

My employer filed my claim for benefits by spreadsheet



First Steps

- 01 If your employer filed by spreadsheet, your application for unemployment benefits will be filed electronically on your behalf. **You should not file your own application for benefits as this will delay payment.** If you have never had an unemployment account in Kansas, you will have to create an account.
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- 03 KDOL will also use your personal information to verify your identity with the Social Security Administration—this is a requirement under Kansas and Federal law.
- 04 If this is a new claim, you will be mailed a monetary determination. The monetary determination will explain what you are entitled to on a weekly basis and will provide your total benefit amount. If this an additional claim, you will not receive a new monetary determination. An additional claim is another claim filed within the same benefit year. You can check your weekly benefit amount and the balance of your unemployment claim online.

Weekly Claims

- 05 Although your application for benefits has been filed, **you will still need to file a weekly claim** each week you are unemployed.
- 06 To file your weekly claim, visit www.GetKansasBenefits.gov or call 1-(800)-292-6333, if you do not have internet access or for non-English speakers.
- 07 We recommend filing weekly claims on the Sunday following each week ending (i.e. for each week you are unemployed, file a weekly claim on Sunday of the following week).

Helpful Resources

- 08 www.GetKansasBenefits.gov
www.dol.ks.gov