Hello,

Please find see 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](https://kydev.my.salesforce.com/sfc/p/t00000004X3h/a/t00000008NbV/KdyHv66tZf0.SKemCu9bsgosmpuSRqfYA0DPitOc7aM)

**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](https://kydev.my.salesforce.com/sfc/p/t00000004X3h/a/t00000008Nbp/ADarcVGwy_OmEvpbta20.c3zD4ITdPBhWWzfuH3bXJM)

**E-Claim Data Error Reporting**

* Steps to take in the event of incorrect data or an E-Claim error. [E-Claim Data Error Reporting](https://kydev.my.salesforce.com/sfc/p/t00000004X3h/a/t00000008Nbf/h71lIw3TODS1_GqNHUsfEVTkC3mD1UY1abCOB8EXXdA)

**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](https://kydev.my.salesforce.com/sfc/p/t00000004X3h/a/t00000008Nbk/Y78_fwTv1RiwqUI2dfohBWmCgjk0hv_iPTCjFo6aW38)

**The E-Claim Template**

* This is the actual E-Claim file that the employer will submit to the Office of Unemployment Insurance at [UIeclaims@ky.gov](mailto:UIeclaims@ky.gov) to initiate the claim filing.    [E-Claim Template](https://kydev.my.salesforce.com/sfc/p/t00000004X3h/a/t00000008Nba/RlGFyrMwf2JkTPESejBd.DT_Jh989s32q9ovW1kfF4M) . 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](https://kydev.my.salesforce.com/sfc/p/t00000004X3h/a/t00000008Nbz/MQpwI.LYo_nLfJ.3MShsiXLjQivDS5wefYQbGb5oZIs) for employees.

If you have any questions, please feel free to contact Mass Electronic Claim for Unemployment Insurance at 502-564-2369 or [UIeclaims@ky.gov](mailto:UIeclaims@ky.gov) .