



# MAG Fact Sheet

## Partial Unemployment Benefits

Georgia requires employers to file partial claims on behalf of their employees whenever it is necessary to temporarily reduce work hours or there is no work available for a short period.

Filing partial claims results in employees receiving unemployment insurance (UI) benefit payments faster, usually within 48 hours for claims that are filed electronically.

When an employer files a partial claim, the employee is NOT required to report to a Georgia Department of Labor career center or register for employment services.

[Click here to file a partial claim](#)

Fax the paper form to 404.232.3049 to submit a claim for employees who are NOT U.S. citizens.

Employers may submit partial claims for workers who are temporarily laid off due to a lack of work.

Employers may NOT submit claims for employees who...

- Will be paid for the temporary layoff period (e.g., paid salary, paid sick leave, paid vacation or paid family leave).
- Are/were on scheduled leave prior to the layoff period (e.g., a leave of absence or medical leave).
- Employed by a temporary agency and are currently working the employer's place of business or were employed in another state in the last 18 months. Employees should be directed to apply for unemployment benefits online.
- Were employed by the federal government or were on active military service in the last 18 months.

An employer must go to <https://eresponse.gdol.ga.gov/idp/sso/employer/login> and register (i.e., establish administrator/user privileges) with the 'Employer Portal' to file a claim. Then steps that are required to file then include...

1. Logging into the 'Employer Portal' at <https://eresponse.gdol.ga.gov/idp/sso/employer/login>.
2. Selecting the employer account number under 'Registered Account.'
3. Selecting the 'File Partial Claims' link under 'Common Links.'
4. Following the on-screen instructions.

## Key points

- An employer that files a partial claim must do so for each pay period. A week of partial unemployment consists of an employer's established pay period week, and once a pay period is established, it should remain the same.
- An employer should accurately report the employee's name, social security number (SSN), and date of birth; these must match the Social Security Administration's records.
- There must be seven days between payment week ending dates.
- Employers should not submit claims until after the week ending date on the claim. The Georgia Department of Labor (GDOL) cannot accept claims that are filed prior to the week ending date on the claim.
- Employers should report any vacation pay, holiday pay, and/or earnings during the week in which it was earned - NOT during the week it was paid to the employee.
- Employers should report any additional income employees are receiving to GDOL, except Social Security benefits, jury duty income, and pay for weekend military reserve duty.
- Employers will NOT be charged for benefits paid on partial claims that you submit because of COVID-19. However, you will be charged for claims filed by your employees, and you will be required to reimburse GDOL for the total amount of benefits paid on individual-initiated claims.
- Employer-filed partial claims will NOT affect your tax rate. Claims filed by your employees may affect your tax rate.

## Key messages for employers to deliver to employees...

- They have two options of receiving their UI benefits: direct deposit or the Georgia UI Way2Go Debit MasterCard®.
- Employees choosing direct deposit must enter their direct deposit information on the GDOL website by selecting UI Benefit Payments Method under Online Services...Individuals.
- They can elect to have state and/or federal taxes withheld by GDOL.
- Unemployment benefits are paid on a weekly basis.
- For claims that are filed on or after March 29, 2020, an otherwise eligible individual will be paid the weekly benefit amount, less any gross earnings in excess of \$300 payable to the individual for the week for which benefits are claimed. Earnings of \$300-or less will not affect entitlement to benefits.

MAG members can contact Bethany Sherrer at 404.354.1863 or [bsherrer@mag.org](mailto:bsherrer@mag.org) with questions.

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