Employment Security Department

WASHINGTON STATE

EMPLOYEE ADD

Submit this form by fax to 800-701-7754

or upload at SharedWork upload

Questions? Call 800-752-2500

SharedWork

Use this form to request eligibility review of employee(s) to be added to an existing SharedWork plan.

Who is not eligible for participation in the SharedWork Program?

- (a) Employees paid wages on any basis other than hourly wage. This includes, but is not limited to, employees paid on by piece rate, mileage, by the job, salary or on commission. We may waive this exclusion for employee paid by piece rate if an hourly rate of pay can be established.
- (b) Officers of the corporation that is applying for participation.
- (c) Seasonal employees during the off season.
- The law that applies is WAC 192-250-045.

Please print or type.

| Employer name and location if multiple plans: | Employment Security Department (ESD) number: This number can be found on your ESD tax statement. | Today's date: |
|---|---|---------------|
| | | |

*******Note: All approved additions are effective the week we receive the request; they will not be retroactive.

| Employee first name | Employee last name | | | Date of hire | Usual weekly hours worked before reduction (whole numbers only) | Hourly rate of pay | Associated union | |
|------------------------|-----------------------|-----|----|--------------|--|--------------------------|------------------|--------------|
| Example: John | Doe | XXX | XX | XXXX | 12/12/1997 | 40 | 22.10 | Boilermakers |
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