

March 30, 2020

TNE Clips Employees:

We have successfully submitted the “Partial Claim” for unemployment benefits on your behalf. “Partial Claim” is the Department of Labor’s terminology and does not mean you will only be receiving partial benefits. You will be eligible for COVID-19 related unemployment benefits during our temporary closure.

Here’s an update on the process of receiving your unemployment compensation.

1. The Department of Labor (DOL) will mail you a letter DOL-8475 that contains your personal identification number (PIN). This letter will be mailed to the address you have on file with us. Check your latest paystub to make sure your address is current. Notify us immediately if your address has changed.
 2. Once you receive your PIN, you can go to the DOL’s website to enter your direct deposit information to inform the DOL you want your unemployment compensation deposited into your personal bank account. See instructions below.
 3. If you do not update the DOL’s website with your direct deposit information, they will mail you a debit card which will be used by you to receive your unemployment benefit.
 4. We will file a new claim every week on your behalf. DO NOT initiate a claim for benefits.
 5. If you did not receive the DOL Letter DOL-8475, the Department of Labor has identified the following instructions.
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DOL provided instructions.

- 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 <https://dol.georgia.gov/online-services>. 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.
 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.