Resources for Washington businesses

Gain important insights about Washington state's SharedWork program for a competitive workforce advantage!

Thursday, Nov. 2
1:00 p.m. - 2:00 p.m.
SharedWork

SEATTLE SOUTHSIDE CHAMBER OF COMMERCE

Employment Security Department
WASHINGTON STATE

BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

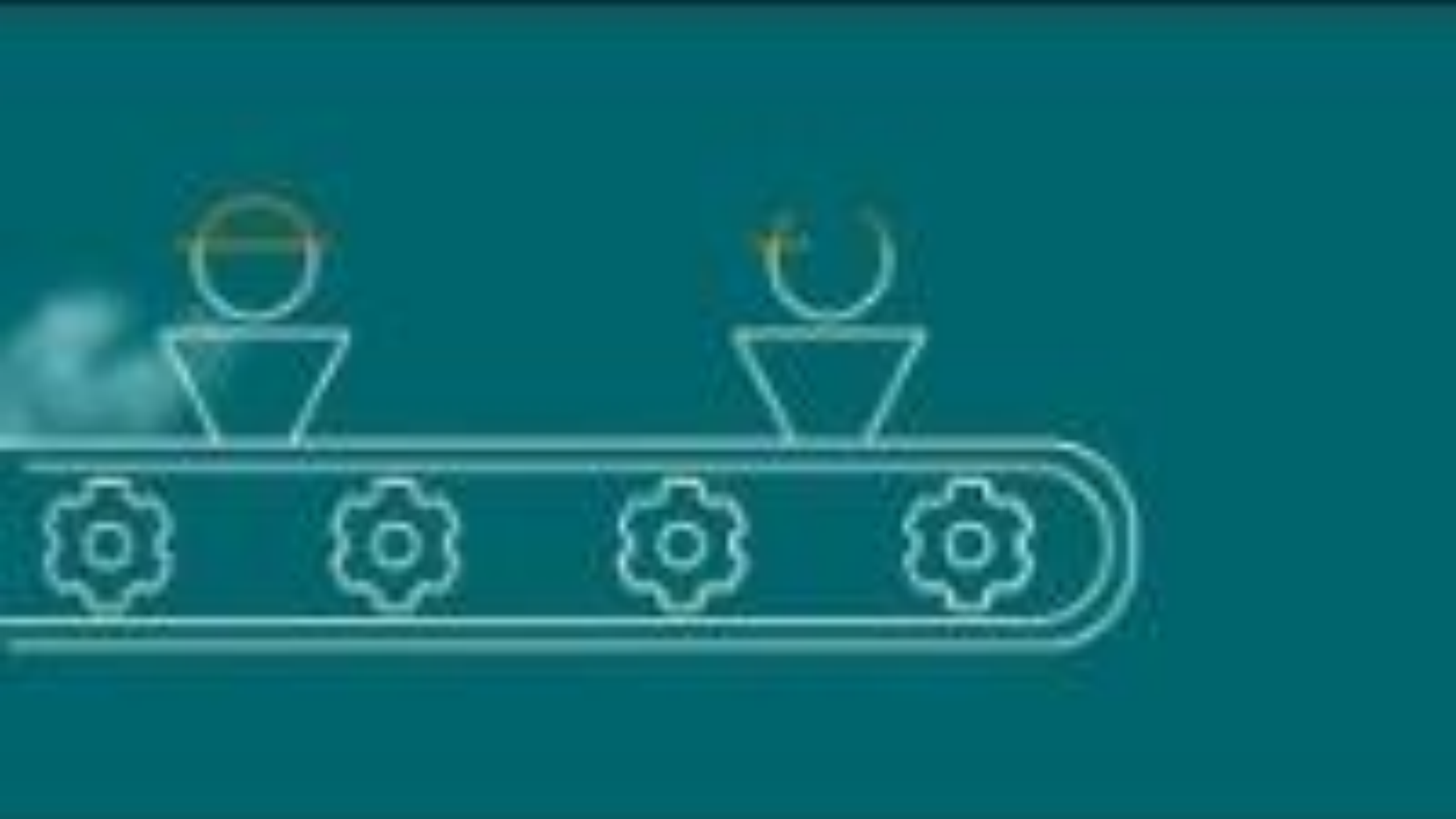
WIN *with* SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

SharedWork - A proven business solution!

SharedWorkWA.com



What is it?

SharedWork was enacted into law in 1983, establishing a voluntary short time compensation business program. Intended to be an excellent resource to help stabilize business operations during periods of lower economic activity.

- Allows employers to preserve their workforce by reducing employee hours to save payroll costs and keep the business operating.
- SharedWork pays employees a prorated percentage of unemployment insurance benefits.
- Eligibility is open to most business and industries to use when needed.

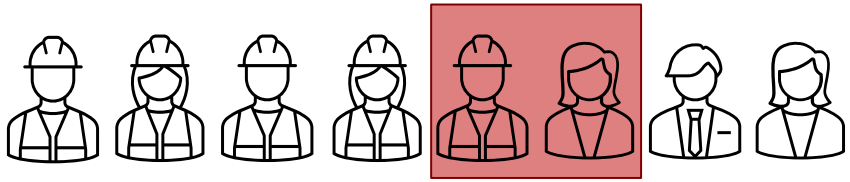
The SharedWork Program

A proven program that helps employers:

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

A temporary workforce reduction example

"We are a residential and commercial inspection company. There are less buyers that qualify, and, as a result, less inspections are being scheduled. Business goes down 18% and halts growth in all departments."



Ana's business is experiencing a temporary economic downturn. She employs 8 individuals. Instead of letting go of employees, she enrolls in the SharedWork program and reduces the workweek.

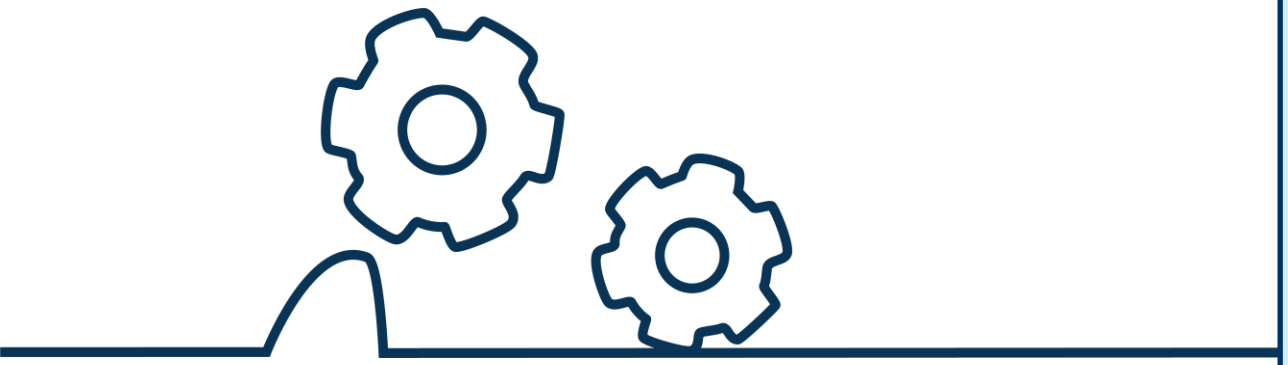
In lieu of layoffs. Ana gets her SharedWork plan approved for fifty-two weeks. There is no cost to enroll, and plans can be renewed year after year.

Reduced workweek. An employer may reduce an employee's usual weekly hours of work from ten to fifty percent and the employee can receive the same percentage of unemployment benefits.

Summary. The 8 employees would each receive wages from their employer, while also remaining eligible for up to 50 percent of their respective weekly benefit amount under SharedWork.

Washington Administrative Code (WAC): Chapter 192-250 Shared Work Program

SharedWork in Washington



In a survey of past employers who enrolled in Washington's SharedWork program:

- **97%** SharedWork improved employee morale.
- **98%** The program helped retain skilled workers.
- **99%** 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.

SharedWork in Washington state

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 downtown
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

CHICAGO TITLE INSURANCE COMPANY

"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

Prestige ESCROW

"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

NorthWest Granite & Flooring LLC

"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

Enrolling is fast and easy!

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

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

3. Once the employer plan is approved, each participant submits an **Employee Application** and can file weekly claims.

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

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

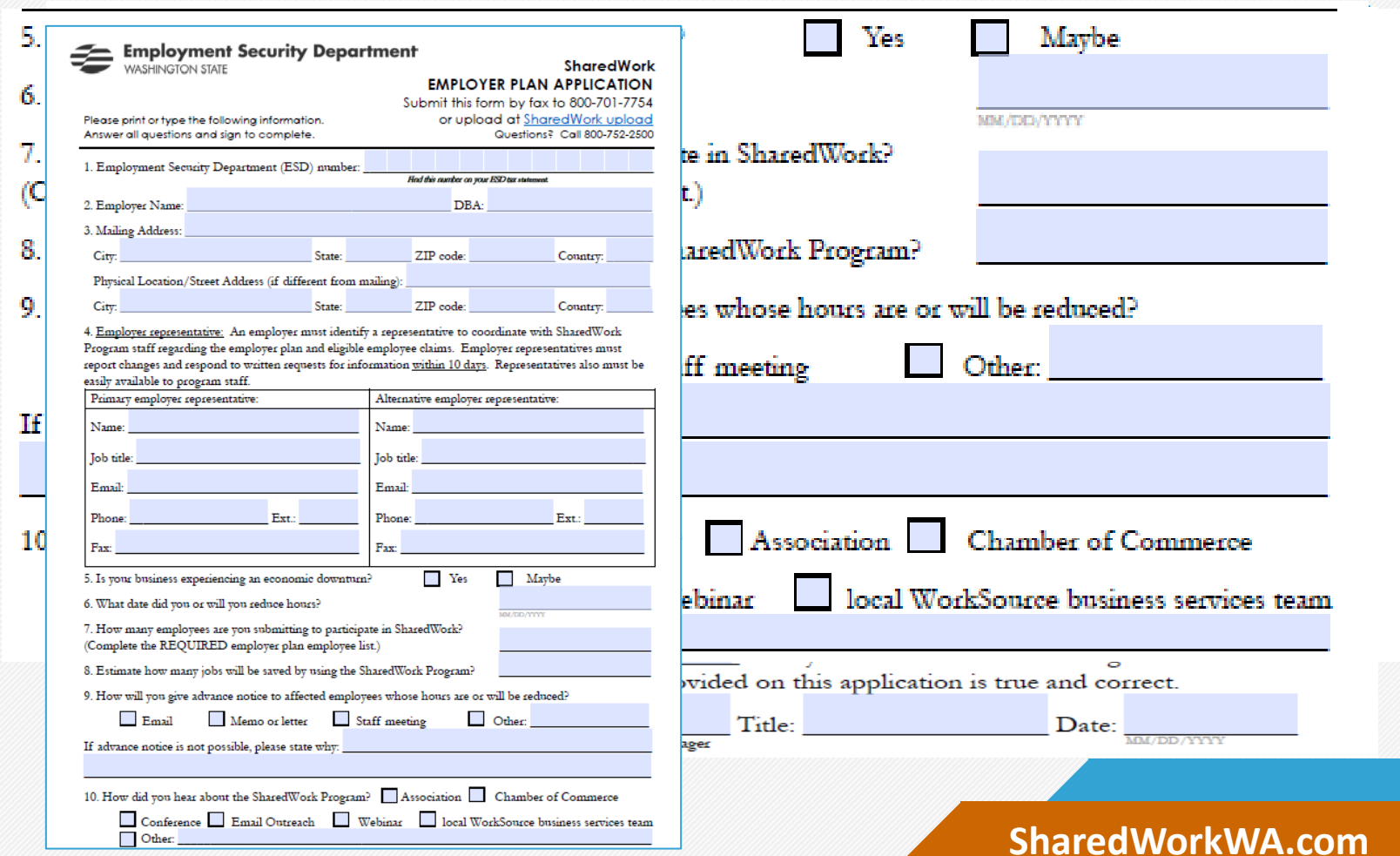
SharedWorkWA.com

Applying for SharedWork paper application.

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. Employer Name: DBA:
3. Mailing Address:
City: State: ZIP code: Country:
Physical Location/Street Address (if different from mailing):
City: State: ZIP code: Country:

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:	Alternative employer representative:
Name:	Name:
Job title:	Job title:
Email:	Email:
Phone: Ext.:	Phone: Ext.:
Fax:	Fax:

5. Is your business experiencing an economic downturn? Yes Maybe
6. What date did you or will you reduce hours? MM/DD/YYYY
7. How many employees are you submitting to participate in SharedWork? (Complete the REQUIRED employer plan employee list.)
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?
Email Memo or letter Staff meeting Other:
If advance notice is not possible, please state why:
10. How did you hear about the SharedWork Program? Association Chamber of Commerce
Conference Email Outreach Webinar local WorkSource business services team
Other:

Yes Maybe
MM/DD/YYYY
te in SharedWork?
t.)
aredWork Program?
es whose hours are or will be reduced?
ff meeting Other:
Association Chamber of Commerce
ebinar local WorkSource business services team
ovided on this application is true and correct.
Title: Date: MM/DD/YYYY
ager

SharedWork Participant List

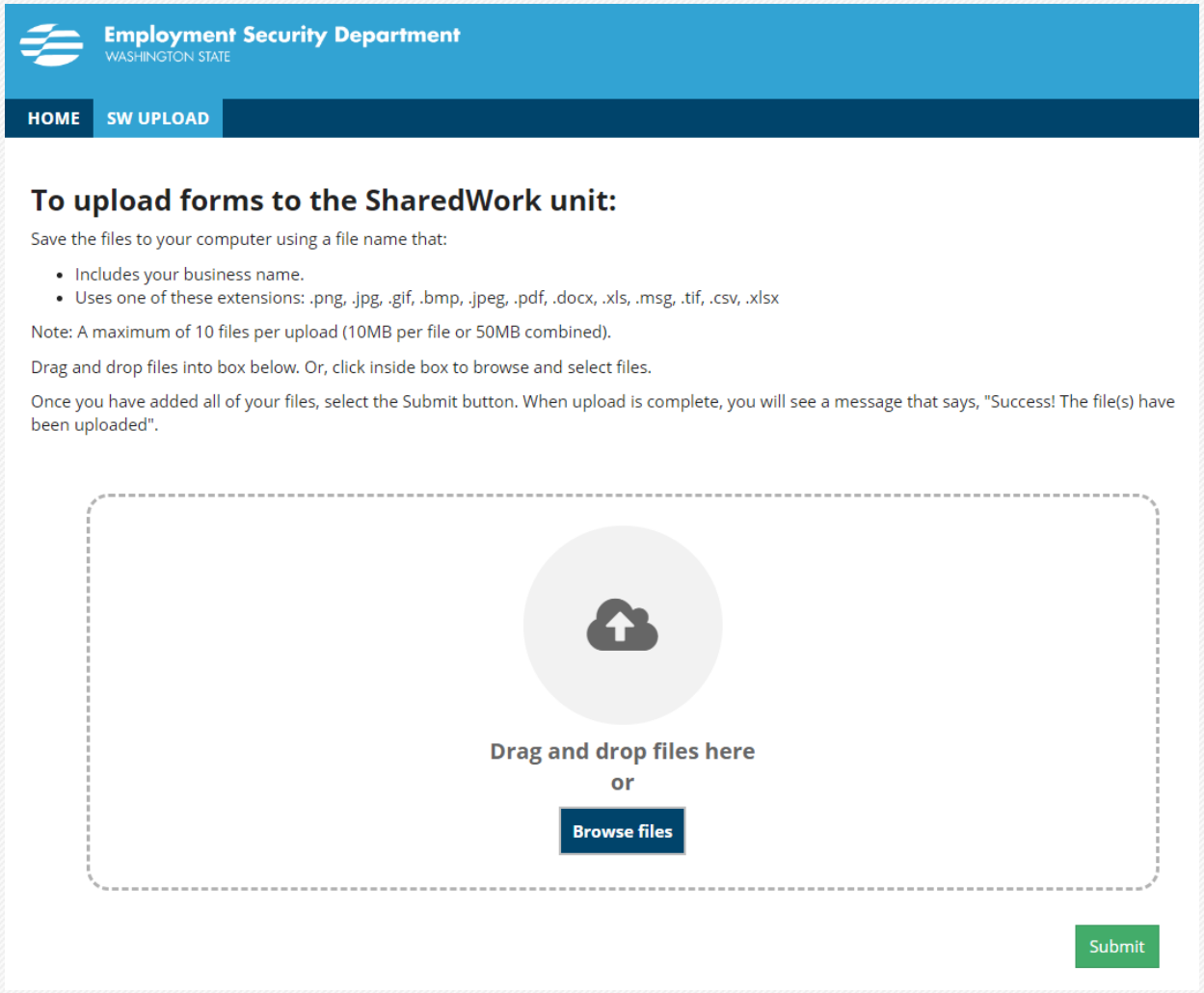
Company name: ESD number: Date: MM/DD/YYYY

Location: **DO NOT CHANGE COLUMN/CELL FORMAT**

Employee First Name *(MUST include at least TWO EMPLOYEES)*	Employee Last Name	Employee SSN xxxxxxxxx **(no dashes)**	Date of Hire MM/DD/YYYY	Usual Weekly Hours Worked	Hourly Rate of Pay	Associated Union **(leave blank if no union)**

SharedWorkWA.com

Upload completed and saved applications



https://fortress.wa.gov/esd/file/swupload

SharedWorkWA.com

Apply online – quick and easy

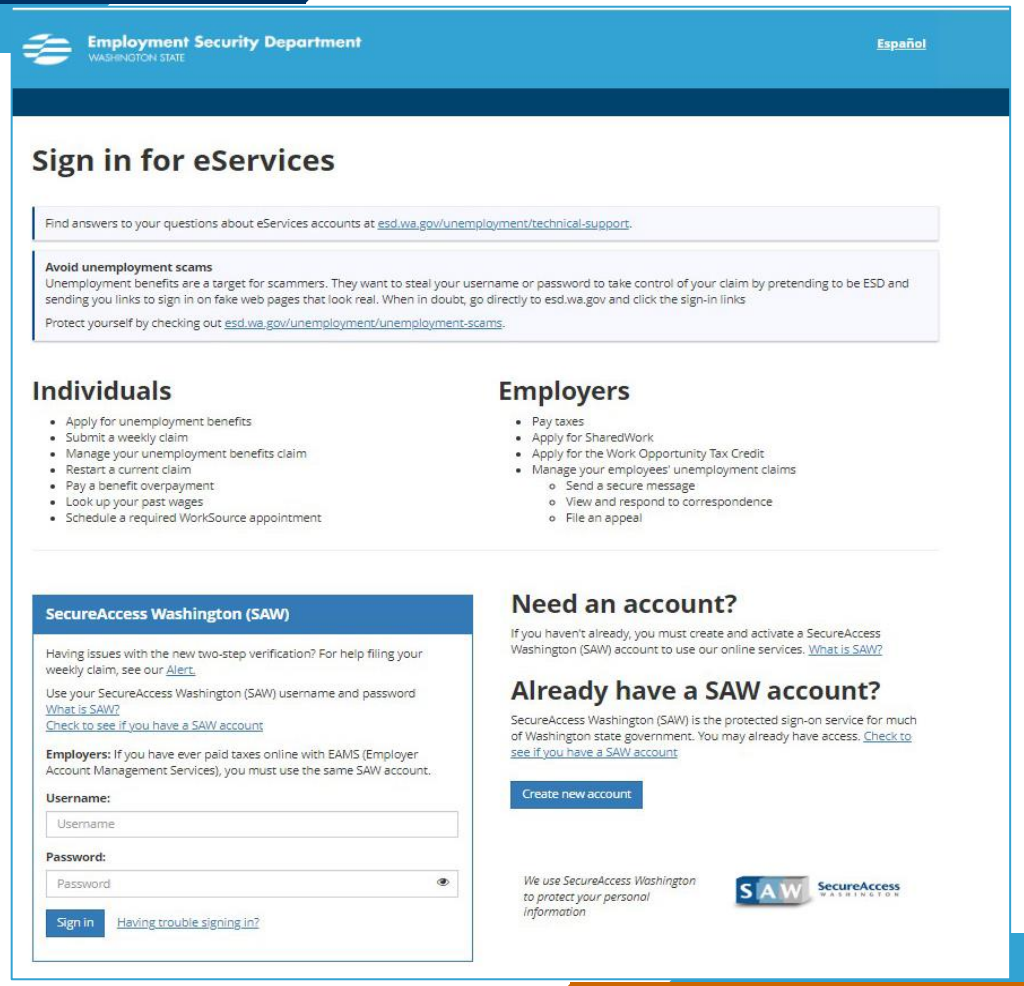
Apply through eServices

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

secure.esd.wa.gov

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

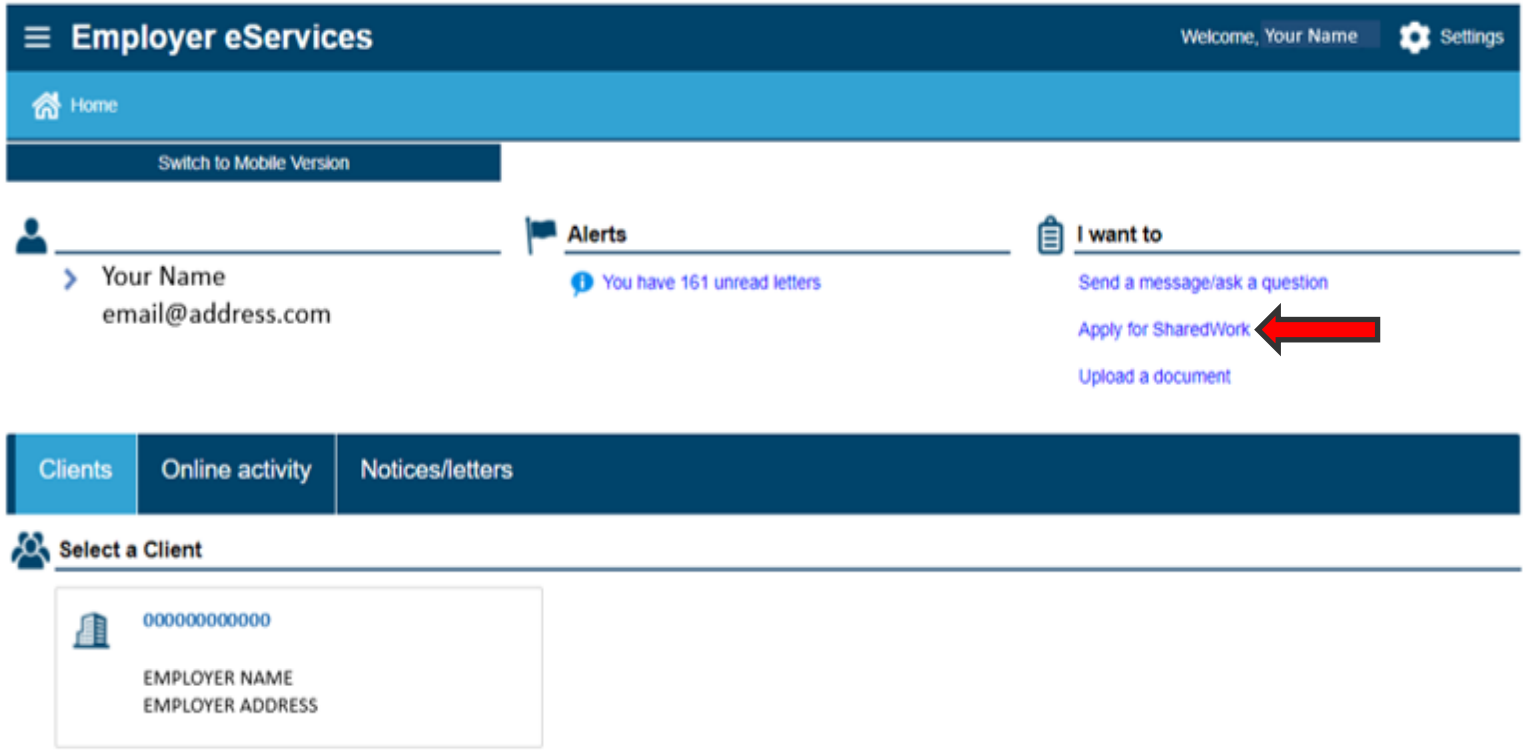
SAW Help Desk 855-682-0785



Apply online – quick and easy

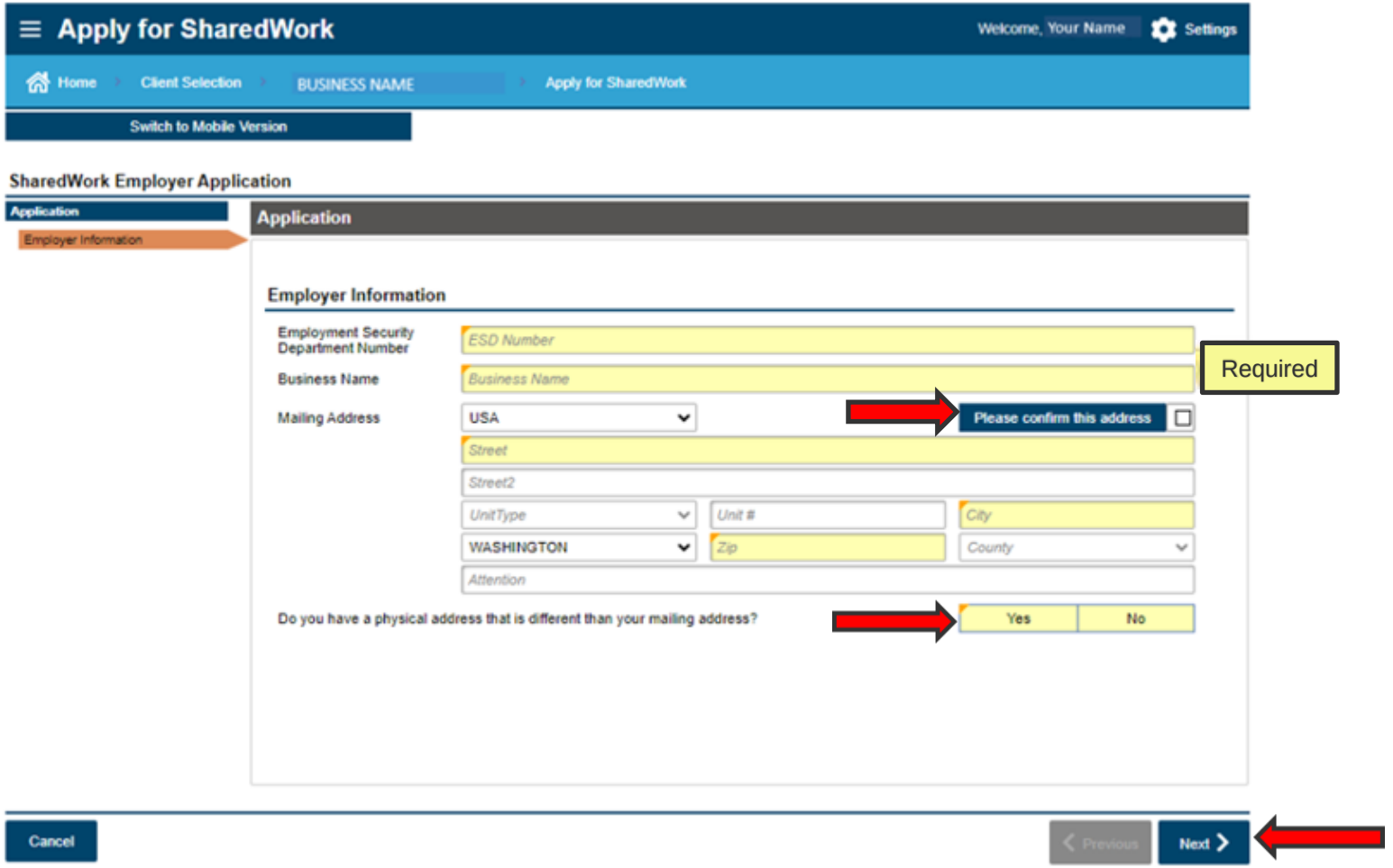
BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES
WIN
with
SharedWork
SharedWorkWA.com
Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES
WIN
with
SharedWork
SharedWorkWA.com
Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

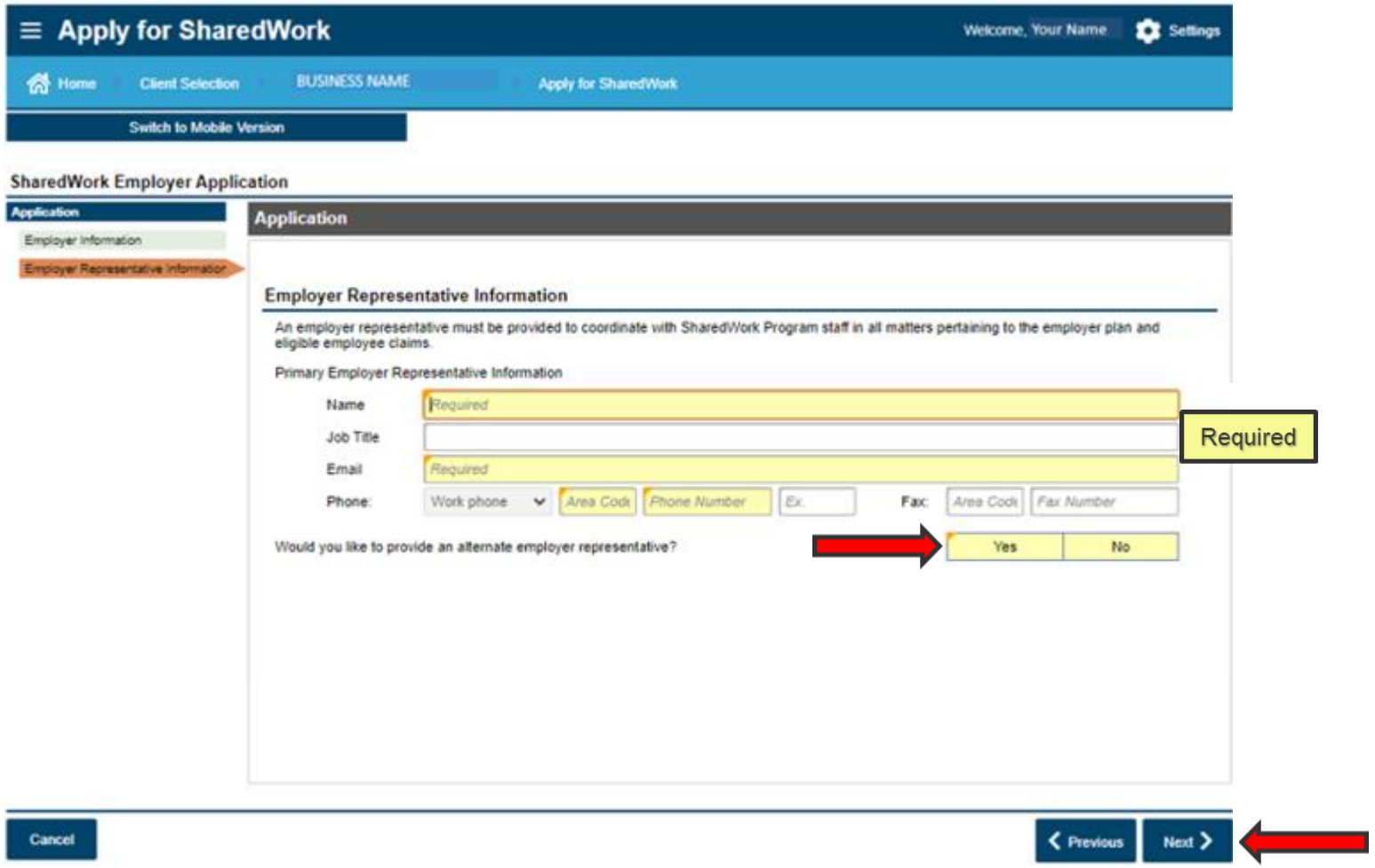
WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

SharedWorkWA.com

Apply online – quick and easy



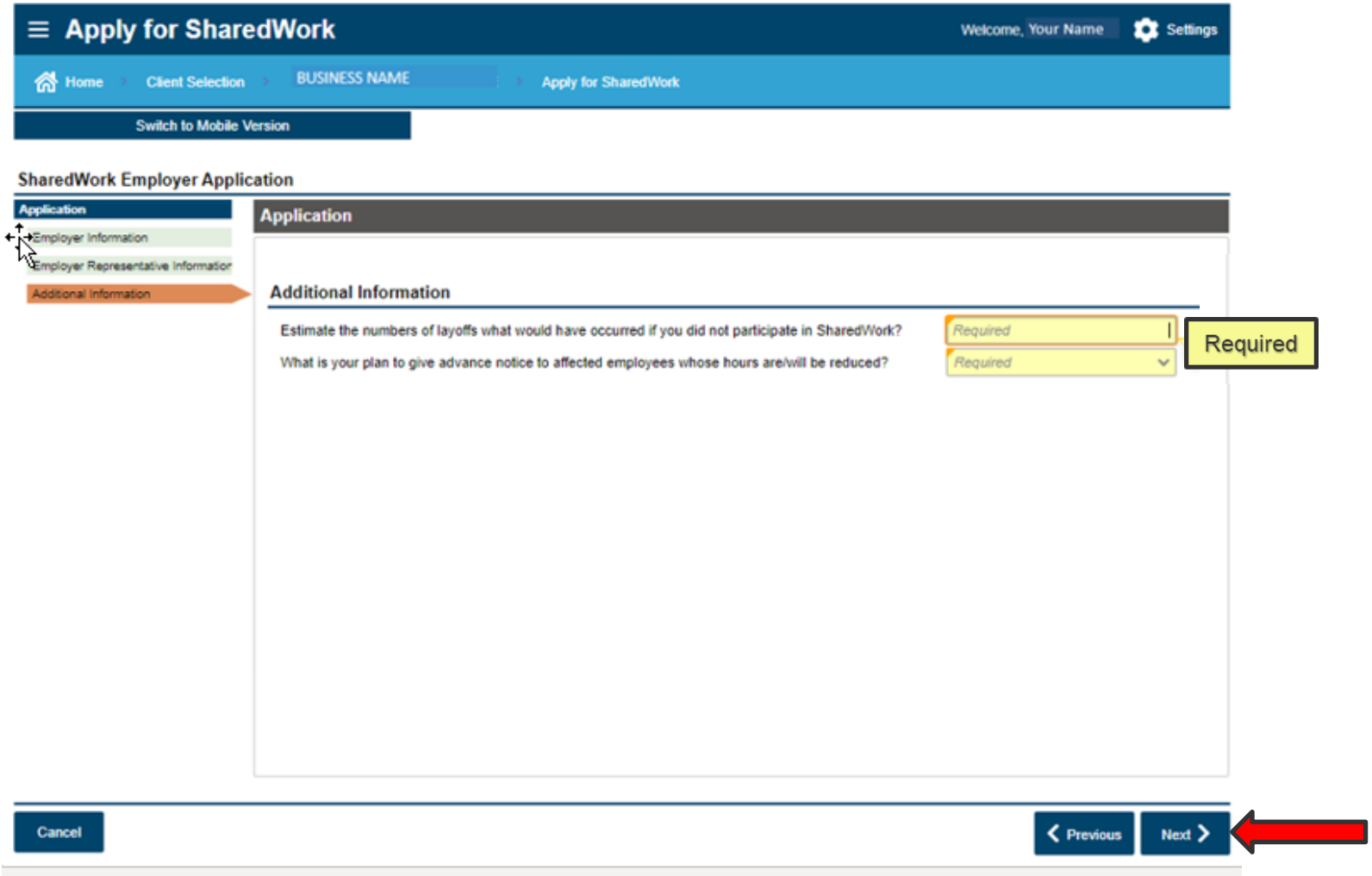
BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

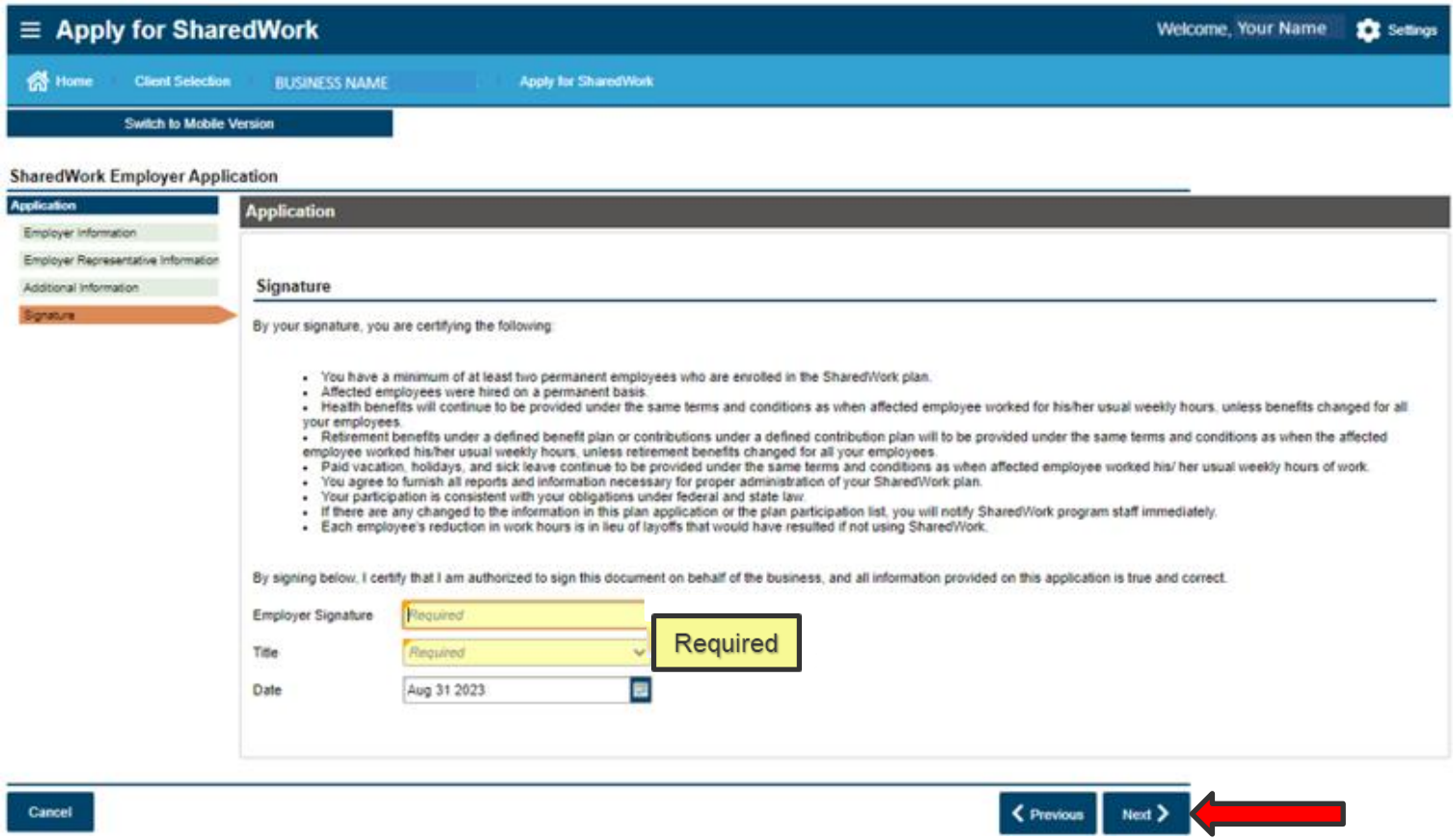
WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

SharedWorkWA.com

Apply online – quick and easy



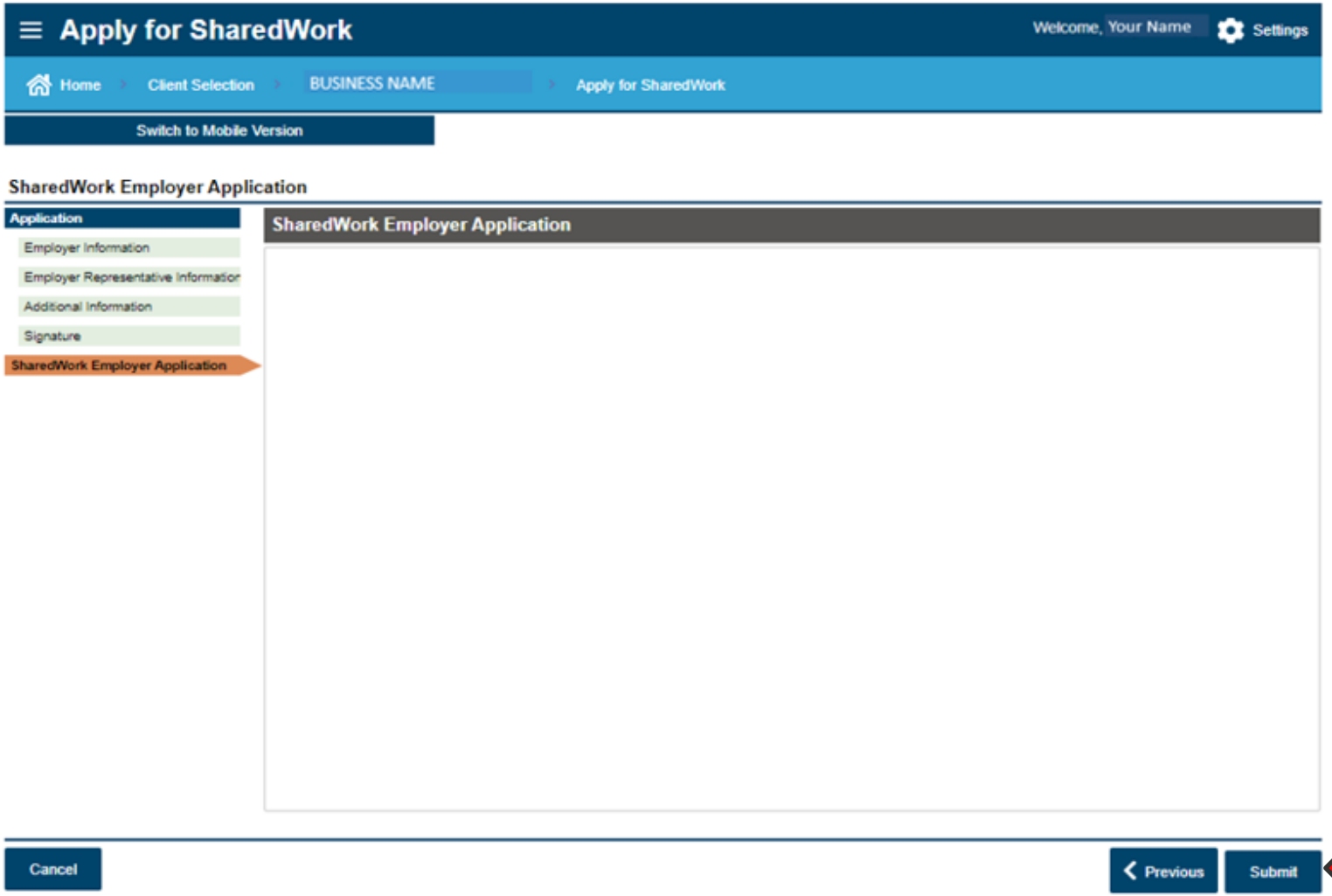
BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

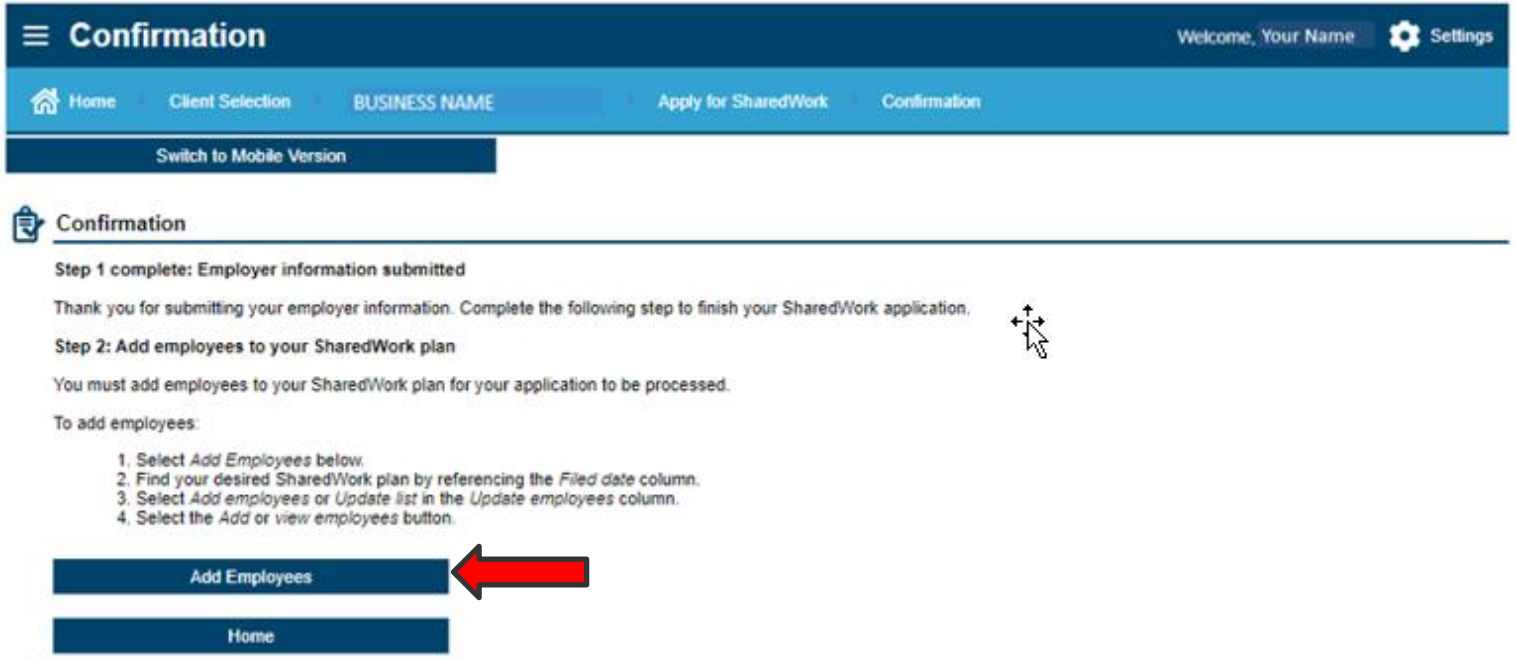
WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

SharedWorkWA.com

Apply online – quick and easy



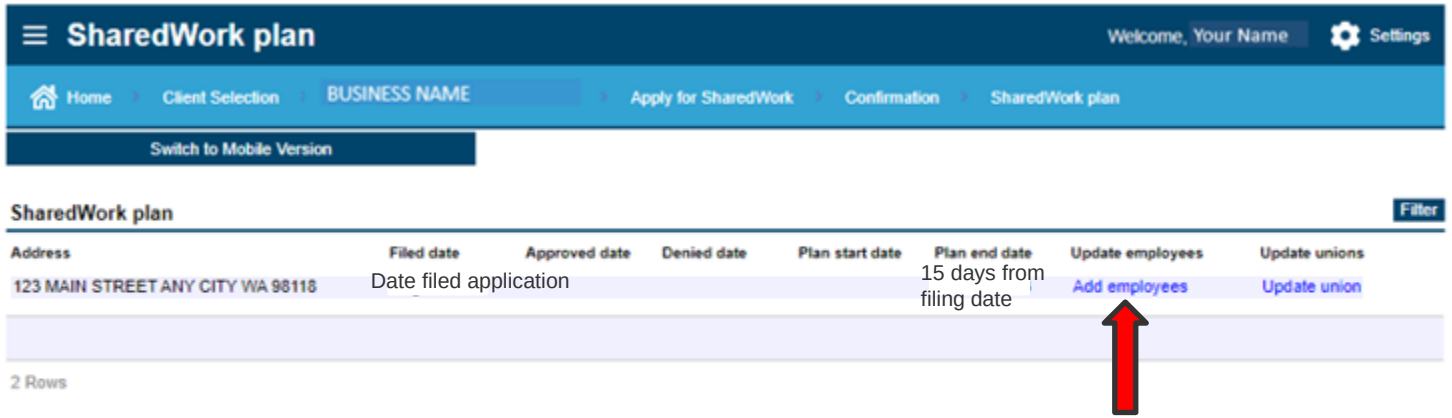
BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

WIN *with* SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



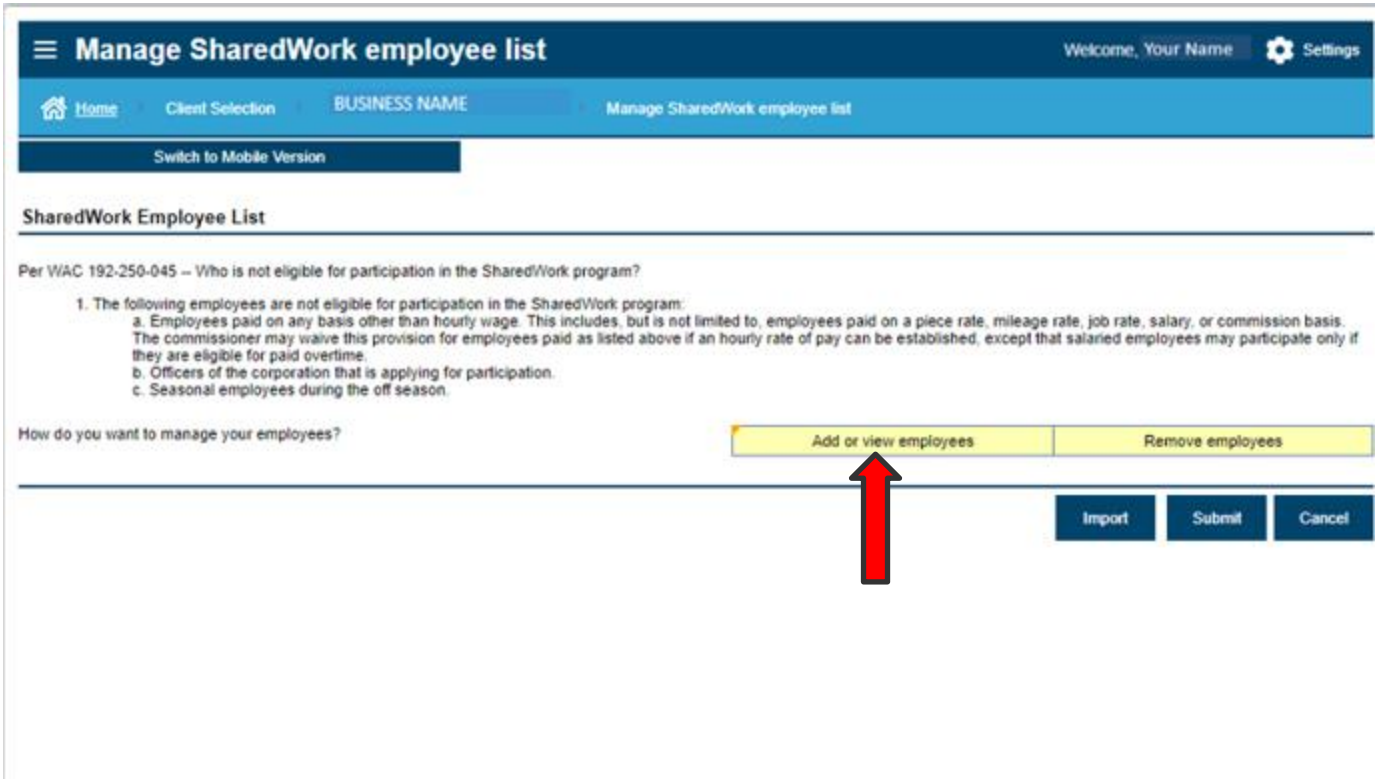
BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



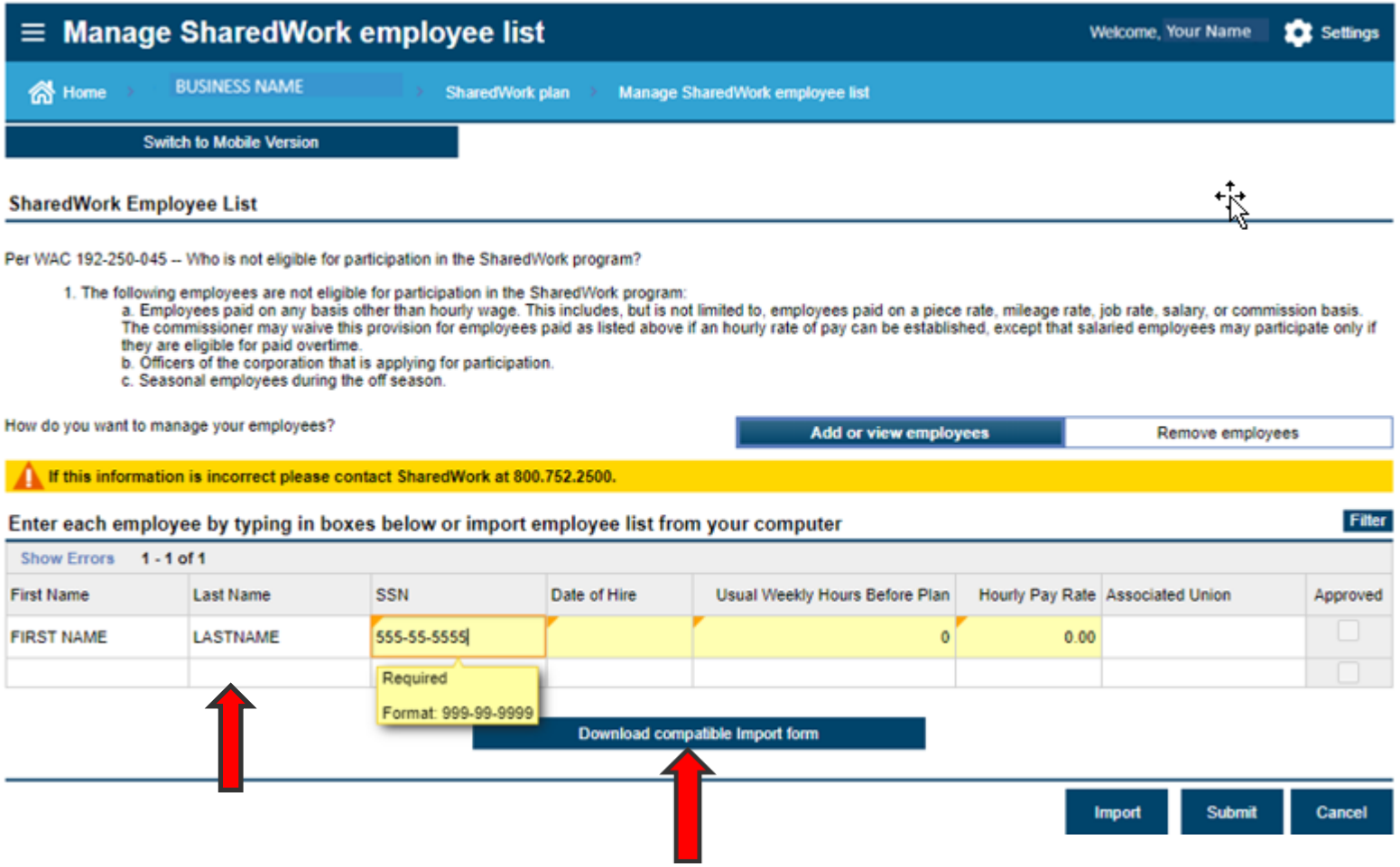
BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

WIN with SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

SharedWorkWA.com

Apply online – quick and easy

Company name: ESD number: Date: MM/DD/YYYY

Location: **DO NOT CHANGE COLUMN/CELL FORMAT**

Employee First Name *(MUST include at least TWO EMPLOYEES)*	Employee Last Name	Employee SSN xxxxxxxxx **(no dashes)**	Date of Hire MM/DD/YYYY	Usual Weekly Hours Worked	Hourly Rate of Pay	Associated Union **(leave blank if no union)**

BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

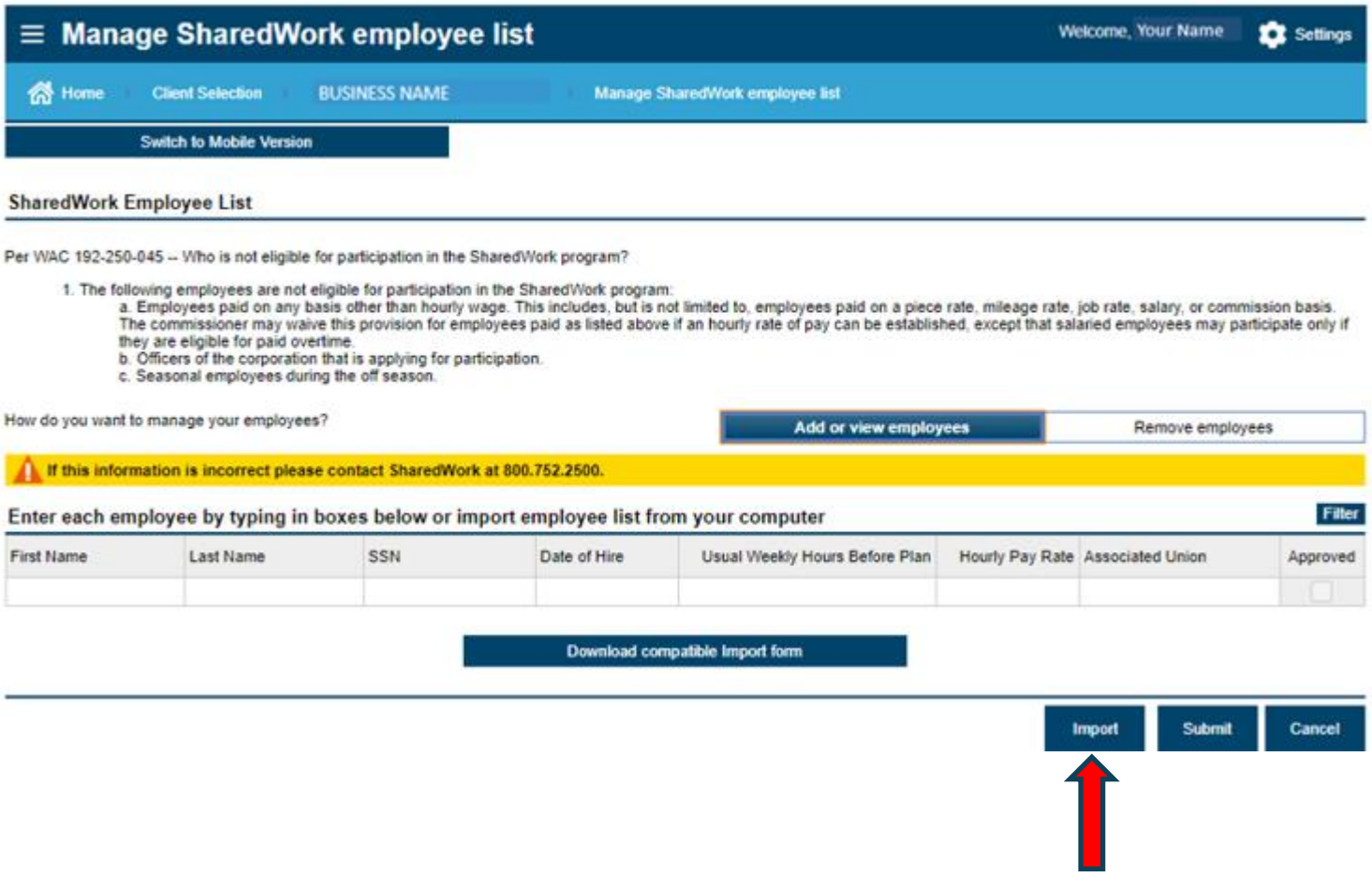
WIN *with* SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

SharedWorkWA.com

Apply online – quick and easy



BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

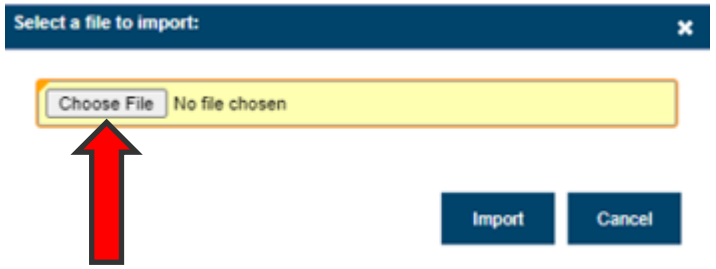
WIN *with* **SharedWork**

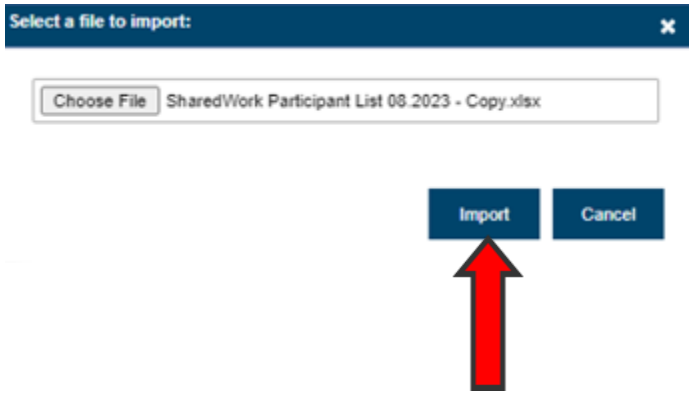
SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

SharedWorkWA.com

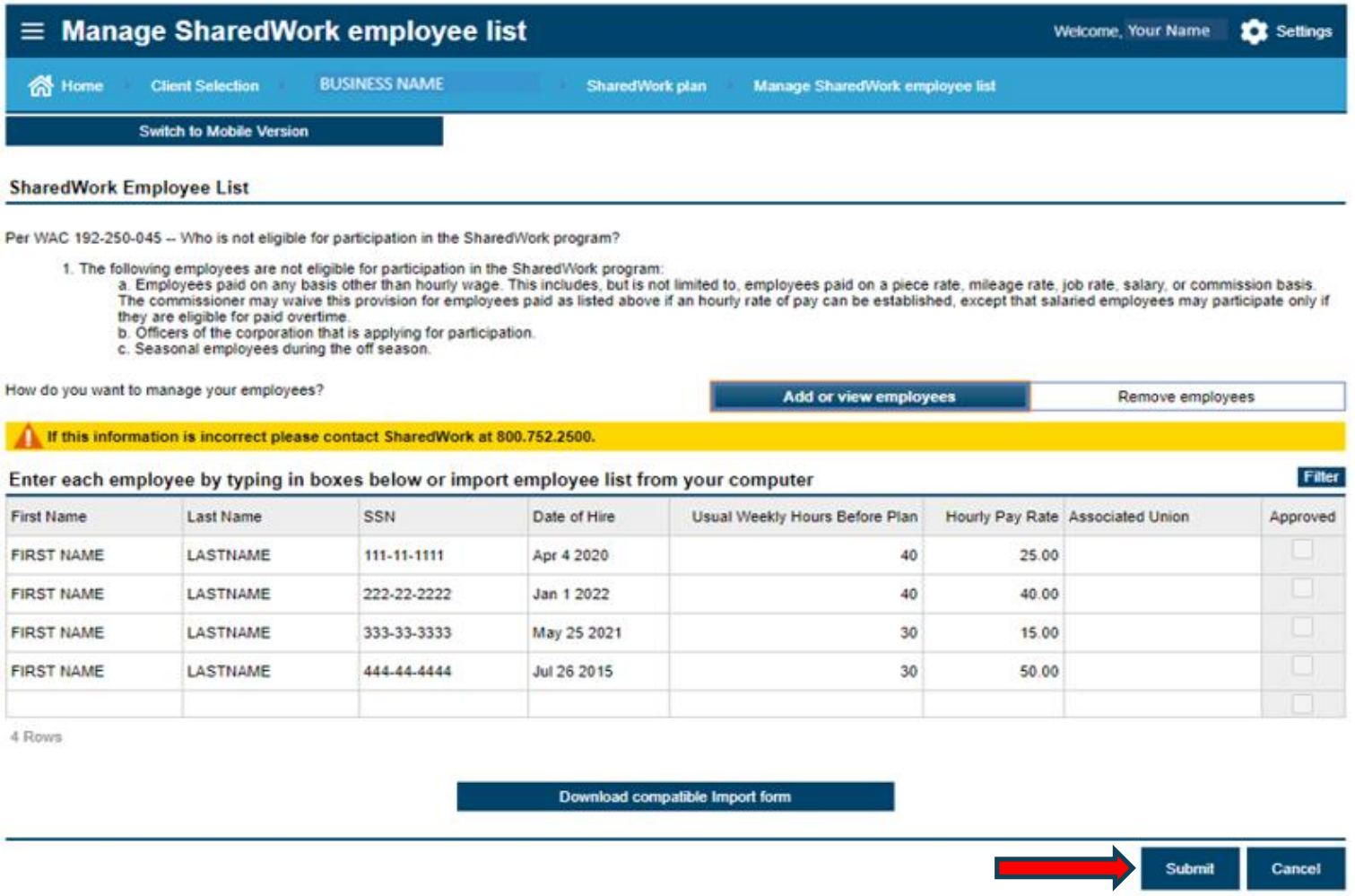
Apply online – quick and easy





BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES
WIN
with
SharedWork
SharedWorkWA.com
Employment Security Department
WASHINGTON STATE

Apply online – quick and easy



Manage SharedWork employee list

Welcome, Your Name Settings

Home Client Selection BUSINESS NAME SharedWork plan Manage SharedWork employee list

Switch to Mobile Version

SharedWork Employee List

Per WAC 192-250-045 -- Who is not eligible for participation in the SharedWork program?

1. The following employees are not eligible for participation in the SharedWork program:
   a. Employees paid on any basis other than hourly wage. This includes, but is not limited to, employees paid on a piece rate, mileage rate, job rate, salary, or commission basis. The commissioner may waive this provision for employees paid as listed above if an hourly rate of pay can be established, except that salaried employees may participate only if they are eligible for paid overtime.
   b. Officers of the corporation that is applying for participation.
   c. Seasonal employees during the off season.

How do you want to manage your employees? Add or view employees | Remove employees

If this information is incorrect please contact SharedWork at 800.752.2500.

Enter each employee by typing in boxes below or import employee list from your computer — Filter

First Name	Last Name	SSN	Date of Hire	Usual Weekly Hours Before Plan	Hourly Pay Rate	Associated Union	Approved
FIRST NAME	LASTNAME	111-11-1111	Apr 4 2020	40	25.00		
FIRST NAME	LASTNAME	222-22-2222	Jan 1 2022	40	40.00		
FIRST NAME	LASTNAME	333-33-3333	May 25 2021	30	15.00		
FIRST NAME	LASTNAME	444-44-4444	Jul 26 2015	30	50.00		

4 Rows

Download compatible Import form

Submit Cancel

BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES

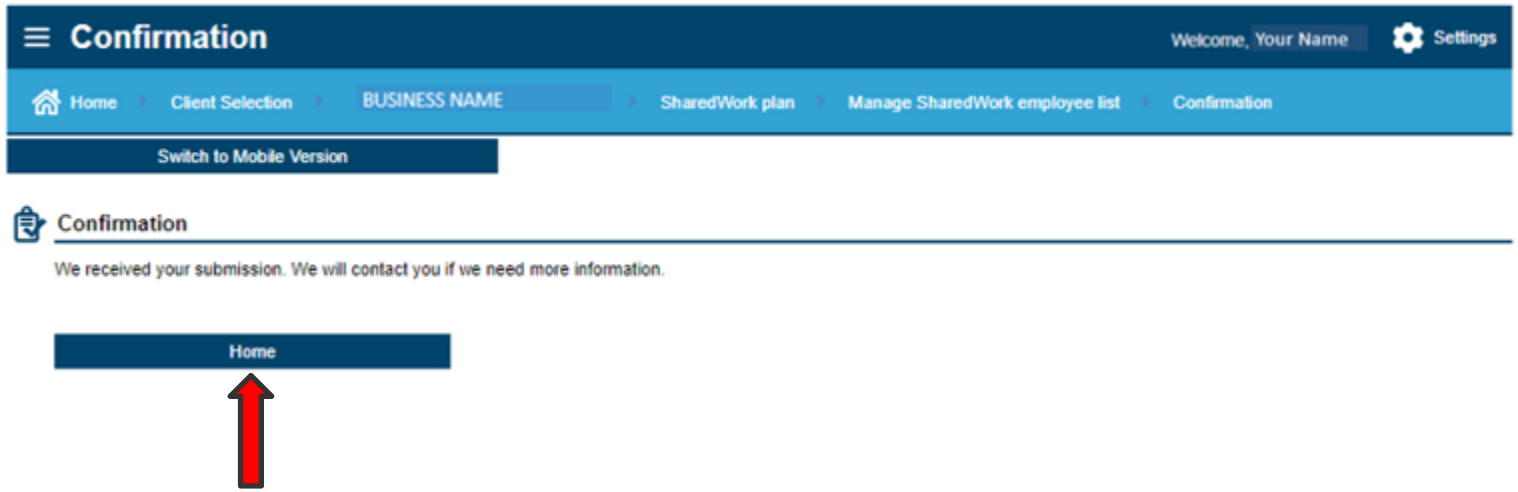
WIN with SharedWork

SharedWorkWA.com

Employment Security Department WASHINGTON STATE

SharedWorkWA.com

Apply online – quick and easy



BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES
WIN
with
SharedWork
SharedWorkWA.com
Employment Security Department
WASHINGTON STATE

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

BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

WIN *with* SharedWork

SharedWorkWA.com

Employment Security Department
WASHINGTON STATE

Thank you for joining us today