



A Smart
Alternative
to Layoffs

UNEMPLOYMENT INSURANCE AGENCY

Applying for Work Share

An employer wishing to participate in Work Share submits a Work Share application to the UIA online through the Michigan Web Account Manager (MiWAM).

Information you will need to apply includes:

- Affected unit (or units) covered by the plan.
- Number of full or part-time workers in the unit.
- Percentage of workers in the affected unit covered by the plan.
- Estimated number of layoffs that would have occurred without a Work Share plan.
- Employees in the affected unit to be served under the Work Share plan by name and SSN.
- Employer's unemployment tax account number.
- Strategy of how the employer will notify workers in the affected unit (including those workers in a collective bargaining unit, if applicable). If notice is not feasible, an explanation must be provided.
- Usual weekly hours of work for employees in the affected unit and the specific percentage by which their hours will be reduced during all weeks covered by the plan. The percentage of the reduction in hours must be at least 15 percent and not more than 45 percent. Any week for which the employer regularly provides no work (due to a holiday or other plant closing) should also be provided.
- The expected start and end dates of the plan.

The Work Share employer also certifies that:

- If the employer provides health and retirement benefits to any employee whose usual weekly hours of work are reduced under Work Share, such benefits will continue to be provided to the same extent as if they were not participating in the program.
- The aggregate reduction in work hours is in lieu of layoffs.

Reporting Requirements:

- The employer will furnish reports to the UIA relating to the proper administration of the Work Share plan and allow the UIA access to all necessary records to approve or disapprove the plan application, and to monitor and evaluate the plan.
- The participation and implementation of the plan is consistent with the employer's obligation under applicable federal and state laws.
- The Work Share employer submits biweekly certifications for employees in the affected unit(s).

For more information about Work Share, visit the UIA website at michigan.gov/uia or call 1-844-WORKSHR (967-5747).

Michigan Talent Investment Agency • Unemployment Insurance Agency

TIA is an equal opportunity employer/program.