

How to submit your unemployment status report online

1 Sign in

Go to www.kela.fi and select *'Siirry asiointipalveluun'* (Sign in to eServices). The service is available in Finnish and Swedish only. For the Swedish language version, select *'Swedish'* and then *'Logga in på e-tjänsten'*. Log in using your online banking codes or a mobile certificate.

2

Fill in the report form (Images)

Select *'Hakemukset ja ilmoitukset'* (applications and reports) -> *'Työttömyysturva'* (unemployment benefit).

From the page *'Työttömyysturva'* (unemployment benefit), continue to *'Työttömyysajan ilmoitus'* (unemployment status report). On the page *'Ilmoitus työttömyysajasta'*, you can opt not to have a report form on paper sent to you by mail in future. Click *'Jatka'* (continue).

Continue to the page *'Työssäolo ja työttömyyden jatkuminen'* (employment and continued unemployment). If you have been working, please report this under *'Työssäolo'* (employment). Under *'Työttömyys jatkuu'* (unemployment continues), select the option that corresponds best to your situation. Click *'Jatka'* (continue).

The dates for which information must be filled in and the first possible date for submitting the report are shown on the screen. From the drop-down menu that appears under each date, select a suitable alternative for every date. Click *'Jatka'* (continue).

If you wish to return to a previous page, choose the stage you want to go back to from the menu on the left-hand side of the page. Do not use the browser's *'Back'* button (Takaisin) or *'Previous'* button (Edellinen). If you do not wish to finalise the report, you can save the information you have filled in as a draft. Select *'Keskeytä'* (discontinue) -> *'Tallenna ja lopeta'* (save and end session).

The report will be saved under *'Aiemmin lähetetyt'* (submitted earlier). The information saved as a draft will be available for one month.

The first screenshot shows the 'Etusivu' (Home) page of the Kela online service. The left-hand menu has 'Hakemukset ja ilmoitukset' (Applications and reports) selected, with 'Työttömyysturva' (Unemployment benefit) highlighted. The main content area shows 'Etusivu' with sections for 'Seuraavat maksut' (Next payments), 'Viimeisimmät maksut' (Latest payments), and 'Uusimmat päätökset' (Latest decisions). A table of payments is visible:

Maksupäivä	Etuus	Ajalta	Määrä	Maksettu
25.06.2014	Työttömyysturva	03.05.2014 - 04.06.2014	751,18	600,95

The second screenshot shows the 'Työttömyysturva' (Unemployment benefit) page. The left-hand menu has 'Hakemukset ja ilmoitukset' selected, with 'Työttömyysturva' highlighted. The main content area shows 'Ilmoitus työttömyysajasta' (Unemployment status report) with a link to 'Siirry työttömyysajan ilmoitukseen' (Go to unemployment status report).

The third screenshot shows the 'Työttömyysturva: Työssäolo ja työttömyyden jatkuminen' (Unemployment benefit: Employment and continued unemployment) page. The left-hand menu has 'Hakemukset ja ilmoitukset' selected, with 'Työttömyysturva' highlighted, and 'Ilmoitus työttömyysajasta' selected. The main content area shows 'Ilmoitus ajalta 05.06.2014 - 11.07.2014' (Report for the period 05.06.2014 - 11.07.2014) with sections for 'Työssäolo' (Employment) and 'Työttömyyden jatkuminen' (Continuation of unemployment). The 'Työssäolo' section has a checkbox for 'Olen ollut yllämainittuna aikana yhtenä tai useampana päivänä palkkatyössä' (I have been employed during the above-mentioned period for one or more days as a paid employee). The 'Työttömyyden jatkuminen' section has a dropdown menu to select the reason for continued unemployment, with a 'Pvm' (Date) column for reporting.



Service number: Monday to Friday 9am to 4pm, 020 634 2550.



Additional instructions on how to fill in the online report form are available from our eServices via the link *'Täyttöohjeet'* (filling-in instructions).

3

Check and send

When you have filled in the required information, a summary of the report is shown. Please check that your contact information and all other data are correct. If any additional documents are required, this will be indicated in the summary. You may for example need to submit a payslip (palkkalaskelma) as an attachment. Click *'Hyväksy'* (accept) and send the summary, which will then become an application. Your application is saved under *'Aiemmin lähetetyt'* (submitted earlier).

4

Send the supporting documents (image)

Scan the document that you wish to send as an attachment to your application and save it on your computer. You can also take a picture of the document. Upload the picture from your camera's memory card to your computer. You can send a picture taken with a phone e.g. to your own e-mail address.

On the left-hand side of the e-Services page, select *'Liitteet'* (attachments). You can send the document immediately or by the indicated deadline. You can write a cover note for example if the document you are sending is relevant to several different applications.

5

Check the processing status

Under your application, you can check if the application is pending or if it has been decided. You can track the progress of your application on your front page or under *'Aiemmin lähetetyt'* (submitted earlier).




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