

Resources for Washington businesses

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






Tuesday, May 9
10:30 a.m. English | 2:00 p.m. Spanish
SharedWork and Paid Family and Medical Leave



Welcome

Today's timeline of events



Topic	 Welcome and Overview			 Live Q & A
	10:30 a.m.	10:35 – 10:55 a.m.	11:00 – 11:15 a.m.	11:15 – 11:30 a.m.
Presented by	Stephen Brediger Plan Specialist ESD/SharedWork Announcements from the Chamber	Jason Barrett Senior Policy Analyst Paid Family & Medical Leave	Leigh Rowley Program Coordinator ESD/SharedWork	Stephen, Leigh and Jason

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

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

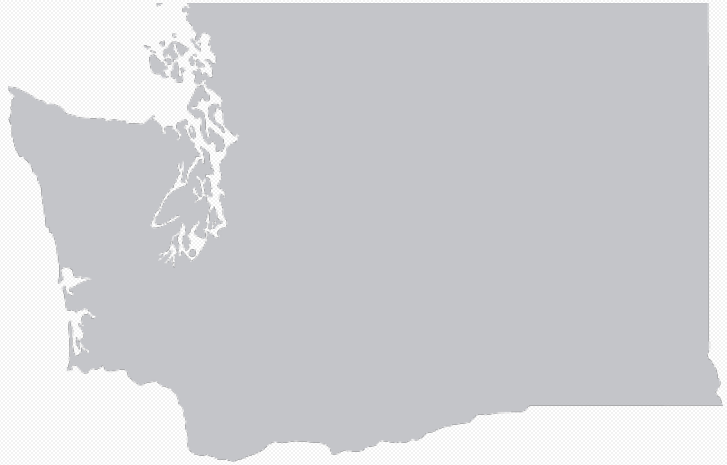
Paid Leave overview

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.

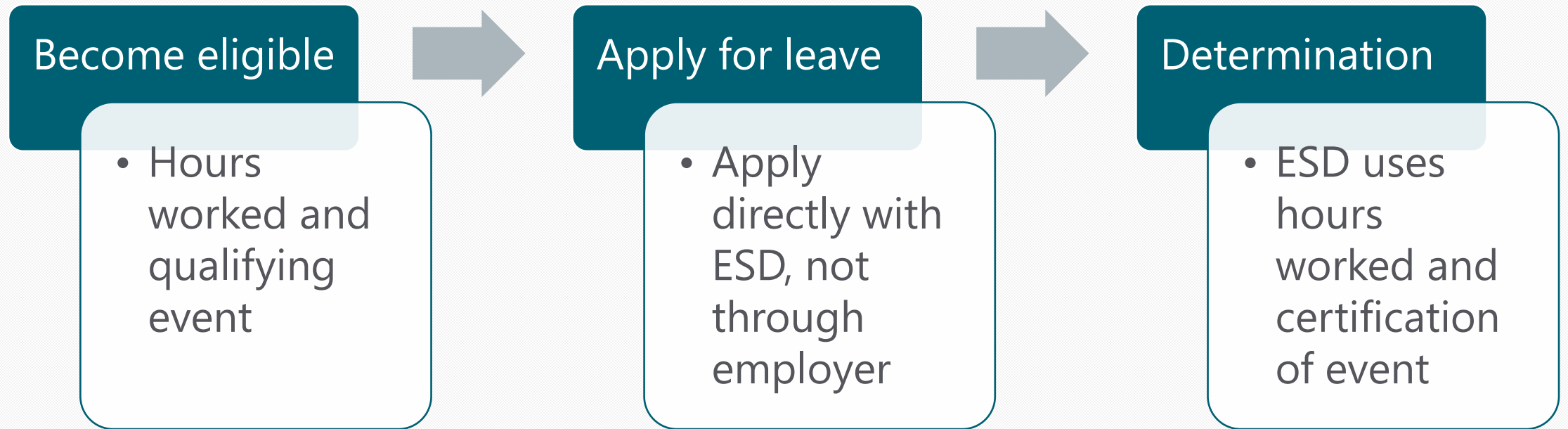
People employed by tribal owned businesses on tribal land.

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

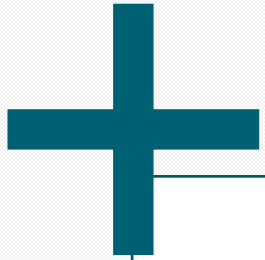
- Bonding leave for parents in the first year after the birth or placement of a child under 18. Includes adoption and foster parents.
- Care for a family member experiencing a serious health condition.
- Military family leave; Broadly related to overseas deployments.
 - Statute references federal law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

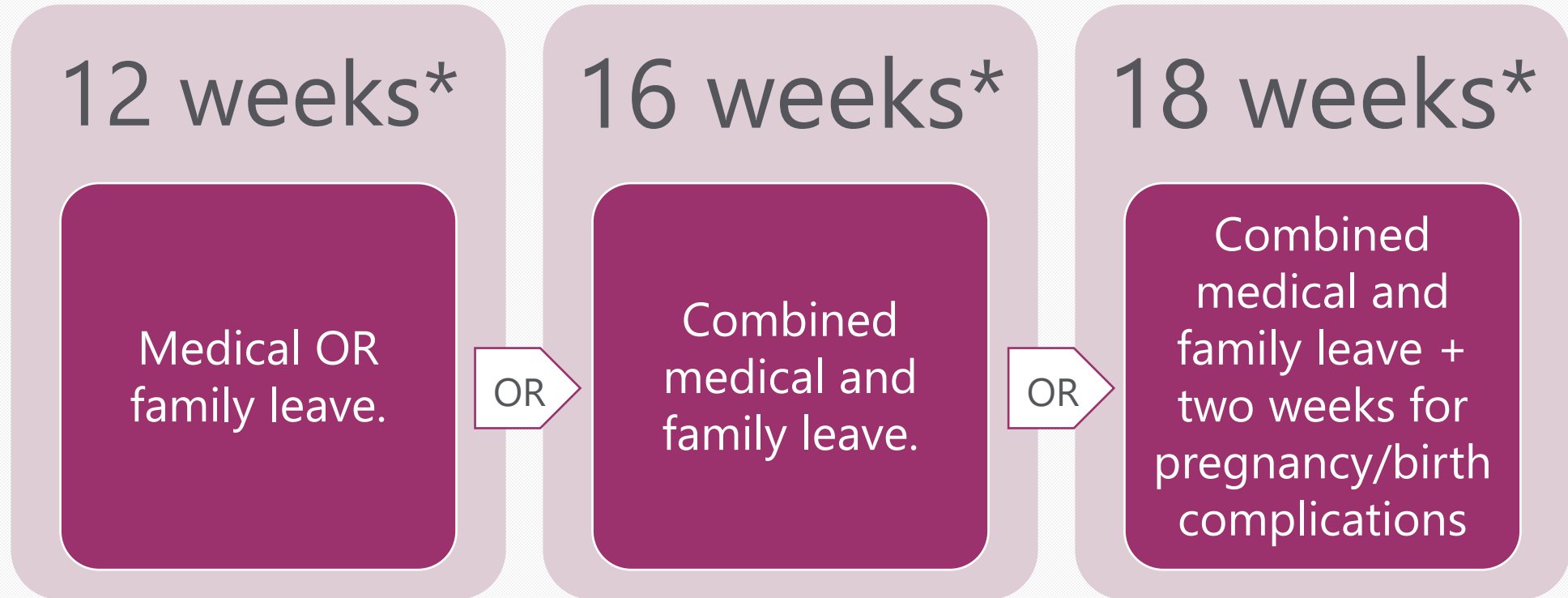


- Generally, includes serious illnesses and injuries, pregnancy, chronic conditions and some substance abuse and mental health treatment.
- Defined in the law.
- Up to a healthcare provider to diagnose and certify.



- 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%

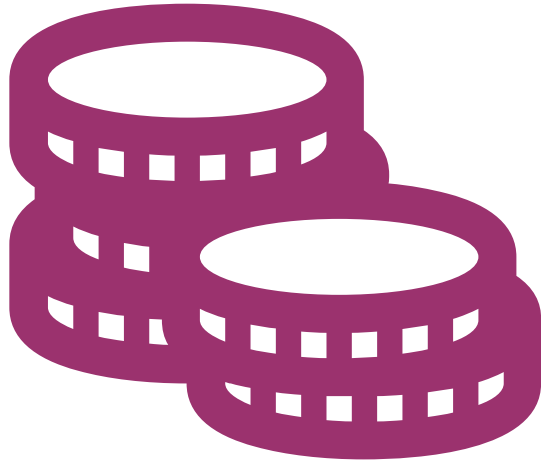
gross wages up to the
Social Security cap

Can be shared

employee: 72.76%

employer: 27.24%

Premium calculation



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/

Calculate your premiums

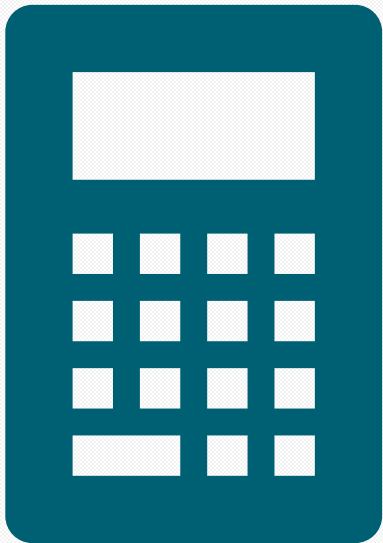
Select the correct year and then click "calculate".

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
Total Paid Leave Premium	\$0.00	\$0.00	\$0.00

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/

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

Checklist for Filing Your Quarterly Report

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

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

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

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?

You are
self-
employed
if you are:

A sole proprietor

A joint venturer or a member of a partnership

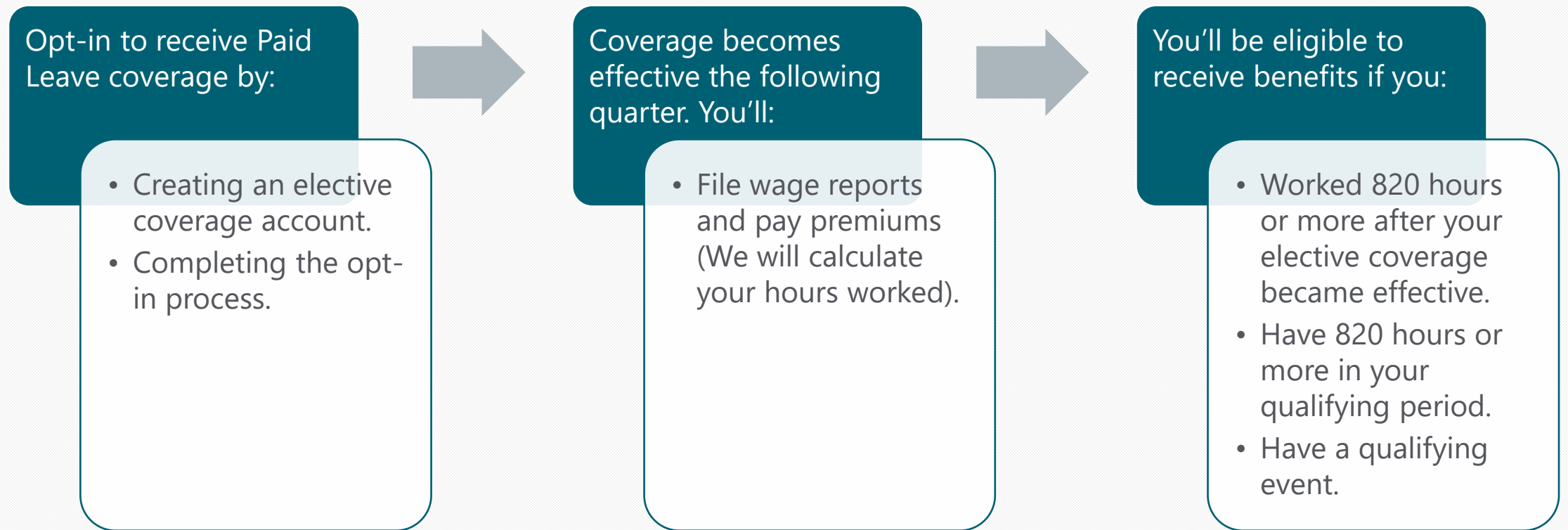
A member of a limited liability company (LLC)

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

Otherwise in business for yourself

Note: Corporate officers are not self-employed.

How does elective coverage work?



Timeline

If you opt-in between...	Your coverage becomes effective...	And you report and pay starting...
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/

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

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



SharedWork - A proven business solution!

SharedWorkWA.com

What is it?

SharedWork is a voluntary program and excellent business resource to help stabilize the operations of most businesses during temporary economic setbacks.

- Employers keep their workforce intact (preserving jobs) by temporarily reducing 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 40 year proven program that helps employers:

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



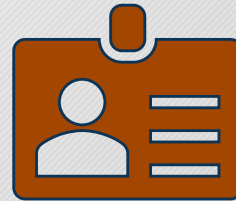
How It Works



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.

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.

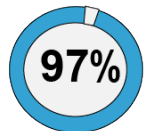
Summary. The 40 returning employees would each receive 80 percent of their wages from their employer, while also remaining eligible for 20 percent of their respective weekly benefit amount under SharedWork.



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

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



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

Why are you waiting?

SharedWork usage by county

The table below shows active SharedWork plans in the state of Washington August 2021 through March 2023.

County	Businesses eligible for SharedWork in this county (estimated)	Businesses currently participating in SharedWork	Employees participating in SharedWork (enrolled by their employer)
Adams	285	-	-
Asotin	229	-	-
Benton	2,255	23	511
Chelan	1,453	21	512
Clallam	925	6	95
Clark	6,011	57	562
Columbia	83	-	-
Cowlitz	1,137	7	442
Douglas	393	3	110
Ferry	86	1	17
Franklin	1,0125	1	2
Garfield	19	-	-
Grant	1,202	11	155
Grays Harbor	844	10	343
Island	841	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	430	6	69
King	34,121	261	5,337
Kitsap	2,653	16	272
Kittitas	617	1	3
Klickitat	305	5	65
Lewis	914	16	374
Lincoln	110	-	-
Mason	509	5	56
Okanogan	624	3	12
Pacific	325	-	-
Pend Oreille	132	1	2
Pierce	8,379	108	3,084
San Juan	471	3	8
Skagit	1,676	17	255
Skamania	93	2	15

County	Businesses eligible for SharedWork in this county (estimated)	Businesses currently participating in SharedWork	Employees participating in SharedWork (enrolled by their employer)
Snohomish	8,184	84	2,122
Spokane	6,245	57	1,963
Stevens	400	3	7
Thurston	3,424	37	693
Wahkiakum	45	-	-
Walla Walla	777	10	91
Whatcom	3,118	40	765
Whitman	452	3	26
Yakima	2,556	21	577
Other	9,630	164	5,991
Total	103,4117	1,012	24,874

Why does it matter?

■ For Washington businesses:

- ▷ Tested, proven, flexible and credible business focused program.
 - ▷ Reliable and practical business solution.
- ▷ Economic empowerment to adjust to unstable conditions.
 - ▷ Payroll savings while making survival decisions.
- ▷ Flexible to remain operational week by week for one year.
 - ▷ Renew again and again.
- ▷ A competitive advantage for recruitment and retention.
- ▷ Proactive business readiness strategy to avoid the possible wait in line hassle.

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 not located at address above, provide location. Address: _____	If not 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	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.

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 and click the sign-in links.
Protect yourself by checking out 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

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
- 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](#).

BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

WIN

with

SharedWork

SharedWorkWA.com



Employment
Security
Department
WASHINGTON STATE

Call now while the
wait time is minimal.



Thank you.

SharedWork Program Support

800-752-2500 option 3, 8am to 4pm, Monday through Friday

sharedworkplansect@esd.wa.gov | SharedWorkWA.com

Q&A



Resources for Washington businesses

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



Tuesday, June 13

10:30 a.m. - 11:30 a.m.

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



BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

WIN

with

SharedWork

SharedWorkWA.com



Employment
Security
Department
WASHINGTON STATE



Thank you for joining us today