



Employers that are forced to lay off workers (temporarily or permanently) are being directed to “File by Spreadsheet”. For Unemployment Insurance (UI) benefits for affected employees, visit www.dol.ks.gov or www.GetKansasBenefits.gov.



Why should I file by spreadsheet?

When filing by spreadsheet, the employer is able to submit the application for UI benefits for all employees and have the opportunity to provide all necessary information at once instead of responding to individual requests from KDOL. This also allows employers direct access to one of our Employer Relations Specialists to answer their questions instead of waiting on hold at our UI Contact Center. This process saves time for employers while helping claimants receive benefits faster and easier!



How do I file by spreadsheet?

On our website you will find a Layoff/Shared Work Template for you to download, fill out, and then upload to our website. When you are ready to upload, you can use your existing Unemployment Tax username and password. If you do not have one, you can register online.



What do I need to include?

The Social Security numbers should not include any dashes (-). EXAMPLE: “123456789”. It is important that you do not alter the form, as doing so may prevent us from being able to process the spreadsheet through our system. All information requested on the spreadsheet is necessary in order to process these claims. We appreciate your willingness to help your employees by filing their initial claims for them.



So what does the employee do?

The layoff spreadsheet is the initial filing for UI benefits. All claimant's will need to register a NEW account through our updated Multi-Factor Authentication (MFA) system. This can be done by going to www.GetKansasBenefits.gov, clicking on “Claimant: Unemployment Benefits” and following the instructions for registration. Each individual employee or claimant is responsible for filing their own weekly claims honestly and accurately. If a weekly claim is not filed, it cannot be paid.



What do I need to tell employees?

Employers are required to notify employees of their potential eligibility for UI benefits. KDOL asks that the employer inform all employees included in the layoff that identity verification with the Social Security Administration will be conducted once the layoff spreadsheet is processed. If the employee does not pass the verification, they will be asked to supply a copy of their driver's license and Social Security card to KDOL. Additionally, employees will need to answer all other requests for information from KDOL. They will receive a Monetary Determination.



Key Information

- Follow the example on the web page.
- A current telephone number for the claimant must be entered.
- Do not submit duplicate filings.
- The location worked just needs to be the city in Kansas.
- If you are temporarily or permanently laying off employees, select **Lack of Work** as the Reason for Separation (not business closing in Kansas).
- Submit the filing at the time of separation, not before.
- The question about supplemental pay is referring to payments to make up the difference between UI and the employees wages.