



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

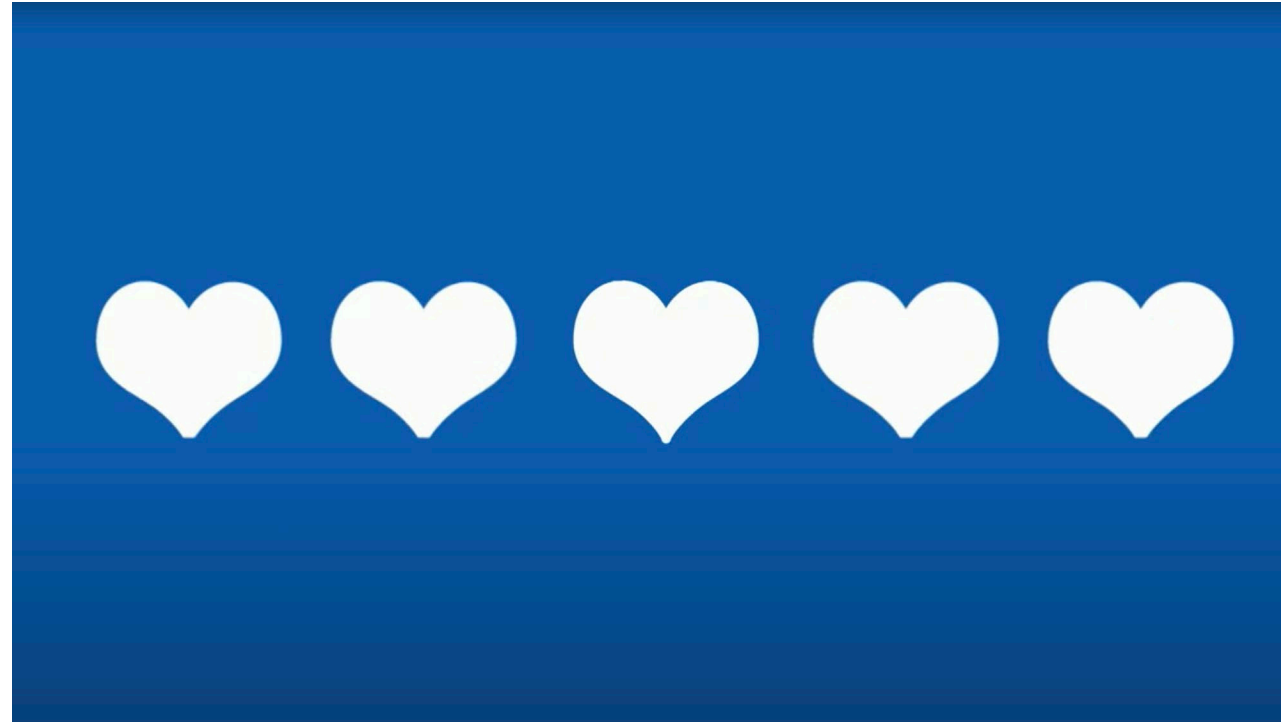
Webinar Agenda

- Work Share Overview
- How it Works
- Eligibility Requirements
- Application Process
- Certifying a Plan
- Terminating a Plan
- Work Share and the Paycheck Protection Program
- Employer FAQs
- Employee FAQs
- Contact



WorkShare

Work Share Program Restart. Retain.



WorkShare

Work Share Program Restart. Retain.



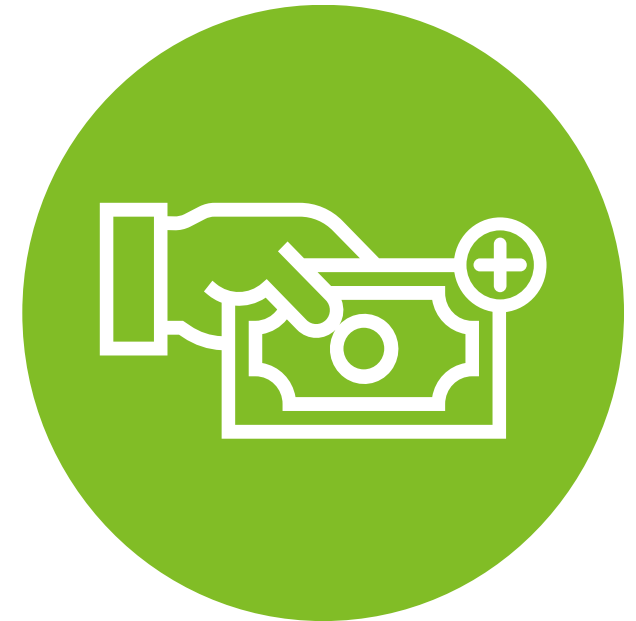
- Work Share is a State of Michigan's program that assist employers retain their employees and restart their business during difficult times.
- It allows employers to bring back or keep employees on reduced hours, while employees collect partial unemployment benefits to make up a portion of the lost wages.
- Work Share has traditionally been used by employers to retain their employees and avoid layoffs.



WorkShare

How it Works

- As Michigan restarts its economy, employers are urged to use the program to bring their employees back from unemployment and restart their operations.
- With the Work Share program, an employee works fewer hours in a week receiving a reduced salary from an employer but is given a percentage of their state UI benefits.
- Employers must have a minimum of 2 employees in each plan, and employers can have multiple plans.



WorkShare

Employer Eligibility Requirements

ARPA Act under the Epidemic Order, through September 04, 2021

- Employer must obtain approval of any applicable collective bargaining unit representative.
- Workers are required to have a minimum of 3 months of employment prior to the date of the employer's work share plan application.
- Unemployment taxes must be current.
- Experience account balance must have "positive" reserve.
- Must have paid wages for at least the previous 12 quarters.
- Cannot hire new employees into the affected work unit nor transfer employees into the unit during a plan.



WorkShare

Employer Eligibility Requirements

ARPA Act under the Epidemic Order, through September 04, 2021

- Cannot reduce the hours of work below the number approved under a plan.
- Must certify that participation in Work Share is in lieu of layoffs and would result in an equivalent reduction in work hours by at least 15 percent but not more than 45 percent.
- Must maintain participating employees' fringe benefits and obtain approval from collective bargaining representatives.
- Employers may have two or more plans covering separate work units. All employees in the affected unit must participate in the plan. A plan must include a minimum of two employees. Plans may be approved **up to 52** consecutive weeks.
- Regular part-time, seasonal, temporary or intermittent employment are not eligible.
- Work Share is 100% federally funded beginning March 13, 2021 through September 04, 2021. Employers quarterly tax rate and reserve balance remain intact.



WorkShare

Employer Eligibility Requirements

Employee

- Have earned enough wages to meet the monetary eligibility in order to establish an unemployment claim.
- Employees on previous UI claim **MUST** discontinue certifying previous claims while participating in Work Share.



WorkShare

Employee Exclusions



- Employees who work more than 40 hours per week.
- Employees cannot be seasonal, temporary or intermittent employment.
- Work Share benefits are taxable income, but deductions cannot be subtracted from your weekly or bi-weekly payment.
- However, soon, the claimant will have an option to have taxes withheld from Work Share payments.
- FOC payments are deducted from Work Share payments.



Work Share Eligibility and Agree to the Terms and Conditions



Review the Work Share eligibility and agree to the terms and conditions.

1. Work-Share Registration

2. Review and Submit

Work-Share Registration

Work-Share Enrollment Eligibility

Welcome to the UIA Work Share Application

Work Share is a program that permits employers to maintain operational productivity during declines in regular business activity instead of laying off workers. With this plan, rather than being laid off, eligible employers work a reduced number of hours in the work week and receive a portion of weekly unemployment benefits.

For the time period of 3/15/2020 - 8/1/2020 work share is available to any employer who has been in business at least 12 quarters.

Before completing the application, review the filing requirements for submitting your file of covered workers (see Work Share Plan Covered Employees File Format). This gives the Unemployment Insurance Agency (UIA) the information needed to complete the enrollment of the workers in your plan. Your completed file must be submitted with your application.

Once your Plan is approved, you will need to submit a file every two weeks directing the UIA to pay benefits to the employees participating in your work share Plan (see Bi-Weekly Work Share Certification file format).

IMPORTANT NOTE

1. When applying for work share, a "Yes" response should be provided if your business ceased or limited operation because of a government directive related to Covid-19. Charges to your account will be transferred to the Non-chargeable Benefit Account (NBA), if applicable.
2. All other employer's account will be charged 100% of benefits paid through an approved work share plan.
3. The Agency will charge the unemployment account for the requesting employer in the following manner.
 - a. Contributing Employers: Benefits charged to your account under a work share plan will affect your state unemployment tax rate.
 - b. Reimbursing Employers: Benefits paid to workers under a work share plan will be charged on your billing statement.

If you have questions, contact the Unemployment Insurance Agency's Work Share Hotline at 1-844-WORKSHR (1-844-967-5757) or contact the Office of Employer Ombudsman (OEO) at 1-855-484-2636. TTY customers call 1-866-366-0004.

Do you wish to apply for a Work-Share plan?

Required

Required

[View File Format: Work-Share Plan covered Employees File Format](#)

[View File Format: Bi-Weekly Work-Share Certification File Format](#)

Cancel

< Previous Step

Next Step >



WorkShare

Confirmation Page



You will see a confirmation page. Click OK. Your Work Share registration request has been submitted. You will receive a web notice indicating your eligibility.

The screenshot shows a web interface for the WorkShare system. At the top, there is a dark brown navigation bar with a hamburger menu icon on the left, the word "Confirmation" in the center, and user information "Welcome, Sparticus" on the right. To the right of the user name are links for "Settings" (gear icon), "Help" (question mark icon), and "Log Off" (lock icon). Below this is a light blue breadcrumb trail: "Home > Account: 2013997 000 > Work-Share Registration > Confirmation".

Below the breadcrumb is a section titled "Confirmation" with a clipboard icon. The main text reads: "Your 'Work-Share Registration' request has been submitted and will be processed in the order that it was received. Please click **OK** to return to the previous screen. You may also print this page for your records. An eligibility notice will be sent to you today via a web notice." Below this text, it states: "Your confirmation number is **1-633-435-648**." At the bottom of the page, there are two dark brown buttons: "Printable View" and "OK". A mouse cursor is hovering over the "OK" button. A small blue and green arc is visible in the bottom right corner of the page content area.



WorkShare

Access Work Share Questionnaire



Next, you will need to answer a series of questions to determine if your proposed work share plan will be approved.

Under I WANT TO, click the Mange Work Share Plans hyperlink

Home > Account: 2013997 000

User Information: You are signed in as *sparta1234*

Account	Account Alerts	I Want To
<p>SPARTA **...7646</p> <p>> UI Tax 2013997 000</p>	<p>▲ Make Payment On Outstanding Balance: \$49,403.20</p>	<p>View My Accounts</p> <p>Manage Reports and Payments</p> <p>Set Go Green Preference</p> <p>Register Location Account</p> <p>Use Voluntary Payment Worksheet</p> <p>Payment Voucher</p> <p>Manage Work-Share Plans</p>



WorkShare

Work Share Plan Application



Next, click Work Share Plan Application.

Home Welcome, Sparticus Settings Help Log Off

Home > Account: 2013997 000 > Work-Share

Work-Share Plans

To view details or modify an existing approved Work-Share plan, please select from the list below. To begin a new Work-Share plan application please click the button to the right.

Work-Share Plan Application

Filter

Plan Number	Unit Name	Reduction	Begin	End	Status			
-------------	-----------	-----------	-------	-----	--------	--	--	--



WorkShare

Work Share Series of Questions



Answer the series of questions. Next, you will need to answer a series of questions to determine if your proposed work share plan will be approved.

1. Work-Share Plan Application 2. Review and Submit

Work-Share Plan Application

Work-Share Plan Application Employees

Welcome to the Michigan UIA Work-Share Application. You will be asked a series of questions to determine if your proposed Work-Share Plan can be approved by UIA. Confirmation of your approved plan, or an explanation of the reason(s) why your plan cannot be approved, will be sent to you today via a web notice after the application has been submitted. Please provide responses to the following questions and statements carefully.

- 1 Was your business closed or hours limited pursuant to an Executive Order? Required Require
- 2 What is the name of the work unit to be covered by your Plan? Required
- 3 How many employees work in the affected work unit? Required
- 4 Are all employees in the unit covered by the proposed Work-Share Plan? Required
- 5 What is your proposed start date of the Work-Share Plan? Required
- 6 What is your proposed end date of the Work-Share Plan? Required
- 7 Does your plan cover the entire 52-week plan period, or just certain weeks? Entire Plan Period Certain Weeks
- 8 Is this Work-Share Plan application an amendment for a prior Work-Share Plan? Yes No
- 9 What is the percentage of work reduction proposed for this unit? Required



WorkShare

Agree to Terms and Conditions



Agree to terms and conditions.

Is this Work-Share Plan application an amendment for a prior Work-Share Plan? Yes No

What is the percentage of work reduction proposed for this unit?: Required

Please read the following carefully:

- I agree I disagree
I will provide full and complete reports to the unemployment agency relating to the operation of this Work-Share plan as required by the unemployment agency.
- I agree I disagree
I will not hire new employees in, or transfer employees to, the work unit covered by this plan during the effective period of the Work-Share plan.
- I agree I disagree
I will not lay off participating employees during the effective period of the Work-Share plan.
- I agree I disagree
I will not reduce participating employees' hours of work by more than the Work-Share Plan reduction percentage during the effective period of the Work-Share plan (except in cases of holidays, designated vacation periods, equipment maintenance, or similar circumstances).
- I agree I disagree
I have obtained the approval of any applicable collective bargaining unit representative and have notified all affected employees who are not in a collective bargaining unit of the proposed Work-Share Plan.
- I agree I disagree
The implementation of this Work-Share plan is in lieu of temporary layoffs that would affect at least 15% of the employees in the affected unit and would result in an equivalent reduction in work hours.
- Required
What is your estimate of the number of employees who would have been laid off if the plan were not implemented?:



WorkShare

Employees Names and Information

Next, you will need to enter the names and information for all of your employees who will be included in your Work Share plan. Back at the top of the screen, click Employees.

1. Work-Share Plan Application 2. Review and Submit

Work-Share Plan Application

Work-Share Plan Application Employees

Welcome to the Michigan UIA Work-Share Application. You will be asked a series of questions to determine if your proposed Work-Share Plan can be approved by UIA. Confirmation of your approved plan, or an explanation of the reason(s) why your plan cannot be approved, will be sent to you today via a web notice after the application has been submitted. Please provide responses to the following questions and statements carefully.

Was your business closed or hours limited pursuant to an Executive Order? Yes

What is the name of the work unit to be covered by your Plan?

How many employees work in the affected work unit?

Enter each employee's name, social security number, address, and other identifying information. Please double check for accuracy to ensure a smooth process.

In order to Submit you must add all Employees affected in this Plan: 1 out of 0

Work-Share Employees Employee Delete this Record Copy row Add Employee

1 SSN Required Required Required
Format: 999-99-9999

2 Street line 1 Required
Street line 2
Unit Type Unit City Required
State Required ZIP / Postal Code Required

3 Telephone Date of Birth Required Gender
U.S. Citizen Required Race Required Hispanic or Latino? Required

4 Alien Number Alien Expiration Date Alien Document Type
Occupation Code 51 - Production First Day of Work Work ZIP

Delete this Record Copy row Add Employee

Cancel Previous Step Next Step

Enter More Employees



To enter more employees, click ADD Employees. When you're done adding employees, click NEXT Step.

Work-Share Plan Application

Work-Share Plan Application **Employees**

To use the import feature instead of manually keying, upload an Work-Share Employer Filed Claims file using the Import button. The file should include all of the employees for the Work-Share Plan Application. Each record added will be listed below and can be modified prior to submission. [VIEW FILE FORMAT](#)

In order to Submit you must add all Employees affected in this Plan: 0 out of 2

Work-Share Employees Add Employee

SSN	Last Name	First Name
Add Employee		

Cancel < Previous Step Next Step >

Be sure you add all employees before you click NEXT STEP.



WorkShare

Submit



Then click SUBMIT.

The screenshot shows the 'Work-Share Plan Application' interface. At the top, there is a dark blue header with the title 'Work-Share Plan Application' and user information 'Welcome, Sparticus'. Navigation links for 'Settings', 'Help', and 'Log Off' are visible. Below the header is a breadcrumb trail: 'Home > Account: 2013997 000 > Work-Share > Work-Share Plan Application'. A progress bar shows two steps: '1. Work-Share Plan Application' and '2. Review and Submit', with the second step being the active one. The main content area is titled 'Review and Submit' and contains the message: 'This Work-Share Plan Application submission is ready to submit.' At the bottom, there are three buttons: 'Cancel', '< Previous Step', and 'Submit'. The 'Submit' button is circled in red.



WorkShare

Enter MiWAM Password



Then enter your MiWAM password to certify that the information you have entered is true. Click OK.

A screenshot of a web application interface titled "Work-Share Plan Application". The interface includes a navigation bar with "Home" and "Account" links, and a user profile section for "Sparticus" with "Settings", "Help", and "Log Off" options. A modal dialog box is open, displaying a certification statement: "I certify that the information provided is true, correct, and completed to the best of my knowledge and belief. I will abide by all the terms and conditions of the Work-Share Plan." Below the statement is a "Password" field with a masked input (two dots) and a cursor. The dialog has "OK" and "Cancel" buttons. The background application shows a "Review and Submit" section with a "Cancel" button and "Previous Step" and "Submit" buttons.

WorkShare

Confirmation Page



You will see a confirmation page.

The screenshot shows a web interface for a confirmation page. At the top, there is a dark blue header with a hamburger menu icon, the word "Confirmation", and user information: "Welcome, Sparticus". To the right of the header are links for "Settings", "Help", and "Log Off". Below the header is a breadcrumb trail: "Home > Account: 2013997 000 > Work-Share > Work-Share Plan Application > Confirmation". The main content area has a sub-header "Confirmation" with a clipboard icon. The text reads: "Thank you for submitting your Michigan UIA Work-Share plan application. You will be notified today via a web notice of your application status." followed by "Your plan approval will contain the date when you will be required to begin submitting your Bi-Weekly Work-Share Certification file. You must submit this file for each two week period that the covered employees are reduced in accordance with this plan." Below this, it states "Your confirmation number is 0-545-701-888." with a mouse cursor pointing to the number. At the bottom of the content area are two buttons: "Printable View" and "OK".



WorkShare

Approved or Denied Notice in MiWAM Inbox



Whether approved or denied to participate in the Work Share program, the employer will receive a Notice in their MiWAM Inbox.

The screenshot shows the MiWAM Notices interface. At the top, there is a navigation bar with 'Notices', 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail 'Home > Notices'. The main area has tabs for 'Unread²⁵', 'Inbox', and 'Outbox'. The 'Inbox' tab is active, showing a list of notices. The list has columns for 'Posted', 'Read', 'Subject', 'Account Id', 'Account Type', 'Quarter', 'Urgent', and 'Attach'. The first two rows show 'PayPoint Request Successful' notices for account 2127650 000, one for quarter 30-Jun-2019 and another for 31-Mar-2020. The third row shows a 'Password Recovery Request' for 22-Apr-2020. There are also 'Send Message' and 'Filter' buttons at the top right of the list.

Posted	Read	Subject	Account Id	Account Type	Quarter	Urgent	Attach
28-Apr-2020	<input type="checkbox"/>	PayPoint Request Successful	2127650 000	Tax	30-Jun-2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28-Apr-2020	<input type="checkbox"/>	PayPoint Request Successful	2127650 000	Tax	31-Mar-2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22-Apr-2020	<input type="checkbox"/>	Password Recovery Request				<input type="checkbox"/>	<input type="checkbox"/>
18-Apr-2020	<input type="checkbox"/>	Reminder of 11 Tax Due Dates				<input type="checkbox"/>	<input type="checkbox"/>



WorkShare

Certification

Home > Account: 2013997 000 > Work-Share

Work-Share Plans

To view details or modify an existing approved Work-Share plan, please select from the list below. To begin a new Work-Share plan application please click the button to the right.

Work-Share Plan Application

Plan Number	Unit Name	Reduction	Begin	End	Status			
56,000	TEST	45%	07-Jun-202	02-Jan-202	Approved	View Plan	File Certification	Terminate Plan
56,001	TESTING	45%	07-Jun-202	02-Jan-202	Approved	View Plan	File Certification	Terminate Plan



- For your employees to be paid, you will need to certify your employee's eligibility either weekly or bi-weekly.
- On the date you are to certify, login to your MiWAM account, click UI Tax, click Manage Work Share Plans, then click the File Certification link.

Add an Employee



Click ADD an Employee.

1. Work-Share Certification 2. Review and Submit

Work-Share Certification

Work-Share Certification

Work-Share Certification for Plan:

Import instructions: To load values from a file please click 'Import' on the left hand side. Records can be reviewed using the below display.

[VIEW FILE FORMAT](#)

Employees							Add an Employee
SSN	Plan Number	Last Name	FirstName	Certification Date 1	Certification Date 2		

Add an Employee

Cancel

< Previous Step

Next Step >

Import



WorkShare

Certification Date



Add your employee's information. Be sure to include the Certification Date.

- Certification Date 1 is the first week for which you want your employee to be paid. If you are on a bi-weekly schedule, you will also input Certification Date 2, to pay both weeks.
- Each certification week begins on a Sunday and ends on a Saturday.
- Certification date 1 or 2 should be the Saturday of the week for which your employees are being paid.

Work-Share Certification for Plan: 56000

Import Instructions: To load values from a file please click 'Import' on the left hand side. Records can be reviewed using the below display. [VIEW FILE FORMAT](#)

Employees 111-11-1111	
Employee Certification	
SSN	111-11-1111
Plan Number	<input type="text"/>
Last Name	<input type="text"/>
FirstName	<input type="text"/>
Certification Date 1	<input type="text"/>
Certification Date 2	<input type="text"/>

Buttons: Delete this Record, Copy row, Add an Employee

Buttons: Cancel, < Previous Step, Next Step >, Import



Certification for each Employee



Click on Add employee to complete this section for each employee on the plan.
When you have completed certification for each employee, click next step. Then click SUBMIT.

Work-Share Certification

Work-Share Certification for Plan:

Import instructions: To load values from a file please click 'Import' on the left hand side. Records can be reviewed using the below display. [VIEW FILE FORMAT](#)

Employees Employee Certification Delete this Record Copy row Add an Employee

SSN	<input type="text"/>	Plan Number	<input type="text"/>
Last Name	<input type="text"/>	Certification Date 1	<input type="text"/>
FirstName	<input type="text"/>	Certification Date 2	<input type="text"/>

Delete this Record Copy row Add an Employee

Cancel < Previous Step Next Step >



MiWAM Password



Enter your MiWAM password. Then click SUBMIT.

The screenshot shows a web application interface for 'Work-Share Certification'. The top navigation bar includes 'Welcome, Sparticus', 'Settings', 'Help', and 'Log Off'. The main content area shows a progress bar with '1. Work-Share Certification' and '2. Review and Submit'. A modal window is displayed over the page, containing a certification statement: 'I certify that I intend to file UI claims on behalf of my workers.' Below this is a 'Password' field with two asterisks and a cursor. 'OK' and 'Cancel' buttons are at the bottom of the modal. In the background, a 'Submit' button is circled in red. At the bottom of the page, there is a security notice: 'For security reasons it is important to remember to close your browser completely when you are done.'



WorkShare

Confirmation



Your Work Share certification request has been submitted.

Confirmation Welcome, Sparticus Settings Help Log Off

Home > Account: 2013997 000 > Work-Share Registration > Confirmation

Confirmation

Your "Work-Share Registration" request has been submitted and will be processed in the order that it was received. Please click **Ok** to return to the previous screen. You may also print this page for your records. An eligibility notice will be sent to you today via a web notice.

Your confirmation number is **1-633-435-648**.

Printable View

OK



WorkShare

Terminating a Plan

- The employer's assurance that it will not lay off participating employees during the effective period of the Work Share plan, or reduce participating employees' hours of work by more than the reduction percentage during the effective period of the shared-work plan.
- The Unemployment Agency can terminate a Work Share Plan, if an employer is not in compliance.
- If the employer elects to terminate the plan, they would need to do so by a written notice to the Agency.



Agree to terms and conditions.

Is this Work-Share Plan application an amendment for a prior Work-Share Plan? Yes No

What is the percentage of work reduction proposed for this unit?: Required

Please read the following carefully:

- I agree I disagree
I will provide full and complete reports to the unemployment agency relating to the operation of this Work-Share plan as required by the unemployment agency.
- I agree I disagree
I will not hire new employees in, or transfer employees to, the work unit covered by this plan during the effective period of the Work-Share plan.
- I agree I disagree
I will not lay off participating employees during the effective period of the Work-Share plan.
- I agree I disagree
I will not reduce participating employees' hours of work by more than the Work-Share Plan reduction percentage during the effective period of the Work-Share plan (except in cases of holidays, designated vacation periods, equipment maintenance, or similar circumstances).
- I agree I disagree
I have obtained the approval of any applicable collective bargaining unit representative and have notified all affected employees who are not in a collective bargaining unit of the proposed Work-Share Plan.
- I agree I disagree
The implementation of this Work-Share plan is in lieu of temporary layoffs that would affect at least 15% of the employees in the affected unit and would result in an equivalent reduction in work hours.
- Required
What is your estimate of the number of employees who would have been laid off if the plan were not implemented?.



WorkShare

Terminating a Plan

- If employers need to terminate a plan before the end date, you will log into your MiWAM account, and go under the specific work share plan and click terminate.

The screenshot shows the MiWAM Work-Share Plans interface. At the top, there is a navigation bar with 'Home', 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail: 'Home > Account: 2171948 000 > Work-Share'. The main heading is 'Work-Share Plans'. A text block explains that users can view details or modify existing plans, and a 'Work-Share Plan Application' button is visible. Below this is a table with columns for Plan Number, Unit Name, Reduction, Begin, End, and Status. A single row is displayed for Plan Number 489,013, Unit Name AME AUTO, Reduction 40%, Begin 17-May-20, End 01-Aug-20, and Status Approved. Action links 'View Plan', 'File Certificate', and 'Terminate Plan' are shown at the end of the row.

Plan Number	Unit Name	Reduction	Begin	End	Status			
489,013	AME AUTO	40%	17-May-20	01-Aug-20	Approved	View Plan	File Certificate	Terminate Plan

For security reasons it is important to remember to close your browser completely when you are done.

Here's a Comparison

Work Share

- If an employee earns \$775 per Week
- A Work Share Participant on a 20% plan will earn \$620.
- The Work Share Program for the day of layoff \$72 plus the extra \$300 federal benefit.

Regular UI Claim

- An Employee laid off from his job, would receive \$362 per week from Unemployment Benefits and the \$300 federal benefit.

Work Share Claim

\$992

Regular UI Claim

\$662



WorkShare

Conclusion

- Work Share is a great option for employers who need to bring back their employees at a reduced capacity.
- It also allows the company to reengage their workforce and ramp up their business at a schedule that works for them.



WorkShare

Employer FAQs

Q. If an employer chooses Work Share, must he or she use it for their entire business?

A. No. A Work Share plan may apply to a department, shift or another organizational unit. Employers may have more than one Work Share plan.

Q. Can I lay off some of the workers participating in a Work Share plan and continue the plan with the remaining individuals?

A. No. You may not lay off any employees in a Work Share plan during the duration of the plan.



WorkShare

Employer FAQs

Q. Not every employee within the “affected unit” is a union member; can the unit still be approved for a Work Share plan?

A. Yes

Q. Can the union representative request a modification or termination of a Work Share plan?

A. No. The union cannot unilaterally modify or terminate a Work Share plan.



WorkShare

Employer FAQs

Q. Should a Work Share plan be terminated, if one or more employees on the plan are either laid off or on a temporary shutdown?

- The employer's assurance that it will not lay off participating employees during the effective period of the shared-work plan, or reduce participating employees' hours of work by more than the reduction percentage during the effective period of the shared-work plan, except in cases of holidays, designated vacation periods, equipment maintenance, or similar circumstances.

Q. Can a Work Share Plan be modified if I want to change the percentage?

- If you want to change the percentage a new Work Share Plan is needed.



WorkShare

Employee FAQs

Q. What do I do if my employer has been approved for Work Share?

Your employer will provide you with information regarding participation in a Work Share Program. You will receive a letter Form #1054, from the State of Michigan, Unemployment Insurance Agency, explaining your weekly benefit amount while participating in Work Share, your weeks of eligibility and your employer Work Share Plan begin and end date. This letter will provide you with instructions on method of payment. You do not need to contact the UI office to file for your weekly Work Share benefits, this will be completed by your employer.



Employee FAQs

Q. When will I receive my weekly Work Share amount?

A. After UIA notifies you of your eligibility for Work Share Benefits, your employer will submit all the information on your behalf. If you have any questions regarding your Work Share benefits you must contact your employer.

Q. How will I receive my weekly Work Share amount?

A. Payments are issued by either a UIA issued debit card from Bank of America or direct deposit to your financial institution of choice.

- Once the claimant receives Form UIA 1054 showing that they are eligible for Work Share. They can set-up direct deposit and create a Michigan Web Account Manager (MiWAM) and data enter your direct deposit information under the Claimant Services tab or call 1-866-500-0017 and select the payment option.
- You will need to have your financial Institution's routing number and your account number readily available. If no option is selected, your method of payment will default to a debit card. If you have previously selected a method of payment, your option will remain the same



WorkShare

Employee FAQs

Q. I forgot my personal identification number (PIN). Can you help me?

A. Call 1-866-500-0017 and speak to a representative to have their pin number reset.

Q. Can I protest my Work Share claim or benefit amount?

A. Form UIA 1054, *Notice to Employees of Approved Work Share Plan*, cannot be protested. Your employer handles the entire Work Share process including application, participant list and the work reduction percentage resulting in the payment of Work Share benefits.



WorkShare

Employee FAQs

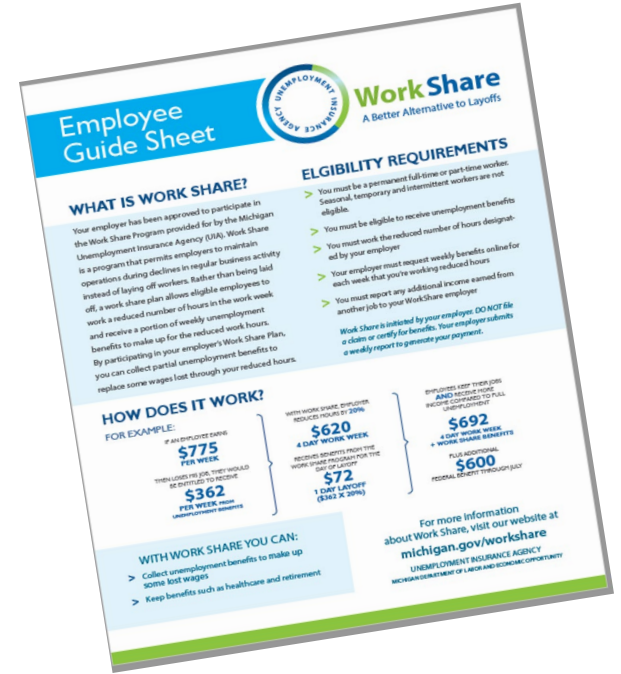
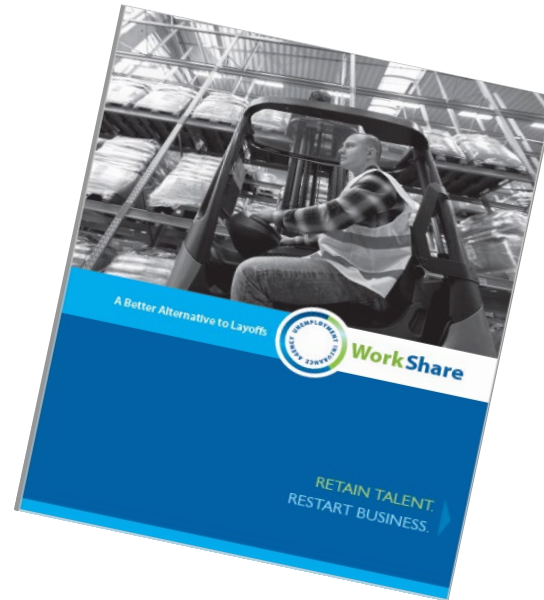
Q. I was receiving a standard UI claim then I was recalled back to work and told that my employer was having me to participate with Work Share. Do I continue to certify my standard UI claim?

A. It is imperative that while you are participating in the Work Share Program that you do not certify your previous standard claim. While the Plan is in effect, your employer is responsible for certifying you for benefits. You are not to receive benefits under a standard UI claim and a Work Share claim. You will be committing fraud if you certify your standard UI claim while you are receiving benefits from participating in the Work Share Program.



WorkShare

Questions and Answers



WorkShare