

## Employer Unemployment Insurance Mass Electronic Claim (E-Claims) Filing

With recent changes and revisions, below are the most up-to-date resources for employers' filing Mass Unemployment Insurance Electronic Claim (E-Claims).

The information and instructions are accessible via these 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](#)
  - \*Note: As of the Governor's latest directive, the e-claim requirement decreased to an employer needing a **workforce of at least 50 workers with a minimum of 15 workers on lay-off.**

### 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](#)

### The E-Claim Template

- [E-Claim Template](#) This Excel file template must be used.
- Once completed, the employer will submit this E-Claim file to the Office of Unemployment Insurance at [Uleclaims@ky.gov](mailto:Uleclaims@ky.gov) to initiate the claim filing.

### 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](#)

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](mailto:Uleclaims@ky.gov) .