

The Commonwealth of Kentucky

**Kentucky Unemployment
Insurance Portal (KUIP)**

Employer:
Maintain Employer Reporting Units

Job Aid

TEAM 
KENTUCKY

UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process to add, edit, inactivate, or reactivate an employer reporting unit in KUIP.

Maintain Employer Reporting Units

Overview

Employer reporting units are physical locations for the business. Each business in KUIP must have their primary business location identified. This reporting unit will be designated “000” and must be in Kentucky.

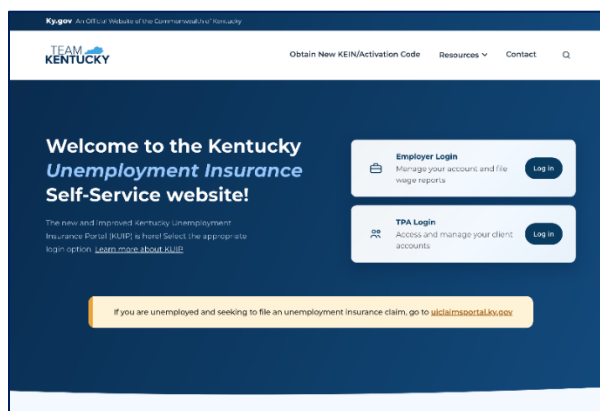
Other reporting units can be added if there are multiple physical locations **in Kentucky**, however, they are not required for wage filing. All locations can be filed under the Primary Reporting Unit as wage reports are filed at the FEIN level. Units can be added, and wages can be filed for subordinate units if desired, through the **Maintain Employer Reporting Units** function in **Account Maintenance**.

Note: *TPAs with the Edit Account Maintenance role can also make these changes. TPAs will need to log in to their TPA account, search for the Employer, and navigate to the Employer’s Home Page to select Maintain Employer Reporting Units from the Account Maintenance menu.*

Add a New Employer Reporting Unit

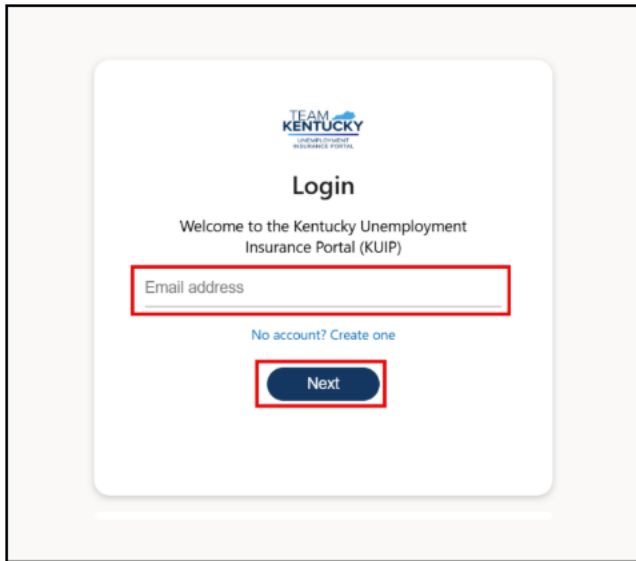
1. Log in to KUIP

Select either **Employer Login** or **TPA Login**, from **If You Are an Employer or TPA**. Follow the prompts to log in to your account.



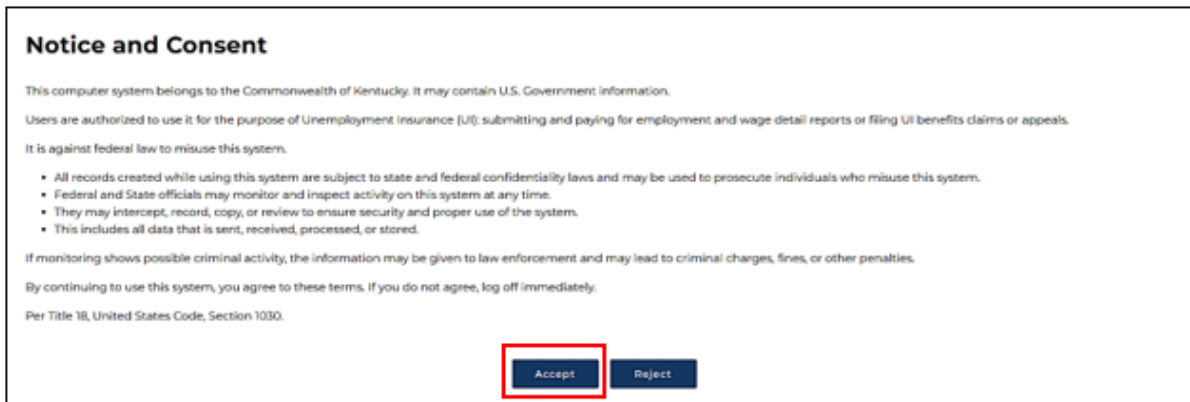
Kentucky Unemployment Insurance Portal

Employer Maintain Employer Reporting Units



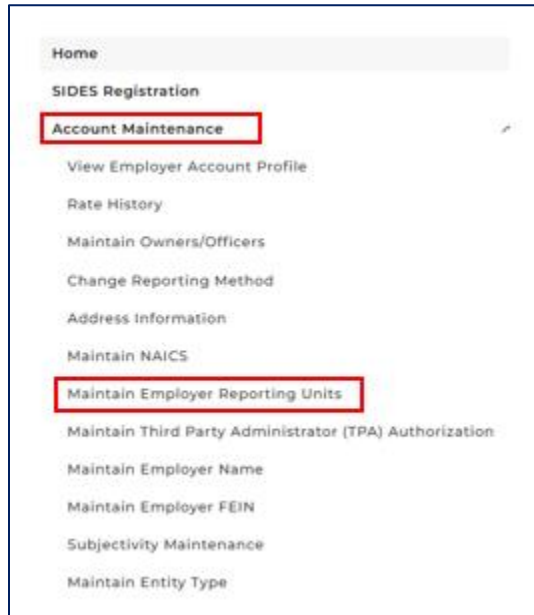
2. Notice and Consent

Read and select **Accept** on the Notice and Consent screen. The user will then be directed to the appropriate Home Screen.



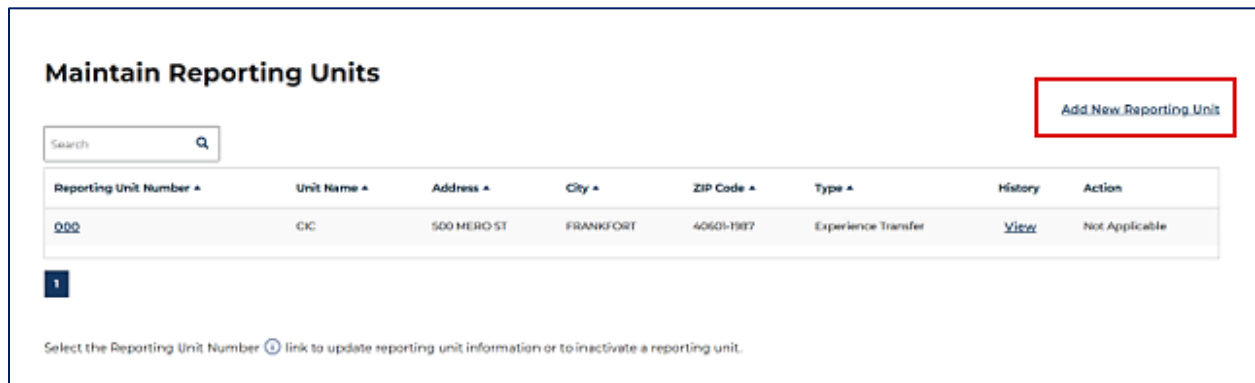
3. Maintain Employer Reporting Units

From the Employer's **Account Maintenance** menu, select **Maintain Employer Reporting Units**.



4. Add a New Reporting Unit

On the **Maintain Reporting Units** screen, select the **Add New Reporting Unit** hyperlink.



5. Provide Reporting Unit Description

Complete the **required information** on the **Add Reporting Unit** screen. Required information is identified with a red asterisk *****.

Enter the **description** of the reporting unit: Reporting Unit Name, Date of First Employment, Date First Wages were paid, and Principal Product or Service.

Add Reporting Unit

Reporting Unit Name*

Date of First Employment*

Date First Wages Paid for this Reporting Unit*

Principal Product or Service

Reporting Unit Number

6. Provide the Physical Address

Complete the **Physical Address** section for this reporting unit.

- Select the "Is this a remote worker's address?" **checkbox** if appropriate.
- Select **Yes** or **No** to "Is this Reporting Unit being created as a result of the purchase or acquisition of a business?". If **Yes** is selected, experience transfers screens will need to be completed.

Enter the physical address for this reporting unit.

Attention

☐ Is this a remote worker's address?

Address Line 1*

Address Line 2

City*

State*

ZIP/Postal Code*

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Phone Number*	Ext
###-###-####	
Fax	
###-###-####	
Email	
Principal Business Activity*	
Physical Location Correspondence Preference	
Email	▼
Is this Reporting Unit being created as a result of the purchase or acquisition of a business?*	
☐ Yes ☐ No	

7. Provide the Reporting Unit Benefit Charging Forms Address

Complete the **Reporting Unit Benefit Charging Forms Address** section.

Reporting Unit Benefit Charging Forms Address	
Attention	
Address Line 1*	
Enter Text	
Address Line 2	
Enter Text	
City*	
Enter Text	
State*	
Pick an option	
ZIP/Postal Code*	
#####	
☐ Is this an International Phone Number?	
Phone Number*	Ext
###-###-####	
Fax	
###-###-####	
Email	
Correspondence Preference	
Email	▼

8. Provide the Reporting Unit Claims Forms Address

Complete the **Reporting Unit Claims Forms Address** section.

Reporting Unit Claims Forms Address	
Attention	
Address Line 1*	
Enter Text	
Address Line 2	
Enter Text	
City*	
Enter Text	
State*	
Pick an option	
ZIP/Postal Code*	
#####-####	
☐ Is this an International Phone Number?	
Phone Number*	Ext
(###) ###-####	
Fax	
(###) ###-####	
Email	
Correspondence Preference	
Email	

9. Provide Reporting Unit Location Details

Select the most appropriate statement in the **Reporting Unit Location Details** section.

- **Location provides Goods or Services to General Public:** provides goods/services to individual consumers, other businesses, organizations, or institutions.
- **Location supports other locations of this company:** for example, special purpose facility such as headquarters, warehouse, data processing center, laboratory, or repair shop.

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Employer Maintain Employer Reporting Units

Select **Yes** or **No** to "Is this reporting unit performing services in covered employment outside of <Liability Type>?"

When complete, click **Next**.

Reporting Unit Location Details

Which one of these statements best describes this location?*

☐ Location provides Goods or Services to General Public ⓘ

☐ Location supports other locations of this company ⓘ

Is this reporting unit performing services in covered employment outside of Experience Transfer?*

☐ Yes ☐ No

10. Review the Reporting Unit Summary

Verify the information for this reporting unit.

Reporting Unit Summary

Verify the information for this reporting unit. To assign a Third Party Administrator (TPA) to this reporting unit after submission, select the Assign and Maintain TPA function from Account Maintenance.

Reporting Unit Name	Craig's Ice Cream West
Date of First Employment	01/01/2026
Date First Wages Paid for this Reporting Unit	01/15/2026
Principal Product or Service	Sales of ice cream and treats to consumers
Reporting Unit Number	001
Attention	N/A
Is this a remote worker's address?	No
Address Line 1	250 Millpond Ave
Address Line 2	N/A

When done, click **Submit**.

Reporting Unit Location Details

Which one of these statements best describes this location? Location provides Goods or Services to General Public.

Is this reporting unit performing services in covered employment outside of Experience Transfer? No

11. Confirmation of Unit Creation

Review the confirmation pop-up window. It provides the assigned unit number and name. When done, click **Home**.

Confirmation of Unit Creation

You have successfully created a reporting unit.

The assigned reporting unit number is 001, Craig's Ice Cream West .

To assign a TPA to this Reporting Unit, go to the Assign and Maintain TPA or click 'Home' to return to the Maintain Units Home Page.

Home

Update an Employer Reporting Unit

1. Update an Employer Reporting Unit

From the Employer's **Account Maintenance** menu, select **Maintain Employer Reporting Units**.

Home

SIDES Registration

Account Maintenance

View Employer Account Profile

Rate History

Maintain Owners/Officers

Change Reporting Method

Address Information

Maintain NAICS

Maintain Employer Reporting Units

Maintain Third Party Administrator (TPA) Authorization

Maintain Employer Name

Maintain Employer FEIN

Subjectivity Maintenance

Maintain Entity Type

2. Select the Reporting Unit to Update

Select the hyperlinked **Reporting Unit Number** to open the Review/Update Reporting Unit screen.

Maintain Reporting Units

[Add New Reporting Unit](#)

Reporting Unit Number	Unit Name	Address	City	ZIP Code	Type	History	Action
000	OIC	500 NERO ST	EVANSVILLE	40001 1907	Experience Transfer	View	Not Applicable
001	Craig's Ice Cream West	250 MILLPOND AVE	LEXINGTON	40004	Experience Transfer	View	Inactivate

1

Select the Reporting Unit Number [link](#) to update reporting unit information or to inactivate a reporting unit.

3. Update Reporting Unit Information

Update the necessary information on the Review/Update Reporting Unit screen.

Note: the information for the primary reporting unit "000" is read only. To update the address for this reporting unit, navigate to Account Maintenance > Address Information and update the Physical Address. This will update the address for the "000" primary reporting unit.

Review/ Update Reporting Unit

Use this section to modify unit information. Select 'Next' to submit this information.

Reporting Unit Name*

Date of First Employment*

Date of First Wages Paid for this Reporting Unit*

Principal Product or Service

Liability Type

Experience Transfer

Reporting Unit Number

001

Attention

☐ Is this a remote worker's address?

Address Line 1*

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Employer Maintain Employer Reporting Units

Once updates are done, click **Next**.

Reporting Unit Claims Address

Attention

Address Line 1*

Address Line 2

City*

State*

ZIP/Postal Code*

County*

Phone Number*

Ext

Fax

Email

Correspondence Preference

Previous

Next

4. Review the Reporting Unit Summary

Verify the information for this reporting unit. When done, click **Submit**.

Reporting Unit Summary

Verify the information for this reporting unit. To assign a Third Party Administrator (TPA) to this reporting unit after submission, select the Assign and Maintain TPA function from Account Maintenance.

Reporting Unit Name

Date of First Employment

Date First Wages Paid for this Reporting Unit

Craig's Ice Cream West

01/01/2026

01/15/2026

Reporting Unit Location Details

Which one of these statements best describes this location?

Is this reporting unit performing services in covered employment outside of Experience Transfer?

Location provides Goods or Services to General Public.

No

Previous

Submit

5. Verify the Updated Information

Verify the updated information for this reporting unit in the **Reporting Units** table.

Maintain Reporting Units

[Add New Reporting Unit](#)

Reporting Unit Number ▲	Unit Name ▲	Address ▲	City ▲	ZIP Code ▲	Type ▲	History	Action
000	STAR LORD ENTERPRISES LLC	500 Mero St	Frankfort	40601-1987	Regular (Non-Agricultural)	View	Not Applicable
<u>001</u>	Star Lord Enterprises Louisville Office	459 ELM STREET	LOUISVILLE	40601	Regular (Non-Agricultural)	View	Inactivate

1

Select the Reporting Unit Number [link](#) to update reporting unit information or to inactivate a reporting unit.

Inactivate an Employer Reporting Unit

1. Inactivate an Employer Reporting Unit

From the Employer's **Account Maintenance** menu, select **Maintain Employer Reporting Units**.

Home

SIDES Registration

Account Maintenance

View Employer Account Profile

Rate History

Maintain Owners/Officers

Change Reporting Method

Address Information

Maintain NAICS

Maintain Employer Reporting Units

Maintain Third Party Administrator (TPA) Authorization

Maintain Employer Name

Maintain Employer FEIN

Subjectivity Maintenance

Maintain Entity Type

2. Select the Reporting Unit to Inactivate

Select the **Inactivate** hyperlink to open the Review/Update Reporting Unit screen.

Maintain Reporting Units [Add New Reporting Unit](#)

Search

Reporting Unit Number *	Unit Name *	Address *	City *	ZIP Code *	Type *	History	Action
000	CIC	500 NERO ST	FRANKFORT	40601 1907	Experience Transfer	View	Not Applicable
000	Craig's Ice Cream Vendors	250 MILLPOND AVE	LEXINGTON	40504	Experience Transfer	View	Inactivate

1

Select the Reporting Unit Number [link](#) to update reporting unit information or to inactivate a reporting unit.

3. Complete the Inactivate Reporting Unit Information

Complete the information on the **Inactivate Reporting Unit** pop-up screen.

Click the *"I certify that the information provided is true and accurate"* **checkbox**.

Click **Inactivate**.

Inactivate Reporting Unit

Date of Last Wages Paid for this Reporting Unit? *

Enter Inactivation Reason *

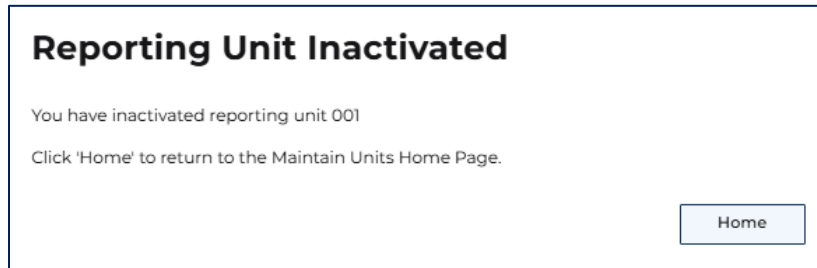
You have 250 characters remaining.

Is this unit being Inactivated due to the purchase or acquisition of the unit? *

☐ Yes ☐ No

☐ I certify that the information provided is true and accurate. *

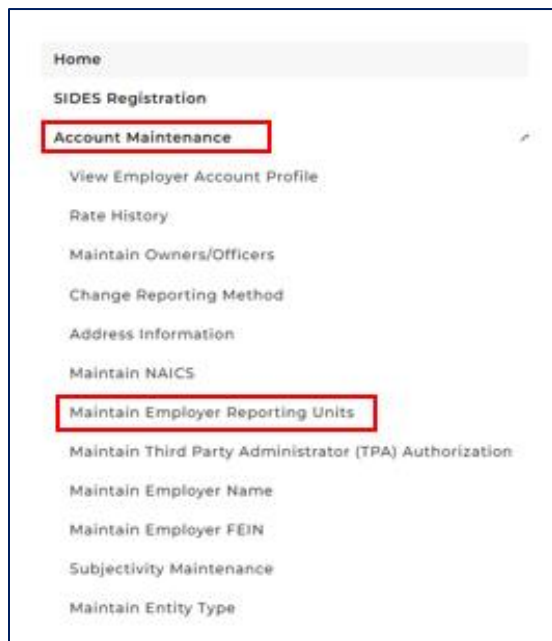
Review the **Reporting Unit Inactivated** confirmation pop-up window. Click **Home** to return to the Employer Home Page.



Reactivate an Employer Reporting Unit

1. Reactivate an Employer Reporting Unit

From the Employer's **Account Maintenance** menu, select **Maintain Employer Reporting Units**.



2. Select the Reporting Unit to Reactivate

Select the **Reactivate** hyperlink to open the Review/Update Reporting Unit screen.

Maintain Reporting Units

Add New Reporting Unit

Reporting Unit Number	Unit Name	Address	City	ZIP Code	Type	History	Action
000	KRM EMPLOYER SOLUTIONS	500 MERO ST	FRANKFORT	40601 1987	Regular (Non-Agricultural)	View	Not Applicable
001	KRM Employer Solutions East	250 E MAIN ST	FRANKFORT	40601	Regular (Non-Agricultural)	View	Reactivate
002	KRM Employer Solutions West	245 BIVASS ROAD	FRANKFORT	40601	Regular (Non-Agricultural)	View	Reactivate

Select the Reporting Unit Number link to update reporting unit information or to inactivate a reporting unit.

3. Complete the Reactivate Reporting Unit Information

Complete the information on the **Reactivate Reporting Unit** pop-up screen.

Enter the **date wages resumed** and update the address information as necessary.

Reactivate Reporting Unit

×

Use this section to modify unit information before reactivating. Select 'Next' to submit this information. If the physical address has changed for this Reporting Unit, you will need to add a new Reporting Unit.

Reporting Unit Number

001

Reporting Unit Name

Date of First Employment

06/01/2025

Date of Last Wages Paid for this Reporting Unit

12/15/2025

Date Wages Paid Resumed*

Attention

Address Line 1*

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Select the **Reason for Reactivation** from the drop-down menu.

Click the *"I confirm to reactivate the reporting unit [xxx], [name of location]"* **checkbox**.

Click **Reactivate**.

Principal Business Activity

employer services

Principal Product or Service

employer services

Reason for Reactivation*

Resume Payroll

☐ I confirm to reactivate the reporting unit 001, KRM Employer Solutions East*

Close

Reactivate

Review the **Confirmation of Unit Reactivation** pop-up window. Click **Home** to return to the Employer Home Page.

Confirmation of Unit Reactivation

You have successfully reactivated reporting unit 001

To assign a TPA to this Reporting Unit, go to Assign and Maintain TPA or click 'Home' to view your active Reporting Units.

Home