

# 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

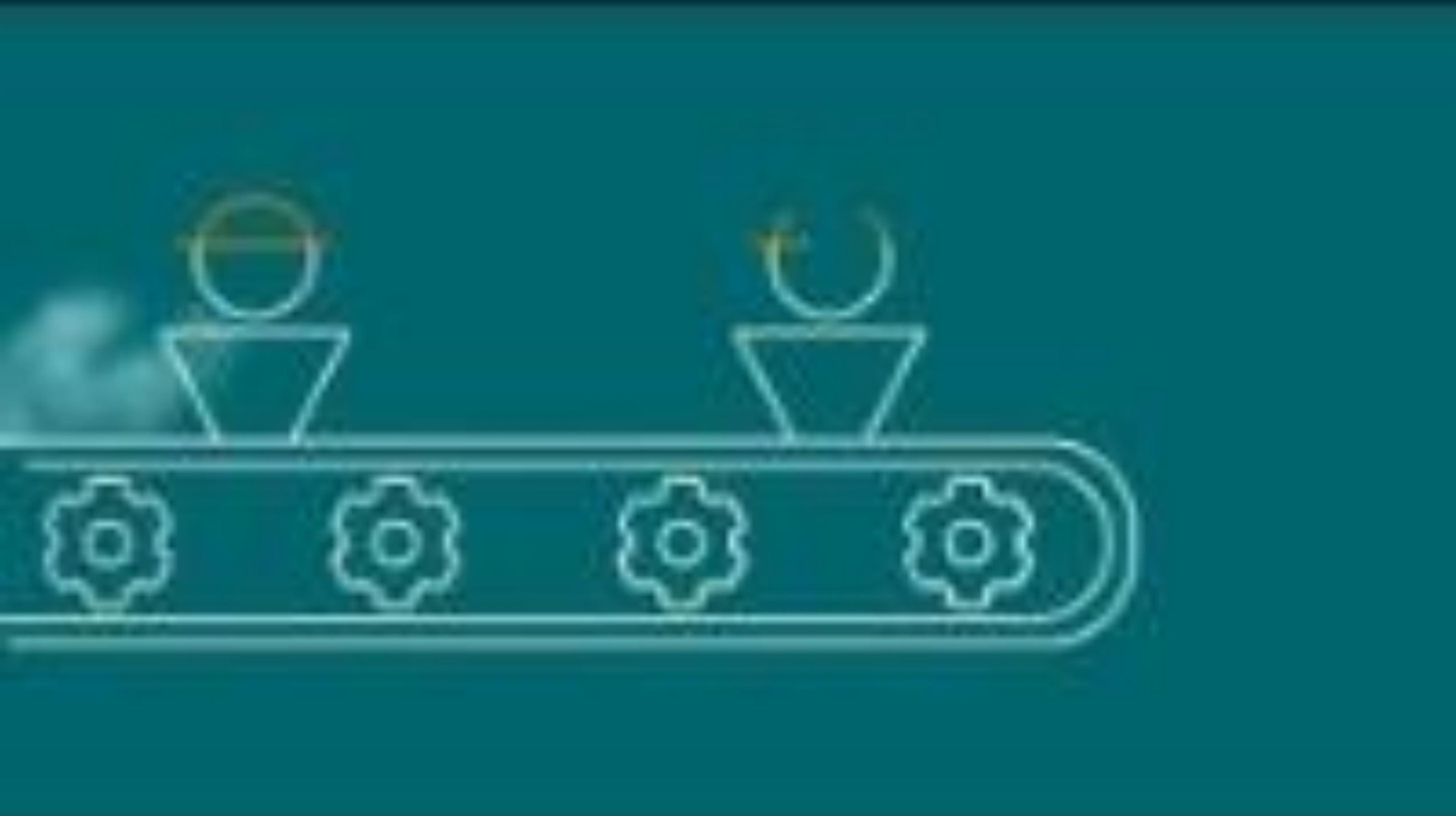


Employment  
Security  
Department  
WASHINGTON STATE



**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:



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.

# 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 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



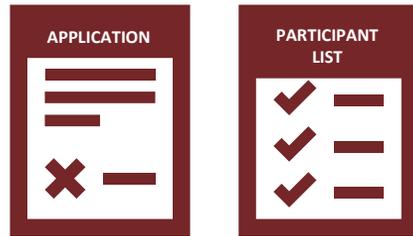
"It's really a good thing we have SharedWork or I could be at risk of losing the employees with whom I've invested thousands of dollars in training. My valued employees are part of our business family, and I don't want to lose them. During these ups and downs of the economy, it has been a lifesaver."

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

# Enrolling is fast and easy!



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.



# SharedWork Participant List

Company name:

ESD number:

Date: MM/DD/YYYY

Location:

DO NOT CHANGE COLUMN/CELL FORMAT

| Employee First Name<br><i>(MUST include at least TWO EMPLOYEES)</i> | Employee Last Name | Employee SSN<br>XXXXXXXX (no dashes) | Date of Hire<br>MM/DD/YYYY | Usual Weekly<br>Hours Worked | Hourly Rate of<br>Pay | Associated Union<br>(leave blank if no union) |
|---|--------------------|--------------------------------------|----------------------------|------------------------------|-----------------------|---|
|   |                    |                                      |                            |                              |                       |   |
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# Upload completed and saved applications



Employment Security Department  
WASHINGTON STATE

HOME SW UPLOAD

## To upload forms to the SharedWork unit:

Save the files to your computer using a file name that:

- Includes your business name.
- Uses one of these extensions: .png, .jpg, .gif, .bmp, .jpeg, .pdf, .docx, .xls, .msg, .tif, .csv, .xlsx

Note: A maximum of 10 files per upload (10MB per file or 50MB combined).

Drag and drop files into box below. Or, click inside box to browse and select files.

Once you have added all of your files, select the Submit button. When upload is complete, you will see a message that says, "Success! The file(s) have been uploaded".



Drag and drop files here  
or

Browse files

Submit

<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](https://secure.esd.wa.gov)

### 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?](#)

#### 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](#)

[Create new account](#)

We use SecureAccess Washington to protect your personal information

**SAW** SecureAccess WASHINGTON

# Apply online – quick and easy

The screenshot shows the top navigation bar with a hamburger menu icon, the word "Home", and a user profile section with "Welcome, Your Name" and a "Settings" gear icon. Below this is a breadcrumb trail: "Home" with a house icon and "Client Selection". A "Switch to Mobile Version" button is located below the breadcrumb. The main content area is titled "Select a Client" with a group of people icon. It contains two client selection cards. The first card shows a person icon, the number "000000", and the text "Your Name". The second card shows a building icon, the number "000000000000" with a red arrow pointing to it, and the text "EMPLOYER NAME" and "EMPLOYER ADDRESS".



# Apply online – quick and easy

The screenshot shows the 'Employer eServices' web application. At the top, there is a navigation bar with a hamburger menu icon, the text 'Employer eServices', and a user profile section with 'Welcome, Your Name' and a 'Settings' gear icon. Below this is a 'Home' button and a 'Switch to Mobile Version' button. The main content area is divided into three sections: a user profile section with 'Your Name' and 'email@address.com', an 'Alerts' section with a flag icon and the message 'You have 161 unread letters', and an 'I want to' section with a clipboard icon and three options: 'Send a message/ask a question', 'Apply for SharedWork' (highlighted with a red arrow), and 'Upload a document'. Below these sections is a horizontal menu with 'Clients', 'Online activity', and 'Notices/letters'. At the bottom, there is a 'Select a Client' section with a search box containing '000000000000' and labels for 'EMPLOYER NAME' and 'EMPLOYER ADDRESS'.

A promotional graphic for SharedWorkWA.com. It features the text 'BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES' at the top. Below this is the word 'WIN' in large white letters, followed by 'with' in a smaller, blue, cursive font. Underneath is 'SharedWork' in large white letters, and 'SharedWorkWA.com' in smaller white letters. At the bottom right is the logo for the 'Employment Security Department WASHINGTON STATE', which consists of a stylized globe icon and the text 'Employment Security Department WASHINGTON STATE'.

# Apply online – quick and easy

Apply for SharedWork Welcome, Your Name Settings

Home > Client Selection > BUSINESS NAME > Apply for SharedWork

Switch to Mobile Version

### SharedWork Employer Application

Application

Employer Information

**Employer Information**

Employment Security Department Number  Required

Business Name

Mailing Address   →

Do you have a physical address that is different than your mailing address?   →

Cancel < Previous Next > ←



# Apply online – quick and easy

Apply for SharedWork Welcome, Your Name Settings

Home Client Selection BUSINESS NAME Apply for SharedWork

Switch to Mobile Version

### SharedWork Employer Application

Application

- Employer Information
- Employer Representative Information

#### Application

##### Employer Representative Information

An employer representative must be provided to coordinate with SharedWork Program staff in all matters pertaining to the employer plan and eligible employee claims.

Primary Employer Representative Information

Name  Required

Job Title

Email

Phone:     Fax:

Would you like to provide an alternate employer representative?  Yes  No

Cancel < Previous Next >



# Apply online – quick and easy

Apply for SharedWork Welcome, Your Name Settings

Home > Client Selection > BUSINESS NAME > Apply for SharedWork

Switch to Mobile Version

### SharedWork Employer Application

Application

- Employer Information
- Employer Representative Information
- Additional Information

#### Additional Information

Estimate the numbers of layoffs what would have occurred if you did not participate in SharedWork?

What is your plan to give advance notice to affected employees whose hours are/will be reduced?

Required

Cancel < Previous Next >



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# Apply online – quick and easy

Apply for SharedWork Welcome, Your Name Settings

Home Client Selection BUSINESS NAME Apply for SharedWork

Switch to Mobile Version

### SharedWork Employer Application

Application

- Employer Information
- Employer Representative Information
- Additional Information
- Signature

#### Application

#### Signature

By your signature, you are certifying the following:

- You have a minimum of at least two permanent employees who are 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 affected employee worked for his/her usual weekly hours, unless benefits changed for all your employees.
- Retirement benefits under a defined benefit plan or contributions under a defined contribution plan will be provided under the same terms and conditions as when the affected employee worked his/her usual weekly hours, unless retirement benefits changed for all your employees.
- Paid vacation, holidays, and sick leave continue to be provided under the same terms and conditions as when affected employee worked his/her usual weekly hours of work.
- 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 in this plan application or the plan participation list, you will notify SharedWork program staff immediately.
- Each employee's reduction in work hours is in lieu of layoffs that would have resulted if not using SharedWork.

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

Employer Signature  **Required**

Title  **Required**

Date

Cancel < Previous Next >



# Apply online – quick and easy

Apply for SharedWork Welcome, Your Name Settings

Home > Client Selection > BUSINESS NAME > Apply for SharedWork

Switch to Mobile Version

### SharedWork Employer Application

Application

- Employer Information
- Employer Representative Information
- Additional Information
- Signature
- SharedWork Employer Application**

#### SharedWork Employer Application

[Empty form area]

Cancel < Previous Submit



SharedWorkWA.com

# Apply online – quick and easy

The screenshot shows the 'Confirmation' page of the SharedWork application. At the top, there is a navigation bar with a hamburger menu, the word 'Confirmation', and a user greeting 'Welcome, Your Name' with a 'Settings' gear icon. Below this is a breadcrumb trail: 'Home' > 'Client Selection' > 'BUSINESS NAME' > 'Apply for SharedWork' > 'Confirmation'. A 'Switch to Mobile Version' button is located below the breadcrumb. The main content area is titled 'Confirmation' with a clipboard icon. It contains the following text: 'Step 1 complete: Employer information submitted', 'Thank you for submitting your employer information. Complete the following step to finish your SharedWork application.', 'Step 2: Add employees to your SharedWork plan', and 'You must add employees to your SharedWork plan for your application to be processed.' Below this, it says 'To add employees:' followed by a numbered list: 1. Select *Add Employees* below. 2. Find your desired SharedWork plan by referencing the *Filed date* column. 3. Select *Add employees* or *Update list* in the *Update employees* column. 4. Select the *Add* or *view employees* button. At the bottom of the page, there are two buttons: 'Add Employees' and 'Home'. A red arrow points to the 'Add Employees' button.

A promotional graphic for SharedWork. It features the text 'BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES' at the top. Below this is the word 'WIN' in large, bold, white letters, with the word 'with' in a smaller, blue, cursive font underneath it. The text 'SharedWork' is written in large, bold, white letters, and 'SharedWorkWA.com' is written in white below it. At the bottom right, there is the logo for the 'Employment Security Department WASHINGTON STATE', which consists of a stylized globe icon and the text 'Employment Security Department WASHINGTON STATE'.

# Apply online – quick and easy

SharedWork plan Welcome, Your Name Settings

Home Client Selection BUSINESS NAME Apply for SharedWork Confirmation SharedWork plan

Switch to Mobile Version

SharedWork plan Filter

| Address                           | Filed date             | Approved date | Denied date | Plan start date | Plan end date            | Update employees              | Update unions                |
|-----------------------------------|------------------------|---------------|-------------|-----------------|--------------------------|-------------------------------|------------------------------|
| 123 MAIN STREET ANY CITY WA 98118 | Date filed application |               |             |                 | 15 days from filing date | <a href="#">Add employees</a> | <a href="#">Update union</a> |

2 Rows

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# Apply online – quick and easy

Manage SharedWork employee list

Welcome, Your Name Settings

Home Client Selection BUSINESS NAME 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?

- The following employees are not eligible for participation in the SharedWork program:
  - 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.
  - Officers of the corporation that is applying for participation.
  - Seasonal employees during the off season.

How do you want to manage your employees?

Add or view employees Remove employees

Import Submit Cancel



# Apply online – quick and easy

Manage SharedWork employee list Welcome, Your Name Settings

Home > BUSINESS NAME > SharedWork plan > Manage SharedWork employee list

Switch to Mobile Version

### SharedWork Employee List

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  - Officers of the corporation that is applying for participation.
  - 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

Show Errors 1 - 1 of 1

| First Name | Last Name | SSN         | Date of Hire | Usual Weekly Hours Before Plan | Hourly Pay Rate | Associated Union | Approved                 |
|------------|-----------|-------------|--------------|--------------------------------|-----------------|------------------|--------------------------|
| FIRST NAME | LASTNAME  | 555-55-5555 |              | 0                              | 0.00            |                  | <input type="checkbox"/> |

Required  
Format: 999-99-9999

[Download compatible Import form](#)

Import Submit Cancel

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Department  
WASHINGTON STATE

# Apply online – quick and easy

Company name:

ESD number:

Date: MM/DD/YYYY

Location:

DO NOT CHANGE COLUMN/CELL FORMAT

| Employee First Name<br><i>(MUST include at least TWO EMPLOYEES)</i> | Employee Last Name | Employee SSN<br>XXXXXXXX (no dashes) | Date of Hire<br>MM/DD/YYYY | Usual Weekly<br>Hours Worked | Hourly Rate of<br>Pay | Associated Union<br>(leave blank if no union) |
|---|--------------------|--------------------------------------|----------------------------|------------------------------|-----------------------|---|
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# Apply online – quick and easy

Manage SharedWork employee list Welcome, Your Name Settings

Home Client Selection BUSINESS NAME 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?

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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                 |
|------------|-----------|-----|--------------|--------------------------------|-----------------|------------------|--------------------------|
|            |           |     |              |                                |                 |                  | <input type="checkbox"/> |

Download compatible Import form

Import Submit Cancel



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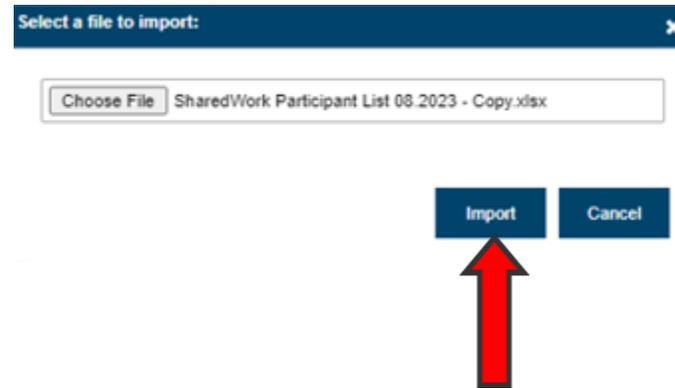
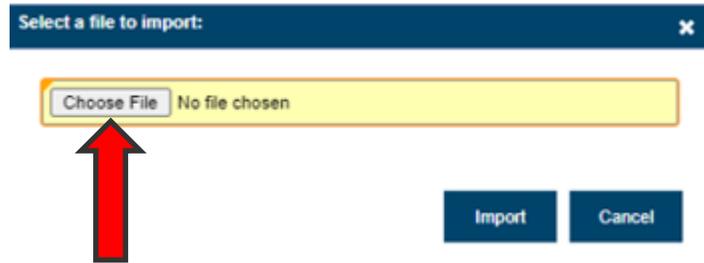
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# Apply online – quick and easy



# 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?

- The following employees are not eligible for participation in the SharedWork program:
  - 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.
  - Officers of the corporation that is applying for participation.
  - 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           |                  | <input type="checkbox"/> |
| FIRST NAME | LASTNAME  | 222-22-2222 | Jan 1 2022   | 40                             | 40.00           |                  | <input type="checkbox"/> |
| FIRST NAME | LASTNAME  | 333-33-3333 | May 25 2021  | 30                             | 15.00           |                  | <input type="checkbox"/> |
| FIRST NAME | LASTNAME  | 444-44-4444 | Jul 26 2015  | 30                             | 50.00           |                  | <input type="checkbox"/> |
|            |           |             |              |                                |                 |                  | <input type="checkbox"/> |

4 Rows

[Download compatible Import form](#)

[Submit](#) [Cancel](#)

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# Apply online – quick and easy

The screenshot shows a web application interface. At the top, there is a dark blue header with a hamburger menu icon, the word "Confirmation", and a user greeting "Welcome, Your Name" next to a "Settings" gear icon. Below the header is a light blue breadcrumb trail: "Home > Client Selection > BUSINESS NAME > SharedWork plan > Manage SharedWork employee list > Confirmation". A dark blue button labeled "Switch to Mobile Version" is positioned below the breadcrumb. The main content area has a dark blue bar with a clipboard icon and the word "Confirmation". Below this, a message reads: "We received your submission. We will contact you if we need more information." At the bottom of the page, there is a dark blue button labeled "Home" with a red arrow pointing upwards to it.

The image displays the SharedWork branding on a dark blue background. At the top, the text "BUSINESSES, EMPLOYEES FAMILIES & COMMUNITIES" is written in light blue. Below this, the word "WIN" is written in large, white, bold letters. Underneath "WIN" is the word "with" in a smaller, light blue, cursive font. The word "SharedWork" is written in large, white, bold letters. Below "SharedWork" is the website address "SharedWorkWA.com" in white. At the bottom right, there is the logo for the "Employment Security Department WASHINGTON STATE", which consists of a stylized white and blue circular emblem.

# 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)



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Thank you for joining us today