

# Welcome

## Resources for Washington businesses

This webinar features the SharedWork program and the role of WorkSource in your state and local community. Employers can learn the latest developments and information to help their businesses and employees succeed.

**SharedWork, WorkSource resources,  
programs and services**

**Wednesday, Oct. 18  
10:30 - 11:30 a.m.**





**SharedWork - A proven business solution!**

**SharedWorkWA.com**

# What is it?

SharedWork was enacted into law in 1983, establishing a voluntary short time compensation business program. Intended to be an excellent resource to help stabilize business operations during periods of lower economic activity.

- Allows employers to preserve their workforce by reducing employee hours to save payroll costs and keep the business operating.
- SharedWork pays employees a prorated percentage of unemployment insurance benefits.
- Eligibility is open to most business and industries to use when needed.

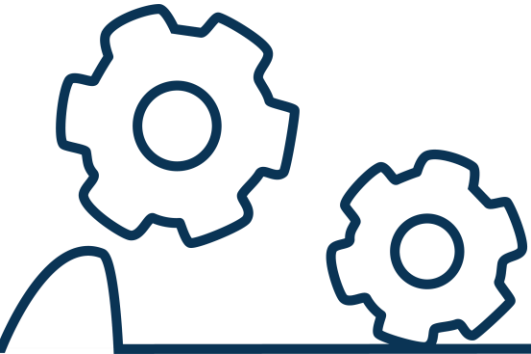
# The SharedWork Program

A proven program that helps employers:

- Stabilize their business
- Retain their skilled workforce
- Continue serving customers
- Avoid layoffs and attract talent



# 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.



# SharedWork in Washington state

## Top 5 reasons employers sign up for the SharedWork program:

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](#)



"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



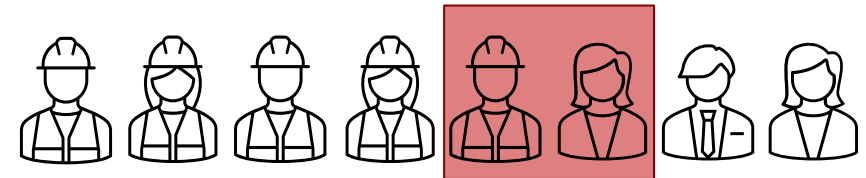
"It's really a good thing we have SharedWork or I could be at risk of losing the employees with whom I've invested thousands of dollars in training. My valued employees are part of our business family, and I don't want to lose them. During these ups and downs of the economy, it has been a lifesaver."

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

# A temporary workforce reduction example



“We are a residential and commercial inspection company. There are less buyers that qualify, and, as a result, less inspections are being scheduled. Business goes down 18% and halts growth in all departments.”



Ana’s business is experiencing a temporary economic downturn. She employs 8 individuals. Instead of letting go of employees, she enrolls in the SharedWork program and reduces the workweek.

***In lieu of layoffs.*** Ana gets her SharedWork plan approved for fifty-two weeks. There is no cost to enroll, and plans can be renewed year after year.

***Reduced workweek.*** An employer may reduce an employee's usual weekly hours of work from ten to fifty percent and the employee can receive the same percentage of unemployment benefits.

***Summary.*** The 8 employees would each receive wages from their employer, while also remaining eligible for up to 50 percent of their respective weekly benefit amount under SharedWork.



[Washington Administrative Code \(WAC\): Chapter 192-250 Shared Work Program](#)

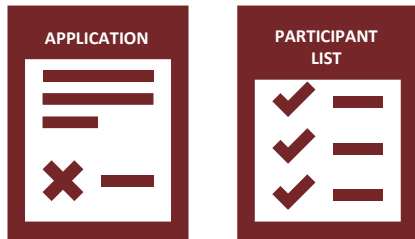
SharedWorkWA.com

# Enrolling is fast and easy!



1

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



2

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



3

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



4

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



5

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



# 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. Address: _____	If <b>not</b> located at address above, provide location. 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		
Print: _____	Print: _____		
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

# 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](https://secure.esd.wa.gov)

### 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](#)

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### 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

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#### 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)



SharedWorkWA.com

# WORKSOURCE BUSINESS SOLUTIONS

## Partners in Talent Acquisition

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**Presenter: Hannah Schoepp, Statewide Local  
Veterans Employment Representative**



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WASHINGTON STATE



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# Presentation Overview

- WorkSource Business Services
- Virtual Business Services
- Partnership Resources

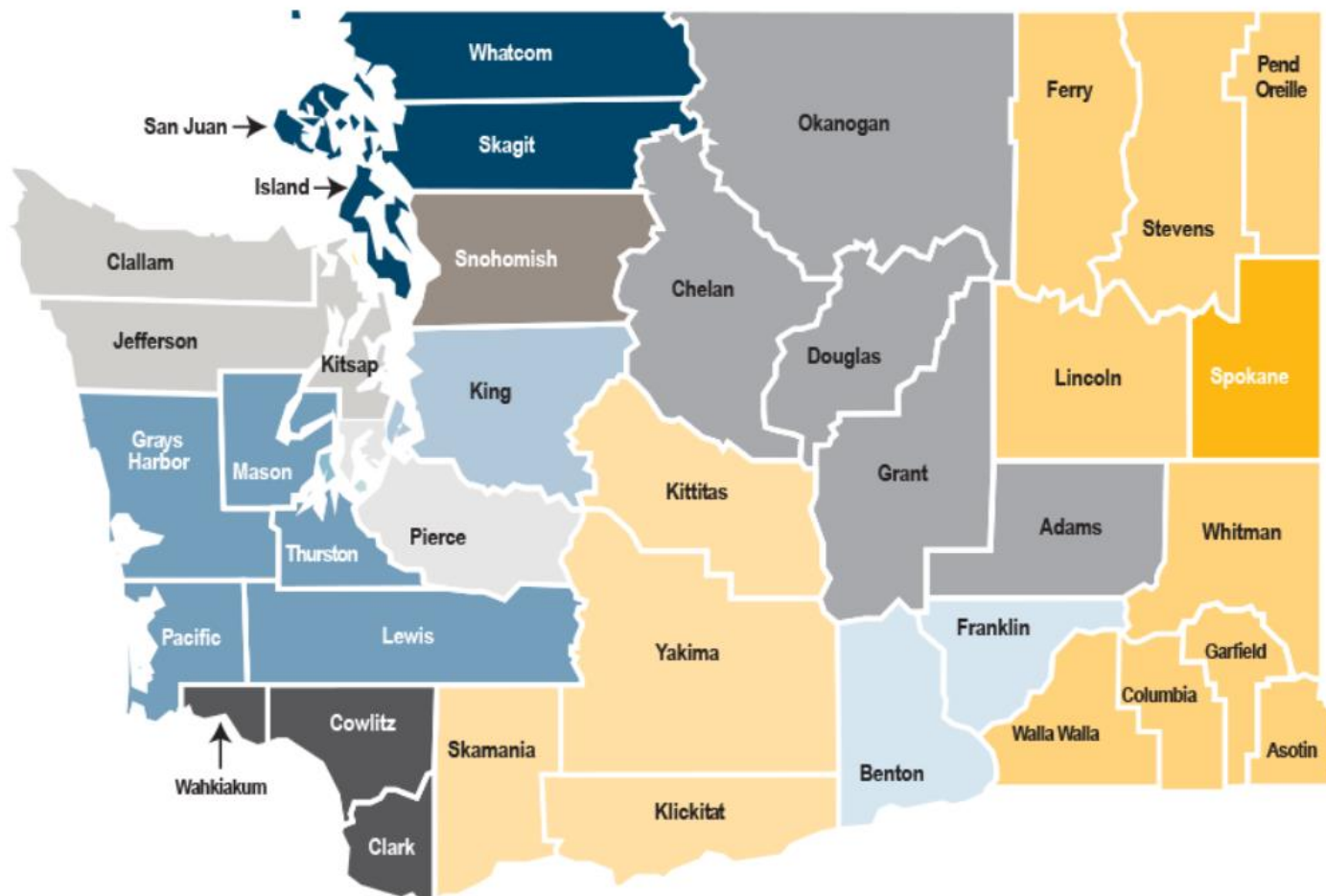


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# Statewide support

WorkSource is a partnership of organizations dedicated to developing a workforce with the skills your business needs

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Business Service team members provide standard and customized solutions for your business



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WASHINGTON STATE

# Dedicated Business Service Teams are here to support you

- 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



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# WorkSource Services



## ✓ Local WorkSource Offices

Free interview spaces, on-site use of computers, fax, telephones, etc.

## ✓ Local WorkSource Partners

Include staff from a variety of agencies, programs and partners

## ✓ Meet Local Job Seekers

Services for job seekers include help with resumes, interview skills and hiring events, both in-person and virtually



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# Virtual Services



## ✓ WorkSourceWA.com

Free job postings and access to the Washington's largest talent database

## ✓ Virtual Job Fairs

Live events for employers and job seekers to meet and interview on the spot



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# Virtual Services

The screenshot displays the WorkSource WA website. At the top, the 'WORKSource' logo is on the left, and a user menu on the right shows 'Hello', 'Sign Out', and a message center notification. Below the logo is a navigation bar with links for Home, Jobs, Candidates, Your account, and Help. The main content area is titled 'Welcome back' and includes a prompt to 'Search resumes, post a new job or manage your job postings below.' with buttons for 'Search resumes' and 'Post a job'. A 'Manage job postings' table lists several expired job titles with their respective statistics. To the right, a 'Resources!' sidebar lists links for Washington business hub, Employment Security, and WorkSource. At the bottom, there are sections for 'Tutorials' and 'Candidate folders'.

Job title	Status	Expires	Views	Clicks	Applies	Matches
<a href="#">Paratransit Bus Driver - Full Time</a>	Expired	2/19/2018	70	3	2	2
<a href="#">Driver Part-Time Paratransit Bus Driver</a>	Expired	2/19/2018	182	2	0	2
<a href="#">Route Truck Driver Part-Time / Relief</a>	Expired	10/22/2017	62	0	5	19
<a href="#">Summer Camp and Day Program Staff</a>	Expired	6/1/2017	54	2	1	0

Title	Total
My favorites	0

Title
No saved searches

## ✓ WorkSourceWA.com

- Register for an Employer/Recruiter Account
- Post and manage job opportunities directly on the website
- Search for Talent via Resumes
- Manage Candidates
- Never a charge for recruiter accounts



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# Virtual Services



## ✓ Virtual Job Fairs

Provide an opportunity for you recruit, find and interview the talent you need from the convenience of your workplace

- State-of-the-art job match tools using the Brazen platform
- Professional representation of your company branding and job postings
- Never a charge to employers



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## SAMPLE - LOBBY OF EMPLOYER BOOTHS

Your Booths

All Booths



WorkSource Works For You

Search for Work 24/7.

Chat with us Mon-Fri 8am-5pm at [www.worksourcewa.com](http://www.worksourcewa.com).

ENTER



ABM

Enter to learn more and engage in 1-on-1 chats.

ENTER



Adecco

Adecco has remote positions for data entry associates, logistic admins and project coordinators! We also have positions that require

ENTER



All Pro Building Maintenance

We are hiring motivated janitors and day porters who are trustworthy, responsible, punctual, quick learners, and able

ENTER



Angel of the Winds Casino Resort

Angel of the Winds is looking for enthusiastic individuals to join the Friendliest Casino in Washington. We want those

ENTER



Aston Carter

Aston Carter is a leading staffing and consulting firm, providing high-caliber talent and premium services to more

ENTER



Avamere

Enter to learn more and engage in 1 on 1 chats.

Currently offering licensed and unlicensed assistant - dietary

ENTER



BBSI

Variety of jobs across the Puget Sound Area.

ENTER



Blazing Bagels

Welcome to the Blazing Bagels Career Booth!

ENTER



Children's Home Society of Washington

Join our award-winning Team at CHSW and become part of our 125

ENTER



CSM Corp./Marriott Hotels

Whether you are seeking a career in customer service, food and beverage, housekeeping or maintenance,

ENTER



Dawn Foods is Hiring

Dawn Foods is now hiring permanent staff! We offer competitive pay and stellar benefits that are available day one! Dawn Foods has a fun family

ENTER



Elwood Staffing

Enter to learn more and engage in 1-on-1 chats.

ENTER



ERA Living

Enter to learn more and engage in 1-on-1 chats.

If you want to find purpose and meaning in your work

ENTER



Evergreen Health

Enter to learn more and engage in 1-on-1 chats.

EvergreenHealth is currently recruiting for the following

ENTER



Express Employment Professionals - Everett Office

Enter to learn more and engage in 1-on-1 chats.

Ready to chat? Click the green

ENTER



Express Healthcare Professionals - CNA, LPN, RN, MA, NAR openings!

with a friend!

ENTER



Express Employment Professionals - Kirkland Office

We are currently have many General Labor/Warehouse/Merchandise

ENTER



Express Employment Professionals - Seattle Office

Enter to learn more and engage in 1-on-1 chats.

ENTER



FedEx

Enter to learn more and engage in 1-on-1 chats.

ENTER



First Student

Now Hiring School Bus Drivers!!

ENTER



GENIE - \$2,000 Sign On Bonus for Assembly and Weld in Redmond, WA

Now is the right time to join the Genie Team!

ENTER



Hampton Woodinville

Enter to learn more and engage in 1-on-1 chats.

ENTER



Hotel California - Drug and Alcohol Treatment Center

Enter to learn more and engage in 1-on-1 chats.

ENTER

KWA Caregiver Opportunities! \$19.27 - \$21.62 Hour [www.kwacares.org](http://www.kwacares.org)

Enter to learn more and engage in 1-on-1 chats.

ENTER



LGC Hospitality

Enter to learn more and engage in 1-on-1 chats. Are you wanting to work for an upscale hotel with great benefits? Then this is the job

ENTER



Low Income Housing Institute

Enter to learn more and engage in 1-on-1 chats.

ENTER



McGee Air Services

Enter to learn more and engage in 1-on-1 chats.

ENTER



MultiCare Health System

MultiCare is the largest not-for-profit, community-based, and locally governed health system in the state of Washington.

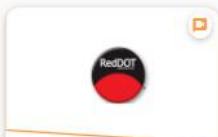
ENTER



Otto Rosenau &amp; Assoc.

Enter to learn more and engage in 1-on-1 chats.

ENTER



Red Dot Corporation



RI International

Enter to learn more and engage in



Roland Residential Services SPC

We care about where you are



Skookum Contract Services

Creating Opportunities for



Smart Talent



Snoqualmie Casino

Snoqualmie Casino sits in the



TEK Systems

Enter to learn more and engage in



Terra Staffing Group

Want to work with the



VA Puget Sound Health Care System (VA Hospital - Seattle/Tacoma)



Visiting Angels - America's Choice in Homecare-Copy





Home

Opportunities

About Us



If you love working with kids and families, **WE WANT YOU!** Find your best job ever at the Y plus get up to \$600 cash sign-on incentive for a limited time!

Currently looking for role models and superheroes for the following positions:

- Lifeguards & Swim Instructors
- School Age Child Care Staff
- Day Camp Counselors
- Resident Camp Counselors
- Early Childhood Education Team
- Youth Sports Instructors
- Kids Zone Staff

Positions that do not work directly with children:

- Administrative
- Human Resources
- Behavioral Health



People



Content



Can't chat right now? [LEAVE A NOTE](#)

Representatives (0 of 4 available)



Ana Cristina Fox (She/Her)  
Human Resources Business Partner



James Grigsby



James Innelli



Lisset Reyes  
HR Business Partner

# *Hiring Veterans!*

- Case Managers who work one on one with transitioning service members
- Training and education programs
- Veteran friendly hiring events
- Tax credits and incentives for hiring veterans



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# YesVets

- Statewide recognition for hiring veterans!
- Priority referrals to job fairs and hiring events
- A chance to win the Commissioners Employer of the Year award
- Over 1 600 employers



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# Resources

- [Overall job gain or loss by industry](#)
- [Unemployment rate information](#)
- [Data or trends about sectors or occupations that are seeking workers and where workers are seeking jobs](#)
- [Labor force growth](#)



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**For further information, please  
contact: Hannah Schoepp,  
[hannah.schoepp@esd.wa.gov](mailto:hannah.schoepp@esd.wa.gov)**

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# THANK YOU

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WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

# Q&A



# Next webinar

## Resources for Washington businesses

This webinar for employers features the SharedWork program and labor market information for the resilience of new and existing businesses.



### **SharedWork and Labor Market Information**

**Wednesday, Nov. 15  
10:30 - 11:30 a.m.**



## Register now!



Thank you for joining us today

A photograph of a smiling Black man in a dark blue suit and light blue shirt, standing in a modern office with wooden desks and computers in the background.

BUSINESSES, EMPLOYEES  
FAMILIES & COMMUNITIES

**WIN**  
*with*  
**SharedWork**

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

 **Employment  
Security  
Department**  
WASHINGTON STATE