

Now Available: SIDES and SIDES E-Response

Employers can now sign-up to participate in SIDES or SIDES E-Response at www.KansasEmployer.gov. The State Information Data Exchange System (SIDES) and SIDES E-Response programs allow companies to electronically respond to unemployment insurance (UI) information requests. This eliminates delays caused by mailing the documents.

These programs are secure and free of charge. They help your company simplify and streamline responses to UI information requests by offering the following benefits:

- Ensures accurate information exchanges
- Reduces administrative costs
- Saves time
- Addresses two of the largest causes of UI overpayments

For more information about the two programs, including benefits and comparisons of both systems, visit www.KansasEmployer.gov or send an email to SidesKDOL@dol.ks.gov.

Topeka Field Reps New Phone Numbers

The Topeka office has a new phone system. To reach a Topeka Field Representative call **785-296-5000**, dial 0 and your representative's extension if it is known. If you do not know the extension, ask for the operator and give them the name of your field representative.

The general unemployment tax phone number has not changed: **785-296-5027**.

Layoff Reporting

The KDOL layoff reporting program provides employers with a way to help their employees obtain unemployment benefits during a layoff. The program lets employers file the initial unemployment application for employees impacted by permanent, temporary or seasonal layoffs including plant shutdowns. The size or length of the layoff does not matter. KDOL requests employers use the layoff reporting program for layoffs of 10 or more employees.

The layoff spreadsheet needs to be submitted by end-of-day on Thursday for employees to be able to file claims that week. For questions, contact the Rapid Response Specialist at 785-291-6118. Once the layoff spreadsheet has been processed, an information letter will be emailed for the employer to provide to the employees. The letter provides details about how to file unemployment insurance claims.

Completing the layoff reporting spreadsheet does not mean that the employer assumes responsibility for the unemployment claim. Activation of the claim and receipt of benefits is the sole responsibility of the employee.

It is required that employers notify all employees included in the layoff filing that identity verification with the Social Security administration will be conducted before any benefits are payable. Many permanent layoffs have additional reporting requirements for employers under the Worker Adjustment and Retraining Notification (WARN) Act. those requirements are covered in the [WARN Act Handbook for Employers](#) from the USDOL.

For more information about reporting a layoff, visit www.KansasEmployer.gov.