



## 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 per benefit year** requirement to complete the following steps before your payments can be released:

1. Go to [dol.georgia.gov](http://dol.georgia.gov). Select Set Up Employer-Filed Claim Profile, enter your social security number (SSN) and password then follow the prompts. If you need to create or have forgotten your password, select the Create/Forgot Password and/or PIN link. You may use this password to access *MyUI* to view notices, your EFC and payment status.
2. Follow the online instructions to verify your identity. If you are prompted to verify with ID.me and you already have ID.me credentials, enter your ID.me username and password then verify or update your personal information.
3. Upon successful verification of your identity, 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.

### 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



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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 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.