

## **UNEMPLOYMENT CLAIM INSTRUCTIONS**

Your employer has provided the Division of Employment Security information to file your new claim or reactivate an existing claim effective the Sunday after the last day you worked. This eliminates the need for you to call or go on line to file your unemployment claim.

**You will still need to file your weekly request for payment.** A benefit week runs from Sunday through Saturday. A weekly request for payment can be filed beginning Sunday after the week has ended.

Weekly requests for payment can be filed by:

- Internet at [uinteract.labor.mo.gov](http://uinteract.labor.mo.gov).
  - Internet claim filing is available 24 hours a day, seven days a week
- Phone – the numbers are as follows:

Kansas City 816-889-3101  
Jefferson City 573-751-9040  
Springfield 417-895-6851  
St Louis 314-340-4950

Outside Local Calling Area 800-320-2519.

**The automated phone system used for filing weekly requests for payment is no longer available.**

No work search is required during this period of layoff as long as the date you return to work is provided by your employer when they file your claim.

**If you do any work during the week, you must report the gross amount (before taxes) of wages on your weekly request for payment. Report wages during the week in which the work is performed even if you were not paid.**

If you are paid vacation pay, holiday pay, or paid time off for any days during a week you are requesting, report the gross amount.

If you have questions regarding your claim, contact a Regional Claims Center at one of the numbers listed above.