

## EMPLOYER BULK FILING INFORMATION

### UC PARTIALS QUICK FACTS

- Effective January 1, 2009, employers with five (5) or more employees may **no longer** file **paper** (Ben-3) **Partial Forms** for their employees.
- Employers with five (5) or more employees shall electronically file a partial claim for their workers for a maximum of three (3) consecutive weeks during which the employee has no earnings but the employer wishes to retain them.
- Under our current administrative rules, employers are allowed to file partials up to three consecutive weeks. During the 4th week, the employee must call **1-866-2 FILE UC (1-866-234-5382)** between 8:00 AM and 4:30 PM Central Time, Monday through Friday to file his claim during the **first** week in which they do not work.
- Employees can also file their claims using the Internet system at [www.labor.alabama.gov](http://www.labor.alabama.gov) during the **first** week in which they do not work.
- Partial for more than one week for the same employee cannot be filed at the same time. Employers must wait until the next day to file another week.
- Generally employers can file partial claims electronically if they have employees who are working and earning less than their usual weekly gross earnings and less than the maximum UC weekly benefit amount currently in effect.
- Use of the computerized partial claims system helps the Department of Labor speed up the payment process for filing an unemployment compensation partial claim.
- Employers filing automated partial claims are not required to submit a claim on employees' whose gross earnings for a given week are equal to or exceed the current maximum benefit amount of \$265.
- Partial cannot be filed on employees who have been determined monetarily ineligible until the beginning of the next calendar quarter which is the first Sunday of January, April, July, and October.

### FILING REQUIREMENTS

#### **Employers must complete and send to the Partials Unit an [Employer Affidavit for Electronic Partials](#).**

- Employers must acknowledge and accept an [Employer Affidavit for Electronic Partials](#), which will be presented to you as an online form during the Internet filing session.
- Employers must submit an [Employee Consent Form](#) on file for each employee who files partials. This form can be printed or the form can be downloaded and saved on the employer's computer for later completion.

- Employers must have a UC account number that is assigned to them by the Tax Section when their business is established, and also must include the coinciding federal ID number.
- Partial claims cannot be filed until after the end of the pay period in which the employee's gross earnings are less than his usual weekly earnings and less than the maximum UC weekly benefit amount currently in effect.
- Partials must be filed within 14 days following the ending date of the week of unemployment covered by the claim. **Exception:** Where the employer's payroll is on a biweekly basis or an employer's administrative offices are closed for a period of two weeks the 14 day limitation with respect to the first week of such pay period or closure is extended to 18 days.
- Employers may not file partial claims when:
  1. employees are receiving a retirement pension from an employer they worked for within the past 18 months
  2. employees are attending school
  3. employees have an active claim filed in another state (if not using the CPUB version)
  4. employees are receiving Worker's Compensation payments
  5. employees were not able and available for work each day during the week being claimed when work is available 4 or more hours

Those employees can file a claim by calling 1-866-234-5382 or using the Internet system at [www.labor.alabama.gov](http://www.labor.alabama.gov) during the **first** week in which they do not work.

- Partial claims may be filed only for employees who are temporarily laid off due to lack of work for no more than three consecutive weeks. However, any unemployed individual may file a claim by calling 1-866-2FILE UC (1-866-234-5382) or using the Internet system at [www.labor.alabama.gov](http://www.labor.alabama.gov) during the week in which they do not work.
- If employees are laid off for reasons other than temporary lack of work, they must file their claim by calling 1-866-2 FILE UC (1-866-234-5382) or using the Internet system at [www.labor.alabama.gov](http://www.labor.alabama.gov) during the **first** week in which they do not work.
- Partials can be filed for non-citizen employees. However, their permit number must be provided and a valid copy of their employment authorization document, front and back, must be submitted to the Payment Processing Unit to prove their status as a legal alien.
- AL Vantage Debit Cards for Partial Unemployment Benefits cannot be mailed to the employer's address. The employee's current address or post office box must

be provided when filing for benefits. Postal authorities will not forward AL Vantage Debit Cards.

## HOW TO CONTACT US

You may contact the Alabama Department of Labor, Employer Filed Claims Unit by one of the following methods:

**Mail:**

Alabama Department of Labor  
Employer Filed Claims Unit  
649 Monroe St., Room 3421  
Montgomery, AL 36131-0378

**Phone:** (334) 956-7481

**Fax:** (334) 956-7483

**E-mail:** [UCPartials.LABOR@labor.alabama.gov](mailto:UCPartials.LABOR@labor.alabama.gov)