Virtual Assistant

Kansas Department of Labor

Tips for Filing Your Weekly Certification with the Virtual Assistant, Amelia.

Have the following information ready for each employer where you applied:

- Job title or position applied for
- Name, address and phone number of the employer
- How you applied:
  - Online: Website used
  - In person: Name and title of the person you spoke with
  - By email: Email address used
  - By Phone: Phone number called

Employment and Earnings (if applicable)

- Employer's name and contact information
- Gross Wages before deductions earned for the week

Job Search Outcome

- Be prepared to answer if the employer was accepting applications and if you were hired.

When responding to Amelia:

- Wait for Amelia to finish speaking.
- Speak Clearly, directly and minimize background noise.
- Only respond to the questions being asked.

  Example: **Question:** What was the date of your first work search activity?
  Answer (correct): August 25th or 08/25/2025
  Incorrect: I applied to Walmart on August 25th.

Use Simple YES/NO Answers When Possible

Important Reminders About Dates

- Weekly certifications are based on a **Sunday-Saturday calendar week.**

  Example: If you are filing a weekly certification for the week of **August 17-23,** include work search activities and earnings from **Sunday, August 17, through Saturday, August 23.**

401 SW Topeka Blvd.
Topeka, KS 66603
785-296-5000 | dol.ks.gov