



Union Worker

Initial Filing and Weekly Certification for Unemployment Insurance

The information below is provided to assist you in applying and submitting your weekly certifications for Unemployment Insurance (UI). You will need internet access to file for UI using a computer or smart phone.

Create an account

You will need to create an account prior to applying for UI benefits by going to getkansasbenefits.gov. Click on *Login/Register*, select *Login*, and then click on *Don't have an account? Sign up*.



Filing an initial application and submitting weekly certifications

As a union worker temporarily laid off due to lack of work (including school or training), you may qualify for UI benefits¹. To start the process, login to your Okta account and file an initial application.

You MUST file your initial application by Saturday of the week you are not working. Beginning the following Sunday, you can file your weekly certification for each week you have a lack of work. See page two for additional information regarding school/training.

If you return to work for 14 days or more, your benefit account will become inactive, and you will need to submit another application the next time you file for unemployment.

Below is an example of the application and certification process:

Week	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1		Lack of Work (School/Training)					
		 <b style="background-color: red; color: white; padding: 2px;">File an Initial Application					
		<i>Note: This will be an unpaid Waiting Week</i>					
2	File weekly certification for week 1	Lack of Work (School/Training)					
3	File weekly certification for week 2	Work					
4		Work					
5		Lack of Work (School/Training)					
		 <b style="background-color: red; color: white; padding: 2px;">File an Application					
6	File weekly certification for week 5	Work					

¹ If you work a partial week, and your earnings are equal to or more than your Weekly Benefit Amount (WBA) you will not be eligible for benefits.

School Attendance

If your lack of work is due to school/training, you will also be required to complete the School Attendance Form (K-BEN 317) and submit it with your weekly certification.

Note: ENTIRE PROGRAM is the begin and end dates of the entire training program.
CURRENT SEMESTER is the begin and end date of the specific week you are certifying.

Dates of ENTIRE PROGRAM :	Begin (mm/dd/yyyy):	<input type="text"/>	End (mm/dd/yyyy):	<input type="text"/>
Dates of CURRENT SEMESTER :	Begin (mm/dd/yyyy):	<input type="text"/>	End (mm/dd/yyyy):	<input type="text"/>

Reason for Separation

During the initial application process, you will be asked to provide the Reason for Leaving. Please select *Lack of Work/Layoff*.

Reason for Leaving

- Quit
- Fired
- Leave of Absence
- Lack of Work/Layoff**
- Employer Bankruptcy
- Business Closed in Kansas
- Worker Adjustment and Retraining (WARN)

Benefit Year and Waiting Week

When you file an initial application, this will start a 12-month period known as your benefit year. The first weekly certification you submit in a benefit year will trigger a Waiting Week.²

Questions

If you have any further questions or issues with your account, visit www.dol.ks.gov/unemployment or contact the KDOL UI Contact Center via one of the following numbers:

Unemployment Insurance Contact Center

Monday through Friday
8 a.m. - 4:15 p.m.

Kansas City Area (913) 596-3500
Topeka Area..... (785) 575-1460
Wichita Area (316) 383-9947
Toll free outside these areas..... (800) 292-6333

² Kansas law requires that claimants generally serve a one-week waiting period per benefit year before being eligible for benefits. This week will be the first week in which you meet all unemployment requirements for payment of benefits and for which you filed a weekly claim. It is a non-payable week.