

The COVID19 Unemployment Update - Partial Benefits Bulk Filing!!

President Trump declared COVID-19 (Novel Coronavirus) a National Emergency on March 13, 2020. The declaration provides new guidance and outlines flexibilities that states will have in administering their unemployment insurance programs. The following are the Georgia Department of Labor's latest unemployment updates.

Georgia has filed emergency legislation in response to COVID-19. The changes are as follows:

- The state will be waiving all work-search requirements for claims filed on or after March 14th, 2020. This will remain in effect until Public Health State of Emergency is declared over or 120 days from the adoption of the rule
- Employers must file partial unemployment claims online
- An employer shall file a partial unemployment claim for every claimant which works less than full-time due to a partial or total company shutdown due to COVID-19
- Any employer found in violation of this legislation shall pay the full amount of benefits paid to the claimant.
- The state has suspended in-person requirements pertaining to UI. Full information here:

<https://dol.georgia.gov/blog/new-information-filing-unemployment-partial-claims-and-reemployment-services>

NEW EMPLOYER REQUIREMENT!!!!

Per the department's website and an email sent to employers on March 18, 2020:

"In response to the recent development of COVID-19, the Georgia Department of Labor (GDOL) is temporarily suspending in-person requirements for services provided by the agency. In accordance with Governor Kemp's recommendation, the GDOL is providing online access to unemployment services, partial claim access for employers, and other reemployment services.

The Georgia Department of Labor (GDOL) has adopted an emergency Rule 300-2-4-0.5 Partial Claims, effective March 16, 2020. The rule mandates all Georgia employers to file partial claims online on behalf of their employees for any week during which an employee (full-time/part-time) works less than full-time due to a partial or total company shutdown caused by the COVID-19 public health emergency. Any employer found to be in violation of this rule will be required to reimburse GDOL for the full amount of unemployment insurance benefits paid to the employee.

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, register for employment services, or look for other work.

For all instructions go here:

<https://dol.georgia.gov/blog/new-information-filing-unemployment-partial-claims-and-reemployment-services>

What does this mean for CCC Clients with locations in Georgia?

- Unfortunately, **Georgia does not grant TPAs the ability to access this system** and file these claims. Each employer must go to the site and file these claims themselves.
- Many employers are indicating that when they are attempting to access the system, they are receiving notification that they have accessed the system and must contact the administrator. This is NOT CCC. This is likely either your payroll provider or an internal person in the company's payroll, payroll tax or tax department.
- CCC has not accessed this portal for ANY CCC clients.

- Georgia is now allowing employers the opportunity to bulk file for partial claims.



<https://www.dol.state.ga.us/public/viben/empir/partial/filing>

- Employers can access the bulk option after logging into the employer portal.

You can download the instructions here:

<https://dol.georgia.gov/blog/new-information-filing-unemployment-partial-claims-and-reemployment-services>

For your convenience we've included them below:

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](#))

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.

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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.

Information contained in the bulletin was gathered both independently, as well as utilizing resources obtained from NASWA and the Department of Labor. CCC is in contact with both national and state representatives regarding this issue and will keep you updated as more information becomes available.