



WELCOME TO
UNEMPLOYMENT BENEFITS

EASY. FAST. SECURE.
GET STARTED HERE

A Guide to Setting Up Your Initial Claim for Unemployment Benefits in Kansas at www.GetKansasBenefits.gov

The following user's guide was designed to help get you started when filing a first-time claim (initial claim) for unemployment benefits online in Kansas. You will be asked to set up your account and provide identifying information that is unique to you.



Getting Started

- Begin by going to the Unemployment Insurance website at www.GetKansasBenefits.gov.
- Click on the **GET STARTED HERE** box near the top of the page.

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UNEMPLOYMENT CONTACT CENTER

Kansas City (913) 596-3500
Topeka (785) 575-1460
Wichita (316) 383-9947
Toll-Free (800) 292-6333

? Frequently Asked Questions

✓ Unemployment Fraud

🔍 Job Seeker Resources

NEWS & UPDATES

21 Jun 2017
My Reemployment Plan
To avoid interruption of unemployment benefits, return or fill out My Reemployment Plan form within seven days after you received your monet [Read More...](#)

FORMS

- + ABLE AND AVAILABLE STATEMENT
- + ABLE AND AVAILABLE STATEMENT: MEDICAL
- + HEALTH CARE PROVIDER'S CERTIFICATION
- + MY REEMPLOYMENT PLAN
- + PENSION STATEMENT
- + SCHOOL ATTENDANCE
- + MORE

BENEFITS CALCULATOR

When will you file for Unemployment Benefits?
October 2017

Enter the amount you earned before taxes were deducted for the following periods:

Jul - Sep 2016	Oct - Dec 2016
0.00	0.00
Jan - Mar 2017	Apr - Jun 2017
0.00	0.00

Your Results.
Your total pay for the base period is: Your estimated weekly benefit amount is:

SUBMIT RESET

*The estimated benefits amount is an estimate **only** and does not guarantee that you will receive unemployment insurance benefits. You must meet all requirements before you are eligible to receive benefits.

KANSAS UNEMPLOYMENT BENEFITS

Create Your User Name, Password and PIN

You need a user name, password and PIN to file your application. This allows you to save your information, check on the status of your claim, file your weekly claim and make changes to your personal information.

Create a user name, password and PIN

CREATE

Already have a user name, password and PIN?

LOGIN

Forgot your user name, password or PIN?

HELP

As a new user you will need to click on the **CREATE** button which will take you to the **USER REGISTRATION**.

Page 1

USER REGISTRATION

Important Information:

You may use this service to file an initial claim, continue an existing claim or check the status of an existing unemployment insurance claim. Login and registration are required for utilizing the online unemployment insurance benefits system.

User Name

Enter a user name that you will not forget, such as your last name and first initial. Your user name must be at least six characters in length, should not contain spaces, and should not be your social security number.

Password

Enter a minimum of six characters for your password. Strong passwords should contain multiple digits, lowercase letters, uppercase letters and symbols. Passwords are case-sensitive so they must be entered exactly as they are typed.

Verify Password

Re-enter the same password you entered above.

Preferred Language

Note: All questions related to filing your claims application will remain in English.

Social Security Number

Verify Social Security Number

First Name

Middle Initial

Last Name

Your Birth Date

Mother's Maiden Name

Phone

Phone Ext. (Optional)

Alt. Phone

Email Address

You must provide an email address so that we can send a new password in the event you forget your current password. Here are several [free email providers](#) if you need to create an email address.

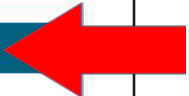
PIN

Verify PIN

Enter exactly four digits for your PIN and do not use 0000 or 9999.

 I'm not a robot 
reCAPTCHA
Privacy - Terms

BENEFITS MENU

REGISTER 

Important Information:

- Choose a user name you won't forget. Your user name must be at least six characters long and should not contain spaces.
- Enter a minimum of six characters for your password. Strong passwords should contain multiple digits, lowercase letters, uppercase letters and symbols. Remember, your password is case sensitive. Write down the information you enter and keep it somewhere secure. You'll have to type it exactly the same way each time you visit our online system.
- Enter your Social Security Number
- Enter your contact information along with your email address. This address will be used to send a temporary password in the event you forget your current password. Several free email providers are linked to this page.
- Your PIN should be exactly four digits. Do not use 0000, 9999 or 1234. After entering all required information, click on **REGISTER**. You will get a notice that an email has been sent and you will must click on verify your account. This will take you back to the benefits site where you can continue.
- You will then be asked to Login again.

Continuing the Application Process

BENEFITS LOGIN

Important Information:
You may use this service to file an initial claim, continue an existing claim or check the status of an existing unemployment insurance claim. Login and registration are required for utilizing the online unemployment insurance benefits system.

Enter your User Name

Enter your Password

Enter your PIN

Forget your user name? Please call the Contact Center.

Forget your password or PIN? Click here to reset your password and PIN

Have questions about your account? Please see our Contact Us or FAQs (Frequently Asked Questions) pages for assistance.

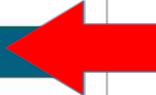
LOGIN

If you do not have an existing Kansas Unemployment Benefits user name and password, please click here to register an account.

The Privacy Act of 1974 requires that you be furnished this statement because you are asked to provide your Social Security Number. Your Social Security Number is requested under the authority of the Internal Revenue Code of 1954, Title 26 of the United States Code, Subsection 85, 6011(a), 6050B, and 6109(a). Disclosure of your Social Security Number is mandatory and must be furnished to process your claim for unemployment insurance. Should you decline to disclose your Social Security Number, your claim for unemployment insurance will not be processed.

Your Social Security Number will be used: (1) to process your claim and determine your eligibility for unemployment insurance, (2) to report your unemployment insurance benefits to the Internal Revenue Service as income, (3) for statistical purposes, (4) for cross-matching by public assistance agencies or other government entities in the official performance of their duties.

Fill in your user name, password and your pin then click on **LOGIN**.



- After successfully logging in, you will be asked **WHAT WOULD YOU LIKE TO DO?** Click on the **APPLY FOR BENEFITS** button.

WHAT WOULD YOU LIKE TO DO?


APPLY FOR BENEFITS

FILE A WEEKLY CLAIM

CHECK YOUR CLAIM STATUS

CHANGE YOUR INFORMATION

VIEW FAQs



- After you click on **APPLY FOR BENEFITS**, you will begin the process of entering the rest of your personal information.

YOUR PERSONAL INFORMATION

1
2
3
4
5
6
7
8
9

Social Security Number

Gender
 Female Male

Date of Birth
 8/1/1970 (MM/DD/YYYY)

First Name **Middle Initial** **Last Name**

.....

Email Address

.....

Phone **Phone Ext.**

.....

For security purposes, please enter your Driver's License or State ID Number, if you have one.

Enter your driver's license or ID number without spaces or dashes

.....

Select the state that issued the driver's license or ID number

.....

Enter your mailing address, including your apartment number or lot number, if you have one. Enter your complete mailing address to ensure that you receive your debit card for benefit payments and other important Unemployment Insurance information.

Mailing Address

.....

Postal/ZIP Code **City (do not abbreviate)**

.....

State

.....

By clicking this checkbox, I verify that the address listed on my account is current.

Please enter the Postal/ZIP Code where you live

.....

Please choose the State in which you live

.....

Please choose the County in which you live

.....

SAVE FOR LATER
NEXT

[RETURN TO MAIN MENU](#)



- Make sure this information is complete, and keep it up-to-date, as this is what we will use if we need to contact you or verify your identity.
- After you have completed this page, select the **NEXT** button. If you are unable to continue, you can select the **SAVE FOR LATER** option.
- After you click on **NEXT** you will be directed to the **CITIZENSHIP & STATISTICAL INFO** which is required demographic information.

CITIZENSHIP & STATISTICAL INFO



Personal Info **Citizenship & Statistical Info**

We are required by the U.S. Department of Justice to gather information regarding applicants' race and ethnic characteristics. This information is for statistical reporting only. Please make the appropriate selection that best applies to you.

- White
- Black
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Not listed above or I do not wish to supply this information

Ethnic Heritage

- Latino / Hispanic
- Non Latino / Hispanic
- None of the above

Are you a citizen of the United States?

- Yes No

Have you served on active duty in the United States Armed Forces?

- Yes No

Have you worked as a seasonal farmworker/migrant during the past 12 months?

- Yes No

Highest level of education completed?

Have you ever attended vocational or technical school training?

Are you currently working for any employer?

- Yes No

For security purposes, enter your mother's maiden name (last name only):

SAVE FOR LATER

BACK

NEXT

- Some answers that you provided may bring up another set of questions. For example, if you answer "yes" to the "Have you served on active duty in the United States Armed Forces," you will see the box below with additional questions.



CITIZENSHIP & STATISTICAL INFO



Personal Info **Citizenship & Statistical Info**

We are required by the U.S. Department of Justice to gather information regarding applicants' race and ethnic characteristics. This information is for statistical reporting only. Please make the appropriate selection that best applies to you.

- White
- Black
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Not listed above or I do not wish to supply this information

Ethnic Heritage

- Latino / Hispanic
- Non Latino / Hispanic
- None of the above

Are you a citizen of the United States?

- Yes No

Have you served on active duty in the United States Armed Forces?

- Yes No

Are you the spouse of a veteran who is on active duty, who has a 100% service-connected disability, or who died on active duty or from a service-connected disability?

- Yes No

Have you worked as a seasonal farmworker/migrant during the past 12 months?

- Yes No

Highest level of education completed?

Have you ever attended vocational or technical school training?

Are you currently working for any employer?

- Yes No

For security purposes, enter your mother's maiden name (last name only):

SAVE FOR LATER

BACK

NEXT

- When finished with the Citizenship & Statistical Information click on **NEXT**. You should be at the **EXCLUSIONARY QUESTIONS** page.

EXCLUSIONARY QUESTIONS



Personal Info Citizenship & Statistical Info **Exclusionary Questions**

Please answer the following questions

During the last 18 months, have you worked outside the state of Kansas?

Yes No

During the last 18 months, have you worked for the federal government? This includes employment with NAF, AAFES, etc.

Yes No

During the last 18 months, have you performed any active military service of 90 days or more, other than training with a National Guard or reserve unit?

Yes No

In the last 12 months, have you filed a claim for benefits against any state other than Kansas?

Yes No

During the last 18 months, have you worked as an employee for a railroad?

Yes No

SAVE FOR LATER

BACK

NEXT 

- Responses to some of these **EXCLUSIONARY QUESTIONS** may require that you speak with a customer service representative at the Unemployment Insurance Contact Center. A **INSTRUCTIONS** page will come up with the local telephone numbers for the Contact Center representative (see below).
- If you do not receive the message to call the contact center proceed by clicking on **NEXT**.

INSTRUCTIONS

Based upon the information provided, we are unable to complete your claim application through the online process. Please contact the Unemployment Contact Center to file your claim. Select option 2 from the list of available services to file your application. You will answer basic questions using the telephone keypad. Once you have completed the automated portion of your claim application, your call will be routed to the first available claims specialist to help you complete your claim.

The customer service representatives are available from 8 a.m. to 4:15 p.m. Monday through Friday except on state holidays.

Local Telephone Numbers

Phone Location	General Information	Weekly Claims
Topeka Area	785-575-1460	785-296-4337
Kansas City Area	913-596-3500	913-287-6913
Wichita Area	316-383-9947	316-269-0633

RETURN TO MAIN MENU

- The next series of questions deal with your most recent employment. To begin, select **ADD EMPLOYER**.

EMPLOYMENT HISTORY

1 2 3 4 5 6 7 8 9

Personal Info Citizenship & Statistical Info **Employment History**

We need information concerning your employment for the past 18 months in order to process your claim. Report all employers, including part-time or temporary jobs. If you are still working for an employer, report that employer as well.

If your record contains a company name that is unfamiliar to you, please look at your paycheck stubs to see if the name displayed is the corporate name for one of your employers.

BACK ADD EMPLOYER

- The computer system will first attempt to find if there is any information about your employment on file with the agency.

FIND EMPLOYER

1 2 3 4 5 6 7 8 9

Personal Info Citizenship & Statistical Info Exclusionary Questions **Employment History**

PREVIOUS EMPLOYERS | EMPLOYER SEARCH | MANUAL ENTRY

Please select your most recent employer from this list of former employers. If your most recent employer is not present, use the Employer Search page.

Company Information	
1.	SPRINT UNITED MANAGEMENT COMPANY 8500 SPRINT PKWY OVERLAND PARK, KS 66251

SELECT CANCEL

- If no information is found, you will have to use the **EMPLOYER SEARCH** button to add your information.
- If the employer is correct click on **SELECT**. The next page will ask for additional questions about your employment.

EMPLOYER INFORMATION



Personal Info Citizenship & Statistical Info Exclusionary Questions **Employment History**

SPRINT UNITED MANAGEMENT COMPANY

Enter First Day Physically Worked

02/03/2011

Enter Last Day Physically Worked

02/22/2017

Location Worked (City, State)

OVERLAND PARK, KS

Reason for Leaving

Lack of Work/Layoff

[Help with Reason for Leaving](#)

Select the reason for your layoff.

Permanent Layoff

Are you a member in good standing of a union and get work only through the union hiring hall?

Yes No

What is the title of your primary occupation?

communications specialist

Primary Job Duty #1:

communications

Primary Job Duty #2:

communications

CANCEL

SAVE

- Select the correct information if more than one option is presented.
- Employer Information requires you to enter your first day physically worked, last day physically worked, location of work and Reason for Leaving.
- When click on Reason for Leaving you will see blue text that directs you to the **HELP - REASON FOR LEAVING**, which will give the definitions for each reason for leaving. **(See chart below)**. Some of the selections will ask for additional information.
- When you have completed this page click on **SAVE**.

HELP - REASON FOR LEAVING

Quit

Leaving work voluntarily when work is still available to you, including voluntary retirement. If you worked for a temporary employment agency and you did not ask for a new job assignment within 24 hours of when your last assignment ended, you must report your separation as Quit.

Fired

Your employer chose to end your employment when work is still available.

Leave of Absence

You are temporarily off work, with the employer's knowledge, and you have a specific date to return to work.

Lack of Work/Laid Off

Work is not available because your work is interrupted by bad weather; your work is seasonal or you are still working for your employer but your hours have been reduced by the employer.

Labor Dispute

You are a member of a labor union and are unemployed because of a strike or contractual dispute with your employer.

Employer Bankruptcy

Work is not available as a direct result of the employer declaring bankruptcy.

Business Closed in Kansas

Work is not available due to the closure of one or more business locations in the state of Kansas.

Worker Adjustment and Retraining (WARN)

Your employer provided you with a Worker Adjustment and Retraining (WARN) notice that your plant is closing, a mass layoff will occur, or 500 or more employees will be laid off.

- You can now review and correct the information you entered for Employment History. If you have another Employer you can add it at this time. When completed, click **NEXT**.

EMPLOYMENT HISTORY



[Personal Info](#) [Citizenship & Statistical Info](#) [Exclusionary Questions](#) **Employment History**

We need information concerning your employment for the past 18 months in order to process your claim. Report all employers, including part-time or temporary jobs. If you are still working for an employer, report that employer as well.

If your record contains a company name that is unfamiliar to you, please look at your paycheck stubs to see if the name displayed is the corporate name for one of your employers.

Employer: SPRINT UNITED MANAGEMENT COMPANY

Worked From: 02/03/2011 – 02/22/2017

Reason Left: Lack of Work/Layoff

EDIT

REMOVE

ADD ANOTHER

SAVE FOR LATER

BACK

NEXT



- The next series of questions deal with your ability and availability to obtain new employment.

ABLE AND AVAILABLE QUESTIONS

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9

Personal Info Citizenship & Statistical Info Exclusionary Questions Employment History **Able and Available**

Are you receiving Social Security disability payments due to a physical impairment or handicap as defined in the Social Security Act of 1974?

Yes No

Are you an officer of a corporation?

Yes No

Are you self-employed?

Yes No

During the last 18 months, have you worked for a school district or an employer who contracts work to schools? (Some examples of contract services are bus transportation, school nurses, cafeteria workers, and paraprofessionals)

Yes No

If Yes, do you have a reasonable assurance of work in the same or similar capacity in the next school year or term?


Yes No

Are you currently on a substitute employee list for any school district?

Yes No

Are you receiving severance pay from any employer?

Yes No

[SAVE FOR LATER](#) [BACK](#) [NEXT](#) 

- Some responses to the Able and Available Questions may trigger the need for additional information. In many cases, the form(s) needed to provide that information are online and this page will provide you links to those forms.
- **NOTE:** Most of the requested forms can be completed and submitted online. If you are asked to submit supporting documents, they must be mailed or faxed to the address or fax number shown on the form(s), **they must be received within seven (7) days.**
- Failure to complete and mail the form(s) within seven (7) days will result in your being ineligible to receive benefits. Remember to always have the printed forms available when you contact the Unemployment Contact Center.
- Click on **NEXT** to the **CONFIRM CLAIM** page.

- You have now completed the filing to set up a new unemployment insurance benefits claim. Read the information on the **CONFIRM CLAIM** page carefully and print a copy for your records. Check the boxes to acknowledge your understanding and certify the accuracy of the information you have provided. Click **SUBMIT CLAIM** when you are finished checking your information.

CONFIRM CLAIM

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Personal Info Citizenship & Statistical Info Exclusionary Questions Employment History Able and Available **Confirmation**

John Smith

NOTICE: Please read and print prior to selecting the **Submit Claim** button.

Filing for unemployment:

What happens next?

To qualify for unemployment benefits, you must be able to work, be available for work and be taking action to find work for each week that you claim unemployment benefits.

Filing Weekly

You must file your weekly claim within 7 days for every week you are unemployed or else you may not be eligible for benefits that week.

We recommend filing your weekly claim online at www.GetKansasBenefits.gov

Free Internet access is available through many public organizations, such as local workforce centers, public libraries and some schools.

By filing online, you will also avoid long-distance charges as there is no toll-free telephone number available for the Weekly Claim line. You can file your weekly claim for payment Sunday through Friday.

Your Work Search

You must actively seek work while claiming unemployment benefits. There are two requirements. First, you will receive "My Reemployment Plan" in the mail with your monetary determination. Complete the tasks and return the form to the Department of Labor in the manner instructed by the form. Second, you must complete at least three work search activities each week and keep a record. You will receive a "Work Search Activity Log" with your monetary determination which will assist you with keeping a record of your activities and which will also detail the work search requirements—read them carefully and be sure you follow them every week that you claim benefits. Additional log pages can be downloaded from our website. We will occasionally ask you to provide your work search records, possibly multiple times, and you are required to provide them in order to continue receiving benefits.

To assist you in your work search, we have automatically registered you with KANSASWORKS. Information about your registration with KANSASWORKS will appear on the confirmation page you will receive after completing this application.

I have read and understand the information contained in this statement.

Certification

If you deliberately make a false statement or withhold information to receive benefits, you are committing an act of fraud. Do you certify that all information given during this application process is true and correct to the best of your knowledge?

Yes

BACK **SUBMIT CLAIM**

- After you click on **SUBMIT CLAIM** you will see the page **PROCESSING CLAIM**. You will receive an email titled Kansas Unemployment Benefits Account Verification. Click on Verify your account and it will take you back to www.getkansasbenefits.gov site.





CLAIMANT DETERMINATION

John Smith UID:549886

2/21/2017

NOTICE: Please read and print copies for your records.

Your unemployment claim application filed on 2/21/2017, effective 2/19/2017, has been successfully accepted.

File your first weekly claim on the first Sunday (afternoon or evening) or Monday (before 7 p.m.) after you file your application for unemployment benefits. Continue filing each week in order to receive unemployment benefits. If there is a state holiday, payments will be delayed.

For more information about filing weekly claims, please visit our [Frequently Asked Questions \(FAQs\)](#).

The application process for filing for unemployment benefits includes automatic registration with KANSASWORKS as a courtesy service to you.

We encourage you to use the following link to access your account to search and apply for job openings on [KANSASWORKS.com](#).

Your KANSASWORKS.com User Name is: **Smijo!22**
Your KANSASWORKS.com Temporary Password is: **514580723**
[Open Kansas Works Login Page](#)



The first time you access your account, you will be requested to set up your own password. If you have previously registered with KANSASWORKS, for your protection your password may have been reset, therefore, you will need to use this Temporary Password. For assistance with your job search, contact your local Workforce Center at 877-509-6757 or [KANSASWORKS.com](#)

PRINT

RETURN TO MAIN MENU

- The **CLAIMANT DETERMINATION** tells you that your claim application has been filed and has been successfully accepted. This does not mean you will automatically receive benefits. Read the information on this form for instruction for your first week filing. For more information go to the [Frequently Asked Questions \(FAQs\)](#).
- You have been given your **KANSASWORKS** user name, temporary password and the link to the [Open Kansas Works login page](#).
- You can now print this sheet or return to the main menu which gives you the option to view the FAQs.
- You will receive an **Unemployment Insurance Monetary Determination** letter based on the information you provided concerning your past employment. Keep in mind that a monetary determination does not automatically mean you will receive benefits. Additional information may be needed from you and/or your employer to make sure you are entitled.
- If you have more questions, refer to the [Frequently Asked Questions](#) section of the Benefits website at <https://www.getkansasbenefits.gov/FAQs.aspx>. The information listed in the FAQs does not have the effect of law or regulations, but may help answer questions you have about your claim. If you have questions or a problem with your claim that is not covered on this site, please contact the [Unemployment Contact Center](#).