TEAM KENTUCKY
UNEMPLOYMENT INSURANCE PORTAL

Instructions for Third-Party Administrator Passive Role Assignment

Third-Party Administrators (TPAs) who represent Kentucky employers will have a **one-time opportunity to participate in passive role assignment before KUIP launches**. Passive role assignment is a process that will automatically set up accounts for TPAs in KUIP, create TPA IDs, and establish TPA-Employer relationships for current clients.

Passive role assignment is a **two-phase process**:

1.) Preliminary Submission and Agency Review (Optional; Due by March 16th)
2.) Final Submission (Due by May 4th)

Your final submission is due May 4th. If you would like the agency to review your spreadsheet for errors, you may submit a preliminary spreadsheet by March 16th. The agency will review it, identify any errors, and return it to you no later than April 16th. You will then have one opportunity to correct the errors and submit your final spreadsheet by May 4th. All participants in passive role assignment must submit by May 4th (even if no errors are identified in the preliminary spreadsheet).

Follow the steps below if you are a TPA who wishes to participate in passive role assignment:

Preliminary Submission and Agency Review (Optional; Due March 16th)

1. Populate the Passive Role Assignment spreadsheet with:
    - Your organization's information
    - Your organization's active employer relationships
    - A signed attestation
    - NOTE: *Before attaching the completed spreadsheet to the email, remember to update the "REPLACE WITH TPA NAME" section of the file name to your organization's name.*

2. **Email your organization's preliminary spreadsheet submission to KUIPModernization@ky.gov by Monday, March 16th, 2026**.
3. **Expect to receive feedback from the agency regarding your preliminary spreadsheet by Friday, April 16th.** It will include:
    - Your employers' new Kentucky Employer Identification Numbers (KEINs)
    - Any errors identified in the file

Final Submission (Due May 4th)

1. If applicable, correct any errors identified by the agency in your preliminary spreadsheet submission.

2. **Submit the final version of your passive role assignment spreadsheet by Monday May 4th. No spreadsheet submissions will be accepted after this deadline.**

3. NOTE: *If your preliminary submission is rejected due to errors, you will have **one** opportunity to correct and resubmit it*.

4. NOTE: Even if no errors were identified in your preliminary submission, you **must** provide a final submission.

Complete the passive role assignment process to help facilitate a smooth transition to the new system. **Any TPA who does not participate in passive role assignment, or whose submission is not accepted, must request authorization from their client employers in KUIP after go-live.**