

Mass Claim Instructions

As an employer, here are the steps you need to do to complete a Mass Claim in UInteract for your employees that you will lay off. After this list of steps there are the instructions you follow as you do each step.

***Important- You must use the attached Excel template when uploading file of employees. Do not change columns.**

Step 1 If you already have an Employer Account Number (EAN) and UserID in UInteract- go to Step 2

To file a mass claim, you will first need your EAN. You can find your EAN on the top of your quarterly report under section 2. Once you have your EAN and User go to Step 2 below.

CREATE AN EAN: If you are a new employer and do not have an EAN, go to uinteract.labor.mo.gov. Click the “Don’t have an account? Create one” on the log in page of UInteract. Then select, “Register New Business with DES.” Follow the prompts to create an EAN and register your business. The system will match on the FEIN for the business. If you receive a message that an account already exists, you can call 573-751-1995 option 1 to receive assistance by our staff.

CREATE A USER ID: When you have your EAN assigned to you, the next step is to establish a User ID in UInteract. Click the “Don’t have an account? Create one” hyperlink on the bottom left of the screen. A pop-up window will display. Select the radio button next to “I am an employer and have a DES Employer Account” and click Next. Enter the details requested and follow the prompts to create a User ID.

Step 2 This is to upload a list of employees in the Mass Claim

- Log into UInteract at uinteract.labor.mo.gov.
- Click the Benefits tab located on the top right of the screen, then click Unemployment Claim -> Mass Layoff -> File Mass Layoff Claim.
The **File Mass Layoff** screen displays.
- On the **File Mass Layoff** screen, enter the Employer Account Number and click **Next**.
- The **Mass Layoff List** screen displays. Click the **Add More Layoffs** button.
- The **File Mass Layoff Details** screen displays.
- On the **File Mass Layoff Details** screen, enter the details requested including:
 - Location
 - Last Date of Work
 - Selecting yes or no to whether it is a permanent layoff
 - If no is selected, enter the recall date.
 - Mass Layoff Benefit Year Beginning Date (BYB)
 - The BYB Date is the Sunday of the first week employees are laid off.
 - Example: If the employee’s last worked was Tuesday, 3/17/2020 enter the BYB as 3/15/2020.
 - Number of Workers Involved
 - Click **Next**. The **Mass Layoff List** screen displays.
- Select the **Radio button** for the Mass Claim you want to file under the Items Found.
- Click **Next**. The **Mass Layoff Details** screen displays.
- Click **Next**. The **Mass Layoff Claim** screen displays.
 - You have the option to open our formatted template. Select [Click Here](#) to open template and enter information. Once you have entered the information according to the guidelines below, save it to your computer.
- **To Upload Excel file:**
- The **File Mass Layoff Claim** screen displays.
 - Click the **Browse** button and select the Excel data file from your computer.
 - Next, click the **Upload Document** button.
 - If you get error messages, correct the column and lines on the excel file indicated by error messages.

Once you have uploaded the file you are done as an employer.

***It is important that you have given the employees the Employee Instruction sheet as they are responsible to sign up in UInteract and do weekly requests for payment.**

***If you are having issues uploading document- make sure you have the correct Excel File Specifications below:**

The attached Excel template is in the correct format, please follow our specifications for entering the information.

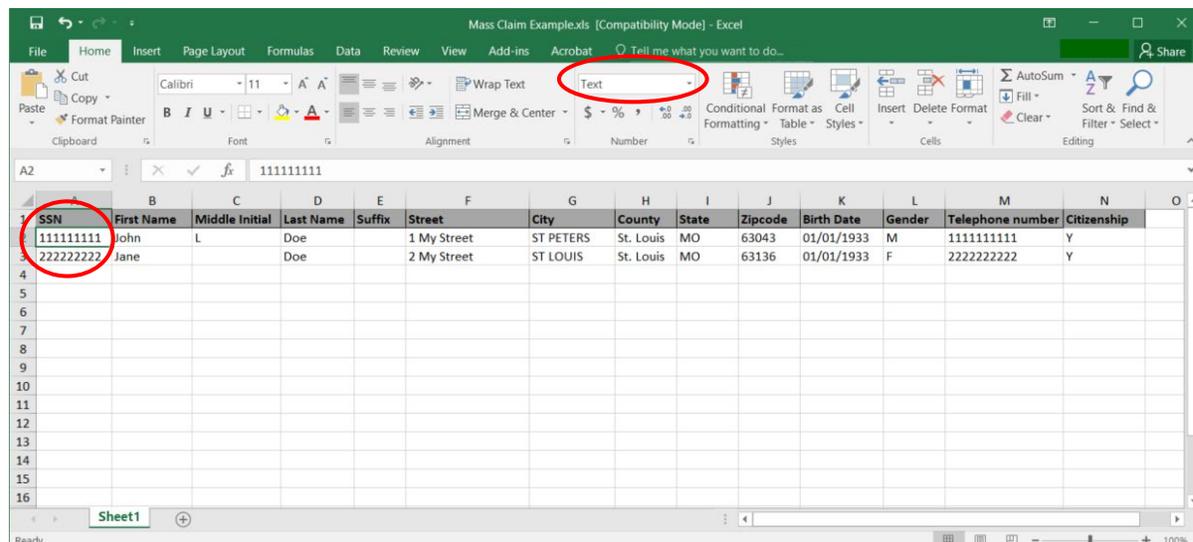
Excel File Specifications

Save the Excel file in an .xls format before uploading the file in the UInteract system. The .xlsx format will result in an error. It is also essential to use the following criteria when entering information on the Excel spreadsheet:

Field Title	Hint
SSN**	Must be 9 numbers with no hyphens or slashes
First Name	
Middle Initial*	Do not use periods
Last Name	
Suffix*	Use a period (Jr.)
Street	Do not use periods or apostrophes
City	Do not use periods for <i>St</i> or <i>Ste</i>
County	Use periods for <i>St.</i> or <i>Ste.</i> (Leave blank if not in Missouri)
State	Must be a 2 letters and in CAPS
Zip code	Must be 5 numbers
Birth Date	Format must be MM/DD/YYYY
Gender	Enter an M or F
Telephone number	Must be 10 numbers without dashes or parenthesis Enter 1111111111 if there is no phone number
Citizenship	Enter Y if individual is a citizen. Enter N if individual is not a citizen.

***The middle initial and suffix are not required fields to fill information.**

****The format for the SSN field must be in “text” to have “zero(s)” at beginning of SSN. Please see example below.**



If you have issues uploading the Excel Data File, you can e-mail it to DOLIR.MassClaims@labor.mo.gov. Make sure you password protect the document and send a separate email with the password and EAN.