

### ADVISE YOUR EMPLOYEES

Advise your employees of the following:

- They do NOT have to file an unemployment insurance claim. You are doing that for them.
- They can elect to have state and/or federal taxes withheld by GDOL.
- They have the option of using 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 **Individuals** on the [Online Services](#) page. A personal identification number (PIN) is required. A letter (DOL-8475) will be mailed to them notifying them of their PIN. If they do not receive the letter or forget their PIN, give them the following instructions:
  1. Go to [dol.georgia.gov](http://dol.georgia.gov).
  2. Select **Claim Weekly UI Benefits Payments**. **You will NOT claim benefits**. This online application allows you to establish a new PIN.
  3. Enter your Social Security Number.
  4. Leave the field labeled “If you have already set up a PIN, enter it here” blank.
  5. Enter a 4-digit PIN of your choice in the field labeled “If you need to set up a PIN, enter it here.”
  6. Re-enter your 4-digit PIN in the field labeled “Reenter for verification.”
  7. Click on the Submit button.
- Unemployment benefits are paid on a weekly basis. All weekly earnings over \$50.00 are deducted dollar for dollar from the benefit payment.
- They are NOT required to report to a career center, register for Employment Services on EmployGeorgia.com, or search for work.
- If they receive notification from GDOL that their claim is not monetarily valid due to insufficient wages **and** they know they have other employment in the quarters, they should contact their local career center for assistance.
- Claims for non-citizens cannot be processed until their legal presence in the U.S. is verified by Homeland Security. If Homeland Security cannot verify their legal presence using the information you submitted when filing their claim, the GDOL will mail a *Request for Verification of Citizenship or Alien Status (DOL-5154PC)* to the employee. They must submit a copy of the DOL-5154PC letter they received and any of the following documents to GDOL:
  - I-551 (Permanent Resident Card)
  - I-766 (Employment Authorization Card)
  - I-94 (Arrival/Departure Record) in Unexpired Foreign Passport
  - I-94 (Arrival/Departure Record)
  - Unexpired Foreign Passport (with picture and temporary I-94 or I-551 stamp or other supporting documentation)
  - I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
  - DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)
  - Naturalization Certificate
  - Certificate of Citizenship
  - I-571 (Refugee Travel Document)
  - I-327 (Reentry Permit)
  - Machine Readable Immigrant Visa (with picture and Temporary I-551 Language)

**Failure to provide the requested documents by the deadline stated in the letter will delay their benefit payments or may result in disqualification from receiving benefits.** They may mail or fax the required documents to their local career center or Claims Administration using any of the following methods:

E-mail the documents to: [PartialClaims@gdol.ga.gov](mailto:PartialClaims@gdol.ga.gov)

Fax the documents to: 404.232.3049

Mail the documents to: Georgia Department of Labor  
Claims Administration  
148 Andrew Young International Blvd., NE, Suite 900  
Atlanta, GA 30303-1751