



## Mass Claim File Specifications

Employers must use the following record format in processing electronic mass claim filing through UInteract. Failure to use this formatting will result in an error when uploading the file.

Field Title	Field Length	Picture	Format
SSN	9	Numeric	No hyphens or slashes
First Name	30	Alphabetic	
Middle Initial*	1	Alphabetic	
Last Name	30	Alphabetic	
Suffix	10	Alphabetic	
Street	30	Alphabetic	
City	30	Alphabetic	
County	30	Alphabetic	If not in Missouri, leave blank
State	2	Alphabetic	XX
Zip Code	5	Numeric	#####
Birth Date	10	Numeric	MM/DD/YYYY
Gender	2	Alphabetic	M or F
Telephone Number	10	Numeric	1231231234 if no phone enter 1111111111
Citizenship	1	Alphabetic	Y=Citizen, N=Alien

*\*Middle initial is not a required field.*

### Upload Instructions:

Access and log into UInteract at [uinteract.labor.mo.gov](http://uinteract.labor.mo.gov). If you do not have an account, you need to create one. Under the Benefits tab located on the right of the screen, click “Unemployment Claim” then “Mass Layoff,” and then “File Mass Layoff Claim.”

On this screen, enter the Employer Account Number and click “Add More Layoffs.” Enter the details requested including location, the last day worked, recall date and number of employees then click “Next.” You will receive a message stating that you will receive notification if the request has been approved.

The employee data file will need to be sent by encrypted email to the Division ([MassClaims@labor.mo.gov](mailto:MassClaims@labor.mo.gov)) to be uploaded to UInteract. For more information, contact the Unemployment Insurance Programs section at 573-751-3648.



**IMPORTANT:** *If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.*

**¡IMPORTANTE!** *Si es necesario, llame al 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.*

*Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711*