

Claimants must submit three (3) new, verifiable work search activities for each week a request for payment is submitted through the MyUI Claimant Portal. Failure to do so could result in a delay or denial of unemployment benefits. Use the four easy steps below to submit your activities.

STEP 1

Log into the MyUI Claimant Portal and enter the information requested.

STEP 2

Select **Report Weekly Work Search Activities** from the MyUI Dashboard under Employment Services Requirements.

STEP 3

Select the week ending date, then enter the information requested.

Note: Only week ending dates for weekly payments requested will be displayed. Week ending dates previously submitted will not be listed as options.

Weekly Work Search

Provide the requested information regarding your work search activities for the week selected.
Your failure to do so may result in a delay or denial of benefits.

WORK SEARCH ACTIVITY 1

Select the Week Ending Date of your work search* (Note: A benefit week begins on Sunday and ends on Saturday at midnight).

Select Work Search Activity for the Week Ending Date

If you applied for a job or contacted an employer directly, the following information is required.

Method of Contact*

Date you applied or contacted the business/company? *

Business/Company Name *

Business/Company Telephone Number

Business/Company Street Address 1 *

Business/Company Street Address 2
(Apt./Suite#)

Business/Company City State Zip Code*
City State Zip Code

Business/Company Web Address

Email Address, if applicable

Name of the person you contacted, if applicable

How did you learn about this job opening?

Was this a new or follow up contact? * New Follow-up

Tell us more about the job opportunity
(e.g. job title, job code, position number, advertisement number, that would be useful to verify this contact.)

Has this business/company offered you a job? Yes No

Can you provide proof of this contact upon request? * Yes No

STEP 4

Submit your entries and receive a confirmation number for the Week Ending Date entered.

Weekly Work Confirmation

Confirmation Number: 10000840.

Week Ending Date: 02/08/2025.

This is your confirmation number. Please print this screen or write it down. It is recommended you retain your confirmation number for your records.

This confirms submission of your weekly work search record only. Employment Security Law also requires you to claim your benefits every week you wish to receive benefit payments. You can claim your benefits via Internet by clicking the following link: [Claim your weekly benefits](#) or you can call the Georgia Department of Labor (GDOL) Interactive Voice Response (IVR) System at 1.866.598.4164 (toll free).

Click Enter Work Search for Additional WED button to enter and submit another Work Search Record for a different week ending date.

Your browser could contain memory of your personal information viewed during this session. By closing your browser, you will clear its memory of this information. Please be sure to click "Exit" and then CLOSE THE BROWSER.

Go to [WorkSource Georgia](#) to add or create your résumé for job matches, receive job alerts, and job postings from employers.