# Work Share in MiUI Quick Reference Guide

MiUI

September 2026

## Overview

The Work Share program allows employers to reduce employee hours without laying off their trained and experienced workforce. Workers receiving benefits are eligible to claim partial unemployment benefits to offset some of their lost wages.

After MiUI's benefits launch, scheduled for November 9, 2026, **both employers and workers participating in Work Share will be expected to complete weekly certifications.**

## Process

1. Employer applies for a Work Share plan.
2. Employer creates a Work Share plan.
3. Employer informs workers seeking benefits to file standard unemployment insurance (UI) claims, if they have not already.
4. Workers file standard unemployment cla ims, if they have not already.
5. Employer and workers receiving benefits submit weekly certifications.

| Criteria for Employers to Apply for Work Share | Criteria for Workers Receiving Benefits to Be Included in a Work Share Plan |
|---|---|
| • Have a positive reserve in their experience accounts.<br>• Have paid wages for at least 12 of the previous quarters.<br>• Not have a tax delinquency with the Unemployment Insurance Agency.<br>• Not have any missing or incomplete quarterly unemployment tax reports.<br>• Be an active employer for 12 consecutive quarters.<br>• Not be a seasonal, temporary, or intermittent employer. | • Be included in the employer's approved Work Share plan.<br>• Have filed a standard unemployment claim and be eligible for benefits.<br>• Work the reduced hours as specified in the Work Share plan.<br>• Not be included in two or more overlapping Work Share plans. |