



Civilian Human Resources Agency



HOW TO FILE FOR UNEMPLOYMENT BENEFITS IF YOU'RE A FEDERAL EMPLOYEE



UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES

- In general, the law of the state in which your last official duty station in federal civilian service was located will be the state law that determines eligibility for unemployment insurance benefits.
- The law of the state (under which the claim is filed) determines benefit amounts, number of weeks benefits can be paid, and other eligibility conditions.
- To make sure your claim is not delayed, be sure to give complete and correct information.
- It generally takes two to three weeks after you file your claim to receive your first benefit check.



HOW TO FILE FOR UNEMPLOYMENT IN GEORGIA

- Go to the Georgia Department of Labor website (www.dol.state.ga.us) and determine if you might be eligible to file for unemployment in Georgia.
- Download information and forms you will need from the website and set up your online account.
- Locate a Georgia Department of Labor Career Center ([700 Veterans Parkway, 706-649-7423](#)) near you and file for unemployment in Georgia. Bring an [SF-8](#) (Notice to Federal Employee about Unemployment Insurance) and an [SF-50](#) (Notification of Personnel Action) with you when you present if you have them.
- Initiate a job search and document your efforts using the form [[DOL-852\(R-11/03\)](#)] provided by the Georgia Department of Labor. You must actively look for work or be in an approved training program.



HOW TO FILL OUT AN APPLICATION FOR UNEMPLOYMENT IN GEORGIA

1. Gather social security card, employers' addresses and phone numbers for the past 18 months, a personal check for direct deposit, proof of citizenship and an employer separation letter if one was provided.
2. Visit the Georgia Department of Labor Career Center ([700 Veterans Parkway, Columbus, Georgia](#)) to make a claim. The claim will be scrutinized by the center to see if all qualifications are met at a later date.
3. Fill the application out by filling in your social security number, past 18 months of unemployment history, reason for unemployment, date of employment discharge and citizen status.
4. Attend a phone conference with the labor board on the date specified in order to increase your chances of obtaining unemployment benefits.
5. Look in the mail for the labor board's decision. If you are denied, you can re-file after correcting what the labor board has identified as a reason(s) for denial.



BENEFITS – BASE PERIOD

The state of Georgia uses a base period* to determine eligibility and the benefit amount a claimant may receive. The base period is the first four quarters of the last five the claimant completes before filing for unemployment insurance. Claimants who do not qualify may be eligible for unemployment compensation using an alternative base period, which is the most recent four quarters the individual completes before filing a claim.

*Base period = state requirements for wages earned or time earned during an established period of time.



BENEFIT AMOUNT

The minimum benefit a claimant may receive in Georgia is \$44 per week and the maximum amount a claimant receives in the state is \$330 per week. The state will determine the weekly benefit amount during the initial claim for unemployment compensation.



DURATION OF BENEFITS

Claimants may collect unemployment benefits for a maximum of 26 weeks in Georgia. During times of high unemployment, the state may extend benefits to claimants who reach the end of the claim without finding new employment. Claimants may also be eligible for federal unemployment extensions as well.



DEDUCTIONS

The state of Georgia may make deductions to the weekly benefit amount such as court-ordered child support, earnings from employment over \$50, retirement funds and severance pay. Claimants may elect to have taxes deducted from the unemployment compensation as well. Claimants who receive an overpayment of unemployment benefits must pay back the amount of the overpayment. Those who receive an overpayment by fraudulently making a claim must also pay back a 10% penalty and interest.



MONETARY BENEFIT

To qualify for unemployment compensation, claimants must have earned wages in at least two quarters of the base period. The wages must be a minimum of \$1,134 total in the two highest-paying quarters and the total amount for the base period must be one-and-a-half times the amount of the highest-paying quarter earnings

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM
UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM
NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

FEDERAL AGENCY will insert in the box:

- 1st line** - Parent Federal Agency Name and 3 digit code number
- 2nd line** - Major Component (if any)
- 3rd and 4th line** - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

	3 Digit Identification FEDERAL AGENCY CODE NO.
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To be completed by the Federal Agency:

Contact Name/Office

Telephone No. (include area code)

KEEP THIS FORM and TAKE IT WITH YOU if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM
UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

GENERAL INFORMATION:

1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

- a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- b. You must register for work and file a claim at a local public employment service/UI claim office;
- c. You must continue to report to the office as directed; and
- d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your **RESPONSIBILITY** to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*

GDOL use only. Reviewed by:

Name

Date

RECORD OF WORK SEARCH

Georgia law (Section 34-8-195) requires you to look for work and be available for work each week you claim unemployment benefits. How you look for work and the number of contacts you make should depend on the type work you are seeking and the local labor market. Keep a list of all job contacts. Take the list to the Career Center when you report in person or mail it to the Career Center if requested. Your work search contacts may be verified.

NAME

SOCIAL SECURITY NUMBER

Date of Contact	Name and Address of Company and Person Contacted	Type of Work	Method of Contact	Results	Application or Resumé Filed?
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Contact	Name and Address of Company and Person Contacted	Type of Work	Method of Contact	Results	Application or Resumé Filed?
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail, E-mail, or Fax	<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No
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I understand that failure to produce a list of my job contacts could result in loss of benefits. I understand that the law provides penalties for false statements for the purpose of obtaining benefits.

 Claimant's Signature

 Date