



WorkShare

How to Apply for Work Share

TOOLKIT

Michigan's Work Share program allows employers to restart their business and bring employees back from unemployment.

Employers can bring employees back with reduced hours while employees collect partial unemployment benefits to make up a portion of the lost wages. Employers can also retain their current workforce and are given the flexibility to choose which of their employees are part of a Work Share plan.

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INTRODUCING WORK SHARE

Michigan's Work Share program allows employers to keep employees working with reduced hours, while employees collect partial unemployment benefits to make up a portion of the lost wages.

By participating in Work Share, employers can retain trained employees and avoid the expenses of recruiting, hiring, and training new employees.

With the Work share program, unemployment benefits are based on the percentage of the reduced hours of work and pay. The reduction in work hours must result in an equivalent reduction in wages.

Advantages of Work Share

Minimizes or eliminates the need for layoffs

Enables a business to retain trained employees and avoid the expense of recruiting, hiring and training new employees

Saves money and keeps your skilled workforce intact

Can be used in almost all types of business or industry

Employees are spared the hardship of full unemployment and get more income than if they were fully laid off

Eligibility Requirements

To participate in Work Share:

- ▶ All employees in the affected unit must participate in the plan.
- ▶ A plan must include a minimum of two employees.
- ▶ Plan may be approved for a period of up to 52 consecutive weeks.
- ▶ Employee work hours and wages may be reduced by a minimum of 15% up to a maximum 45%
- ▶ Work Share does not apply to seasonal, temporary, or intermittent employment.

How it Works

Example of the calculation of Work Share plan Benefit: While weekly benefits rates vary from person to person, if a worker was fully unemployed, their weekly benefit amount would be, for example, \$360. Under the Work Share program, a worker whose hours were reduced by 20 percent would receive a Work Share benefit payment of \$72 ($\$360 \times 20\%$) in addition to their wages.

How to Apply

Employers may file an application online through the [Michigan Web Account Manager \(MiWAM\)](#) at Michigan.gov/UIA.

For more information about Work Share, visit [Michigan.gov/WorkShare](#) or call the Office of Employer Ombudsman at 1-855-484-2636.

[How to Apply for Workshare video tutorial](#)

HOW TO APPLY FOR WORK SHARE



Employers can apply to participate in the Work Share program through their MiWAM account. Go to Michigan.gov/uia and click on For Employers. Then Login to MiWAM For Employers. Once in your account, click UI Tax. If you have more than one account, be sure to click the account that you want your Work Share plan on.

The screenshot shows the 'MiWAM For Employers' dashboard. At the top, there is a navigation bar with 'Settings', 'Help', and 'Log Off' options. Below this, there are three main sections: 'Logon', 'Alerts', and 'I Want To'. The 'I Want To' section contains several links: 'Send Unemployment a Message', 'View Employer Handbook', 'Setup Email Reminders', 'Add or Update Power of Attorney', 'Apply for WOTC', 'Request Benefit Charges File', and 'Sign Up for SIDES e-Response'. Below these sections, there is a 'Accounts' section with a 'Filter' input field and a 'View Accounts' button. The 'Accounts' section is highlighted with a red circle, and the 'UI Tax' link is also circled in red.



Under I WANT TO, click the Register for Work Share Plans hyperlink.

The screenshot shows the 'MiWAM For Employers' dashboard. At the top right, it says 'User Information: You are signed in as sparta1234'. Below this, there are three main sections: 'Account', 'Account Alerts', and 'I Want To'. The 'I Want To' section contains several links: 'View My Accounts', 'Manage Reports and Payments', 'Set Go Green Preference', 'Register Location Account', 'Use Voluntary Payment Worksheet', 'Payment Voucher', and 'Register for Work-Share'. The 'Register for Work-Share' link is highlighted with a red circle.



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 liable employer.

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 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?

Yes

Would you like assistance submitting your plan?

Yes

Complete the contact information below. You will receive a call within 24 to 48 hours of registering for Work-Share.

First Name

Last Name

Required

Telephone Number

Required

[Work-Share Plan covered Employees Excel Template](#)

[Bi-Weekly Work-Share Certification Excel Template](#)

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

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

Click next step. Then click submit. Enter your password and click OK.



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.

☰ 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](#)



To submit your Work Share application: Click on Manage Work Share Plans.

Home > Account: 2013997 000

User Information: You are signed in as sparta1234

Account
SPARTA
-*7646
> UI Tax
2013997 000

Account Alerts
⚠ Make Payment On Outstanding
Balance: \$49,403.20

I Want To
View My Accounts
Manage Reports and Payments
Set Go Green Preference
Register Location Account
Use Voluntary Payment Worksheet
Payment Voucher
Manage Work-Share Plans

Recent Periods | Recent Items | Account Services | Names and Addresses

Recent Periods View Periods

30-Jun-2020	\$0.00	Outstanding	File Return
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Work Share plan applications can be filed by uploading employee information all at once using an Excel template, uploading a flat file, or by manually entering information.

To prepare your Excel file in advance, you can download the Excel template here. Click Download Excel Template.

Home | Welcome, Work Share | Settings | Help | Log Off

Home > Account: 2108169 000 > Work-Share

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 applications can be filed by uploading an excel template, uploading a flat file, **OR** manually keying. The excel template and flat file format can be seen below.

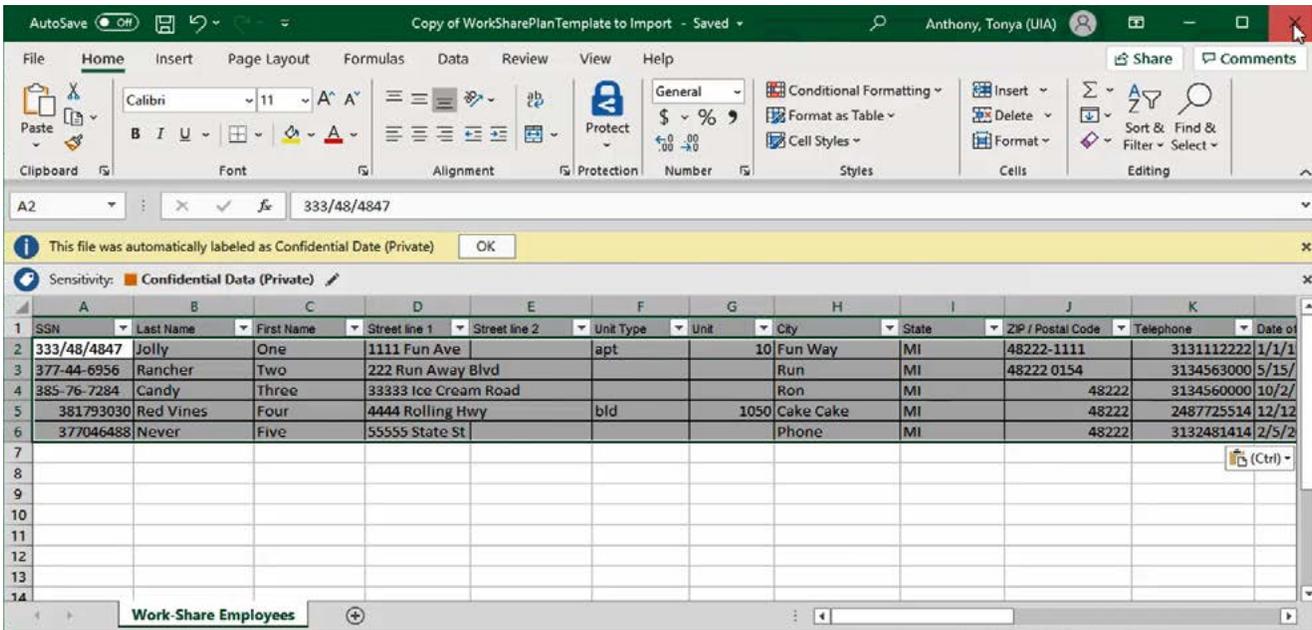
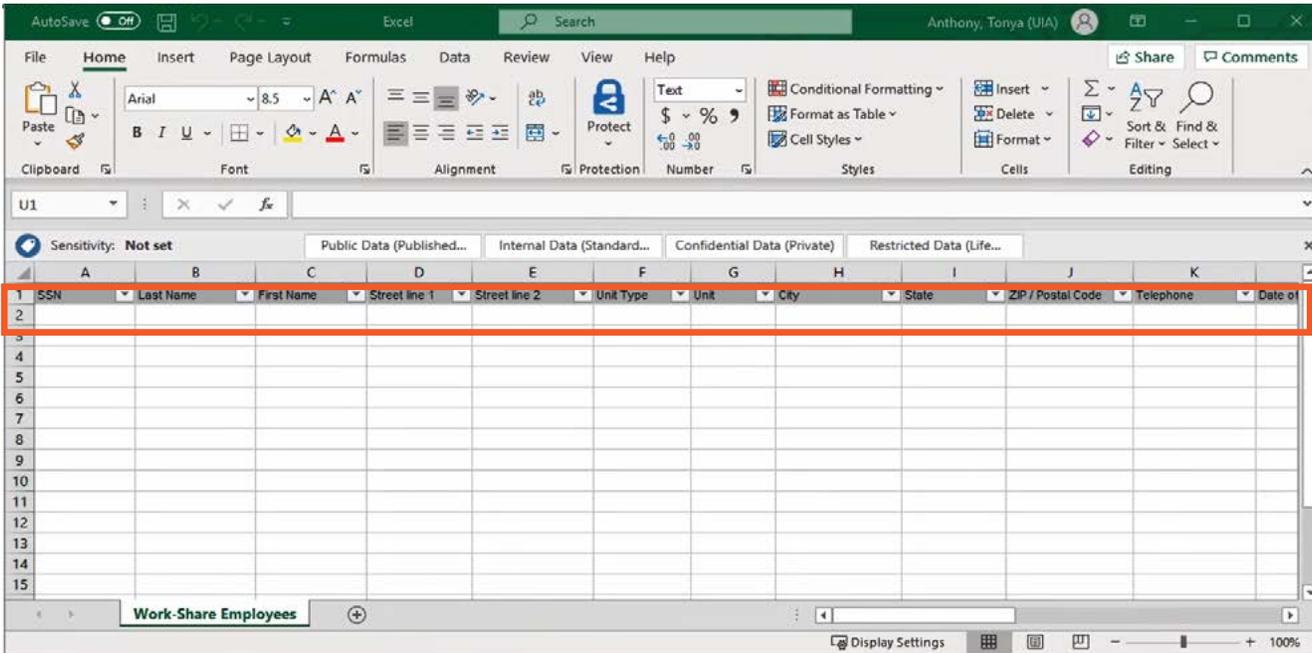
Work-Share Plan Application

DOWNLOAD EXCEL TEMPLATE
VIEW FILE FORMAT

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



Prepare your file in advance and save to a location on your computer that is easily accessible when you need it later in the application process. Create your file according to the specifications. (See File Specifications, page 23).





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. Employer Questionnaire 3. Employees

Work-Share Plan Application

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?:	<input type="radio"/> No <input type="radio"/> Yes
2	What is the name of the work unit to be covered by your Plan?:	<input type="text"/>
3	How many employees work in the affected work unit?:	<input type="text"/>
4	Are all employees in the unit covered by the proposed Work-Share Plan?:	<input type="checkbox"/>
5	What is your proposed start date of the Work-Share Plan?:	<input type="text"/>
6	What is your proposed end date of the Work-Share Plan?:	<input type="text"/>
7	Does your plan cover the entire proposed plan period, or just certain weeks?:	<input type="radio"/> Entire Plan Period <input type="radio"/> Certain Weeks
8	Is this Work-Share Plan application an amendment for a prior Work-Share Plan?	<input type="radio"/> Yes <input type="radio"/> No
9	What is the percentage of work reduction proposed for this unit?:	<input type="text"/>

- 1. Was your business closed or hours limited to an Executive Order?** Governor Whitmer signed several executive orders ordering the closing of certain businesses.
- 2. What is the name of the work unit to be covered by your Plan?** Employers are given flexibility to organize each work unit or work division they want to participate in Work Share. It can be a department, shift or organizational unit.
- 3. How many employees work in the affected unit?** There needs to be a minimum of two employees.
- 4. Are all employees in the unit covered by the proposed Work Share plan?**
- 5. What is your proposed start date of the Work Share plan?**
- 6. What is your proposed end date of the Work Share plan?**
- 7. Does your plan cover the entire proposed plan period, or just certain weeks?**
- 8. Is this Work Share plan application an amendment for a prior Work Share plan?**
- 9. What is the percentage of work reduction proposed for this unit?** Under Work Share employers can choose to reduce employee hours between 15% and 45%.



Back at the top of the page, click Employer Questionnaire. Agree to the terms and conditions.

1. Work-Share Plan Application

2. Employer Questionnaire

3. Employees

Employer Questionnaire

Please read the following carefully:

- 1 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
- 2 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 Required
- 3 I will not lay off participating employees during the effective period of the Work-Share plan. I agree I disagree
- 4 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
- 5 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
- 6 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. I agree I disagree
- 7 What is your estimate of the number of employees who would have been laid off if the plan were not implemented?:

1. 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.

UIA may request a report of information about your work share plan including payroll records, employee notification, union agreements and more.

2. 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.

A work unit is comprised of the employees included in your work share plan. Keep in mind that, if you later want to bring additional employees into the unit, you must terminate the plan and create a new one. You may also create an additional work share plan to add employees.

3. I will not lay off participating employees during the effective period of the Work Share plan.

Layoffs during the term of a workshare agreement would void the agreement and a new plan would need to be submitted.

4. 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).

5. 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.

6. 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.

7. What is your estimate of the number of employees who would have been laid off if the plan were not implemented?

If you are reopening your business, estimate the number of employees who would continue to be laid off without a Work Share plan.

Finally, please include how you will give notice to your employees whose hours of work will be reduced under work share. It is the employer's responsibility to inform their employees that they have been included in a work share plan.





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?: TESTING

How many employees work in the affected work unit?: 2



To enter employees manually, 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

1 First Name 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

3 Alien Number Alien Expiration Date Alien Document Type

4 Occupation Code 51 - Production First Day of Work Work ZIP

4 UIA Number Required

Delete this Record Copy row Add Employee

Cancel Previous Step Next Step

- Employee name** - Make sure you enter your employees' full name. For example: Matthew Jones, not Matt Jones.
- Address** - Employees home address.
- Alien Number** - For employees who are not citizens of the United States, be sure to input the Alien Document type and expiration date.
- UIA Number** - the UIA number is your account number with the State of Michigan.



To enter more employees, click Add Employees. When you're done adding employees, click Next Step.

Part Two (002)
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.



Then click Submit.

Work-Share Plan Application Welcome, Sparticus Settings Help Log Off

Home > Account: 2013997 000 > Work-Share > Work-Share Plan Application

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

Review and Submit

This Work-Share Plan Application submission is ready to submit.

Cancel Previous Step **Submit**



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

The screenshot shows the 'Work-Share Plan Application' interface. At the top, there is a navigation bar with 'Welcome, Sparticus', 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail: 'Home > Account > 1. Work-Share Plan Application > Review and Summary'. A modal dialog box is open in the center, containing the text: '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 text is a 'Password' field with a masked input (dots) and a toggle icon. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background interface shows a 'Cancel' button on the left and '< Previous Step' and 'Submit' buttons on the right.



You will see a confirmation page.

The screenshot shows the 'Confirmation' page. The top navigation bar includes 'Welcome, Sparticus', 'Settings', 'Help', and 'Log Off'. The breadcrumb trail is: 'Home > Account: 2013997 000 > Work-Share > Work-Share Plan Application > Confirmation'. The main heading is '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. 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. Your confirmation number is 0-545-701-888.' Below the text are two buttons: 'Printable View' and 'OK'.



To submit your employee information all at once, click Employees, then click Import.

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 5

Work-Share Employees Add Employee

SSN	Last Name	First Name
Add Employee		

Cancel Previous Step **Import** Next Step



Select your saved Excel file or .txt file. Then click Import.

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 5

Work-Share Employees Add Employee

SSN	Last Name	First Name
Add Employee		

Cancel Previous Step **Import** Next Step

(A file selection dialog box is overlaid on the screen, showing a list of files in a folder named 'For WorkShare'. The 'Import' button in the background is circled in red.)



Under Employees, you will see information for each of your employees. The records can be modified prior to submission. If there is an "x" next to an employee record, there is an error that needs to be corrected. Click the employee record to correct the file.

After your files have been imported, click Next Step.

Work-Share Plan Application **Employees**

To use the import feature instead of manually keying, upload a 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](#)

Work-Share Employees 123-45-6789 987-65-4321 888-88-8888 [Add Employee](#)

SSN	Last Name	First Name
123-45-6789	PRETTY	LEMONDHEAD
987-65-4321	PRETTY	LATERSS
888-88-8888	CATTS	JOLLIES

[Add Employee](#)
5 Rows

Cancel [Previous Step](#) [Next Step](#)



Then click Submit. Enter your MiWAM password. Your application has been submitted.

Work-Share Plan Application Welcome, Work Share Settings Help Log Off

Home > Account

1. Work-Share Plan Application

Review and Submit

This Work-Share Plan Application

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.

Password

OK Cancel

Cancel [Previous Step](#) [Submit](#)



You will see a confirmation page.

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Confirmation

Welcome, Work Share Settings Help Log Off

Home > Account: 2014106 000 > Work-Share > Work-Share Plan Application > Confirmation

Confirmation

Thank you for submitting your Michigan UIA Work-Share plan application. You will be notified today via a web notice of your application status.

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.

Your confirmation number is **0-791-519-232**.

Printable View

OK



NOTICES IN MIWAM



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

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"/>

Examples of letters for Work Share Enrollment Eligibility and UIA 1054 Notice to Employees of Approval of Work Share Plan.

Work Share Registration
Work Share Enrollment Eligibility

Welcome to the UIA Work Share Application

Work Share is a program that permits employers to continue operations during declines in regular business activity instead of laying off workers. Under an approved work share plan, instead of being laid off, eligible employees work a reduced number of hours in the work week and receive a portion of unemployment benefits that are paid for each week.

Before completing the work share 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 UIA to pay benefits to the employees participating in your work share plan (see Bi-Weekly Work Share Certification file format). As part of that certification, you will need to notify UIA how many hours an employee worked for a different employer during the certification week. Employees should notify you of this information.

IMPORTANT NOTE

For the weeks ending April 4, 2020 through December 26, 2020, 100 percent of the cost of work share benefits will be paid by the federal government as part of the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020. Any weeks of work share benefits outside of the federally funded payable period will be charged or billed to the employer.

If you have questions, contact the Unemployment Insurance Agency's Work Share Hotline at 1-844-WORKSHR (1-844-967-5747) 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?
 View File Format: Work Share Plan Covered Employees File Format
 View File Format: Bi-Weekly Work Share Certification File Format

UIA 1054 (DRAFT)

Authorized by MCL 421.1 et seq.

GRETCHEN WHITMER GOVERNOR DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY UNEMPLOYMENT INSURANCE AGENCY JEFF DONOFRO DIRECTOR

Mail Date:

NOTICE TO EMPLOYEES OF APPROVAL OF WORK SHARE PLAN

Social Security Number: XXX-XX-1234 Eligibility Period Begin Date: XXX/XX/XXXX
 Eligibility Period End Date: XXX/XX/XXXX
 Date of First Certification: XXX/XX/XXXX
 Plan #: XXXXXXX

Work-Share Benefit Amount

Maximum Benefit Amount: XXXXXX Employer Name: Company XYZ
 Weekly Work Share Amount: XXX.XX Employer Number: XXXXXXX-000

Work Share Information

Your employer listed above has been approved to participate in the Work Share Program provided for by the Michigan Unemployment Insurance Agency (UIA). Work Share is a program that permits employers to maintain operations during declines in regular business activity instead of laying off workers. Under a work share plan, rather than being laid off, eligible employees work a reduced number of hours in the work week and receive a portion of weekly unemployment benefits to make up for the reduced work hours.

The employer is required to file a work share claim on your behalf. For every week that your work hours are reduced, you will receive the Weekly Work Share Amount shown above, unless you have other employment and work more hours in your other employment than were reduced by the work share employer. For example, if you are reduced 10 hours with the work share employer and work 12 hours with a different employer, you will not receive benefits for that week. You must report the number of hours worked each week with your other employer to your work share employer.

To begin receiving Work Share benefits, you must set up your payment method. To do this, call 1-866-500-0017. You will first be prompted to select your language preference, and you will then need to select option #2 to change payment method. You will need to enter your social security number and create a personal identification number (PIN), which will then allow you to select a payment method.

Each week your employer will provide information to UIA about your eligibility for benefits. As long as your employer continues to participate in the Plan, you will receive Work Share benefits up to the total of your Maximum Benefit Amount (MBA) or the Eligibility Period End Date, whichever occurs first.

If you have any questions regarding your benefits, you must contact your employer.

If your address changes it is important to update it with the Unemployment Insurance Agency.

This notice is not a Determination and cannot be protested.



CERTIFICATION



In order for your employees to be paid, you will need to certify your employees eligibility either weekly or bi-weekly.

On the date you are to certify, log into your MiWAM account. Click UI Tax. Then click Manage Work Share Plans. Here you will see your Work Share plan. Click the File Certification hyperlink.

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		File Certification
56,000	TEST	45%	07-Jun-2020	02-Jan-2021	Approved	View Plan	File Certification
56,001	TESTING	45%	07-Jun-2020	02-Jan-2021	Approved	View Plan	File Certification



You can certify each employee individually, or upload an Excel or .txt file to certify your employees all at once. To add individually, click Add an Employee.

1. Work-Share Certification > 2. Review and 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

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

[Cancel](#) [Previous Step](#) [Next Step](#) [Import](#)



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. [VIEW FILE FORMAT](#)
Records can be reviewed using the below display.

Employees 111-11-1111

Employee Certification Delete this Record Copy row Add an Employee

SSN	111-11-1111	Plan Number	
Last Name	Required	Certification Date 1	Required
FirstName	Required	Certification Date 2	

Delete this Record Copy row Add an Employee

Cancel < Previous Step Next Step >

Import



Click on Add an 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. [VIEW FILE FORMAT](#)
Records can be reviewed using the below display.

Employees

Employee Certification Delete this Record Copy row Add an Employee

SSN	Required	Plan Number	Required
Last Name	Required	Certification Date 1	Required
FirstName	Required	Certification Date 2	

Delete this Record Copy row Add an Employee

Cancel < Previous Step Next Step >



Enter your MiWAM password. Then click Submit.

The screenshot shows the 'Work-Share Certification' interface. At the top, there's a navigation bar with 'Work-Share Certification' and user information 'Welcome, Sparticus'. Below that, a breadcrumb trail shows 'Home > Account: 2013997 000'. The main content area has a progress indicator with '1. Work-Share Certification' and '2. Review and Submit'. A modal dialog box is centered, containing the text 'I certify that I intend to file UI claims on behalf of my workers.' and a 'Password' field with a masked input. Below the password field are 'OK' and 'Cancel' buttons. At the bottom of the page, there are 'Cancel', 'Previous Step', and 'Submit' buttons. The 'Submit' button is circled in red.



Your Work Share certification request has been submitted.

The screenshot shows the 'Confirmation' page. The navigation bar at the top includes 'Confirmation' and user information 'Welcome, Sparticus'. The breadcrumb trail is 'Home > Account: 2013997 000 > Work-Share Registration > Confirmation'. The main content area has a 'Confirmation' heading followed by a message: '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, it states 'Your confirmation number is 1-633-435-648.' There are two buttons: 'Printable View' and 'OK'. A mouse cursor is pointing at the 'OK' button.

BULK CERTIFICATIONS



To certify for your employees all at once, you will need to download the Excel template and create your file. Click Download Excel Template and create your file. If you are creating a .txt file, create your file according to File Specifications on page 25.

Work-Share Certification

Welcome, Share Work Settings Help Log Off

Home > Account: 2015033 000 > Work-Share > Work-Share Certification

1. Work-Share Certification 2. Review and Submit

Work-Share Certification

Work-Share Certification for Plan: 52000

To use the **import feature** instead of manually keying, you can **download the excel template** using the button below **OR** you can submit a **flat file** following the format specified below. The file should include all of the employees for the Work-Share Plan. You can **upload your file** using the **Import** button at the bottom. Each record added will be listed below and can be modified prior to submission.

DOWNLOAD EXCEL TEMPLATE
NEW FILE FORMAT

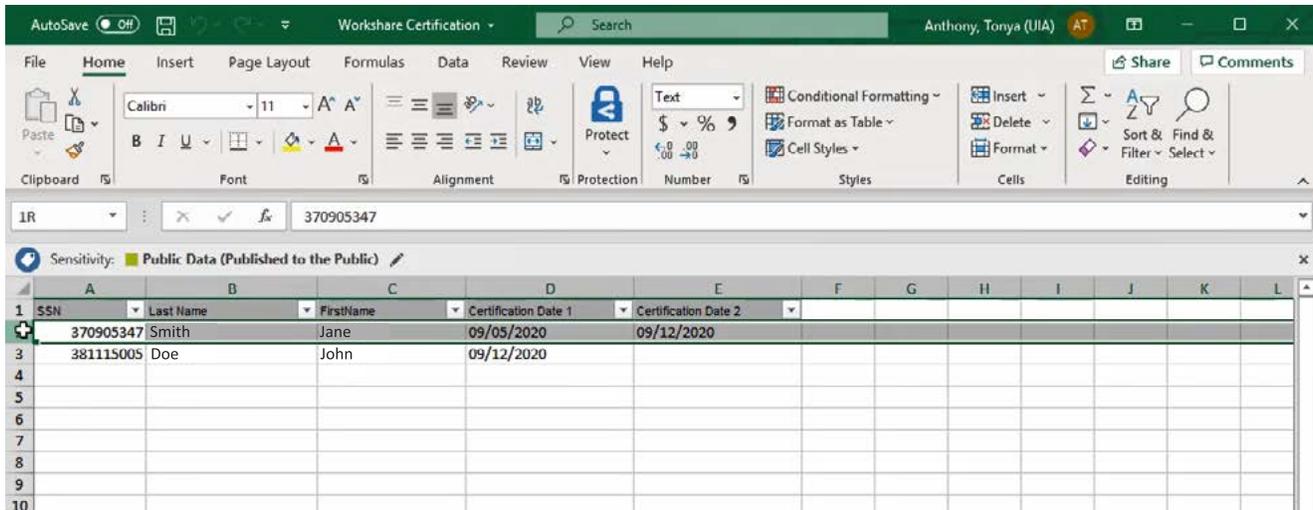
SSN	Plan Number	Last Name	FirstName	Certification Date 1	Certification Date 2
Add an Employee					

Cancel Previous Step Next Step Import

Excel template sample

1	SSN	Last Name	FirstName	Certification Date 1	Certification Date 2
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

The file should include all of the employees on the Work Share plan application.

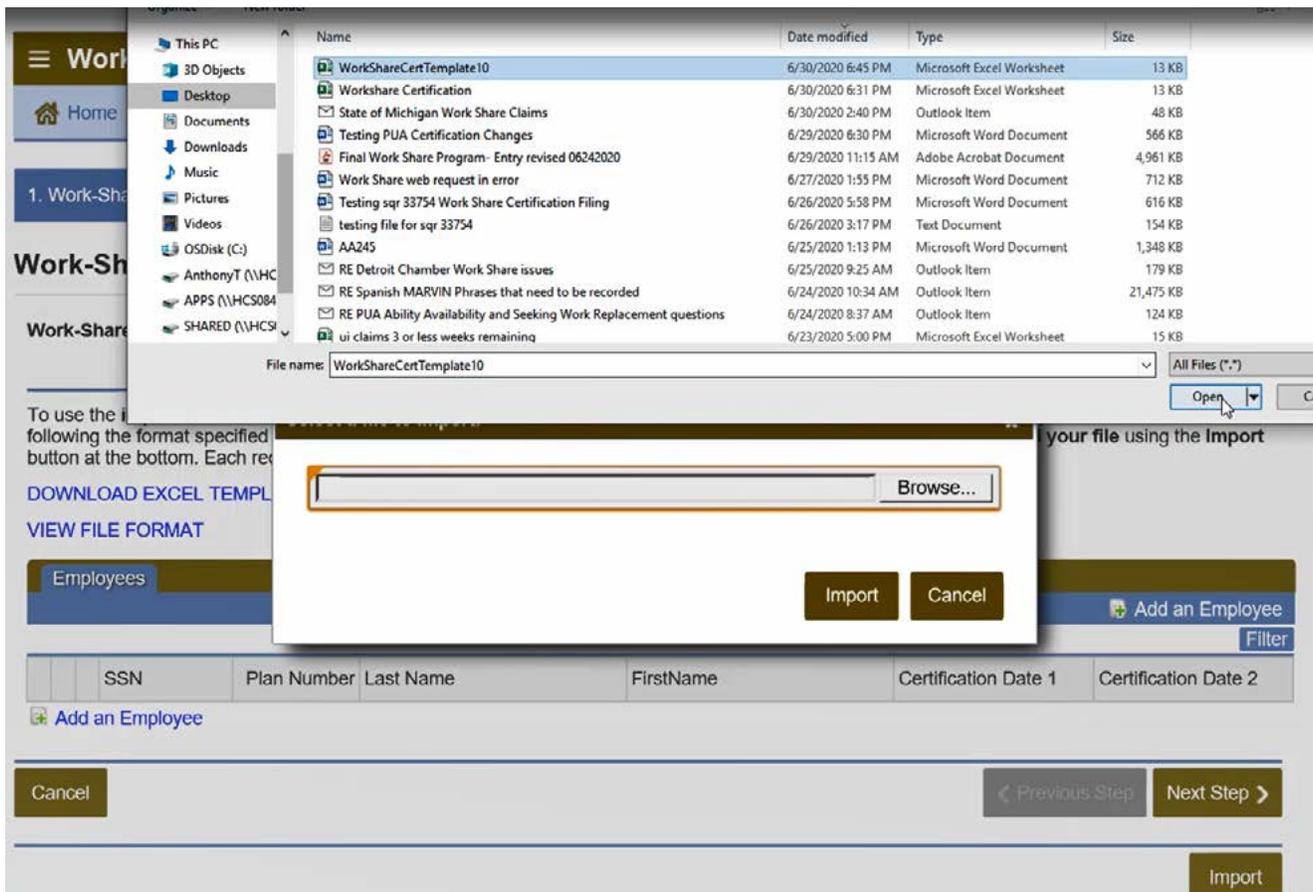


The screenshot shows an Excel spreadsheet with the following data:

SSN	Last Name	FirstName	Certification Date 1	Certification Date 2
370905347	Smith	Jane	09/05/2020	09/12/2020
381115005	Doe	John	09/12/2020	



On the Work Share certification page, click Import and select your saved Excel or .txt certification file.



The screenshot shows the Work Share certification page with a file explorer window open. The file explorer displays a list of files, including 'WorkShareCertTemplate10'. A dialog box is open, showing the file name 'WorkShareCertTemplate10' and a 'Browse...' button. The 'Import' button is visible on the page.



Under the Employees tab, you will see information for each of your employees.

Work-Share Certification for Plan: 52000

To use the **import feature** instead of manually keying, you can **download the excel template** using the button below **OR** you can submit a **flat file** following the format specified below. The file should include all of the employees for the Work-Share Plan. You can **upload your file** using the **Import** button at the bottom. Each record added will be listed below and can be modified prior to submission.

[DOWNLOAD EXCEL TEMPLATE](#)

[VIEW FILE FORMAT](#)

Employees ***-**-5347 ***-**-5005
 Add an Employee

[Filter](#)

SSN	Plan Number	Last Name	FirstName	Certification Date 1	Certification Date 2
***-**-5347	52,000	SHARE	WORK	05-Sep-2020	12-Sep-2020
***-**-5005	52,000	WORK	SHARE	12-Sep-2020	

Add an Employee

2 Rows

Cancel
< Previous Step
Next Step >

Import



After the employees are added, click Next Step; then click Submit. Enter your password and click Submit. You will see a confirmation. Click OK.

Work-Share Certification
Welcome, Share Work Settings Help Log Off

Home > Account: 2015033 000 > Work-Share > Work-Share Certification

1. Work-Share Certification
2. Review and Submit

Review and Submit

This Work-Share Certification submission

Cancel
< Previous Step
Submit

I certify that I intend to file UI claims on behalf of my workers.

Password

Required

OK
Cancel

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

FILE SPECIFICATIONS

This sample shows the specifications to create a bulk file.

Work-Share Filed Claims - File Specifications

This document outlines the file specifications for Work-Share Filed Claims through Work-Share Program. Files using this format can only be submitted through the MiWAM Employer Account Work-Share Plan Application.

Layout Specifications

Overview

Max file size is 5 megabytes.

The Work-Share Filed Claim is submitted on the Employer account from which the web request is made.

Employee Detail Record

Each record represents a single claim.

Location	Field Name	Width	Description
1-9	Social Security Number	9	Required. Employee's Social Security number. Must be all digits. Do not include the dashes.
10-39	Last Name	30	Required. Last name of the employee.
40-64	First name	25	Required. First name of the employee.
65-94	Street Address 1	30	Employee's address. Required. Street Address 1, City, State/Province and ZIP/Postal Code.
95-124	Street Address 2	30	Acceptable Unit Types: APT = Apartment BLD = Building BSE = Basement LOW = Lower PEN = Penthouse ROM = Room STP = Stop TRL = Trailer UNT = Unit UPP = Upper If Country is USA then US ZIP Code is Required. Acceptable US ZIP Code formats: 99999 99999-9999 999999999 If Country is Canada then Canadian Postal Code is Required. Acceptable Canadian Postal Code formats: A9A 9A9 A9A9A9
125-127	Unit Type	3	
128-137	Unit	10	
138-157	City	20	
158-159	State or Province code	2	
160-169	ZIP or Postal code	10	
170-179	Telephone	10	Area code and telephone number where the employee can be contacted while laid off. Usually a home phone number. This field is recommended though not required. Do not include any formatting; (269) 965-2200 should be sent as 2699652200.
180-187	DOB	8	Required. Employee's date of birth. Format is MMDDCCYY where MM is the month, DD is the day, and CCYY is the century and year.
188	Gender	1	Employee's gender: F=Female M=Male U or [Space]=Unavailable

Bulk File Specifications sample continued on the next page

189	U.S. Citizen	1	Required. Is the employee a United States citizen? Y=Yes N=No
190-192	Alien Document Type	3	Required, if the Employee is NOT a U.S. Citizen. Type of Alien Documentation: 179 = I-179 US Resident Card 020 = I-20 Certificate of Eligibility, Student Status 327 = I-327 Re-entry Permit 545 = FS-545 Certification of Birth Aboard 551 = I-551 Permanent Resident Card 571 = I-571 Refugee Travel Document 776 = I-776 Employment Authorization Card 094 = I-94 Arrival/Departure Record
193-202	Alien Document Number	10	Required, if the Employee is NOT a U.S. Citizen. Alien Number associated with the document.
203-210	Alien Document Expiration Date	8	Required, if the Employee is NOT a U.S. Citizen. Expiration date associated with the Alien Documentation. Format is MMDDCCYY where MM is the month, DD is the day, and CCYY is the century and year.
211	Race	1	Required. Employee's race: A=Asian B=Black or African American I=Native American or Alaskan Native P=Pacific Islander or Native Hawaiian W=White T=Two or more races O=Native American or Alaskan Native U or [Space]=Unavailable
212	Hispanic or Latino?	1	Is the employee Hispanic or Latino? Y=Yes N=No U or [Space]=Unavailable
213-220	First day of work	8	Date the employee started working for the employer. This field is recommended though not required. Format is MMDDCCYY where MM is the month, DD is the day, and CCYY is the century and year.
221-222	Occupation Code	2	Employee's occupation code. A table of valid occupation codes follows this section. This field is recommended though not required.
223-232	Work ZIP Code	10	Acceptable US ZIP Code formats: 99999 99999-9999 999999999
233-242	UIA Account Number	10	Required. UIA Employer Account Number. 10 digit with no spaces.

Standard Occupational Classifications

- Production, Transportation, and Material Moving
 - 51 Production
 - 53 Transportation
- Sales and Office
 - 41 Sales and Related Occupations
 - 43 Office, Administrative and Support
- Natural Resources, Construction, etc.
 - 45 Farming, Fishing and Forestry
 - 47 Construction and Extraction
 - 49 Installation, Maintenance and Repair
- Service
 - 31 Healthcare Support
 - 33 Protective Support
 - 35 Food Preparation and Serving Related
 - 37 Building and Grounds Cleaning and Maintenance
 - 39 Personal Care and Service
- Management, etc. #1
 - 11 Management
 - 13 Business and Financial Operations
 - 15 Computer and Mathematical
 - 17 Architecture and Engineering
 - 19 Life, Physical and Social Science
- Management, etc. #2
 - 21 Community and Social Services
 - 23 Legal
 - 25 Education, Training and Library
 - 27 Arts, Design, Entertainment, Sports and Media
 - 29 Healthcare Professionals and Technical

This sample shows the specifications to create a bulk certification.

Work-Share Certification - File Specifications

This document outlines the file specification for Work-Share Certifications. Files using this format can only be submitted through MIWAM.

Layout Specifications

Overview

The Work-Share Certification file must be submitted for each Work-Share Plan independently; one file cannot contain information for multiple plans. The file may only contain records for employees that were established during the plan application, but all employees in the plan do not need to be entered into the file for it to be accepted.

The Work-Share Certification file is used to quickly certify work-share benefits for employees in the plan. The file does not contain a header record, and each row should contain employee information for the certification.

Employee Detail Record

Location	Field Name	Width	Description
1-6	Plan Number	6	Six-digit Work-Share plan number, e.g. "123456"
6-15	Social Security Number	9	Employee's Social Security number. Must be all digits. Do not include the dashes.
16-32	Last Name	17	Last name of the employee.
33-44	First Name	12	First name of the employee.
45-52	Certification Date 1	8	Certification Date 1. Format is MMDDCCYY where MM is the month, DD is the day, and CCYY is the century and year. The certification date must be a Saturday.
53-60	Certification Date 2	8	Certification Date 2. Format is MMDDCCYY where MM is the month, DD is the day, and CCYY is the century and year. The certification date must be a Saturday.

HOW TO TERMINATE A WORK SHARE PLAN



Please note that your Work Share plan may be terminated at any time. Click Terminate Plan for the Plan number and work unit you wish to terminate. Once terminated, the Work Share plan cannot be reopened and a new Work Share plan must be submitted.

Home Settings Help Log Off

Home > Account: > 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			
	SERVICE 1	40%	05-Jan-2020	26-Dec-2020	Approved	View Plan	File Certification	Terminate Plan
	SERVICE 1	40%	08-Sep-2019	28-Dec-2019	Ceased	View Plan		



Click Next Step, then click Submit.

Work-Share Termination Welcome, Work Share Settings Help Log Off

Home > Account: 2014106 000 > Work-Share > Work-Share Termination

1. Work-Share Termination 2. Review and Submit

Work-Share Termination

Terminate Work-Share Plan

Work-Share Plan Termination TESTING WORKSHARE

Submitting this request will terminate the Work-Share plan listed below:

Work-Share Plan

Once terminated, the Work-Share plan cannot be reopened and a new Work-Share application must be submitted.

Cancel < Previous Step Next Step >

1. Work-Share Termination 2. Review and Submit

Review and Submit

This Work-Share Termination submission is ready to submit.

Cancel Previous Step Submit



Enter your MiWAM password. You will receive a confirmation page.

Work-Share Termination Welcome, Work Share Settings Help Log Off
Home > Account: 2014106 000 > Work-Share > Work-Share Termination

1. Work-Share Termination

Review and Submit

This Work-Share Termination submission is ready to submit.

Cancel Previous Step Submit

I certify that the information I have given on this request is accurate and complete to the best of my knowledge and belief. I understand that this will terminate the Work-Share plan and it cannot be re-opened.

Password

OK Cancel

Confirmation

Your "Work-Share Termination" 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.

Your confirmation number is **1-865-261-056**.

Printable View
OK

WORK SHARE EXAMPLE

Here's an example: A company with 100 employees finds it necessary to lay off 20 people. With Work Share, the employer keeps all 100 employees on the payroll, but reduces their work week from five days to four days. This will achieve the desired 20 percent reduction in payroll. All 100 employees will continue to earn wages for four days and also are eligible for Work Share benefits for the fifth day. While weekly benefit rates vary from person to person, if a worker was fully unemployed, their weekly benefit amount would be, for example, \$362. Under Work Share, a worker whose hours were reduced by 20 percent would receive a \$72 Work Share benefit ($\$362 \times 20\% = \72).

HOW IT WORKS FOR BUSINESS

FOR EXAMPLE:



HOW IT WORKS FOR EMPLOYEES

FOR EXAMPLE:



BENEFIT PAYMENTS

Benefit payment x reduction % = Work Share Amount

Hourly Pay	UI Benefit Payment	*Work Share amount
\$17.00+	\$362.00	\$181.00
\$16.00	\$341.00	\$170.50
\$15.00	\$320.00	\$160.00
\$14.00	\$298.00	\$149.00
\$13.00	\$277.00	\$138.00
\$12.00	\$256.00	\$128.00
\$11.00	\$235.00	\$117.00
\$10.00	\$213.00	\$106.00
\$9.00	\$192.00	\$96.00
\$8.00	\$171.00	\$85.50

WORK SHARE FAQs FOR EMPLOYERS

► Q. What is Work Share?

A. Michigan's Work Share program provides employers with an alternative to layoffs when the work available to employees decreases. Instead of the employer laying off some employees, all employees in an affected area share the available work by working reduced hours and collecting a portion of unemployment benefits. To receive approval for a Work Share plan an employer must certify that the plan is in lieu of layoffs and would result in a reduction in hours for all employees on the Work Share plan.

► Q. Why should an employer consider using the Work Share program?

A. Use of the Work Share program immediately minimizes or eliminates the need for layoffs, enables a business to retain trained employees, and avoid the expense of recruiting, hiring and training new employees. Work Share also saves employers money. In addition, employees retain their fringe benefits and are spared the hardship of full unemployment.

► Q. How exactly does the program work?

A. Weekly benefits amounts vary depending on past employment history. If a worker establishes weekly benefit amount, for example, of \$360, under the Work Share program, a worker whose hours were reduced by 20 percent would receive a Work Share benefit payment of \$72 ($\$360 \times 20\%$) in addition to their wages.

► Q. What are the requirements to receive Work Share benefits?

A. Participating employees must have earned a sufficient amount of wages in order to establish a regular unemployment claim in order to receive Work Share benefits. The program requires employers to maintain the fringe benefits of participating employees; and if the employees are covered by a collective bargaining agreement approval must be obtained from the bargaining representatives to participate. To receive approval for a Work Share plan an employer must certify that the plan is in lieu of layoffs and would result in a reduction in hours and wages for all employees listed on the Work Share plan.

To participate in Work Share:

- All employees in the affected unit must participate in the plan.
- A plan must include a minimum of two employees.
- Plans may be approved for any period of up to 52 consecutive weeks.
- Employee work hours may only be reduced by a minimum of 15% up to a maximum 45%.
- Work Share does not apply to seasonal, temporary, or intermittent employment.
- An employer's experience account must have a positive reserve.

Employers may have multiple plans covering separate work units. A work unit is the employees an employer selects to be covered by a Work Share plan. Employers are given flexibility to organize each work unit they want to participate in Work Share.

► Q. How many employees are required for a Work Share plan?

A. A Work Share plan must have at least two participating employees.

WORK SHARE FAQs FOR EMPLOYERS CONT'D

➤ **Q. Are there any requirements for employee participation?**

A. Yes. Employees must have earned enough wages to qualify for a regular unemployment claim in order to participate in the Work Share Program. Employees who will work 40 or more hours per week while the plan is in effect are also excluded. An employee cannot have more than one active unemployment claim and must stop certifying on their regular unemployment insurance claim the week they return to work on a Work Share plan.

➤ **Q. How many hours of work can be reduced in a Work Share plan?**

A. An employer may only reduce hours by a minimum of 15 percent to a maximum of 45 percent

➤ **Q. Must hours of work be reduced equally for all employees?**

A. All employees participating in the same Work Share plan must be treated equally, with the same percentage of hours reduced. However, there may be multiple Work Share plans for an employer covering different units. For example, one Work Share plan may reduce the employees' hours by 25 percent and another plan for a different department, unit, or location, may reduce hours by 40 percent.

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

A. No. A Work Share plan can apply to a department, shift or organizational unit. Employers are given flexibility to organize each work unit they want to participate in Work Share.

➤ **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. However, if layoffs are unavoidable you can terminate the Work Share plan for that unit and create a new plan.

➤ **Q. How long can my employees receive Work Share benefits?**

A. Assuming an employee is otherwise eligible, he or she may receive Work Share benefits until the Work Share plan ends, or up to a maximum of 26 regular benefit weeks, whichever comes first.

➤ **Q. How does an employer sign up for the Work Share program?**

A. Employers may file an application online through the [Michigan Web Account Manager \(MiWAM\)](https://www.michigan.gov/UJA) at [Michigan.gov/UJA](https://www.michigan.gov/UJA).

For more information about Work Share, visit [Michigan.gov/WorkShare](https://www.michigan.gov/WorkShare) or call the Office of Employer Ombudsman at 1-855-484-2636.

➤ **Q. Should my application specify which employees will be participating in the Work Share program?**

A. Yes. The plan must include the name, Social Security number, normal hours worked per week, and the proposed reduction of hours per week for the employees in the affected unit.

WORK SHARE FAQs FOR EMPLOYERS CONT'D

- ▶ **Q. How will I know if my Work Share plan is approved?**
A. Employers are notified through their MiWAM account if the plan is approved or denied.
- ▶ **Q. How long does the Work Share program last?**
A. A Work Share plan can last up to 52 consecutive weeks.
- ▶ **Q. What are the costs associated with the Work Share program?**
A. There is no charge to enroll in the Work Share program. Work Share benefits are charged in the same manner as regular unemployment benefits, that is, to each participating employee's base period employers.
- ▶ **Q. Can an employer enroll his employees in the Work Share program if they are behind in paying their unemployment insurance taxes?**
A. No, an employer's experience account balance must have a positive reserve.
- ▶ **Q. If an employer has union employees, must the union approve Work Share?**
A. Yes.
- ▶ **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.
- ▶ **Q. Why would a union member with seniority agree to reduced hours through Work Share when his/her job would be secure and an employee in his unit with less seniority would be laid off?**
A. Work Share preserves the jobs and benefits of all the employees within the unit thereby:
- eliminating the need for training new employees when work has returned to full time
 - maintaining the level of productivity and skills
 - sustaining the union workforce
- ▶ **Q. What other responsibilities does an employer have after the plan is approved?**
A. The employer will be required to submit certifications on behalf of their employees on a weekly or biweekly basis.

It is the employer's responsibility to inform their employees that they have been included in a work share plan. Visit Michigan.gov/WorkShare for a flyer which may be provided to your employees about Work Share.

WORK SHARE FAQs FOR EMPLOYERS CONT'D

➤ **Q. Can an employer with multiple businesses enroll one business in Work Share and not the other?**

A. Yes.

➤ **Q. How does an employer terminate their participation in the Work Share program?**

A. An employer may terminate a Work Share plan by providing written notice to the Unemployment Insurance Agency. The Unemployment Insurance Agency may also terminate a plan for good cause.

➤ **Q. Can an employee of an employer enrolled in Work Share participate if they have a part time job or another source of employment?**

A. Yes. However, if you have other employment and work more hours in your other employment than were reduced by the Work Share employer it is possible that your weekly unemployment benefit amount would be affected. For example, if you are reduced 10 hours with the work share employer and work 12 hours with a different employer, you will not receive benefits for that week. You must report the number of hours worked each week with your other employer to your work share employer.

➤ **Q. Must an employee actively seek other work or accept other work while participating in Work Share?**

A. No, Work Share participants are exempt from the seeking work requirement. However, to be eligible for Work Share benefits, a participating employee must be available for his or her normal weekly hours of work with the Work Share employer.

➤ **Q. What happens if an employee receives holiday, sick or vacation pay?**

A. If the time off is a fringe benefit and does not exceed the agreed upon work reduction hours, the employee is eligible for Work Share. For example, there is a 20% reduction for Work Share (1 day off) and the employee takes the remainder of the week for a paid vacation (fringe Benefit).

However, if, for example the employee takes a paid 40 hour vacation with no reduction taken for the Work Share hours, that employee is not eligible for the Work Share benefit for that week and as long as this condition is in place.

➤ **Q. If an employee already has a regular unemployment claim on which the benefit year has not yet expired, does he or she have to apply for another claim under Work Share?**

A. No. The employees' regular unemployment claim will be stopped and Work Share benefits will be paid under the employer's Work Share Plan.

➤ **Q. Where can an employer direct questions about Work Share?**

A. For more information about Work Share, visit Michigan.gov/WorkShare or call the Office of Employer Ombudsman at 1-855-484-2636.

WORK SHARE FAQs FOR EMPLOYERS CONT'D

- ▶ **Q. For those employers approved, will employees start receiving partial Unemployment Insurance benefits when their hours are reduced or when the employer's application is accepted?**

A. Employees will be eligible for Work Share benefits after the Work Share Plan (application) is approved.

- ▶ **Q. If you laid off employees, can you rehire them and then put them on a Work Share plan? If so, how long do you have to wait?**

A. Yes, employers can participate in Work Share after recalling their employees. There is currently no waiting period to apply. Note: Returning employees who had already filed and are receiving unemployment insurance benefits on their regular claim must stop certifying for benefits on the regular claim, and will begin receiving benefits on the Work Share plan.

WORK SHARE FAQs FOR EMPLOYEES

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

A. Your employer will provide you with information regarding participation in a Work Share Program. Once a plan is approved, the Unemployment Insurance Agency (UIA) will send you Form UIA 1054, Notice to Employees of Approval of Work Share Plan, 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 also provide you with instructions on method of payment. You do not need to contact UIA to file (certify) for your weekly Work Share benefits, this will be completed by your employer.

▶ **Q. Will my participation in Work Share affect future Unemployment Insurance benefits?**

A. It is possible that your future weeks of eligibility for unemployment insurance benefits will be reduced. Any future benefit reduction will be calculated based on the percentage of work reduction as indicated on your employer's Work Share Plan.

▶ **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 of the certifications on your behalf. Form UIA 1054 will provide you with information regarding eligibility weeks and benefit amount. You will be receiving your weekly benefit amount after the employer certifies the Work Share Plan. You will receive your benefit payment within 2-3 business days after the certification.

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

A. Payments are deposited on a UIA issued debit card from U.S. Bank® or direct deposit to your financial institution of choice. To set-up direct deposit you will need to create a Michigan Web Account Manager (MiWAM) and enter your direct deposit information under the Claimant Services tab, or call 1-866-500-0017 and select the payment method option. You will need to have your financial Institution's routing number and your account number available. If no option is selected, your method of payment will default to debit card. If you have previously selected a method of payment, your option will remain the same.

▶ **Q. Can an employee enrolled in Work Share participate if they have a part time job or another source of employment?**

A. If you have other employment and work more hours in your other employment than were reduced by the Work Share employer it is possible that your weekly benefit amount would be affected. For example, if you are reduced 10 hours with the work share employer and work 12 hours with a different employer, you will not receive benefits for that week. You must report the number of hours worked each week with your other employer to your work share employer.

▶ **Q. Must an employee actively seek other work or accept other work while participating in Work Share?**

A. No, Work Share participants are exempt from the work registration requirement. However, to be eligible for Work Share benefits, a participating employee must be available for his or her normal weekly hours of work with the Work Share employer.

➤ **Q. What happens if I am in a Union?**

A. If you are represented by a union, it is the responsibility of your employer to contact your union and have the agreement of the collective bargaining agent to participate with a Work Share Plan. Your employer is required to contact the union and receive consent for participation from the collective bargaining agent.

➤ **Q. What happens to my health, retirement or other benefits while my hours are reduced on Work Share?**

A. Employers with an approved Work Share Plan must continue to provide benefits to affected employees as though their work weeks have not been reduced.

➤ **Q. I was receiving a standard unemployment insurance claim then I was recalled back to work and told that my employer is having me participate in Work Share. Do I continue to certify my standard claim?**

A. While participating in the Work Share Program, do not certify on your previous standard claim. While the Plan is in effect, your employer is responsible for certifying you for benefits. You cannot receive benefits under a standard unemployment insurance claim and a Work Share claim. Certifying on a standard claim while receiving benefits for participating in the Work Share Program could result in a fraud finding against you, and result in your benefits being stopped, penalties assessed against you and possible criminal prosecution.

➤ **Q. My employer was participating in the Work Share Program and subsequently completely laid off staff. What do I do?**

A. If you are completely laid off from the Work Share Employer, you can file a standard unemployment insurance claim and it will be reviewed for benefit eligibility.

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

A. A *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.

➤ **Q. Who can I contact regarding my Work Share benefits?**

A. If you have any questions regarding your participation in the employer's approved Work Share Plan, you must contact your employer.

➤ **Q. What type of unemployment insurance benefits will I get if I go on vacation for a week?**

A. If you do not work any hours for your employer and you are not available for work during the week (vacation), you are not eligible for any type of unemployment benefit. Your employer should not certify your benefits for the week in which you took vacation.



WORK SHARE FAQs FOR EMPLOYEES CONT'D

▶ **Q. Will child support payments or taxes be deducted from my Work Share benefits?**

A. Unlike a standard unemployment insurance claim where taxes and intercepts for child support are deducted from your claim, a Work Share benefit payment will NOT include deductions of taxes or child support. You will receive a 1099 at the end of the year in which you will have to declare during tax filing.

▶ **Q. My employer has me on a Work Share Plan in which my hours were reduced by 50 percent. However, this week my employer had me work my full-time hours. Am I eligible for the Unemployment Insurance Work Share benefits?**

A. No. If your employer indicated on the plan application that you had a reduction of work by 50 percent of your hours and you worked above those hours for the week, your employer should not certify you for a Work Share benefit for that week. You will not be paid unemployment insurance benefits for that week.

▶ **Q. What happens if I use a day of paid leave (sick, vacation, personal) during a Work Share week? What about unpaid time off?**

A. If you miss any time during a week and receive paid leave, those hours count as worked time for calculating Work Share benefits.

If you take leave that is unpaid or you fail to work all available hours, you may not be eligible for unemployment benefits during that week. For instance, if you are three hours late for work and are not paid for those three hours by your employer, your employer should not certify your weekly Work Share benefit and you will not receive payment.

It is your employer's responsibility to maintain an accurate record of your work hours in order to certify your work share benefit.

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

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TTY services are available at 1-866-366-0004.

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