments can be released:

1. Go to dol.georgia.gov and select "Set Up Employer-Filed Claim Profile" under Individuals, enter your social security number (SSN), create a four-digit personal identification number (PIN) then follow the prompts. You will use this PIN to access MyUI at dol.georgia.gov to view notices, your EFC and payment status.
2. Select Verify with ID.me Now. Do not close the Employer-Filed Claim Profile page during this process. Choosing to verify with ID.me later WILL delay your payments. If you already have ID.me credentials, enter your username and password to access your ID.me account and verify your personal information.
3. Upon successful verification with ID.me, you will be returned to the Employer-Filed Claim Profile application to answer the remaining questions to include your preferred payment information and tax withholding options.

Unemployment benefits will not be released until you successfully complete the above requirements one time on or after December 6, 2021.

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 previous 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

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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 together 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 which requires you to repay unemployment benefits for which you were not eligible to receive.