

# Resources for Washington businesses

Gain important insights about SharedWork and the Paid Family and Medical Leave programs for a competitive workforce advantage!



Thursday, June 1

1:00 p.m. - 2:00 p.m.

**SharedWork and Paid Family and  
Medical Leave**

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE



**Employment  
Security  
Department**  
WASHINGTON STATE

# Welcome

# Goals for Today



1. Hear about opportunities to get involved with the Seattle Southside Chamber of Commerce and upcoming webinars in this series.
2. Get to know SharedWork, and how it helps bring certainty to businesses and employees in uncertain times.
3. Learn about Washington state's Paid Family and Medical Leave program.

# Introductions



| Topic        | The logo for the Seattle Southside Chamber of Commerce, featuring the text 'SEATTLE SOUTHSIDE CHAMBER OF COMMERCE' and a stylized blue and white diamond shape.   |
|--------------|---|
|              | The logo for SharedWork's 40th anniversary, featuring a large blue '40' with 'YEARS' written vertically to its right. Above the '40' is the text 'Assisting Washington BUSINESSES & EMPLOYEES'. Below the '40' is 'SharedWork' and 'SharedWorkWA.com'. At the bottom is 'SINCE 1983'. |
|              | The logo for Washington Paid Family & Medical Leave, featuring the text 'Washington Paid Family & Medical Leave' inside a rounded rectangular border.   |
|              | A simple line-art icon of a question mark inside a circle.  |
|              | <b>Live Q &amp; A</b>   |
|              | <b>1:02 p.m. – 1:05 p.m.</b>  |
|              | <b>1:05 p.m. – 1:25 p.m.</b>  |
|              | <b>1:25 p.m. – 1:45 p.m.</b>  |
|              | <b>1:45 p.m. – 2:00 p.m.</b>  |
| Presented by | Annie McGrath<br>President and CEO<br>Seattle Southside Chamber of Commerce   |
|              | Leigh Rowley<br>Program Coordinator<br>ESD/SharedWork   |
|              | Liz Boot<br>Service Delivery Manager<br>ESD/Paid Family and Medical Leave   |
|              |   |

For a PDF of the PowerPoint slides and a copy of the webinar recording, visit the [SharedWork events webpage](#).





2023 PNW  
Public Safety Summit

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE

Featured Speaker:

June 7, 2023  
12 PM - 3 PM  
SeaTac, WA



Bob Ferguson

WA State  
Attorney General



# Updates from your local chamber

# Next webinar

## Resources for Washington businesses

Gain important insights about SharedWork and WA Cares (long-term services and supports) programs for a competitive workforce advantage!



**Thursday, July 6**

**1:00 p.m. - 2:00 p.m.**

**SharedWork and WA Cares (long-term services and supports)**

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE



**Employment  
Security  
Department**  
WASHINGTON STATE





**SharedWork - A proven business solution!**

**SharedWorkWA.com**

# Getting to know SharedWork – What is it?



**SharedWork** is a voluntary assistance program of ESD that helps to stabilize a business and its employees during a temporary economic setback.



- Employer reduces worker hours to save payroll costs, instead of cutting jobs.
- Flexibility to manage hours week-to-week.
- Easy to implement.
- Eligible employees file claims to receive a share of Unemployment Insurance (UI) benefits on weeks when hours are reduced.
- Employees commit to being able and available for all normally-scheduled hours by their employer.

# The SharedWork Program

A 40-year proven program that helps employers:

- Stabilize their business
- Reduce payroll costs
- Avoid layoffs and save jobs
- Continue serving customers



## Top 5 reasons employers sign up for SharedWork:

1. Loss of contracts or reduction in work
2. Maintain employee morale
3. In response to an economic downturn
4. Reduce payroll costs
5. Reduce cost of hiring and training new employees

Sources: [IMPAQ International](#), [U.S. Department of Labor Employment and Training Administration](#)



# SharedWork testimonials

[Watch the  
SharedWork  
industry panel  
“fast play”.](#)



“It has allowed us to maintain our staff count and service levels, while lowering our overhead during the temporary housing shift. Staff is appreciative of the plan option and receiving partial payment with a day out of the office.”

~ Erin Crain, AVP/office administrator, [Chicago Title of Washington](#), Everett



“SharedWork has given us a great amount of balance and flexibility to pivot and budget our expenses wisely. It's given the employees a sense of security. They know that we're doing this so that we don't have to take more dramatic measures, so there's massive relief of anxiety in that sense as well.”

~ Jen Post, owner, [Prestige Escrow](#), Woodinville



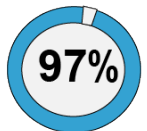
“It's really a good thing we have SharedWork or I could be at risk of losing the employees with whom I've invested thousands of dollars in training. My valued employees are part of our business family, and I don't want to lose them. During these ups and downs of the economy, it has been a lifesaver.”

~ Suzette Jackson, VP/owner, [NorthWest Granite & Flooring LLC](#), Whidbey Island

# SharedWork in Washington



In a survey of past employers who enrolled in Washington's **SharedWork** program:



SharedWork improved employee morale.



The program helped retain skilled workers.



Would recommend SharedWork to another employer.

## Employer Requirements for SharedWork:

1. Must be a legally registered business in Washington state.
2. Must have an Employment Security Department (ESD) number.
3. Must have at least two permanent employees, who are not corporate officers, affected by a reduction in hours and wages.
4. Continue to provide same benefits to employees.

## Employee Requirements for SharedWork:

1. All permanent (part-time and full-time) employees may participate in SharedWork.
2. Employee must have a valid UI claim - worked at least 680 hours during their base year (includes all employment)
3. Must be able and available for all scheduled hours by SharedWork employer.

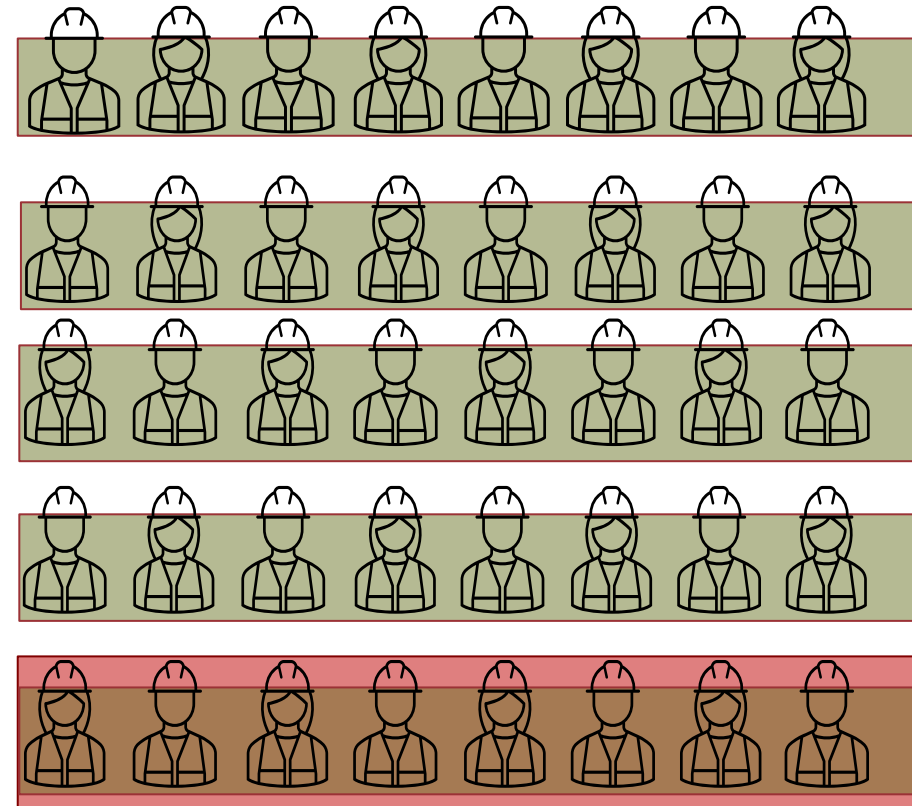
# A temporary workforce reduction example

Ryna's remodeling company is experiencing supply delays, and it's impacting a few jobsites. She employs 40 individuals.

***In lieu of layoffs.*** Ryna has enough work for 32 full-time employees. The employer can avert the continued layoff of 8 full-time employees by keeping all 40 employees and reducing the workweek.

***Reduced workweek.*** The employer reduced the workweek from 40 hours to 32 hours, which is a reduction of 20 percent and permissible under state law, anywhere from 10-50% is an acceptable reduction each week with SharedWork.

***Summary.*** The 40 returning employees would each receive 80 percent of their wages from their employer, while also remaining eligible for 20 percent of their respective weekly benefit amount under SharedWork.







# Scenario: 20 percent payroll reduction


**Without SharedWork**  
8 employees laid off  
32 employees full-time

| Average Weekly Income<br>(before reduction) |  |
|---|--|
| After 20%<br>Workforce Reduction            | Hours worked                               |
|   | Weekly Benefit<br>(Unemployment Insurance) |
|   | Weekly Wage                                |
|   | Weekly Income<br>without SharedWork        |

| Laid off worker   |
|---|
|  |
| <b>\$800</b><br>\$20 x 40 hrs   |
| 0   |
| \$400   |
| 0   |
| <b>\$400</b>  |

| With SharedWork<br>40 employees working<br>20% fewer hours. |  |
|---|--|
| After 20%<br>SharedWork Reduction                           | Hours worked<br>(reduced by 20%)           |
|   | Weekly Benefit<br>(Unemployment Insurance) |
|   | Weekly Wage                                |
|   | Weekly Income<br>with SharedWork           |

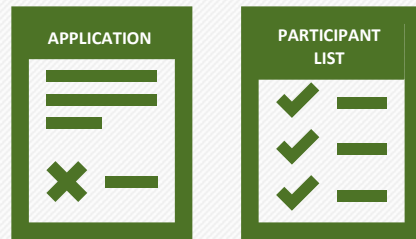
| Full-time employee<br>at 20% reduction  |
|---|
|  |
| 40 hours down<br>to 32  |
| \$80  |
| \$640   |
| <b>\$720</b>  |

| Part-time<br>employee at 20%<br>reduction   |
|---|
|  |
| 32 hours down<br>to 24  |
| \$60  |
| \$480   |
| <b>\$540</b>  |

# How It Works



1



2



3



4



5

The employer calls SharedWork at **800-752-2500** option 3 to check business eligibility.

The employer assigns a **SharedWork representative** (or two) and submits an **Employer Plan Application** and a **Participant List**.

Once the employer plan is approved, each participant submits an **Employee Application** and can [file weekly claims](#).

The employee receives **earned wages** and a share of **unemployment insurance benefits** when hours are reduced.

The employer representative checks the weekly **SharedWork Payments Report** for accuracy.

# SharedWork usage by county

The table below shows active SharedWork plans in the state of Washington as of May 9, 2023. In the last month, SharedWork usage has increased in Benton, Clark, Cowlitz, Grays Harbor, King, Kitsap, Kittitas, Pierce, Snohomish, Whatcom and Yakima counties.

| County       | Businesses eligible for SharedWork in this county (estimated) | Businesses currently participating in SharedWork | Employees participating in SharedWork (enrolled by their employer) |
|--------------|---|--|--|
| Adams        | 239   | -  | -  |
| Asotin       | 2,231   |  | -  |
| Benton       | 1,415   | 24   | 517  |
| Chelan       | 889   | 21   | 577  |
| Clallam      | 5,938   | 6  | 95   |
| Clark        | 79  | 64   | 600  |
| Columbia     | 1,127   | -  | -  |
| Cowlitz      | 386   | 8  | 444  |
| Douglas      | 87  | 3  | 111  |
| Ferry        | 1,011   | 1  | 17   |
| Franklin     | 18  | 1  | 2  |
| Garfield     | 1,193   | -  | -  |
| Grant        | 822   | 10   | 154  |
| Grays Harbor | 832   | 11   | 343  |
| Island       | 239   | 7  | 187  |

| County       | Businesses eligible for SharedWork in this county (estimated) | Businesses currently participating in SharedWork | Employees participating in SharedWork (enrolled by their employer) |
|--------------|---|--|--|
| Jefferson    | 432   | 6  | 69   |
| King         | 33,722  | 269  | 5,572  |
| Kitsap       | 2,635   | 18   | 277  |
| Kittitas     | 606   | 2  | 111  |
| Klickitat    | 304   | 5  | 73   |
| Lewis        | 905   | 16   | 385  |
| Lincoln      | 106   | -  | -  |
| Mason        | 499   | 5  | 53   |
| Okanogan     | 608   | 3  | 12   |
| Pacific      | 309   | -  | -  |
| Pend Oreille | 129   | 1  | 2  |
| Pierce       | 8,253   | 111  | 3,106  |
| San Juan     | 455   | 3  | 8  |
| Skagit       | 1,648   | 17   | 254  |
| Skamania     | 92  | 2  | 16   |

| County       | Businesses eligible for SharedWork in this county (estimated) | Businesses currently participating in SharedWork | Employees participating in SharedWork (enrolled by their employer) |
|--------------|---|--|--|
| Snohomish    | 8,047   | 92   | 2,375  |
| Spokane      | 6,187   | 56   | 1,738  |
| Stevens      | 390   | 3  | 7  |
| Thurston     | 3,371   | 34   | 670  |
| Wahkiakum    | 44  | -  | -  |
| Walla Walla  | 761   | 10   | 91   |
| Whatcom      | 3,060   | 44   | 861  |
| Whitman      | 430   | 3  | 26   |
| Yakima       | 2,510   | 23   | 582  |
| Other        | 9,490   | 176  | 5,699  |
| <b>Total</b> | <b>101,851</b>  | <b>1,057</b>                                     | <b>25,077</b>  |



# Two EASY ways to apply

## Apply by eServices, electronic upload or fax

1. Download the [Employer plan application](#) (pdf). If you need more space to add employee names, download the [Participant list](#) (Excel)
2. Here you can [Upload all documents](#) directly to the SharedWork Unit, or Fax to 800-701-7754

Remember to:

- Include your company's name in the file name
- Sign and date all forms
- Obtain the signature for the collective bargaining agent, if applicable.

**Employment Security Department**  
WASHINGTON STATE

**SharedWork**  
**EMPLOYER PLAN APPLICATION**  
Submit this form by fax to 800-701-7754 or  
upload at [SharedWork upload](#)  
Questions? Call 800-752-2500

Please print or type the following information. Answer all questions and sign to complete.

1. Employment Security Department (ESD) number: \_\_\_\_\_  
Find this number on your ESD tax statement.

2. Business name: \_\_\_\_\_ DBA: \_\_\_\_\_

3. Mailing address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ County: \_\_\_\_\_

Physical Location/Street address (if different from mailing address): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ County: \_\_\_\_\_

4. **Employer representative:** An employer must identify a representative to coordinate with SharedWork Program staff regarding the employer plan and eligible employee claims. Employer representatives must report changes and respond to written requests for information **within 10 days**. Representatives also must be easily available to program staff.

| Primary employer representative:  | Alternate employer representative:  |
|---|---|
| Name: _____   | Name: _____   |
| Job title: _____  | Job title: _____  |
| Email: _____  | Email: _____  |
| Phone: _____ Ext.: _____  | Phone: _____ Ext.: _____  |
| Fax: _____  | Fax: _____  |
| If <b>not</b> located at address above, provide location.<br>Address: _____ | If <b>not</b> located at address above, provide location.<br>Address: _____ |
| City: _____ State: _____  | City: _____ State: _____  |

5. Is your business experiencing an economic downturn? ☐ Yes ☐ Maybe

6. What date did you or will you reduced hours? \_\_\_\_\_  
(month/day/year)

7. How many employees are you submitting to participate in SharedWork? (Complete the attached employer plan employee list below.) \_\_\_\_\_

8. Estimate how many jobs will be saved by using the SharedWork Program. \_\_\_\_\_

9. How will you give advance notice to affected employees whose hours are or will be reduced?  
☐ Memo or letter ☐ Email ☐ Staff meeting ☐ Other: \_\_\_\_\_

If advance notice is not possible, please state why: \_\_\_\_\_

10. a) How many of your participating employees are union represented? \_\_\_\_\_ ☐ N/A

b) **Employer union affiliation information (if applicable):** The employer's SharedWork plan must be approved in writing by the collective bargaining agent for each affected collective bargaining agreement covering any affected employee. Approval signature(s) are required to process this application.

| Union:                               | Local:                               | Union:                               | Local:                               |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Phone: _____                         | Ext.: _____                          | Phone: _____                         | Ext.: _____                          |
| Authorized union representative name | Authorized union representative name | Authorized union representative name | Authorized union representative name |
| Print: _____                         | Print: _____                         | Print: _____                         | Print: _____                         |
| Signature: _____                     | Signature: _____                     | Signature: _____                     | Signature: _____                     |

11. Your signature certifies that:

- You have at least two permanent employees enrolled in the SharedWork plan.
- Affected employees were hired on a permanent basis.
- Health benefits will continue to be provided under the same terms and conditions as when the affected employee worked their usual weekly hours, unless health benefits are changed for all your employees.
- Retirement benefits and contributions under defined plans will continue to be provided under the same terms and conditions as when the affected employees worked their usual weekly hours, unless retirement benefits are changed for all your employees.
- Paid vacation, holidays, and sick leave continue to be provided under the same terms and conditions as when the affected employees worked their usual weekly hours.
- You agree to furnish all reports and information necessary for proper administration of your SharedWork plan.
- Your participation is consistent with your obligations under federal and state law.
- If there are any changes to the information on this application or employee (*participant*) list, you will notify SharedWork program staff immediately.
- You agree not to use SharedWork to subsidize seasonal employees during the off season.

By signing below, I, \_\_\_\_\_ Print name \_\_\_\_\_ certify that I am authorized to sign this document on behalf of the business and that all information provided on this application is true and correct.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner, Proprietor, CEO, CFO, CO, GM, HR Manager, Payroll Manager

# SharedWork Participant List

Company name:

Location:

ESD number:

Date: mm/dd/yyyy

**DO NOT CHANGE COLUMN/CELL FORMAT**

[illegible]

# Apply online – quick and easy

## Apply through eServices


If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

secure.esd.wa.gov - [Link to site](#)

### Questions?

For help signing into eServices, see <https://esd.wa.gov/unemployment/technical-support>.

**SAW** Help Desk 855-682-0785 -

 **Employment Security Department**  
WASHINGTON STATE

[Español](#)

### Sign in for eServices

Find answers to your questions about eServices accounts at [esd.wa.gov/unemployment/technical-support](https://esd.wa.gov/unemployment/technical-support).

**Avoid unemployment scams**  
Unemployment benefits are a target for scammers. They want to steal your username or password to take control of your claim by pretending to be ESD and sending you links to sign in on fake web pages that look real. When in doubt, go directly to [esd.wa.gov](https://esd.wa.gov) and click the sign-in links.  
Protect yourself by checking out [esd.wa.gov/unemployment/unemployment-scams](https://esd.wa.gov/unemployment/unemployment-scams).

#### Individuals

- Apply for unemployment benefits
- Submit a weekly claim
- Manage your unemployment benefits claim
- Restart a current claim
- Pay a benefit overpayment
- Look up your past wages
- Schedule a required WorkSource appointment

#### Employers

- Pay taxes
- Apply for SharedWork
- Apply for the Work Opportunity Tax Credit
- Manage your employees' unemployment claims
  - Send a secure message
  - View and respond to correspondence
  - File an appeal

#### SecureAccess Washington (SAW)

Having issues with the new two-step verification? For help filing your weekly claim, see our [Alert](#).

Use your SecureAccess Washington (SAW) username and password [What is SAW?](#)  
[Check to see if you have a SAW account](#)

**Employers:** If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

**Username:**

**Password:**

[Sign in](#) [Having trouble signing in?](#)

#### Need an account?


If you haven't already, you must create and activate a SecureAccess Washington (SAW) account to use our online services. [What is SAW?](#)

#### Already have a SAW account?

SecureAccess Washington (SAW) is the protected sign-on service for much of Washington state government. You may already have access. [Check to see if you have a SAW account](#)

[Create new account](#)

We use SecureAccess Washington to protect your personal information

 **SecureAccess**  
WASHINGTON



# Contact SharedWork

Employers can verify their eligibility in minutes and get answers by calling 800-752-2500 and choosing Option 3.

## 800-752-2500

**8am to 4pm, Monday through Friday**

Option 1 – Claims

Option 2 – Existing Plans

**Option 3 – New Plan Inquiry**

Option 4 – I was asked to call

[sharedworkplansect@esd.wa.gov](mailto:sharedworkplansect@esd.wa.gov)

### More ways to learn about SharedWork

- Watch our commercial on [Youtube](#).
- The SharedWork program will be hosting many regional and statewide **free virtual events** for employers in Washington.  
[esd.wa.gov/SharedWork/events](https://esd.wa.gov/SharedWork/events)
- The SharedWork program will be hosting weekly webinars through the year end to help businesses get informed.
- **Wednesdays 10:45 a.m. | [SharedWork Q&A for businesses webinar](#)**.
- Download the [SharedWork info card](#).

# Introductions



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|              | The logo for Washington Paid Family & Medical Leave, featuring the text 'Washington Paid Family & Medical Leave' inside a dark teal rounded rectangle.  |
|              | A circular icon containing a question mark, representing a live Q & A session.  |
|              | <b>1:05 p.m. – 1:25 p.m.</b>  |
|              | <b>1:25 p.m. – 1:45 p.m.</b>  |
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| Presented by | Annie McGrath<br>President and CEO<br>Seattle Southside Chamber of Commerce   |
|              | Leigh Rowley<br>Program Coordinator<br>ESD/SharedWork   |
|              | Liz Boot<br>Service Delivery Manager<br>ESD/Paid Family and Medical Leave   |
|              |   |

Washington  
**Paid Family & Medical Leave**



**Employment Security Department**  
WASHINGTON STATE

# Paid Family & Medical Leave





# Agenda



Paid Leave overview

Employer role & responsibilities

Self-employed elective coverage

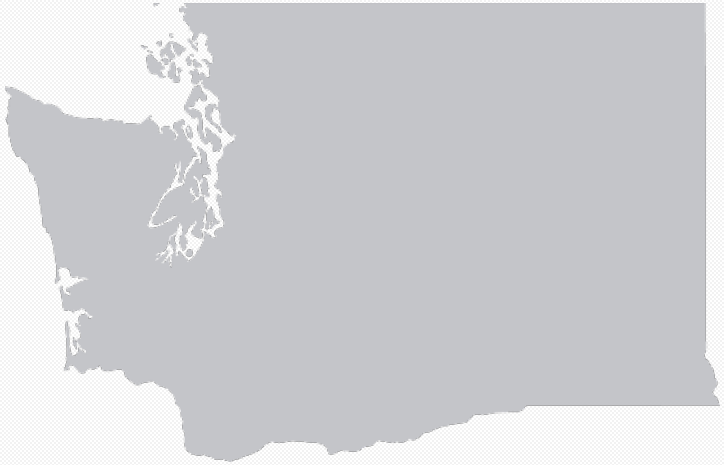
# Paid Leave overview

## Paid Family and Medical Leave provides paid time off when you need it most.

It's here for you when a serious health condition prevents you from working, when you need time to care for a family member or a new child, or for certain military-related events.



# Who does this apply to?



Workers & their  
employers in  
Washington



# Exceptions

Federal employees.

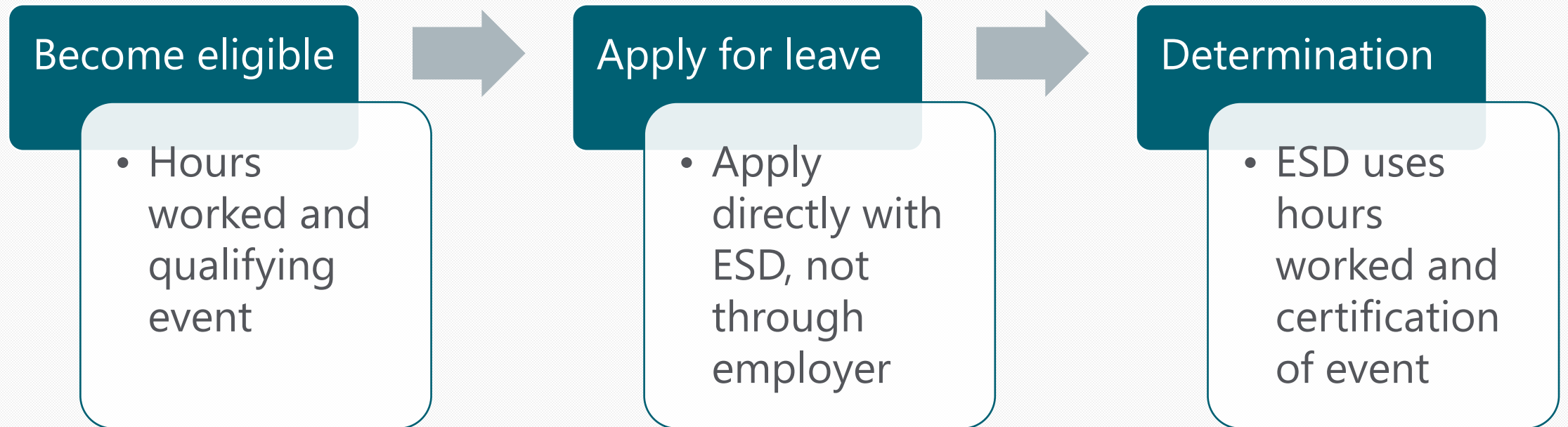
People employed by tribal owned businesses on tribal land.

Self-employed people who don't opt into the state program.

Workers covered by a collective bargaining agreement that hasn't expired, been reopened or renegotiated since Oct. 19, 2017.

Workers covered by their employer's approved voluntary plan.

# High-level benefit overview



# Two-part benefit eligibility



## Hours worked

- 820 hours in the qualifying period.
- At one employer or cumulatively.



## Qualifying event

- Serious health condition (your own or a family member's).
- Birth or placement.
- Military events.

# Medical leave to care for yourself

- Time to recover from a serious health condition.
- Like short-term disability.





# Family leave to care for someone else

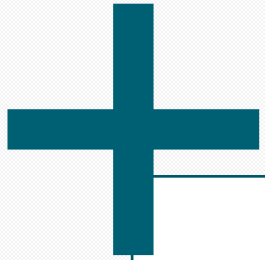
- Bonding leave for parents in the first year after the birth or placement of a child under 18. Includes adoption and foster parents.
- Care for a family member experiencing a serious health condition.
- Military family leave; Broadly related to overseas deployments.
  - Statute references federal law related to military exigencies covered by FMLA.



# Definition of family member

- Spouses and domestic partners
- Children (biological, adopted, foster or stepchild)
- Parents and legal guardians (or spouse's parents)
- Siblings
- Grandchildren
- Grandparents (or spouse's grandparents)
- Son-in-law and daughter-in-law
- Anyone who has an expectation to rely on you for care

# What's a "serious health condition"?

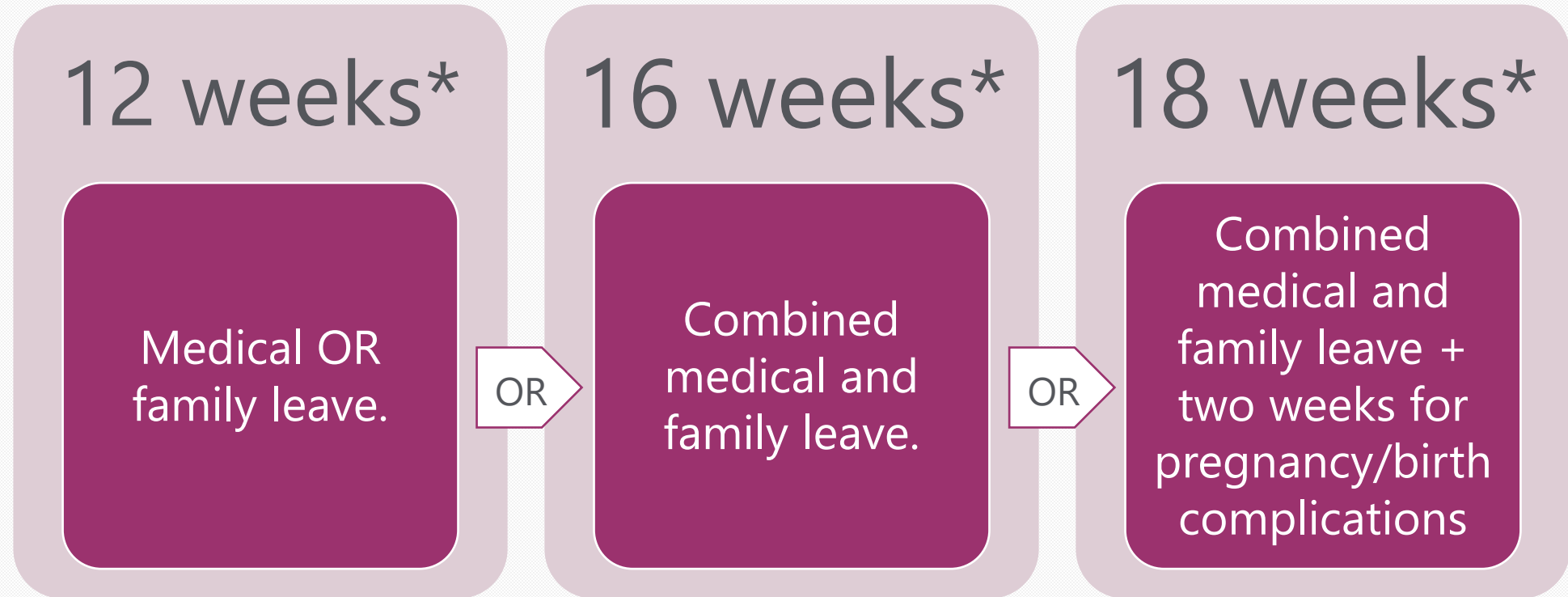


- Generally, includes serious illnesses and injuries, pregnancy, chronic conditions and some substance abuse and mental health treatment.
- Defined in the law.
- Up to a healthcare provider to diagnose and certify.



- Generally, does not include common cold, flu, earaches, upset stomach, headaches (other than migraines) and cosmetic treatments.

# How much time?



\* "Weeks" = typical workweeks



# Employer role & responsibilities

# High-level employer role



# Collect premiums



**Total premium**

**0.8%**

gross wages up to the  
Social Security cap

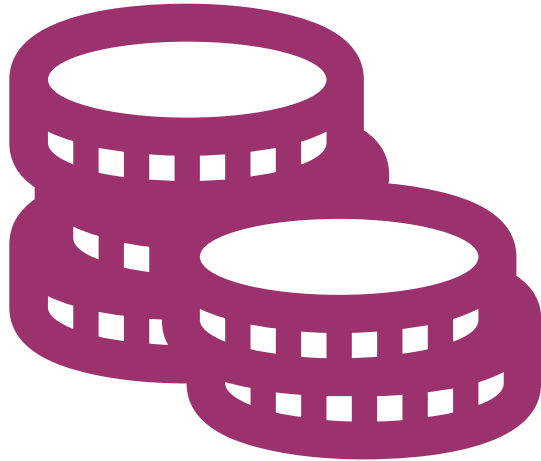
**Can be shared**

employee: 72.76%

employer: 27.24%

# Premium calculation

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1. Calculate premium
  - Total premium = gross wages\* x 0.008
2. Calculate employer & employee portion
  - Employer portion = total premium x 0.2724
  - Employee portion = total premium x 0.7276

*\*Gross wages, not including tips, up to the Social Security cap (\$160,200 for 2023)*



# Calculator

[paidleave.wa.gov/estimate-your-paid-leave-payments/](https://paidleave.wa.gov/estimate-your-paid-leave-payments/)

## Calculate your premiums

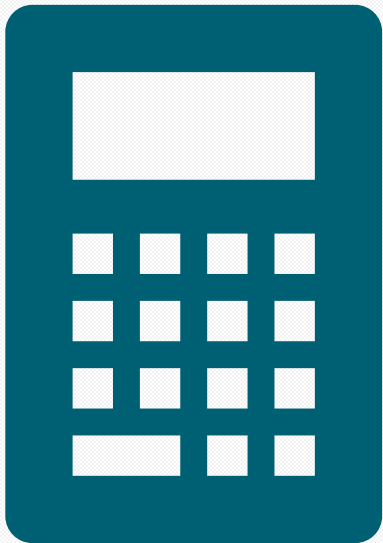
Select the correct year and then click "calculate".

### Paid Leave

If you have employees whose gross wages are over the Social Security wage cap, this calculator may overestimate your total Paid Leave premiums.

|                                 | Sum           | Employer      | Employee      |
|---------------------------------|---------------|---------------|---------------|
| Family Leave Premium            | \$0.00        | \$0.00        | \$0.00        |
| Medical Leave Premium           | \$0.00        | \$0.00        | \$0.00        |
| <b>Total Paid Leave Premium</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

# Business size



- ESD calculates your business's size on Sept. 30 of each year.
- The calculation is used to determine your business size for the next calendar year.
- It's based on your average employee headcount over the previous four quarters as reflected in your quarterly reports.
  - It is not calculated by full-time equivalent (FTE) positions.

# Quarterly reporting & payments

Every quarter, employers must complete and file a report and pay Paid Leave premiums.



Here's what your report includes:

Basic details about your business and employees

Each employee's total hours worked, including paid time off

Each employee's total wages, excluding tips

# Reporting & payment deadlines

| Quarter | Reporting period            | Due by     |
|---------|-----------------------------|------------|
| First   | January, February, March    | April 30   |
| Second  | April, May, June            | July 31    |
| Third   | July, August, September     | October 31 |
| Fourth  | October, November, December | January 31 |

## Reporting resources

[paidleave.wa.gov/employers/](https://paidleave.wa.gov/employers/)

- ✓ Requirements
- ✓ Checklist
- ✓ Instructions
- ✓ FAQs

# Checklist for Filing Your Quarterly Report

Before you file your quarterly report, make sure you have this information ready.

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### BUSINESS INFORMATION:

- ☐ Your SecureAccess Washington (SAW) login (If you don't have one, you can create an account [online](#))
- ☐ Business identifier (UBI) number (If you don't know your UBI number, you can look it up [online](#))
- ☐ Business name
- ☐ Total premiums collected (if any) from employees
- ☐ Name of the report preparer

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### EMPLOYEE INFORMATION:

- ☐ Social security number (SSN) or individual taxpayer identification number (ITIN)
- ☐ First name, last name, middle initial
- ☐ Wages paid during the reporting quarter, and the associated hours worked



# Notification requirements














## **All Washington employees**

- Inform your employees about the program by posting a notice in a place customarily used to post other employment-related notices.
- Poster in English & Spanish available online.

## **Individual employees**

- Five business days after an employee's seventh consecutive day of absence due to family or medical leave, or
- Five business days after you learn an employee's absence is due to family or medical leave.

# Resources

| Individuals & Families   | <b>Employers</b>  | Self-employed   | Healthcare Providers |
|--|---|---|----------------------|
| <b>Documents and forms</b>   |   |   |                      |
| <a href="#"> CSV wage report template (2022)</a>                                    | <a href="#"> Instructions for creating a CSV file (2021)</a> | <a href="#"> Employer agent power of attorney form</a> |                      |
| <a href="#"> Instructions for creating a csv file (2022)</a>                        | <a href="#"> 2023 Paycheck insert</a>                        | <a href="#"> Employer to employee notice</a>           |                      |
| <a href="#"> Temporary employee payroll form (small business assistance grants)</a> | <a href="#"> Voluntary plan guide</a>                        | <a href="#"> Required poster (Spanish)</a>             |                      |
|  | <a href="#"> 2023 Employer toolkit</a>                     | <a href="#"> 2023 Required poster (English)</a>      |                      |
|  | <a href="#"> Conditional waiver</a>                        | <a href="#"> Employer checklist</a>                  |                      |

[paidleave.wa.gov/help-center/employers/](https://paidleave.wa.gov/help-center/employers/)

# Electing coverage

# What's elective coverage?

Self-employed people can elect coverage for Paid Leave and, after filing quarterly reports and paying premiums, can get access to the same benefits as other workers in Washington.

# Who's self-employed?

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You are  
self-  
employed  
if you are:

A sole proprietor

---

A joint venturer or a member of a partnership

---

A member of a limited liability company (LLC)

---

An independent contractor (as described in [RCW 50A.05.010](#))

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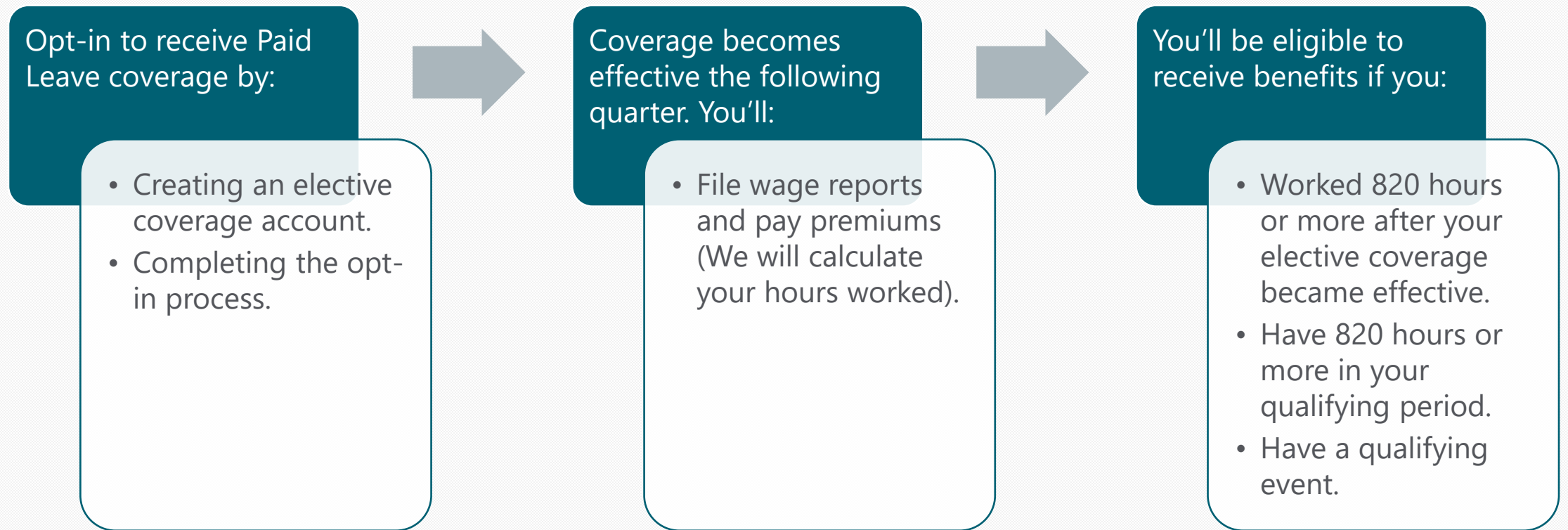
Otherwise in business for yourself

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**Note:** Corporate officers are not self-employed.



# How does elective coverage work?



# Timeline

| <b>If you opt-in between...</b> | <b>Your coverage becomes effective...</b> | <b>And you report and pay starting...</b> |
|---------------------------------|---|---|
| January 1 to March 31           | April 1                                   | July 1                                    |
| April 1 to June 30              | July 1                                    | October 1                                 |
| July 1 to September 30          | October 1                                 | January 1                                 |
| October 1 to December 31        | January 1                                 | April 1                                   |

# Coming soon!

Expanded resources for self-employed people at [paidleave.wa.gov/elective-coverage/](https://paidleave.wa.gov/elective-coverage/)

## Self-employed: Electing Coverage



**Sign up for paid time  
off when you need it  
most**

If you elect coverage for Paid Leave, you can re when you have a serious health condition that p working. Or when you need time to care for a fi new child. Or if your family member is about to overseas or is returning from overseas deployme can take this type of family leave.

**Am I self-employed?**

**You are self-employed if you are:**

- A sole proprietor

# Sign-up for news & details

Including upcoming webinars for employers and self-employed people!

**Sign-up at**  
[esd.wa.gov/employer-taxes/employer-newsletter-history](https://esd.wa.gov/employer-taxes/employer-newsletter-history)

## Employer Newsletter

A monthly newsletter focusing on WA Cares Fund, Paid Family & Medical Leave, and Unemployment Insurance. [\*\*Sign up.\*\*](#)

2023

[Employer Newsletter - February 2023 | Issue 31](#)

[Employer Newsletter - January 2023 | Issue 30](#)

2022

[Employer Newsletter \(Special edition\) - December 2022 | Issue 29](#)

[Employer Newsletter - December 2022 | Issue 28](#)

[Employer Newsletter - November 2022 | Issue 27](#)

[Employer Newsletter \(UI edition\) - November 2022 | Issue 26](#)

[Employer Newsletter - October 2022 | Issue 25](#)

[Employer Newsletter - September 2022 | Issue 24](#)

[Employer Newsletter - August 2022 | Issue 23](#)

[Employer Newsletter - July 2022 | Issue 22](#)

[Employer Newsletter - June 2022 | Issue 21](#)

[Employer Newsletter \(UI edition\) - May 2022 | Issue 20](#)

# Contact Paid Family and Medical Leave



833-717-2273



[paidleave.wa.gov](https://paidleave.wa.gov)



# Q&A



# Next webinar

## Resources for Washington businesses

Gain important insights about SharedWork and WA Cares (long-term services and supports) programs for a competitive workforce advantage!



**Thursday, July 6**

**1:00 p.m. - 2:00 p.m.**

**SharedWork and WA Cares (long-term services and supports)**

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE



**Employment  
Security  
Department**  
WASHINGTON STATE

# Even more events in this series

## Resources for Washington businesses

Gain important insights about SharedWork, unemployment taxes and submitting wage information for a competitive workforce advantage!



Thursday, Aug. 3  
1:00 p.m. - 2:00 p.m.  
**SharedWork and unemployment tax  
and wage reporting**

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE



## Resources for Washington businesses

Gain important insights about SharedWork and WorkSource for a competitive workforce advantage!



Thursday, Sept. 7  
1:00 p.m. - 2:00 p.m.  
**SharedWork and WorkSource**

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE



## Resources for Washington businesses

Gain important insights about SharedWork and how to find labor market information for a competitive workforce advantage!



Thursday, Oct. 5  
1:00 p.m. - 2:00 p.m.  
**SharedWork and labor market  
information**

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE



## Resources for Washington businesses

Gain important insights about Washington state's SharedWork program for a competitive workforce advantage!



Thursday, Nov. 2  
1:00 p.m. - 2:00 p.m.  
**SharedWork**

SEATTLE  
**SOUTHSIDE**  
CHAMBER OF COMMERCE





# Get to know your local WorkSource

**WorkSource** Search thousands of jobs on WorkSource Washington:

Title, keyword or job number Where?

My WorkSource Career tools Resources Spotlights About us

## WorkSource locator

Due to the COVID-19 Pandemic, WorkSource offices throughout the state are providing services in different contact them to find out what is currently available in your area. You can narrow your search by area, office the fewer options you will see. If you do not select an area, all WorkSource offices in Washington will be list

Select an area:

- All -

Select location

Select services:

WorkSource locations that provide all services you select will appear on the right.

☐ Hire a veteran



☐ Farmworker staff



☐ Business services



**Dedicated business services teams support you locally and virtually:**

- Recruitment and retention
- Job fairs and hiring events
- Job postings and applicant screening
- Interview and training space
- Labor market information and forecasts
- Tax incentives and layoff aversion strategies

# Thank you for joining us today

A smiling man in a dark blue suit and light blue shirt stands in a modern office environment. He is leaning on a desk with his left hand. The background shows office desks, computers, and bright lighting.

BUSINESSES, EMPLOYEES  
FAMILIES & COMMUNITIES

# WIN

*with*

## SharedWork

[SharedWorkWA.com](http://SharedWorkWA.com)



Employment  
Security  
Department  
WASHINGTON STATE