

Kansas Department of Labor

www.dol.ks.gov

Unemployment Insurance Information for State Employees on Furlough

Date: June 5, 2015

As a service to you, your initial claim will be filed electronically with the Kansas Unemployment Contact Center. Your identity will be verified with the Social Security Administration as a part of your unemployment eligibility. If this is a new claim, you will receive your monetary determination in the mail from the Kansas Department of Labor after the claim is filed. This letter will inform you of the amount you will be eligible to receive. Under Kansas Law, any furloughed employee would be required to serve a waiting week before benefits would be paid. Benefits will start with the second week of unemployment; you will not be paid for unemployment benefits the first week of furlough.

Your responsibilities are:

- You are not required to look for work during this furlough, but you must return to work as directed by your employer.
- You are required to file weekly claims every week you are unemployed. You will file your first unemployment claim on Sunday, June 21 or any day through June 27, for the weeks ending June 13 and June 20. If the State Government approves funds to pay administrative leave for the time you are furloughed, you will be required to repay any unemployment benefits received.

Weekly Filing

You may file your weekly claim online at www.GetKansasBenefits.gov. You should file your claim after 12 p.m. on Sunday or between 7 a.m. and midnight any other day of the week. You also may call to file a weekly claim.

Weekly Claim Lines

Kansas City Area (913) 287-6913

Topeka Area (785) 296-4337

Wichita Area (316) 269-0633

A toll-free number is not available for filing a weekly claim.

Questions

If you have a question, see our Frequently Asked Questions at <https://www.getkansasbenefits.gov/faqs.asp>.

If you do not find the answer to your questions online, call the Unemployment Contact Center.

Kansas Unemployment Contact Center

Kansas City Area (913) 596-3500

Topeka Area (785) 575-1460

Wichita Area (316) 383-9947

Toll-free outside these areas (800) 292-6333

Important Points for Filing Weekly Claims

Here are some of the questions you will be asked:

- Question 1 – Gross earnings must be reported during the week you work, not when you are paid. Pay must be reported Sunday through Saturday for each week you claim benefits. You will also be required to report the total hours that you worked for the week.
- Question 2 – Holiday pay: You must report your gross holiday pay during the week the holiday occurred. Do not include any vacation pay in this amount.
- Question 3 – Vacation pay: Employees who are to be furloughed but had been pre-approved for leave for a period of time that falls within a furlough will be placed in leave without pay status during the furlough just like all other employees who are furloughed. The leave for which the employee had been pre-approved will not be used and will not be deducted from the employee's respective leave balance.
- Questions 10 and 11 – Able and available: If you are able and available to return to your job when the company requests you to, then you should answer these questions YES.
- Question 12 – Look for work: You are not required to look for work during this furlough. When you file your weekly claim, you need to be sure to answer YES to the question "Did you look for work, as directed by the Kansas Unemployment Contact Center or Internet claims system, during the week being claimed?"

