

Unemployment Insurance Agency

Michigan Employer COVID-19 Workshare Program Overview





WorkShare

A Better Alternative to Layoffs

Restart. Retain.

Work Share has traditionally been used by employers to **retain** their employees and avoid layoffs.

But as we begin to **restart** Michigan's economy, employers are urged to use the program to bring their employees back from unemployment and restart their operations.



Is there an alternative to Lay Offs?

Retain:

- An option for employers to reduce employee hours instead of cutting the workforce
- Helps employers retain their skilled workforce and helps workers maintain their jobs during a downturn in business

Restart:

- It allows employers to bring back or keep employees working with reduced hours, while employees collect partial unemployment benefits to make up a portion of the lost wages.



<https://youtu.be/cLc1KLu-M7I>

Advantages of Work Share-Employers

- Minimizes or eliminates the need for layoffs
- Businesses can reduce employee work hours to reflect decreases/increases in business demand
- Enables a business to retain trained employees and avoid the expense of recruiting; hiring and training new employees when business improves
- Saves money and keeps your skilled workforce intact
- Can be used in almost any type of business or industry
- Employees keep their fringe benefits
- Employees are spared the hardship of full unemployment and receive more income than if they were fully laid off



Employer Eligibility & Requirements

Under the Governor's Executive Order 2020-57

ELIGIBILITY

- Waived employer history of 12 paid previous quarters
- Waived is the UIA positive reserve balance
- Waived is the UI taxes to be current
- Expanded eligible percentage of reduction of work to 10% up to 60%
- Employers will not receive ANY charges regarding employee benefits to their account for as long as the Stay at Home order is in effect
- Waived is the requirement that an employee must have been employed in the unit for at least 3 months preceding the date of application submission

Be Active and a Liable Employer

REQUIREMENTS

- Employee work hours reduced by at least 15% not more than 45% 10% not more than 60% Executive Order 2020-57
- All employees in the affected unit must participate.
- If employees are a union then the collective bargaining be informed-written approval needed
- Cannot hire new employees into the affected work unit or transfer employees into the unit, nor reduce work hours below the number agreed
- Plans may be approved for up to 52 weeks or weeks specified



Employee Eligibility

1. Have earned a sufficient amount of wages in order to establish an unemployment claim
2. Fulltime and Part-time qualify
3. Employees who will work 40 + more hours per week while the plan is in effect are also excluded.
4. ~~Employees must have been employed in the department, shift or unit for at least three months immediately preceding the date the plan is submitted to the department for approval.~~ **SUSPENDED EO 2020-57**
5. Employees who were on a previous UI claim **MUST** not continue to certify their claim while participating in Work Share.

**Work Share does not apply to seasonal, temporary, or intermittent employment*



Work Share and Paycheck Protection Program

- Keep in mind, employers that are a part of the Paycheck Protection Program (PPP) can still participate in Work Share, but the program design needs to be considered when the goal of PPP is forgiveness of loans.
- The Paycheck Protection Program recipients should review their PPP application as they structure their Work Share plan.



Employee Eligibility & Benefit Amount

Rather than being laid off, employees work a reduced number of hours and receive a portion of their potential weekly unemployment compensation based on the percentage of the reduction in hours



Wages to Establish a Claim

Wages to Establish a Claim

In every year there are four calendar quarters. They are:

QTR 1	QTR 2	QTR 3	QTR 4
Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec

To determine if you have enough wages to qualify for benefits, UIA first looks at what is called your Standard Base Period. This is a period of four calendar quarters. We look at the wages you were paid in the first four of the last five completed quarters.

- You must have at least one quarter in which you earned a minimum of \$3,744.00.
- You must have wages in at least two calendar quarters in the base period.

- Your total base period wages must equal 1.5 times your highest quarter wages.

STANDARD BASE PERIOD (First four quarters)				LAG QTR	FILE QTR
Must have earned at least \$3,744				QTR 4 2018	QTR 1 2019
QTR 4 2017	QTR 1 2018	QTR 2 2018	QTR 3 2018		

If you do not meet the wage requirements using the Standard Base Period, you may be able to use the Alternate Base Period. UIA automatically looks at your wages paid in the four most recently completed calendar quarters.

ALTERNATE BASE PERIOD (Four most recent quarters)					FILE QTR
Must have earned at least \$3,744					QTR 1 2019
QTR 4 2017	QTR 1 2018	QTR 2 2018	QTR 3 2018	QTR 4 2018	



Benefit Calculation

Benefits Calculation

4,296.50

HIGH QUARTER WAGES

X

4.1%

WEEKLY MULTIPLIER

+

1

DEPENDENTS

X

6.00

DEPENDENT MULT

=

182.00

WEEKLY BENEFIT AMOUNT

11,294.75

TOTAL PERIOD WAGES

X

43%

DURATION MULT

÷

182.00

WEEKLY BENEFIT AMOUNT

=

20.00

DURATION OF BENEFITS

* Maximum duration on weeks capped at 20

Wage Summary

Quarter	30-Sep-2018	30-Jun-2018	31-Mar-2018	31-Dec-2017	30-Sep-2017
Reported Wages	4,775.85	2,240.65	3,226.15	4,296.50	1,531.45
Exempted Wages	0.00	0.00	0.00	0.00	0.00
Used Wages	4,775.85	2,240.65	3,226.15	4,296.50	1,531.45

Qualified using the Standard Base Period

One Year Override



Work Share Benefit Amount

$\$ \text{ Benefit payment} \times \text{reduction \%} = \text{Workshare Amount} + \text{PUC} = \text{Total Benefit}$

Hourly Pay	Benefit Payment	Reduction in hours by 50%, Workshare amount	PUC Payment	Total UI Benefit Amount
\$17.00+	\$362.00	\$181.00	\$600.00	\$781.00
\$16.00	\$341.00	\$170.50	\$600.00	\$770.50
\$15.00	\$320.00	\$160.00	\$600.00	\$760.00
\$14.00	\$298.00	\$149.00	\$600.00	\$749.00
\$13.00	\$277.00	\$138.50	\$600.00	\$738.50
\$12.00	\$256.00	\$128.00	\$600.00	\$728.00
\$11.00	\$235.00	\$117.50	\$600.00	\$717.50
\$10.00	\$213.00	\$106.50	\$600.00	\$706.50
\$9.00	\$192.00	\$96.00	\$600.00	\$696.00
\$8.00	\$171.00	\$85.50	\$600.00	\$685.50

- Participant receives % of MI benefits + additional \$600.00 FPUC compensation through **July 2020**



Employer Application

Details for a Work Share Plan-Employer

- You can implement a Work Share plan for one or more units. A unit consists of two or more employees. The employer defines the unit.
- You have the flexibility to stop within the timeframe of your approved application.
- You must be a “master user” in order to apply
- You will have to certify your employee weekly or biweekly
- You will have to communicate with the employee about participating in workshare
- Plans that are submitted during the week are approved for the following Sunday

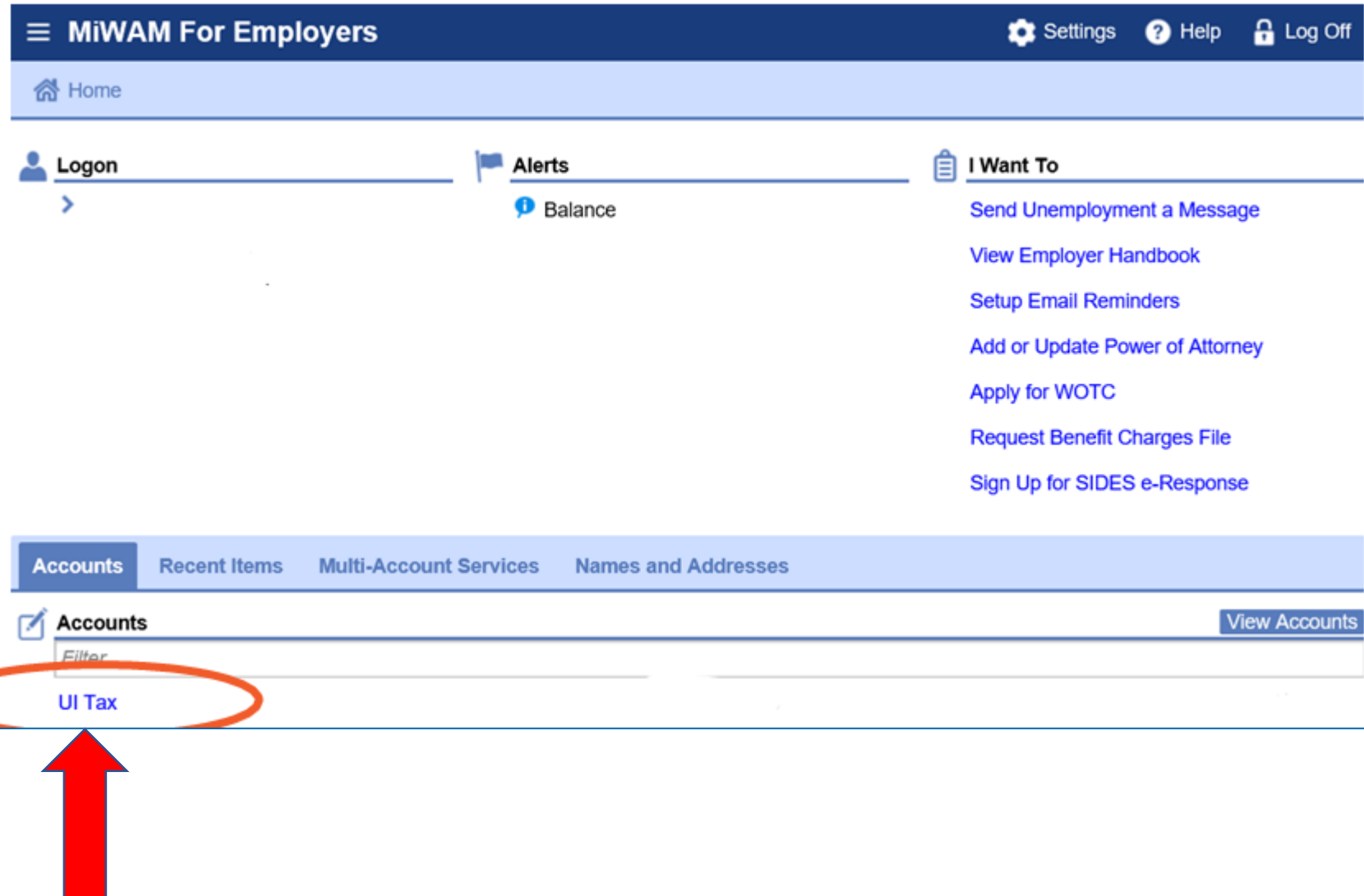


<https://www.youtube.com/watch?v=0NQPWI3S860&t=322s>



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.

1



MiWAM For Employers Settings Help Log Off

Home

Logon Alerts I Want To

> Balance

Send Unemployment a Message

View Employer Handbook

Setup Email Reminders

Add or Update Power of Attorney

Apply for WOTC

Request Benefit Charges File

Sign Up for SIDES e-Response

Accounts Recent Items Multi-Account Services Names and Addresses

Accounts View Accounts


Filter

UI Tax



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

2



Account	Account Alerts	I Want To
<p>SPARTA **-***7646</p> <p>> UI Tax 2013997 000</p>	<p>⚠ Make Payment On Outstanding Balance: \$37,964.82</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>Register for Work-Share</p>

Recent Periods Recent Items Account Services Names and Addresses



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 >

3



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.

4

☰ 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



5

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

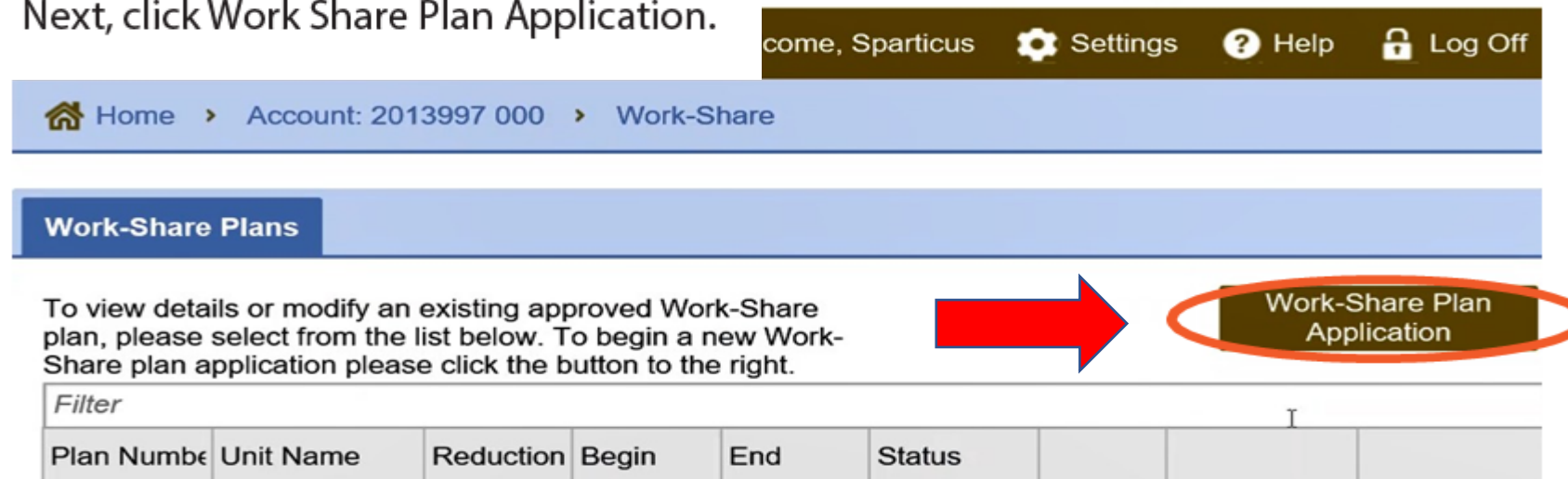


The screenshot shows the Spartacus system interface. The 'I Want To' menu is open, and the 'Manage Work-Share Plans' option is highlighted with a red circle. A red arrow points to this option. The 'Account' section shows 'SPARTA' with a UI Tax of 2013997 000. The 'Account Alerts' section shows a warning for 'Make Payment On Outstanding Balance: \$49,403.20'. The 'Recent Periods' section shows a table with columns for Period, Amount, and Status.

Recent Periods	Recent Items	Account Services	Names and Addresses
30-Jun-2020	\$0.00	Outstanding	File Return

6

Next, click Work Share Plan Application.



The screenshot shows the Spartacus system interface. The 'Work-Share Plans' section is active, and the 'Work-Share Plan Application' button is highlighted with a red circle. A red arrow points to this button. The breadcrumb trail shows 'Home > Account: 2013997 000 > Work-Share'. The 'Work-Share Plans' section contains a table with columns for Plan Number, Unit Name, Reduction, Begin, End, Status, and a button to 'Work-Share Plan Application'.

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.

Plan Number	Unit Name	Reduction	Begin	End	Status			



7

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.

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?:



Required



Required

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

Required

How many employees work in the affected work unit?:

Required

Are all employees in the unit covered by the proposed Work-Share Plan?:

Required



What is your proposed start date of the Work-Share Plan?:



Required



What is your proposed end date of the Work-Share Plan?:

Required



Does your plan cover the entire 52-week plan period, or just certain weeks?:



Entire Plan Period



Certain Weeks

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 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.

☐ I agree ☐ I disagree

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

Required

How will you give advance notice to an employee whose hours of work per week under the plan will be reduced (e.g. Email, Meetings, Notice Posting)?

Required

The Work-Share plan does not affect the fringe benefits of any participating employee.

☐ I agree ☐ I disagree

To complete the application process, upload the Work-Share Covered Workers file by first clicking the "View Employee List" link below and then importing the file. Once the file has been uploaded press "Submit" to complete the application.

[VIEW EMPLOYEE LIST](#)

Cancel

< Previous Step

Next Step >

Import



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.

8

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

9

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

SSN *Required*

First Name *Required* *Required* *Required*
Format: 999-99-9999

Street line 1 *Required*

Street line 2

Unit Type *Required* Unit City *Required*

State *Required* ZIP / Postal Code *Required*

Telephone

U.S. Citizen *Required*

Alien Number

Occupation Code 51 - Production

UIA Number *Required*

Date of Birth *Required*

Race *Required*

Alien Expiration Date

First Day of Work

Gender

Hispanic or Latino? *Required*

Alien Document Type

Work ZIP

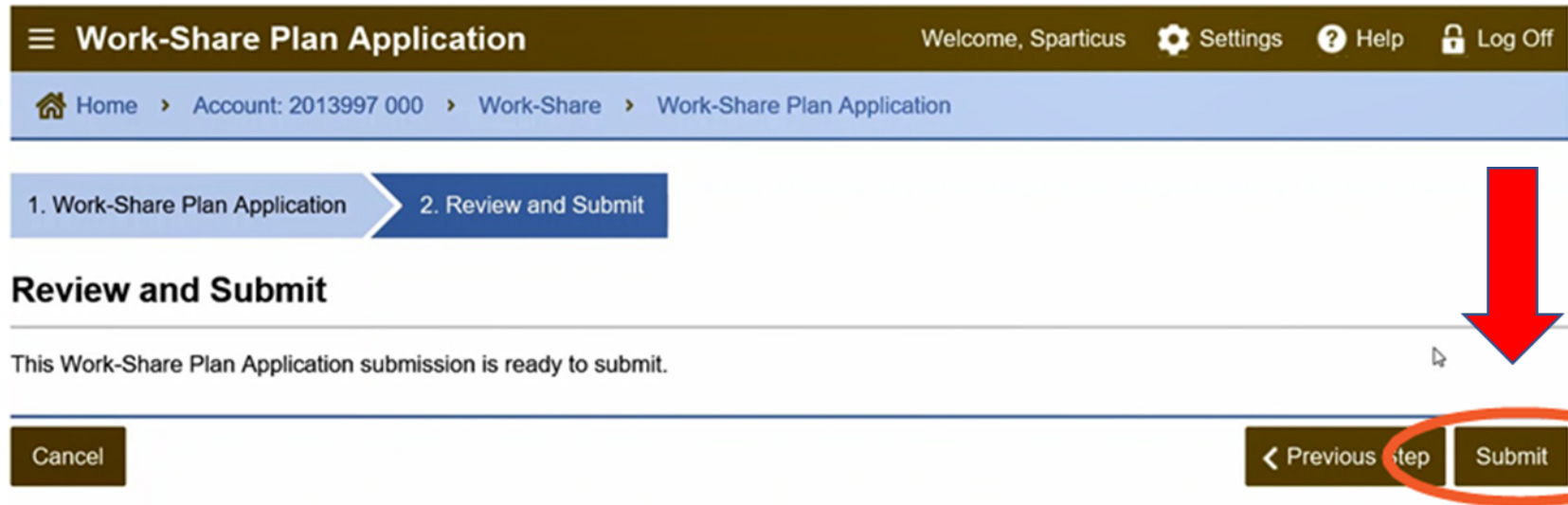
Delete this Record Copy row Add Employee




Cancel Previous Step Next Step




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

10



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

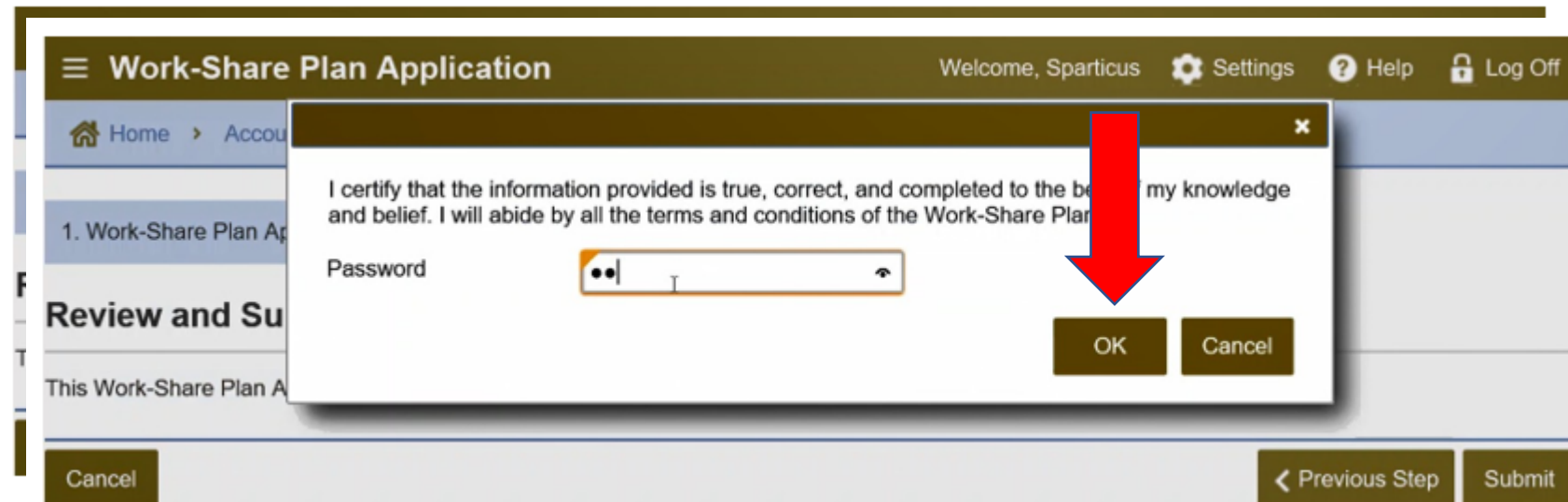
Review and Submit

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

Cancel < Previous Step **Submit**

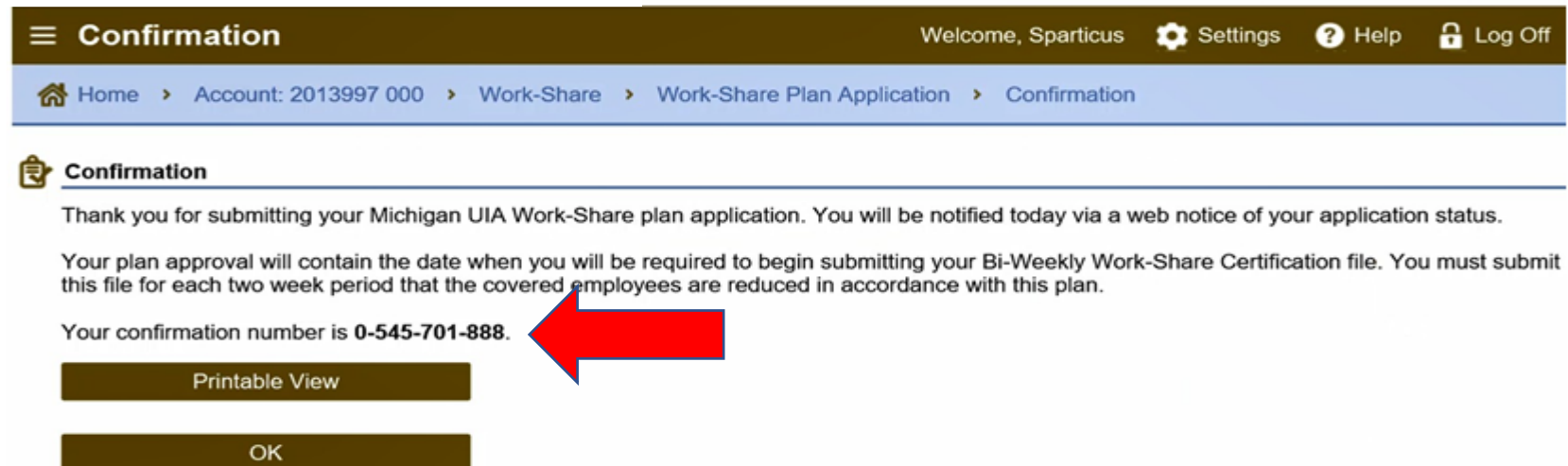


Then enter your MiWAM password to certify that the information you have entered is true. Click OK.



The screenshot shows a web application titled "Work-Share Plan Application". 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 Application." Below this statement is a password input field with a "Password" label and a toggle icon. A large red arrow points down to the "OK" button. The background shows a sidebar with "Home" and "Account" links, and a main area with "1. Work-Share Plan Application" and "Review and Submit" buttons. At the bottom of the main area are "Cancel", "Previous Step", and "Submit" buttons.

You will see a confirmation page.



The screenshot shows a "Confirmation" page. The header includes a navigation bar with "Home", "Account: 2013997 000", "Work-Share", "Work-Share Plan Application", and "Confirmation" links. The main content area has a "Confirmation" heading followed by a thank-you message: "Thank you for submitting your Michigan UIA Work-Share plan application. You will be notified today via a web notice of your application status." Below this is a paragraph: "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." The confirmation number "0-545-701-888" is displayed, with a large red arrow pointing to it. At the bottom are "Printable View" and "OK" buttons.



Employer Web Notice

≡ Notices Settings Help Log Off

[Home](#) > [Notices](#)

[Unread²⁵](#) **[Inbox](#)** [Outbox](#)

Inbox [Send Message](#) [Filter](#)

1 of 2 1 - 20 of 26

Posted		Subject	Account Id	Account Type	Quarter	Urgent	Attach		
28-Apr-2020		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 1st Tax Due Date				<input type="checkbox"/>	<input type="checkbox"/>		



NOTICES IN MIWAM

Notice

[Customer](#)[Reply](#)

Received: Friday, Apr 3, 2020 3:08:29 PM
Subject: Notice of Approval of Work-Share Plan

Employer Name:	[REDACTED]		
Confirmation ID:	[REDACTED]		
Unit Reduction Percentage:	25%	Eligibility Period Begin Date:	4/5/2020
Date of First Certification:	4/11/2020	Eligibility Period End Date:	7/4/2020
Plan Number:	[REDACTED]		

Dear LENA ELLIOTT,

Your application to participate in the Work-Share Program has been approved for the eligibility period shown above. You are required to maintain the following plan requirements:

- Active account number

You must submit bi-weekly certifications for the participating employees through your Michigan Web Account Manager (MiWAM) at <http://www.michigan.gov/uia> under the listing *Bi-Weekly Certification*. Each certification must be submitted with a complete date. No certifications can have a date prior to the Date of the First Certification or after the Eligibility Period End Date shown above.

Requests to extend and/or modify your Work-Share Plan must be submitted through MiWAM.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. If you have questions regarding your unemployment account then contact the Unemployment Insurance Agency's Work Share Hotline at 1-844-WORKSHR (1-844-967-5747).

If you have reason to believe this submission was made by someone other than yourself or an unauthorized person, or you are experiencing technical issues with MiWAM, you should immediately call 1-855-484-2636 (between 8:30 am and 4:30 pm Monday through Friday) or email MiWAMSupport@michigan.gov.

Thank you for using MiWAM!

Unemployment Insurance Agency



Employee 1054

- WBA (weekly benefit amount)
- Dates of participation
- First Date of Certification
- How to change method of payment
- How EMPLOYER will certify
- Tells employee to direct questions to employer

UIA 1054 (DRAFT)

Authorized by MCL 421.1 et seq.

JEFF DONOFRIO
DIRECTOR

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

Mail Date:

GRETCHEN WHITMER
GOVERNOR

NOTICE TO EMPLOYEES OF APPROVAL OF WORK SHARE PLAN

Social Security Number: XXX-XX-1234

Eligibility Period Begin Date: XXXXXXXXXX
Eligibility Period End Date: XXXXXXXXXX
Date of First Certification: XXXXXXXXXX
Plan #: XXXXXXXXXX

Work-Share Benefit Amount

Employer Name: Company XYZ
Employer Number: XXXXXXXX-000

Maximum Benefit Amount: XXXXX.XX
Weekly Work Share Amount: XXX.XX

Work Share Information

Your employer listed above has been approved to participate in the Work Share Program provided 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 plan. 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 person's 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 employer continues to participate in the Plan, you will receive Work Share benefits up to the total 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.

UIA 1054 (DRAFT)
Page 2

Frequently Asked Questions

What is Work Share?
Work Share is a program that allows employers to maintain operations during a decline in regular business activity instead of laying off workers. Under an approved Work Share Plan, eligible employees work a reduced number of hours in the work week and receive a portion of weekly unemployment insurance (UI) compensation while maintaining their fringe benefits. Under the Work Share Plan, the employer can reduce the normal work hours by at least 10 percent but not more than 60 percent.

How was my approved Work Share benefit calculated?
The weekly benefit amount will vary from person to person. For example, if you were fully unemployed and your weekly benefit amount established is \$362. Under the Work Share program, if your work hours are reduced by 20 percent, you would receive a Work Share benefit payment of \$72.40 (Round down to the nearest dollar. $362 \times 20\% = \$72.40$).

Why does my weekly Work Share amount reflect zero benefit amount?
Participating employees must have earned a sufficient amount of wages in order to establish a claim. If your Form UIA 1054, Notice to Employees of Approval of Work Share Plan, shows zero work share amount, you did not meet the minimum requirements to establish a UI claim. As a result, you do not qualify to receive a weekly Work Share benefit.

Will my participation in Work Share affect future Unemployment Insurance benefits?
It is possible that your UI benefits may be impacted. For further questions, contact Work Share at, 1-844-967-5747.

When will I receive my weekly Work Share amount?
After UIA notifies you of your eligibility for Work Share Benefits, your employer will submit all of the information on your behalf. If you have any questions regarding your Work Share benefits you must contact your employer.

How will I receive my weekly Work Share amount?
Payments are issued by either a UIA issued debit card from Bank of America or direct deposit to your financial institution of choice. To set-up direct deposit you will need to create a Michigan Web Account Manager (MWAM) 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 debit card. If you have previously selected a method of payment, your option will remain the same.

I forgot my personal identification number (PIN). Can you help me?
Call 1-866-500-0017 and speak to a representative.

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

Who can I contact regarding my Work Share benefits?
If you have any questions regarding your participation in the employer's approved Work Share Plan, you must

How to certify

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

On the date of 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.

1

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.

Filter								
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

Work-Share Plan Application



File Certification



Click ADD an Employee.

1. Work-Share Certification

2. Review and Submit

Work-Share Certification

Work-Share Certification

Work-Share Certification for Plan:

2

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](#)

Emp'

 Add an Employee

SSN

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.

3

Employees 111-11-1111

Employee Certification

SSN 111-11-1111 Plan Number [Required]

Last Name [Required] Certification Date 1 [Required]

FirstName [Required] Certification Date 2 [Required]

Cancel Previous Step Next Step Import

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.

4

Employees

Employee Certification

SSN [Required] Plan Number [Required]

Last Name [Required] Certification Date 1 [Required]

FirstName [Required] Certification Date 2 [Required]

Cancel Previous Step Next Step Import



Enter your MiWAM password. Then click SUBMIT.

5

Work-Share Certification Welcome, Sparticus Settings Help Log Off

Home > Account: 2013997 000

1. Work-Share Certification 2. Review and Submit

Review and Submit

This Work-Share Certification submission is ready to be submitted.

Cancel

< Previous Step **Submit**

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

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

Password

OK Cancel

Your Work Share certification request has been submitted.

6

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



How to Terminate

Please note that your Work Share plan may be terminated at any time. Click the Terminate Plan hyperlink on your Work Share plan page in MiWAM.

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Home Settings Help Log Off

Home > Account: [redacted] > Work-Share

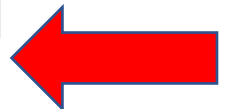
Work-Share Plans

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			
489	[redacted]	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.

[LEO Home](#) | [UIA Home](#) | [FOIA](#) | [Contacts](#)
[MICHIGAN.GOV HOME](#) | [ADA](#) | [POLICIES](#)

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Termination Web Notice

Notice

Emailed To¹

History

Notice

Customer

Reply

Received: Friday, Apr 3, 2020 2:07:39 PM
Subject: Notice of Termination of Work-Share Plan

Dear [REDACTED]

Employer Name: FACILITY SOLUTIONS INC
Confirmation ID: [REDACTED]

Your request to terminate Work-Share Plan # [REDACTED] has been completed.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. If you have questions regarding your unemployment account then contact the Office of the Employer Ombudsman (OEO) at 1-855-4UIAOEO (855-484-2636).

If you have reason to believe this submission was made by someone other than yourself or an unauthorized person, or you are experiencing technical issues with MiWAM, you should immediately call 1-855-484-2636 (between 8:30 am and 4:30 pm Monday through Friday) or email MiWAMSupport@michigan.gov.

Thank you for using MiWAM!

Unemployment Insurance Agency



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).

Under the federal CARES Act, employees that receive a percent of Michigan unemployment benefits (including Work Share) also receive the weekly \$600 federal benefit through July 2020.

HOW IT WORKS FOR BUSINESS

FOR EXAMPLE:


A BUSINESS THAT IS FACING A 20% REDUCTION IN PRODUCTION USUALLY LAYS OFF ONE-FIFTH OF ITS WORKFORCE

PRODUCTION REDUCED BY 20% = 1/5 OF WORKFORCE



UNDER WORK SHARE, THE FIRM RETAINS ITS TOTAL WORKFORCE ON A FOUR-DAY-A-WEEK BASIS.

100% WORKFORCE 4 DAYS A WEEK



PRODUCTION CUT BY REQUIRED 20%

BUSINESSES WIN!

KEEPS ALL EMPLOYEES **AND** REDUCES LABOR COSTS

AVOIDS THE EXPENSE OF RECRUITING, HIRING AND TRAINING NEW EMPLOYEES.

HOW IT WORKS FOR EMPLOYEES

FOR EXAMPLE:

IF AN EMPLOYEE EARNS

\$775 PER WEEK

THEN LOSES HIS JOB, THEY WOULD BE ENTITLED TO RECEIVE

\$362 PER WEEK FROM UNEMPLOYMENT BENEFITS

WITH WORK SHARE, EMPLOYER REDUCES HOURS BY **20%**

\$620 4 DAY WORK WEEK

RECEIVES BENEFITS FROM THE WORK SHARE PROGRAM FOR THE DAY OF LAYOFF

\$72 1 DAY LAYOFF (\$362 X 20%)

EMPLOYEES KEEP THEIR JOBS **AND** RECEIVE MORE INCOME COMPARED TO FULL UNEMPLOYMENT

\$692 4 DAY WORK WEEK + WORK SHARE BENEFITS

PLUS ADDITIONAL \$600 FEDERAL BENEFIT THROUGH JULY



Questions and Answers

WORK SHARE FAQs FOR EMPLOYERS



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

A. The department shift or unit under a Work Share plan must have at least two participating employees.

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.

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.

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.

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.

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 UC benefits, that is, to each participating employee's base year employers.



WORK SHARE FAQs FOR EMPLOYERS

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.

Q. For those companies approved, will employees start receiving partial UI at the point when their hours were reduced or when the employee's application was accepted?

A. Employees will be eligible for Work Share benefits after the Work Share Plan (application) is approved. Back dating of application is not allowed.

Q. If you laid off employees, can you re-hire them and then do work sharing? If so, how long do you have to wait?

A. Yes, employers can participate in Work Share after re-calling their employees. There is currently no waiting period to apply. Note: Returning employees must discontinue certifying for all other active claims on the week they return to work on a Work Share plan.

Q. How does an employer legally conclude their participation in the Work Share program?

A. An employer may terminate a Work Share plan by logging into their MiWAM account and terminating the plan. The Unemployment Insurance Agency may also terminate a plan for good cause.



Questions and Answers

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. 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.

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

A. It is possible that your UI benefits may be impacted during the base wage period. It is possible that your weeks of eligibility for UI benefits will be reduced. This will be calculated based upon 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 information on your behalf. UIA letter 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.

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 must indicate on their State of Michigan Work Share Plan Application, that they have contacted the union and received consent for participation from the collective bargaining agent.



WORK SHARE FAQs FOR EMPLOYEES CONT'D

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.

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 UI 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 UI 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 UI benefit. Your employer should not certify your UI benefits for the week in which you took vacation.



The image shows the cover of a 'WorkShare Toolkit' booklet. The top half of the cover is dark blue with a white line-art illustration of a person sitting at a desk with a computer keyboard. Below this, there is a circular logo with the words 'UNEMPLOYMENT' and 'SHARES' around the perimeter, and 'WorkShare' in green and white text. The title 'How to Apply for Work Share TOOLKIT' is prominently displayed in white and green. Below the title, there are three bullet points describing the program: it allows eligible employees to work reduced hours, it provides a portion of weekly unemployment benefit compensation, and it has specific eligibility requirements and application procedures outlined in the SSA Fact Sheet #150. The booklet is shown at an angle, giving it a three-dimensional appearance.

Unemployment Insurance Agency
FACT SHEET

FACT SHEET #156C April 2020

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

Work Share Program - COVID-19 Updates

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 the loss of a sufficient amount of wages in order to establish an unemployment claim.

Example of the calculation of week benefit amount: While weekly benefits rates vary from person to person, if a worker was fully unemployed, their weekly benefit amount would be \$400. Under the Work Share program, a worker's weekly benefit amount would be reduced by 50 percent of the lost wages. If a worker's weekly benefit amount was \$400, their new benefit amount would be \$200. The worker would receive a Work Share benefit payment of \$200 (\$400 - \$200) in addition to their wages.

COVID-19 Program Requirements

Participating employers must have earned a sufficient amount of wages in order to establish an unemployment claim and receive Work Share benefits. The program requires employers to maintain the following benefits of participating Federal Pandemic Unemployment Compensation (FPUCL) of \$600.00 per week in addition to their Work Share benefit.

As a result of Executive Order 2020-07, Work Share program eligibility requirements have been expanded. To participate in Work Share:

- All employees in the affected unit must participate in the plan.
- Plan may include a minimum of two employees.
- Plan may be approved for a period of up to 52 consecutive weeks.
- Employee work hours may be reduced by a minimum of 10% of a maximum 60%.
- Work Share does not apply to seasonal, temporary, or intermittent employment.

Employers may have two or more plans covering separate work units. Benefits paid to claimants who are laid off or on leave will not be charged to the employer's account during this time.

Application Process

Employers may file an application online through the [Multigen Work Account Manager \(MyWASAP\)](https://multigen.wa.gov/AccountManager/MyWASAP) or Multigen's [FACT SHEET](https://multigen.wa.gov/AccountManager/MyWASAP) or call the Office of Employer/Claimant at 206-464-2056.




A Better Alternative to Layoffs

WorkShare

RETAIN TALENT
RESTART BUSINESS.

Employee Guide Sheet



WorkShare

A Better Alternative to Layoffs

WHAT IS WORK SHARE?

Your employer 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 employees to maintain operations during declines in regular business activity by instead of laying off workers. Rather than being laid off, a work share plan allows eligible employees to 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. By participating in your employer's Work Share Plan, you can collect partial unemployment benefits to replace some wages lost through your reduced hours.

HOW DOES IT WORK?

FOR EXAMPLE:

IF AN EMPLOYEE EARNED \$775 PER WEEK <small>BEFORE REDUCED HOURS</small>	WITH WORK SHARE, EMPLOYER REDUCES HOURS BY 50% \$620 4 DAY WORK WEEK RECEIVES BENEFITS FROM THE WORK SHARE PROGRAM FOR THE REDUCED HOURS \$72 1 DAY LAYOFF (\$362 X 20%)	EMPLOYER LOST THOSE HOURS AND RECEIVED THE FEDERAL UNEMPLOYMENT COMPENSATION \$692 4 DAY WORK WEEK + WORK SHARE BENEFITS FULL ADDITIONAL \$600 FEDERAL BENEFIT THROUGH JULY
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WITH WORK SHARE YOU CAN:

- > Collect unemployment benefits to make up some lost wages
- > Keep benefits such as healthcare and retirement

ELIGIBILITY REQUIREMENTS

- > You must be a permanent full-time or part-time worker. Seasonal, temporary and intermittent workers are not eligible.
- > You must be eligible to receive unemployment benefits
- > You must work the reduced number of hours designated by your employer
- > Your employer must request weekly benefits online for the number of hours that you're working reduced hours
- > You must report any additional income earned from another job to your WorkShare employer

Work Share is initiated by your employer. YOU DO NOT file a claim or certify for benefits. Your employer submits a weekly report to generate your payment.

For more information about Work Share, visit our website at michigan.gov/workshare
UNEMPLOYMENT INSURANCE AGENCY
MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

Thank you.

