



GEORGIA DEPARTMENT OF LABOR

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

BRUCE THOMPSON
COMMISSIONER

Employer-filed (Partial) Claim Employee Instructions

Your employer has advised you of their intent to file an employer-filed (partial) claim 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 I need to do?

You do not need to request a payment because your employer will do this for you. However, you are required to do the complete the following steps before your payments can be released:

1. Go to _____ and enter your social security number (SSN) and create a four-digit personal identification number (PIN) or password (whichever is available at implementation).
2. Complete the unemployment claim profile application to include providing your personal contact and preferred payment information (direct deposit or debit card).
3. Locate your email confirmation and follow the instructions to verify your identity with ID.me.

Unemployment benefits will not be released until you successfully complete these requirements.

What happens after I complete the above steps?

If you already have an established and unexpired regular 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 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 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.