
Georgia COVID-19 Partial Benefits Requirement

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.

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](#))

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.

For all instructions go here:

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

Employers 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.

How to File Online

Employers must be a registered user on the Employer Portal with administrator or user privileges permitting the submission of partial claims. Employers who are registered users, but are not currently permitted to file partial claims, must contact the [Employer Portal](#) administrator for assistance. Unregistered employers must register on the [Employer Portal](#), employers 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

