

### 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.
- Unemployment benefits are paid on a weekly basis. Their payments will be automatically placed on a Georgia Way2Go Debit MasterCard® card, unless they already have direct deposit information on file with GDOL from a previous claim. The card can be used anywhere MasterCard is accepted, including automatic teller machines (ATMs).

If they do not already have direct deposit information of file with the Department, their first payment will be loaded on the debit card. If they do not receive their debit card within 15 days, they should call Georgia UI Way2Go Debit MasterCard Customer Service at 1.888.929.2460 to report the card as lost or stolen and request a replacement card or to have the funds transferred to their bank account.

- A Personal Identification Number (PIN) is required to check the status of their claim and use other GDOL online services. They can create a PIN at [Reset Your PIN](#).
- Employees choosing direct deposit must enter their banking information at UI Benefit Payment Methods. A PIN is required. They can create a PIN at [Reset Your PIN](#).
- Any earnings they receive from you or another employer must be reported to GDOL. All weekly earnings over \$50.00 are deducted dollar for dollar from the benefit payment week ending dates prior to 3/29/2020. The earnings allowance is \$300 for week ending dates on or after 3/29/2020.
- They can check the status of their claim and payments on the [My UI](#) portal.
- They are NOT required to report to a career center, register for Employment Services on [EmployGeorgia.com](#), or search for work.
- They will receive a *Benefit Determination (DOL-411G)* informing them if they met the wage requirements to establish a benefit year and a valid claim. If so, the determination will list their weekly benefit amount, maximum benefit amount, and maximum number of weeks. If their benefit determination shows a weekly benefit amount of \$0, it means they did not meet the wage requirements necessary to establish a claim. They can check [My UI](#) to see if they are eligible for other unemployment compensation programs.

If they disagree with the benefit determination, they have the right to file an appeal following the instructions on the letter. If they know they have other employment in the quarters listed on the benefit determination, they should contact their local career center for assistance at [Contact a Career Center](#).

- 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)