

How To

FILE A

WEEKLY

CERTIFICATION

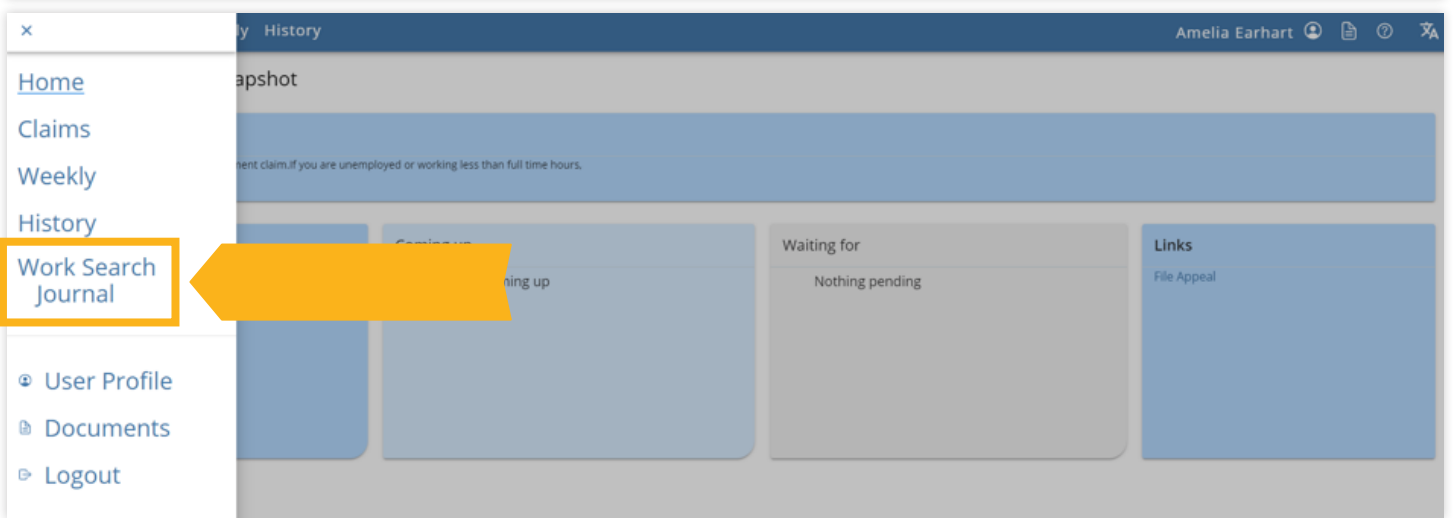
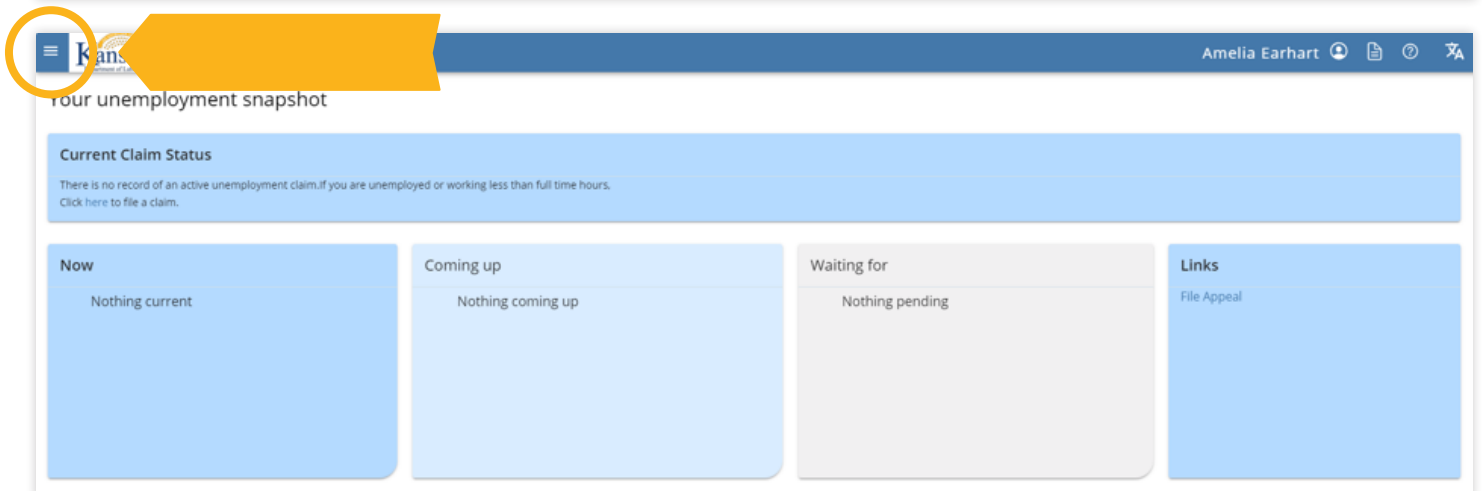
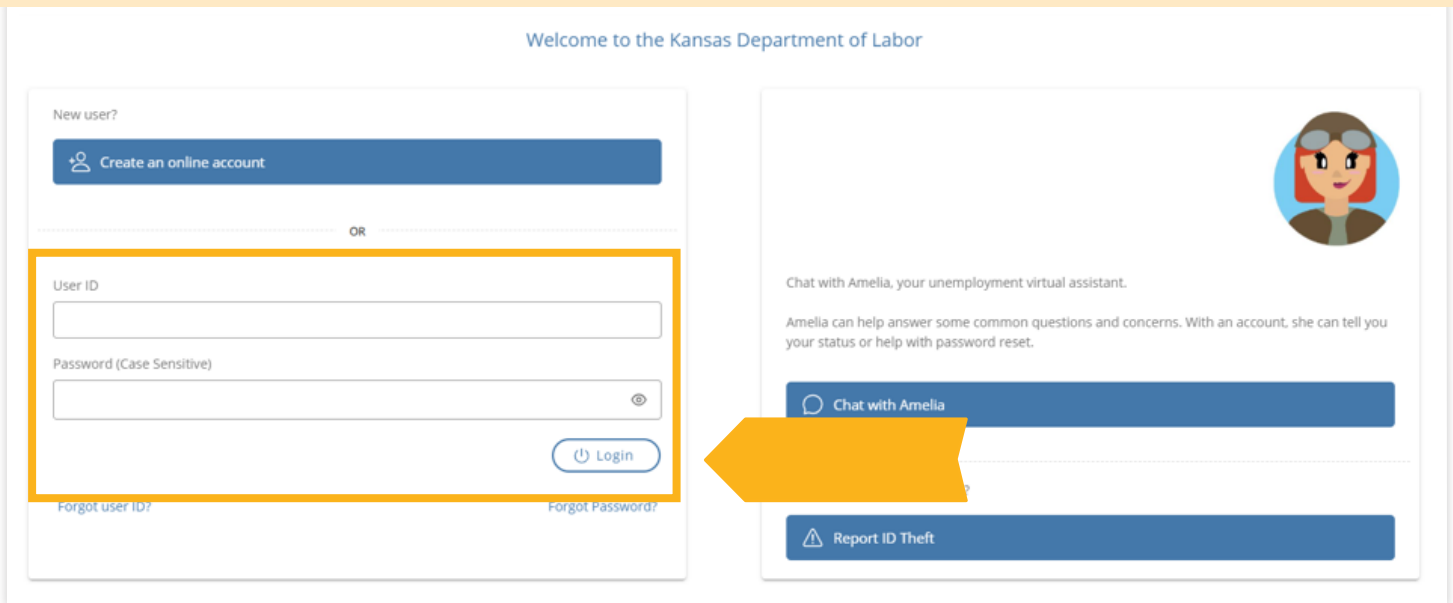
In the Claimant Portal



To file your weekly certification in the Claimant Portal, you may need to provide details about your work search activity and will need to answer some questions every week.

Those required to record work search activities must enter at least three activities related to your job search before you can file for weekly benefits. At least one of those activities must result in filing an application or resume with an employer.

1. To enter work search activity, log in to the Claimant Portal, go to the menu in the upper left-hand corner and select Work Search Journal.



2. To add new activity, click the Plus (+) button. Enter the details of your application. The activity must take place during your filing period. If you applied for a position but have not heard back, select the appropriate result for the timeframe, which would be "Applied but not hired."

The image shows two screenshots from the Kansas unemployment portal. The top screenshot displays the 'Weekly Certification' page for the period 11/24/2024 - 11/30/2024. It features a 'Work Search Activities' table with three entries and a '+ Add activity' button circled in orange. The bottom screenshot shows the 'Add a work search activity' form for the period 10/06/2024 - 10/19/2024. The form includes fields for Employer Name, Street Address, City, State, Zip Code, and Job Title. It also has radio buttons for 'How did you apply?' (person, phone, email, online, fax) and a dropdown for 'What was the result?'. The 'Add' button is circled in orange.

When done, click Add. Once you've entered at least three work search activities, you can proceed to your weekly certification. You can enter your work search activities throughout the week or all at once while filing your weekly certification.

3. On the top menu, select Weekly. You will see your job search activity in this view.

The image shows the 'Weekly' view of the unemployment snapshot. The top navigation bar has 'Weekly' selected and circled in orange. The main content area is titled 'Your unemployment snapshot' and includes a 'Current Claim Status' section with a link to file a claim. Below this are four panels: 'Now' (Nothing current), 'Coming up' (Nothing coming up), 'Waiting for' (Nothing pending), and 'Links' (File Appeal).

Work Search Activities

Minimum requirements met

	1	2	3	4	5	6	7	8	9	10
11/25/2024	Applied for Bug guy position - Not selected Buggin out									
11/25/2024	Applied for job fair position - Employer is not hiring Job fair									
11/28/2024	Applied for indeed job search position - Employer is not hiring Indeed inc									

Weekly Questions

Are you physically able to work?

Were you available for work for 4 or more days during the week?

Did you refuse any offer of work between 11/24/2024 and 11/30/2024?

Did you perform any work during the week?

Do you have a definite date to return to Full Time work?

Did you receive vacation pay or holiday pay during the week?

Did you receive any severance pay during the week?

Did you receive any bonus pay during the week?

Did you attend school or enter training during the week?

Did you begin receiving a pension during the week? (Only report a new pension that was not previously reported)

Close

Submit

If you are missing any activities, you can also add them here. Click the Plus (+) button and enter information as described above. Then answer the weekly questions on the right (see above). Depending on your answers, you may be prompted to provide more details. Click Submit when done.

4. A pop-up will prompt you to acknowledge that you understand and meet the certification requirements. Sign using the last four digits of your Social Security number. Click Submit.

Acknowledgement & Certification

- You're required to record at least three work search activities each week
- At least one of them must result in a filed application or resume
- You're also required to accurately answer all weekly summary questions
- Failure to meet these requirements will result in the denial of this payment

I certify that I have read and understand the requirements. Sign with the last four digits of your social security number.

We check what you tell us to make sure we accurately report your earnings, you could end up owing money or involved in further legal action.

Do you have a definite date to return to Full Time work?

Did you receive vacation pay or holiday pay during the week?

Did you receive any severance pay during the week?

Did you receive any bonus pay during the week?

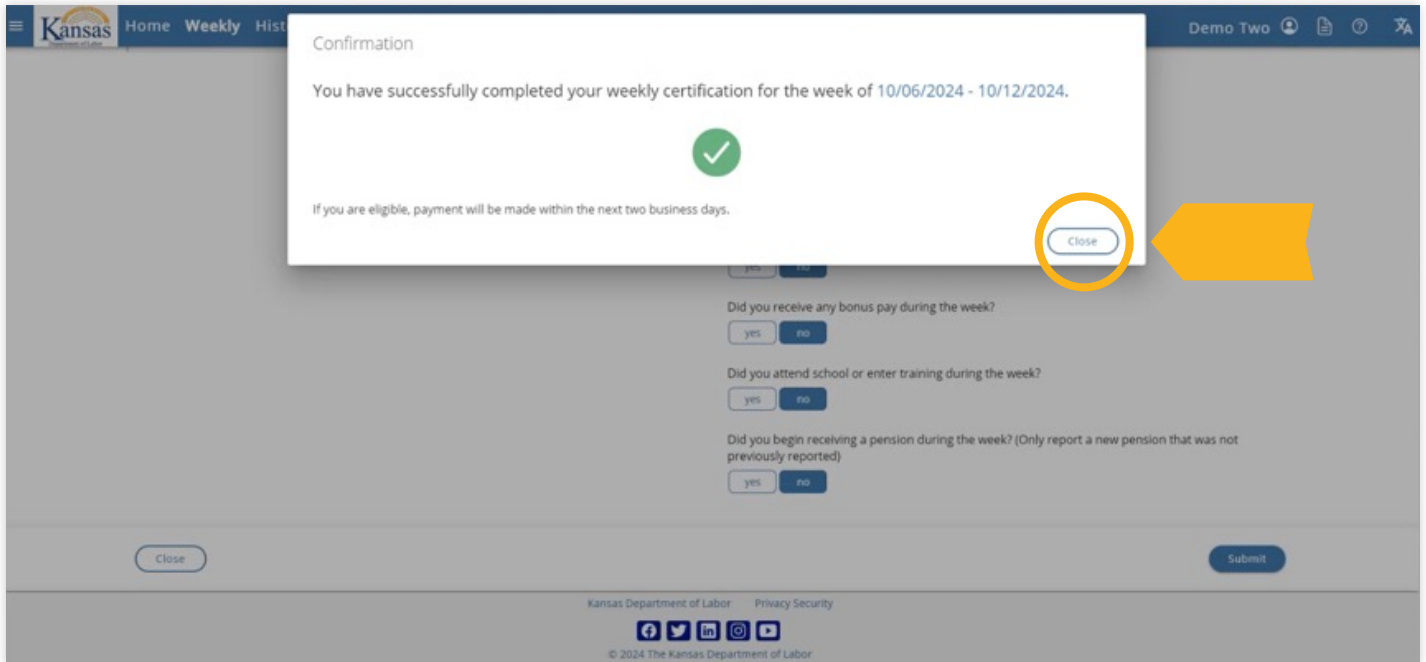
Did you attend school or enter training during the week?

Did you begin receiving a pension during the week? (Only report a new pension that was not previously reported)

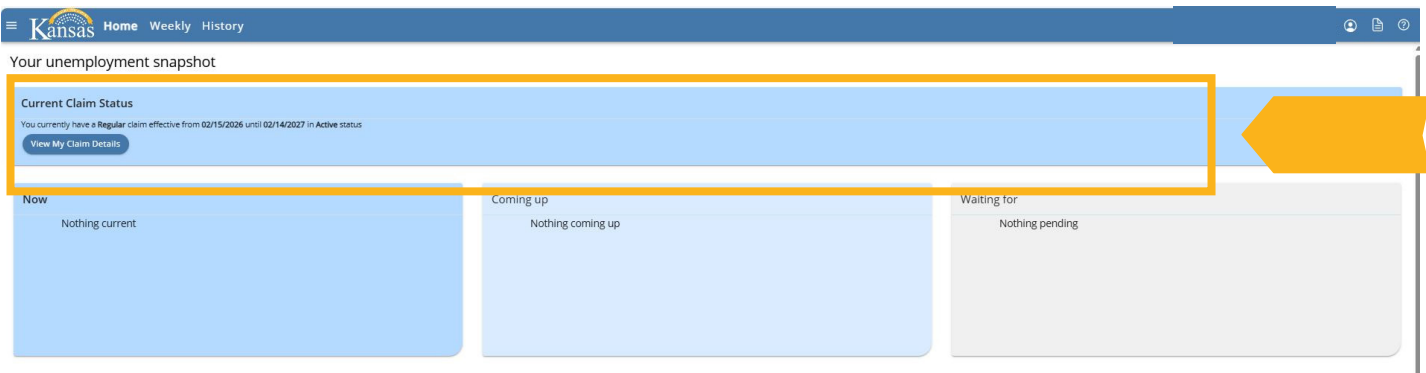
Close

Kansas Department of Labor Privacy Security

5. You have now completed your weekly certification. If verified, payment will be made within two business days. Click Close to return to your dashboard.



6. Click on your Claim Status for more details. Here you can view your Claim Details or your Weekly Certification Details.



Congratulations! You have filed your weekly certification.