REPORT WEEKLY WORK SEARCH DESK AID

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.

### Georgia Department of Labor **MyUI Claimant Portal STEP 1** The MvUI Claimant Portal (MvUI) allows claimants to access online unemployment insurance (UI) services, such as, file a claim, request a weekly benefit payment, view determinations, submit weekly work search activities and more. The dashboard displays a Claim Status Tracker and details about the most recently filed regular state unemployment claim. MyUI requires you to enter your social security number and established password created for your unemployment claim account. If you have not set up a password or forgot your password, select Create/Forgot Password and/or PIN. Log into the MyUI Security of your information **Claimant Portal and** The security of your information is of our utmost concern. We have provided safeguards to ensure security while you are entering and viewing your information. Personal computers may retain data from your entry. If you want to visit other sites on the Internet or need to leave your computer for an enter the information extended period, it is recommended that you exit your Internet browser. Enter your information below to get started requested. SSN: \* Your password is NOT your 4-digit PIN. Login Create/Forgot Password and/or PIN

### Weekly Work Search

#### IMPORTANT

In order to be eligible to receive Unemployment benefits, the law requires that you engage in an active search for work, and submit evidence of your weekly work search for each week you claim benefits. You are required to:

- · Complete at least three work search activities each week; and
- · Submit weekly work search activities for each week benefits are requested

NOTE: If the requested payment week ending date does not display, please return to MyUI the next business day to submit your work search activities.

For each week of benefits claimed, three new work search activities **MUST** be submitted to the Georgia Department of Labor (GDOL). A claim week begins on Sunday and ends on Saturday. The three job activities entered must correspond with the week claimed.

Your work search records are subject to verification by GDOL. Failure to submit a completed weekly work search record for any week that you claim benefits, or listing any unverifiable contacts or activities, may result in a denial and/or repayment of benefits.

Before completing your work search record for each week claimed you will need to have the following employer contact information available:

- Date you applied or contacted the employer
- Name, mailing/web address of the employer
- Name of the person contacted
- Type of contact: new or follow-up, etc.
- Specific position for which you applied
- Manner by which you applied
- Results of the contact

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

## STEP 2

GEORGIA DEPARTMENT

OF LABOR

Select Report Weekly Work Search

Activities from the MyUI Dashboard under Employment Services Requirements.

#### 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.

# **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.

Select the Week Ending Date of your work search* (Note: A benefit week begins on Sunday and ends on Saturday at midnight).	Select
Select Work Search Activity for the Week Ending Date	Select 🛩
If you applied for a job or contacted an employer directly, th	e following information is required.
Method of Contact	Select ~
Date you applied or contacted the business/company? *	mm/dd/yyyy
Business/Company Name *	
Business/Company Telephone Number	
Business/Company Street Address 1	
Business/Company Street Address 2 (ApiL/Suite#)	
Business/Company City State Zip Code*	[12345] City State Zin 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?	Select
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, obsertisement 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
	Exit Clear Entries Continue

## **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: <u>Claim your</u> weekly benefits or you can call the Georgia Department of Labor (GDDL) 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.

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

Exit Enter Work Search for additional WED