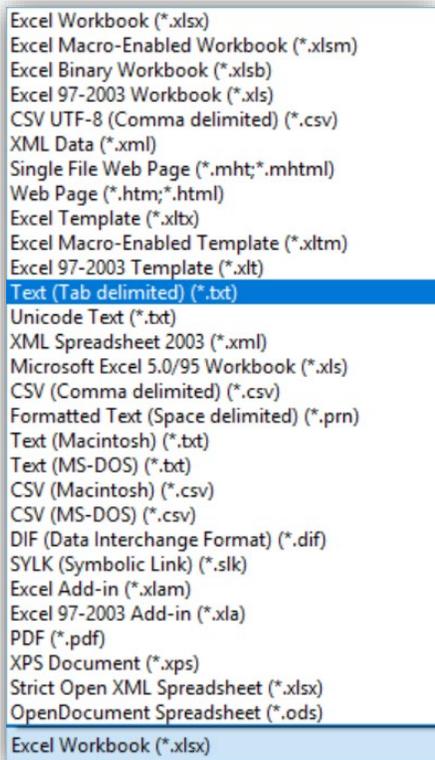


## Partials Bulk Filing

- Employers must complete and submit a printed Employer Affidavit for Electronic Partials and must acknowledge and accept an electronic [Employer Affidavit for Electronic Partials](#), which will be presented to you each time you log in as an online form during the Internet filing session prior to submitting your upload.
- 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.
  - Weeks cannot be submitted before week ending date has passed.
  - Week Ending date should be the same day of the week for each week submitted.
- Employers must use the Partial Bulk Filing Spreadsheet – do not rearrange the columns of the spreadsheet – the file should be saved as Text Tab Delimited (see below) and the file name should include your contact name and phone number (i.e., JohnDoe\_3341234567). Instructions have been provided to assist in building your file.
- Incomplete files will be rejected and the employer must make the necessary corrections to re-submit.
- Employers must select to either submit an upload or key individual claims to CPUB, not both.



## **Payment Methods for Your Employees**

The Department no longer issues paper unemployment compensation checks. Additionally, due to new legislation, the Department will no longer default payments to the AL Vantage Prepaid Benefits Card. Partial claims will now require payment method selection input by your employee before the claim is complete.

Your employees may choose Direct Deposit to a checking or savings account, or the AL Vantage Prepaid Benefits Card. **Your employees must choose a payment method using the automated phone system at 800-499-2035 after the first week is submitted.** Your employees must also use this automated system for any payment method updates.

**Please advise your employees about this new process.**

Partial claims with no payment method selected via this process will be considered **incomplete, and will not be processed.**