

Please find below our most up-to-date information and instructions regarding employer filed Mass Electronic Claim (E-Claims) for unemployment insurance. The necessary documents are accessible via these downloadable links:

Employer Information E-Claim Guide (IMPORTANT: REVIEW FIRST)

- An overview of the E-Claim process and requirements for employers and claimants. [Employer Information E-Claim Guide](#)

Employer Directions for Submitting an E-Claim File

- Instructions to complete the actual E-Claim File using the excel “E-Claim Template”. [Employer Directions Submitting E-Claim File](#)

E-Claim Data Error Reporting

- Steps to take in the event of incorrect data or an E-Claim error. [E-Claim Data Error Reporting](#)

Example of Claimant Directions

- An example for the employer of the document the claimant will receive once the E-claim is processed. [Employer Claimant Directions](#)

The E-Claim Template

- This is the actual E-Claim file that the employer will submit to the Office of Unemployment Insurance at Uleclaims@ky.gov to initiate the claim filing. [E-Claim Template](#) . The downloadable Excel file template must be used.

Please note that the “*return to work date within 4 weeks*” requirement is temporarily suspended. Due to the current situation, we are allowing employers to file for the employees even if the layoff may extend beyond that time-period.

Here is a link to the [UI Debit Card Info](#) for employees.

If you have any questions, please feel free to contact Mass Electronic Claim for Unemployment Insurance at 502-564-2369 or Uleclaims@ky.gov .