

These documents will help you understand your responsibilities as a participant in your employer's SharedWork plan. It will also inform you about how to file a weekly unemployment insurance claim and how benefits are calculated.

- SharedWork participating employee's responsibilities*
- You've applied for SharedWork benefits – what's next (2 pages)*
- SharedWork payment calculation chart*



As a SharedWork participant, you are responsible to:

1. Read the information in this packet.
2. Contact your SharedWork employer representative at your place of employment about your unemployment insurance claims, issues or any questions you have about the SharedWork Program.

**Your SharedWork employer representative is \_\_\_\_\_.**

3. Remain able and available for **all** work offered by your SharedWork employer. Program rules state:
  - You are not eligible for SharedWork benefits for any week that you do not work **all** hours scheduled by your SharedWork employer.
  - You must be available for additional hours of work, up to full-time, with the SharedWork employer. If your employer gives you at least 24 hours notice that additional work is available and you do not work those additional hours, you are not eligible for SharedWork benefits for that week.
  - When you are not eligible for SharedWork benefits during any week claimed, we process your claim as a regular unemployment insurance claim.
4. **File your weekly claim each week by telephone at 800.318.6022 or online at [www.esd.wa.gov](http://www.esd.wa.gov).**
  - Your employer representative at your place of employment will let you know when to start filing your weekly claim.
  - Directions for filing your weekly claim are in this *SharedWork participant packet*, titled *You've applied for SharedWork benefits –what's next?*
  - File your claim every week to keep your claim open and active.
5. Know when your unemployment insurance claim expires and write it here.
  - Your claim is good for 52 weeks. You will receive a *Statement of Wages and Hours* in the mail. The date your claim expires will be referred to as the benefit year end (BYE) date.

**My claim expires on \_\_\_\_\_.**

**(Insert date from *Statement of Wages and Hours* and keep for future reference)**

- When your claim expires, you must complete and sign the *SharedWork Participant Application* and submit it to your Shared Work employer representative at your place of employment.

# You've applied for Shared Work benefits – what's next?

## FILE YOUR UNEMPLOYMENT INSURANCE CLAIM EACH WEEK

### What is a weekly claim?

You must file an unemployment claim every week while you are participating in SharedWork, even for weeks in which you work full-time. While filing your weekly claim, you must answer a series of questions about the prior week. Your answers tell us if you are eligible for unemployment insurance benefits.

### How do I file my weekly claim?

You can claim by Internet or telephone. To file by Internet, go to [www.esd.wa.gov](http://www.esd.wa.gov) and select "File a Weekly Claim." To file by telephone, call 800-318-6022.

If you do not have a computer, you can use computers at your local library or WorkSource employment center, or your employer may provide this service.

If you cannot use the Internet or the phone, contact your employer representative at your place of business. You may need to file a *Shared Work Weekly claim form*.

### When do I file a weekly claim?

You always claim for a week *after* it ends. All weeks end at midnight on Saturday night. So, Sunday is the first day you can claim the week that just ended. If you do not file your claim on time each week, you may not receive payment.

### Example

The Sunday after you applied for unemployment or reopened your claim is the first day you can make your weekly claim. You have until 4 p.m. on the last working day of the week to claim (this is usually a Friday, unless there is a state holiday).

You applied for unemployment benefits during this week	MONTH						
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
You make your first weekly claim this week	20	21	22	23	24	25	26
	27	28	29	30	31		

### What is a Waiting Week?

The first week you are eligible for benefits is your waiting week. You must file a weekly claim to receive credit for your waiting week. You will not be paid for your waiting week.

### Your personal identification number (PIN)

To file your weekly claim or get information about your claim, you need to enter a four-digit Personal Identification Number (PIN). You create your PIN when you file your first weekly claim for benefits either by phone or on the Internet.

When you file your first weekly claim, after entering your SSN, the system asks you to enter your two-digit birth month and four-digit birth year.

Then the system asks you to create a new four-digit PIN, and then to verify it. Select a PIN that is easy for you to remember. Do not use numbers in a sequence (like 1234), repeating numbers (like 3333), four digits of your SSN, or your birth date.

Do not tell anyone your PIN; **it is legally the same as signing your name**. You are responsible for all payments made using your PIN.

### How do I know if my claim was accepted?

After you answer the questions, we confirm your claim was accepted with the message "your claim has now been accepted." If you disconnect or log out before getting this message, your claim did not go through.

If we need more information, the system tells you "your call will be transferred to a claim specialist now." Hang up and call the Shared Work Unit at 800-752-2500. If you do not call as instructed, your payment may be delayed or denied. For all other issues concerning your claim, contact your employer representative at your place of business.

### Sign up for direct deposit

To learn more about direct deposit, visit [esd.wa.gov](http://esd.wa.gov) and enter "direct deposit" in the search box. You'll find a link to apply for direct deposit on a secure website that protects your personal information. You also can cancel direct deposit or change your bank account number.

### What if my claim is late?

Internet and telephone systems do not accept late claims. If you try to claim late, the system will not work for you. You must **contact your employer representative at your place of business to have your claim reopened**. We may deny your benefits for any week not claimed on time.



## What questions are asked when I claim each week?

We ask the following questions about the week that just ended. If you make a mistake, hang up (or log out), wait 15 minutes and then start over.

1. Were you physically able to work and available for work each day? (**Paid time off is considered able and available**)
2. Did you make an active search for work this week as directed? **Shared Work participants must answer "YES" to this question even though you are not required to look for work while on Shared Work.**
3. Did you turn down any job offer or fail to go to a job interview that you were referred to by WorkSource?
4. Did you apply for or receive worker's compensation?
5. Have you applied for or had a change in pension or retirement plan?
6. If there was a holiday during the week you are claiming, were you or will you be paid for it? Answer "No" if there wasn't a holiday.

**Shared Work participants must answer "NO" to this question. Paid holiday hours and earnings from your Shared Work employer must be reported as work hours and earnings on question #12.\***

7. If you took vacation time during the week you are claiming, were you or will you be paid for it? Answer "no" if you are getting paid a vacation cash out for time accrued. **Shared Work participants must answer "NO" to this question. Paid vacation hours and earnings from your Shared Work employer must be reported as work hours and earnings on question #12.\***
8. Other than vacation pay, are you getting paid for any period after you last worked, such as severance or pay in lieu of notice?
9. Were you paid for serving on a jury?
10. Did you perform duty in the Military Reserve or National Guard for more than 72 consecutive hours?
11. Did you work in self-employment?
12. Did you perform any work for an employer whether you've been paid yet or not? **This includes your Shared Work employer or any other employer you may have worked for during the week you are claiming. Include all paid sick, vacation, and holiday hours and earnings from your Shared Work employer.\***

**\*Report earnings in the week you earned them, not in the week you received them.**

- Enter the total gross earnings before deductions.
- We also will ask you the total hours for which you had earnings.

When reporting hours, you will be allowed to report only whole numbers. Round down when reporting your hours.

**Example:** if you worked 32.8 hours you report 32 hours. Report your gross earnings by multiplying your hourly rate by the total amount of hours worked. Example: if you worked 32.8 hours and your hourly rate is \$10 per hour, you report \$328.

- Include all paid sick, vacation, and holiday hours and earnings from your Shared Work employer as hours and earnings worked.

**Direct all questions to your employer representative. Please do not contact the claims center for assistance.**

**If you worked during the week, we also may ask:**

- Did you work for more than one employer?
- Was this work for the same employer as last week?
- Did you or will you work for the same employer this week?
- Have you had a reduction in hours due to a lack of work?
- Was your separation from employment due to:
  1. A lack of work?
  2. Reduced hours due to a lack of work?
  3. You were fired?
  4. You quit?

**File weekly claims online at [www.esd.wa.gov](http://www.esd.wa.gov) or call 800-318-6022.**

# SharedWork payment calculation chart

## How do I calculate my SharedWork benefit amount for the week?

Use the SharedWork payment calculation chart that identifies your usual hours of work per week, when not reduced.

**Example:** My usual work hours are 40 hours per week. Therefore, I will use the 40-hour calculation chart. My weekly benefit amount (WBA) is \$300 per week. I worked 20 hours for my SharedWork employer.

I will receive 50 percent of my WBA. If eligible, my SharedWork benefit payment would be \$150.

40 HOURS	
HOURS	BENEFIT %
36	10.0%
35	12.5%
34	15.0%
33	17.5%
32	20.0%
31	22.5%
30	25.0%
29	27.5%
28	30.0%
27	32.5%
26	35.0%
25	37.5%
24	40.0%
23	42.5%
22	45.0%
21	47.5%
20	50.0%

39 HOURS	
HOURS	BENEFIT %
35	10.3%
34	12.8%
33	15.4%
32	17.9%
31	20.5%
30	23.1%
29	25.6%
28	28.2%
27	30.8%
26	33.3%
25	35.9%
24	38.5%
23	41.0%
22	43.6%
21	46.2%
20	48.7%

38 HOURS	
HOURS	BENEFIT %
34	10.5%
33	13.2%
32	15.8%
31	18.4%
30	21.1%
29	23.7%
28	26.3%
27	28.9%
26	31.6%
25	34.2%
24	36.8%
23	39.5%
22	42.1%
21	44.7%
20	47.4%
19	50.0%

37 HOURS	
HOURS	BENEFIT %
33	10.8%
32	13.5%
31	16.2%
30	18.9%
29	21.6%
28	24.3%
27	27.0%
26	29.7%
25	32.4%
24	35.1%
23	37.8%
22	40.5%
21	43.2%
20	45.9%
19	48.6%

36 HOURS	
HOURS	BENEFIT %
32	11.1%
31	13.9%
30	16.7%
29	19.4%
28	22.2%
27	25.0%
26	27.8%
25	30.6%
24	33.3%
23	36.1%
22	38.9%
21	41.7%
20	44.4%
19	47.2%
18	50.0%

35 HOURS	
HOURS	BENEFIT %
31	11.4%
30	14.3%
29	17.1%
28	20.0%
27	22.9%
26	25.7%
25	28.6%
24	31.4%
23	34.3%
22	37.1%
21	40.0%
20	42.9%
19	45.7%
18	48.6%

34 HOURS	
HOURS	BENEFIT %
30	11.8%
29	14.7%
28	17.6%
27	20.6%
26	23.5%
25	26.5%
24	29.4%
23	32.4%
22	35.3%
21	38.2%
20	41.2%
19	44.1%
18	47.1%
17	50.0%

33 HOURS	
HOURS	BENEFIT %
29	12.1%
28	15.2%
27	18.2%
26	21.2%
25	24.2%
24	27.3%
23	30.3%
22	33.3%
21	36.4%
20	39.4%
19	42.4%
18	45.5%
17	48.5%

32 HOURS	
HOURS	BENEFIT %
28	12.5%
27	15.6%
26	18.8%
25	21.9%
24	25.0%
23	28.1%
22	31.3%
21	34.4%
20	37.5%
19	40.6%
18	43.8%
17	46.9%
16	50.0%

31 HOURS	
HOURS	BENEFIT %
27	12.9%
26	16.1%
25	19.4%
24	22.6%
23	25.8%
22	29.0%
21	32.3%
20	35.5%
19	38.7%
18	41.9%
17	45.2%
16	48.4%

30 HOURS	
HOURS	BENEFIT %
27	10.0%
26	13.3%
25	16.7%
24	20.0%
23	23.3%
22	26.7%
21	30.0%
20	33.3%
19	36.7%
18	40.0%
17	43.3%
16	46.7%
15	50.0%

29 HOURS	
HOURS	BENEFIT %
26	10.3%
25	13.8%
24	17.2%
23	20.7%
22	24.1%
21	27.6%
20	31.0%
19	34.5%
18	37.9%
17	41.4%
16	44.8%
15	48.3%

28 HOURS	
HOURS	BENEFIT %
25	10.7%
24	14.3%
23	17.9%
22	21.4%
21	25.0%
20	28.6%
19	32.1%
18	35.7%
17	39.3%
16	42.9%
15	46.4%
14	50.0%

27 HOURS	
HOURS	BENEFIT %
24	11.1%
23	14.8%
22	18.5%
21	22.2%
20	25.9%
19	29.6%
18	33.3%
17	37.0%
16	40.7%
15	44.4%
14	48.1%

26 HOURS	
HOURS	BENEFIT %
23	11.5%
22	15.4%
21	19.2%
20	23.1%
19	26.9%
18	30.8%
17	34.6%
16	38.5%
15	42.3%
14	46.2%
13	50.0%

25 HOURS	
HOURS	BENEFIT %
22	12.0%
21	16.0%
20	20.0%
19	24.0%
18	28.0%
17	32.0%
16	36.0%
15	40.0%
14	44.0%
13	48.0%

24 HOURS	
HOURS	BENEFIT %
21	12.5%
20	16.7%
19	20.8%
18	25.0%
17	29.2%
16	33.3%
15	37.5%
14	41.7%
13	45.8%
12	50.0%

23 HOURS	
HOURS	BENEFIT %
20	13.0%
19	17.4%
18	21.7%
17	26.1%
16	30.4%
15	34.8%
14	39.1%
13	43.5%
12	47.8%

22 HOURS	
HOURS	BENEFIT %
19	13.6%
18	18.2%
17	22.7%
16	27.3%
15	31.8%
14	36.4%
13	40.9%
12	45.5%
11	50.0%

21 HOURS	
HOURS	BENEFIT %
18	14.3%
17	19.0%
16	23.8%
15	28.6%
14	33.3%
13	38.1%
12	42.9%
11	47.6%

20 HOURS	
HOURS	BENEFIT %
18	10.0%
17	15.0%
16	20.0%
15	25.0%
14	30.0%
13	35.0%
12	40.0%
11	45.0%
10	50.0%

19 HOURS	
HOURS	BENEFIT %
17	10.5%
16	15.8%
15	21.1%
14	26.3%
13	31.6%
12	36.8%
11	42.1%
10	47.4%

18 HOURS	
HOURS	BENEFIT %
16	11.1%
15	16.7%
14	22.2%
13	27.8%
12	33.3%
11	38.9%
10	44.4%
9	50.0%

17 HOURS	
HOURS	BENEFIT %
15	11.8%
14	17.6%
13	23.5%
12	29.4%
11	35.3%
10	41.2%
9	47.1%

16 HOURS	
HOURS	BENEFIT %
14	12.5%
13	18.8%
12	25.0%
11	31.3%
10	37.5%
9	43.8%
8	50.0%

15 HOURS	
HOURS	BENEFIT %
13	13.3%
12	20.0%
11	26.7%
10	33.3%
9	40.0%
8	46.7%

14 HOURS	
HOURS	BENEFIT %
12	14.3%
11	21.4%
10	28.6%
9	35.7%
8	42.9%
7	50.0%

13 HOURS	
HOURS	BENEFIT %
11	15.4%
10	23.1%
9	30.8%
8	38.5%
7	46.2%

12 HOURS	
HOURS	BENEFIT %
10	16.7%
9	25.0%
8	33.3%
7	41.7%
6	50.0%

11 HOURS	
HOURS	BENEFIT %
9	18.2%
8	27.3%
7	36.4%
6	45.5%