

Shared Work (Plus) Town Hall Myth Busting Edition

Brought to you by the Human Resources Division



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During this town hall, we will bring up a statement that is either true or a myth (false). Feel free to share if you think it is true or false.

Then, we will say whether it is TRUE or BUSTED. If busted, we will provide the correct answer.

Statement 1

If I apply for Shared Work benefits, I will get my money on a Platinum Card at the end of the month.

MYTHS



If your weekly claim is filled out correctly, you can expect payment in about 5 business days. You will receive it on a debit card or by eft direct deposit, depending how you requested it on your initial application.

Statement 2

I am a full-time permanent employee who worked on June 29, 30, and July 1 and took the mandatory layoff on July 2.

On my Shared Work weekly claim, I will enter 8 hours of holiday pay (July 3) and 24 hours for hours worked.

TRUE!

Yes, this the best approach.

Note:

- If you already submitted your weekly claim, and said “no” to holiday pay and entered 32 hours under hours worked, you are OK. No correction is needed.
- If you submitted both 8 hours of holiday pay and 32 for hours worked, contact your DOL Shared Work Representative to make a correction.

Statement 3

I don't have to do any math to submit my weekly Shared Work claim.

MYTHS



You will need to calculate your holiday, sick or vacation pay by multiplying your hourly rate by the number of hours.

E.g. In the box for Holiday Pay, employee 123 will enter the answer to this: $\$16.45 \times 8 \text{ (hours)} = 131.60$

Statement 4

For Shared Work claims, a personal holiday or personal leave day is considered vacation hours.

TRUE!

Statement 5

If I make an error when submitting my Shared Work claim, I should contact my Shared Work Representative in Human Resources.

TRUE!

Contact information for your Shared Work Representative is at the end of this presentation and in the all-staff email sent on July 1 from HR Director, Laurie Milligan.

Statement 6

If I have been impacted by unemployment insurance fraud or received the message below when trying to submit my initial claim to ESD, I should wait until I get an email from ESD that my account is clear before submitting my Shared Work claim.

Message: You must register with the SSN that you entered on your SEAP account.

TRUE!

ESD is working to unlock accounts impacted by fraud.

AFTER you receive the work email from ESD do the following:

1. Begin filing your initial claim application.
2. When asked if you want to start the claim July 5, 2020, select the “No” button.
3. Using the calendar, select June 28, 2020. Then answer “Yes” when asked if June 28, 2020, is the date you want your claim to start.
4. If asked why you did not claim earlier, ignore the box and complete the initial claim filing process. Email your Shared Work Representative with the subject, “Timely Issue.”
5. **Wait at least an hour after submitting the initial claim application**, and then you can file your weekly claim.
6. From your eServices Home page, you will see “File a weekly claim.” This is how you complete the weekly process.

Statement 7

I should answer “NO” to the following questions on my Shared Work weekly claim:

1. Did you refuse any offer of work from your Shared Work employer? **No.**
2. (Under Hours and earnings) Did your work for this employer end, even temporarily? **No.**
3. Other than Social Security, did you apply for or have a change in a retirement plan not previously reported? (This is not about you saving for retirement.) **No**, unless *receiving* retirement pay.

TRUE!

Statement 8

In July 2020, I don't have to fill out a Time and Attendance Report (TAR) if I am overtime exempt.

MYTHS



All employees need to submit a TAR so payroll can reconcile payments to employees with ESD payments.

It is called positive time reporting: You report hours worked, hours of leave, and hours for holiday each day and submit it to your supervisor by the last day of the pay period.

Instructions for completing a TAR was emailed to all staff on 6/30 from DOL Human Resources.

Statement 9

I want my money now, so I had better fill out my weekly claim for Shared Work as fast as possible!

MYTHS



No! Filling out your weekly claim quickly is bad idea!

Take your time to thoroughly read and understand each question before answering. Check your entries to make sure you're entering hours or pay values correctly. Errors can cause significant delays and extra work for ESD and DOL's Shared Work team. If you have questions, refer to this presentation, emails, and FAQs first; then ask your representative if you are still uncertain. The most common mistakes are caused by rushing!

If you have questions about Shared Work, please contact your
Shared Work Representative:

First Letter of Last Name	Your Representative	Contact Information
A - G	Mardi Braymen	360-902-4061 or Skype
H - O	Kimberleigh Amarige	360-902-4003 or Skype
P - Z	Tanessa Sestito	360-902-4045 or Skype