

# Partial Claims Online Filing Instructions

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## Filing Partial Claims

Employers are required 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 your employees receiving unemployment insurance (UI) benefit payments faster, usually within 48 hours for claims filed electronically. Employees for whom you file a partial claim are NOT required to report to a Georgia Department of Labor career center or register for employment services.

You may file partial claims online via the [Employer Portal](#). You must submit the paper [Partial Claim Application \(DOL-408\)](#) form for any employees who are NOT U.S. citizens and fax the completed form to 404.232.3049.

## Eligibility

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

Do 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 at your place of business.
- were employed in another state in the last 18 months. (Employees should be directed to [Apply for Unemployment Benefits](#) online)
- were employed with the federal government or on active military service in the last 18 months. (Employees should be directed to [Apply for Unemployment Benefits](#) online)

## How to File Online

You must be a registered user on the Employer Portal with administrator or user privileges permitting you to submit partial claims. If you are already a registered user, but are not currently permitted to file partial claims, contact your Employer Portal administrator for assistance. If your company is not registered on the [Employer Portal](#), you must first establish an Employer Portal administrator account. Download the [Administrator Guide](#) on the [Employer Portal](#) login page and follow the step-by-step instructions.

Follow these steps to file partial claims on the [Employer Portal](#):

1. Log into the [Employer Portal](#).
2. Select the **employer account number** under **Registered Account**.
3. Select the **File Partial Claims** link under **Common Links**.
4. Follow the on-screen instructions.

## When You File

- You must file a partial claim for each pay period. A week of partial unemployment consists of an employer's established pay period week. Once a pay period is established, it should remain the same.
- Accurately report the employee's name, social security number (SSN), and date of birth. They must match the Social Security Administration's records.
- There must be seven (7) days between payment week ending dates.
- Do NOT submit claims until after the week ending date on the claim. The Georgia Department of Labor (GDOL) cannot accept claims filed prior to the week ending date on the claim.
- 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.
- Report any additional income employees are receiving to the GDOL, except Social Security benefits, jury duty income, and pay for weekend military reserve duty.

### Advise Your 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. All weekly earnings over \$50.00 are deducted dollar for dollar from the benefit payment.