

# Resources for Washington businesses

Gain important insights about SharedWork and tax and wage requirements for a competitive workforce advantage!



Tuesday, March 14  
10:30 a.m. - 11:30 a.m.

**SharedWork, Unemployment  
insurance taxes and wage reporting**



Welcome

# Today's timeline of events



Topic		<h2>Tax and Wage</h2>		 <h2>Live Q&amp;A</h2>
	<p><b>10:30 a.m. – 10:35 a.m.</b></p>	<p><b>10:35 a.m. – 10:50 a.m.</b></p>	<p><b>10:50 a.m. – 11:15 a.m.</b></p>	<p><b>11:15 a.m. - 11:30 a.m.</b></p>
Presented by	<p>Rebecca Martin President &amp; CEO Greater Federal Way Chamber of Commerce</p>	<p>Denice Craig Employer services manager Tax and Wage Employment Security Department</p>	<p>Leigh Rowley Program coordinator SharedWork Employment Security Department</p>	<p>Rafael Colón Business outreach manager Employment Security Department</p>

For a PDF of the PowerPoint slides and a copy of the webinar recording, visit the [SharedWork events webpage](#).

BUSINESSES, EMPLOYEES  
FAMILIES & COMMUNITIES

**WIN**

*with*

**SharedWork**

[SharedWorkWA.com](https://SharedWorkWA.com)



Employment  
Security  
Department  
WASHINGTON STATE



**SharedWork - A proven business solution!**

[SharedWorkWA.com](https://SharedWorkWA.com)

# What is SharedWork?

SharedWork is a voluntary assistance program that has stabilized Washington businesses and employees during temporary economic setbacks.

- Employers reduce worker hours to save payroll costs, instead of cutting jobs.
- SharedWork pays employees a prorated percentage of unemployment insurance benefits.

“During slowdowns in supplier production, the SharedWork program provides critical support to our entire ecosystem, by enabling workers to receive partial unemployment benefits when hours are reduced.”



**Robin Toth**

Director of Aerospace for the Washington State Department of Commerce and the Office of Economic Development & Competitiveness (OEDC)

# The SharedWork Program

A 40 year proven program that helps employers:

- Stabilize their business
- Retain their skilled workforce
- Continue serving customers
- Avoid layoffs and attract talent



# SharedWork in Washington state

[Watch the SharedWork industry panel "fast play".](#)



## Top 5 reasons employers sign up for the SharedWork program:

1. Loss of contracts or reduction in work
2. Maintain employee morale
3. In response to an economic downturn
4. Reduce payroll costs
5. Reduce cost of hiring and training new employees

Sources: [IMPAQ International](#), [U.S. Department of Labor Employment and Training Administration](#)



"It has allowed us to maintain our staff count and service levels, while lowering our overhead during the temporary housing shift. Staff is appreciative of the plan option and receiving partial payment with a day out of the office."

~ Erin Crain, AVP/office administrator, [Chicago Title of Washington](#), Everett



"SharedWork has given us a great amount of balance and flexibility to pivot and budget our expenses wisely. It's given the employees a sense of security. They know that we're doing this so that we don't have to take more dramatic measures, so there's massive relief of anxiety in that sense as well."

~ Jen Post, owner, [Prestige Escrow](#), Woodinville



"It's really a good thing we have SharedWork or I could be at risk of losing the employees with whom I've invested thousands of dollars in training. My valued employees are part of our business family, and I don't want to lose them. During these ups and downs of the economy, it has been a lifesaver."

~ Suzette Jackson, VP/owner, [NorthWest Granite & Flooring LLC](#), Whidbey Island

# SharedWork in Washington



In a survey of past employers who enrolled in Washington's [SharedWork](#) program:



SharedWork improved employee morale.



The program helped retain skilled workers.



Would recommend SharedWork to another employer.

## Employer Requirements for SharedWork:

1. Must be a legally registered business in Washington state.
2. Must have an Employment Security Department (ESD) number.
3. Must have at least two permanent employees, who are not corporate officers, affected by a reduction in hours and wages.
4. Continue to provide same benefits to employees.

## Employee Requirements for SharedWork:

1. All permanent (part-time and full-time) employees may participate in SharedWork.
2. Employee must have a valid UI claim - worked at least 680 hours during their base year (includes all employment)
3. Must be able and available for all scheduled hours by SharedWork employer.

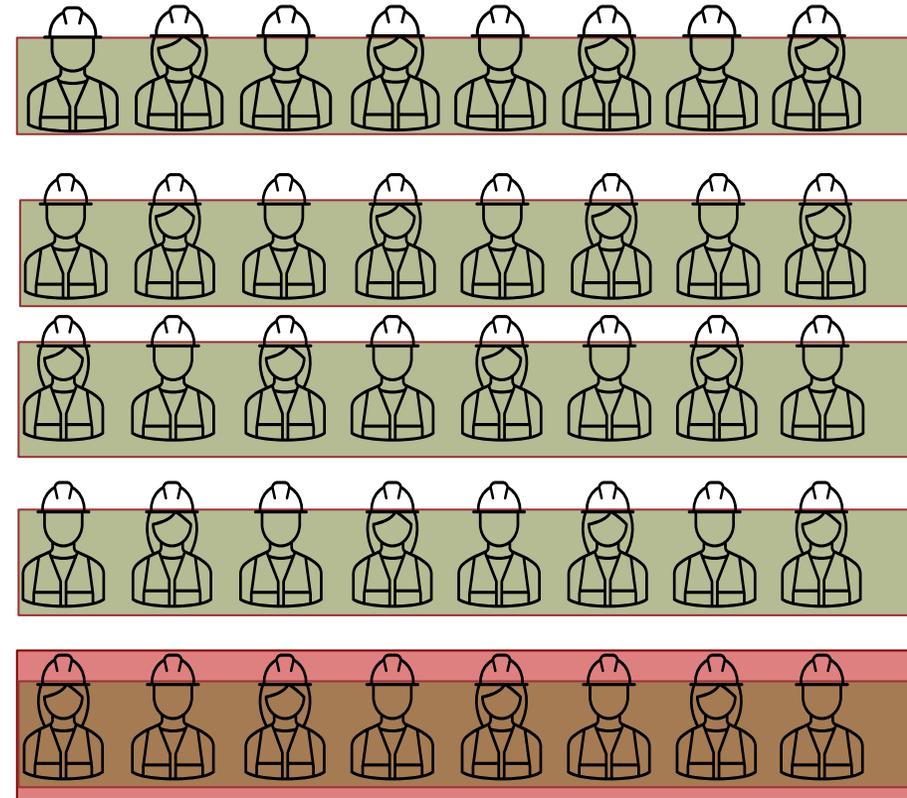
# A temporary workforce reduction example

Ryna's remodeling company is experiencing supply delays, and it's impacting a few jobsites. She employs 40 individuals.

**In lieu of layoffs.** Ryna has enough work for 32 full-time employees. The employer can avert the continued layoff of 8 full-time employees by keeping all 40 employees and reducing the workweek.

**Reduced workweek.** The employer reduced the workweek from 40 hours to 32 hours, which is a reduction of 20 percent and permissible under state law, anywhere from 10-50% is an acceptable reduction each week with SharedWork.

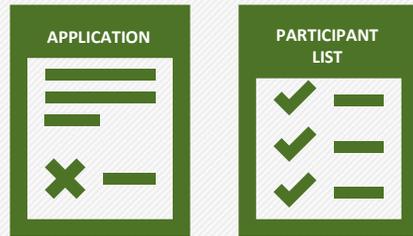
**Summary.** The 40 returning employees would each receive 80 percent of their wages from their employer, while also remaining eligible for 20 percent of their respective weekly benefit amount under SharedWork.



# How It Works



1



2



3



4



5

The employer calls SharedWork at **800-752-2500** option 3 to check business eligibility.

The employer assigns a **SharedWork representative** (or two) and submits an **Employer Plan Application** and a **Participant List**.

Once the employer plan is approved, each participant submits an **Employee Application** and can [file weekly claims](#).

The employee receives **earned wages** and a share of **unemployment insurance benefits** when hours are reduced.

The employer representative checks the weekly **SharedWork Payments Report** for accuracy.

# Two EASY ways to apply

## Apply by eServices, electronic upload or fax

1. Download the [Employer plan application](#) (pdf). If you need more space to add employee names, download the [Participant list](#) (Excel)
2. Here you can [Upload all documents](#) directly to the SharedWork Unit, or Fax to 800-701-7754

Remember to:

- Include your company's name in the file name
- Sign and date all forms
- Obtain the signature for the collective bargaining agent, if applicable.



**Employment Security Department**  
WASHINGTON STATE

**SharedWork**  
**EMPLOYER PLAN APPLICATION**  
Submit this form by fax to 800-701-7754 or  
upload at [SharedWork upload](#)  
Questions? Call 800-752-2500

Please print or type the following information. Answer all questions and sign to complete.

1. Employment Security Department (ESD) number: \_\_\_\_\_  
Find this number on your ESD tax statement.
2. Business name: \_\_\_\_\_ DBA: \_\_\_\_\_
3. Mailing address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ County: \_\_\_\_\_

Physical Location/Street address (if different from mailing address): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ County: \_\_\_\_\_

**4. Employer representative:** An employer must identify a representative to coordinate with SharedWork Program staff regarding the employer plan and eligible employee claims. Employer representatives must report changes and respond to written requests for information **within 10 days**. Representatives also must be easily available to program staff.

Primary employer representative:	Alternate employer representative:
Name: _____	Name: _____
Job title: _____	Job title: _____
Email: _____	Email: _____
Phone: _____ Ext.: _____	Phone: _____ Ext.: _____
Fax: _____	Fax: _____
If <b>not</b> located at address above, provide location. Address: _____	If <b>not</b> located at address above, provide location. Address: _____
City: _____ State: _____	City: _____ State: _____

5. Is your business experiencing an economic downturn?  Yes  Maybe
6. What date did you or will you reduced hours? \_\_\_\_\_  
(month/day/year)
7. How many employees are you submitting to participate in SharedWork? (Complete the attached employer plan employee list below.) \_\_\_\_\_
8. Estimate how many jobs will be saved by using the SharedWork Program. \_\_\_\_\_
9. How will you give advance notice to affected employees whose hours are or will be reduced?  
 Memo or letter  Email  Staff meeting  Other: \_\_\_\_\_

If advance notice is not possible, please state why: \_\_\_\_\_

10. a) How many of your participating employees are union represented? \_\_\_\_\_  N/A

b) **Employer union affiliation information (if applicable):** The employer's SharedWork plan must be approved in writing by the collective bargaining agent for each affected collective bargaining agreement covering any affected employee. **Approval signature(s) are required to process this application.**

Union: _____ Local: _____	Union: _____ Local: _____
Phone: _____ Ext.: _____	Phone: _____ Ext.: _____
Authorized union representative name Print: _____	Authorized union representative name Print: _____
Signature: _____	Signature: _____

**11. Your signature certifies that:**

- You have at least two permanent employees enrolled in the SharedWork plan.
- Affected employees were hired on a permanent basis.
- Health benefits will continue to be provided under the same terms and conditions as when the affected employee worked their usual weekly hours, unless health benefits are changed for all your employees.
- Retirement benefits and contributions under defined plans will continue to be provided under the same terms and conditions as when the affected employees worked their usual weekly hours, unless retirement benefits are changed for all your employees.
- Paid vacation, holidays, and sick leave continue to be provided under the same terms and conditions as when the affected employees worked their usual weekly hours.
- You agree to furnish all reports and information necessary for proper administration of your SharedWork plan.
- Your participation is consistent with your obligations under federal and state law.
- If there are any changes to the information on this application or employee (*participant*) list, you will notify SharedWork program staff immediately.
- You agree not to use SharedWork to subsidize seasonal employees during the off season.

By signing below, I, \_\_\_\_\_ Print name certify that I am authorized to sign this document on behalf of the business and that all information provided on this application is true and correct.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner, Proprietor, CEO, CFO, CO, GM, HR Manager, Payroll Manager



# Apply online – quick and easy

## Apply through eServices

If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

secure.esd.wa.gov - [Link to site](#)

### Questions?

For help signing into eServices, see <https://esd.wa.gov/unemployment/technical-support>.

**SAW** Help Desk 855-682-0785 -

**Employment Security Department**  
WASHINGTON STATE

[Español](#)

### Sign in for eServices

Find answers to your questions about eServices accounts at [esd.wa.gov/unemployment/technical-support](https://esd.wa.gov/unemployment/technical-support).

**Avoid unemployment scams**  
Unemployment benefits are a target for scammers. They want to steal your username or password to take control of your claim by pretending to be ESD and sending you links to sign in on fake web pages that look real. When in doubt, go directly to [esd.wa.gov](https://esd.wa.gov) and click the sign-in links.  
Protect yourself by checking out [esd.wa.gov/unemployment/unemployment-scams](https://esd.wa.gov/unemployment/unemployment-scams).

#### Individuals

- Apply for unemployment benefits
- Submit a weekly claim
- Manage your unemployment benefits claim
- Restart a current claim
- Pay a benefit overpayment
- Look up your past wages
- Schedule a required WorkSource appointment

#### Employers

- Pay taxes
- Apply for SharedWork
- Apply for the Work Opportunity Tax Credit
- Manage your employees' unemployment claims
  - Send a secure message
  - View and respond to correspondence
  - File an appeal

#### SecureAccess Washington (SAW)

Having issues with the new two-step verification? For help filing your weekly claim, see our [Alert](#).

Use your SecureAccess Washington (SAW) username and password  
[What is SAW?](#)  
[Check to see if you have a SAW account](#)

**Employers:** If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

**Username:**

**Password:**

[Sign in](#) [Having trouble signing in?](#)

[Create new account](#)

#### Need an account?

If you haven't already, you must create and activate a SecureAccess Washington (SAW) account to use our online services. [What is SAW?](#)

#### Already have a SAW account?

SecureAccess Washington (SAW) is the protected sign-on service for much of Washington state government. You may already have access. [Check to see if you have a SAW account](#)

We use SecureAccess Washington to protect your personal information

# Contact SharedWork

Employers can verify their eligibility in minutes and get answers by calling 800-752-2500 and choosing Option 3.

## 800-752-2500

**8am to 4pm, Monday through Friday**

Option 1 – Claims

Option 2 – Existing Plans

**Option 3 – New Plan Inquiry**

Option 4 – I was asked to call

[sharedworkplansect@esd.wa.gov](mailto:sharedworkplansect@esd.wa.gov)

### More ways to learn about SharedWork

- Watch our commercial on [Youtube](#).
- The SharedWork program will be hosting many regional and statewide **free virtual events** for employers in Washington.  
[esd.wa.gov/SharedWork/events](https://esd.wa.gov/SharedWork/events)
- The SharedWork program will be hosting weekly webinars through the year end to help businesses get informed.
- **Wednesdays 10:45 a.m. | [SharedWork Q&A for businesses webinar](#)**.
- Download the [SharedWork info card](#).



# Tax & Wage

One call resolution for all  
customers who need assistance



## Tax & Wage

# KEY COMPONENTS OF TAX & WAGE



- Report filing and payments
- Tax rate calculations
- Relief of benefit charges
- Wage and hour adjustments (amendments)
- Waivers of penalties & interest
- Audits and investigations
- Tax Refunds

# Overview of UI Tax



- Reports & payments are due quarterly. Late payments & reports are assessed penalties & interest and could affect your annual tax rates.
- To report & pay go to [www.esd.wa.gov](http://www.esd.wa.gov).
- The tax due is calculated by multiplying the taxable wages by the tax rate.
- Amendments are corrections to reports. Employers have three years to amend reports. Amendments may impact your tax rate.
- Tax Rates: Delinquent rates will be assessed for late penalties & interest.

Quarterly Reports are due at the end of the month following the quarter.

Q1: April 30th

Q2: July 31st

Q3: October 31st

Q4: January 31st

# Example of 2022



The tax due is calculated by multiplying the taxable wages by the tax rate.

Wage base 2023 = \$67,600

- If the employee's salary = \$55,000, pay taxes on \$55,000.
- If the employee's salary = \$68,000, pay taxes on \$67,600 of their wages.

The amount over the taxable wage base of \$67,600 (\$400 in the example) is considered excess wages. Excess wages are reported (for unemployment-insurance benefits purposes), but are subtracted from the employee's total wages, so they do not pay taxes on the amount above the taxable wage base.

# Common questions



- What is my billing statement for?
  - This is a balance due on your tax account.
- How do I file & pay my quarterly taxes?
  - Secure Access WA & EAMS <https://www.esd.wa.gov/employer-taxes/about-EAMS>
- How do I update my address, close my account or update owner/officers?
  - Fill out business change form 5208C-1 or owner/officer change form: <https://esd.wa.gov/employer-taxes/forms-and-publications>
- I need to correct my quarterly filing. How do I fix it?
  - File an amendment in EAMS [ESDWAGOV - Unemployment Taxes](https://www.esd.wa.gov/employer-taxes/about-EAMS) or submit a paper Amended tax & wage report(5208D) form: <https://esd.wa.gov/employer-taxes/forms-and-publications>.
- I received a Benefit Charge Notice. What is this?
  - It is not a bill. This is advising employers a former employee is claiming UI and their tax account may be charged. To request relief of benefit charges email [UIFILES@ESD.WA.GOV](mailto:UIFILES@ESD.WA.GOV), or follow instructions on the form.

## Tax & Wage

# Basic overview of the UI Tax Experience Rates



### TAX RATES

- Tax Rates are made up of three components: UI tax rate, Social cost & the EAF (Employment Administrative Fund). For 2023, Social cost is capped at .7%
- Rates are based on your employment experience - benefit charges and taxable wages reported the past 4 years. There are 40 rate classes.
- Tax Rate Notices are calculated and mailed annually in December.
- Request review of tax rates email [UIFILES@ESD.WA.GOV](mailto:UIFILES@ESD.WA.GOV) .

## Tax & Wage

# Basic overview of the UI Tax Experience Rates



## BENEFIT CHARGES

- Benefit Charging Notice: Notifies you that you could be charged & states details of claims.
- Quarterly statement of benefit charges.
- Request relief of charges email [UIFILES@ESD.WA.GOV](mailto:UIFILES@ESD.WA.GOV).
- Reasons for granting relief of Benefit Charges:
  - Voluntary quit
  - Discharged for misconduct
  - Catastrophe
  - Etc.

For specific questions regarding Relief of Benefit Charges, please reach out to our Rates unit:

- 855-829-9243
- [ESDexperiancerating@esd.wa.gov](mailto:ESDexperiancerating@esd.wa.gov)

# Standard Occupational Classification (SOC) Code



## What is it?

- Standard Occupational Classification (SOC) is a federal coding system used to identify occupations and workers.
- Data is used to analyze workforce demand and evaluate the effectiveness of training programs.

## History

- Stemmed from the recommendation by Future of Work Task Force in 2019
- Washington State House Bill 2308 – SOC codes implemented into quarterly tax report
- In addition, Washington is following in the footsteps of other states, including Alaska and Indiana.

# SOC Code timeline



## Starting in Nov. 2021 through third quarter 2022:

- All Upgraded EAMS users can look up and provide SOC codes.
- Use the new SOC lookup tool to find the most accurate codes for each of your employees ([onetonline.org](https://onetonline.org)). A link to this page is available on our website. <https://esd.wa.gov/employer-taxes/about-soc>

## When is SOC required?

- When you file Q4/2022 report by January 31, 2023.

If you have any questions about how to report SOC codes, just email us at [socreporting@esd.wa.gov](mailto:socreporting@esd.wa.gov) or call us at 855-829-9243 option 6.

# Upgrade to Employer Account Management Services (EAMS)



- If you did not upgrade in 3Q22, you will need to upgrade when you file 4Q22.
- The required file format has changed
  - Four columns in old version of EAMS
  - Eight columns in upgraded EAMS
    - Has separate columns for last, first, middle names
    - Includes column for SOC codes

See [website](#) for importing wage file information.

# Benefit to upgraded system



- Quicker response time for filing with the new system
- Easier to manage locked service requests for employers and employees
- Improved error checking upon file upload
- Standard Occupational Classification (SOC) codes
- Alert: [ESDWAGOV - Do you file unemployment tax reports? Upgrade to our latest version of EAMS.](#)

# Paid Family & Medical Leave (PFML)



Paid Family and Medical Leave is a new benefit for Washington workers. It's here for you when a serious health condition prevents you from working or when you need time to care for a family member, bond with a new child or spend time with a family member preparing for military service overseas.

- **PFML is a different program from Quarterly Unemployment Insurance.**
- **A Separate quarterly PFML report must be filed.**
- **For more information, please see [paidleave.wa.gov](https://paidleave.wa.gov) or call (833) 717-2273!**

# Tax & Wage

## Important Contact Information



Meredith Cole – Tax Accounting/Rates Supervisor

- 360-890-3585
- [meredith.cole@esd.wa.gov](mailto:meredith.cole@esd.wa.gov)

Benefit charging/tax rate review requests

- 855-829-9243 – option 3

Account Management Center – General Questions

- 855-829-9243
- [olympiaAMC@esd.wa.gov](mailto:olympiaAMC@esd.wa.gov)

Denice Craig – UICS Employer Services Manager

- 360-890-3650
- [denice.craig@esd.wa.gov](mailto:denice.craig@esd.wa.gov)

# Q&A



# Resources for Washington businesses

Gain important insights about SharedWork, WOTC and Federal Bonding programs for a competitive workforce advantage!



**Tuesday, April 11**  
**10:30 a.m. - 11:30 a.m.**

**SharedWork and Work Opportunity  
Tax Credit (WOTC)**



Next webinar

BUSINESSES, EMPLOYEES  
FAMILIES & COMMUNITIES

**WIN**

*with*

**SharedWork**

[SharedWorkWA.com](http://SharedWorkWA.com)



Employment  
Security  
Department  
WASHINGTON STATE



Thank you for joining us today

# Scenario: 20 percent payroll reduction



**Without SharedWork**  
8 employees laid off  
32 employees full-time

Laid off worker	
	
<b>\$800</b> \$20 x 40 hrs	
Hours worked	0
Weekly Benefit (Unemployment Insurance)	\$400
Weekly Wage	0
<b>Weekly Income without SharedWork</b>	<b>\$400</b>

Full-time employee	
	
<b>\$800</b> \$20 x 40 hrs	
Hours worked	40
Weekly Benefit (Unemployment Insurance)	\$0
Weekly Wage	\$800
<b>Weekly Income with SharedWork</b>	<b>\$800</b>

**With SharedWork**  
40 employees working  
20% fewer hours.

Average Weekly Income (before reduction)	
Hours worked (reduced by 20%)	32
Weekly Benefit (Unemployment Insurance)	\$80
Weekly Wage	\$640
<b>Weekly Income with SharedWork</b>	<b>\$720</b>

Full-time employee at 20% reduction	
	
<b>\$800</b> \$20 x 40 hrs	
Hours worked	32
Weekly Benefit (Unemployment Insurance)	\$80
Weekly Wage	\$640
<b>Weekly Income with SharedWork</b>	<b>\$720</b>

Part-time employee at 20% reduction	
	
<b>\$600</b> \$20 x 30 hrs	
Hours worked	24
Weekly Benefit (Unemployment Insurance)	\$60
Weekly Wage	\$480
<b>Weekly Income with SharedWork</b>	<b>\$540</b>

After 20% Workforce Reduction

Average Weekly Income (before reduction)	
Hours worked	0
Weekly Benefit (Unemployment Insurance)	\$400
Weekly Wage	0
<b>Weekly Income without SharedWork</b>	<b>\$400</b>

After 20% SharedWork Reduction

Average Weekly Income (before reduction)	
Hours worked (reduced by 20%)	32
Weekly Benefit (Unemployment Insurance)	\$80
Weekly Wage	\$640
<b>Weekly Income with SharedWork</b>	<b>\$720</b>