

# SharedWork Employer Representative Responsibilities

The designated SharedWork representative is “to be a liaison between the department and the employees who participate in your SharedWork plan.”

Your responsibilities as a SharedWork employer representative are to:

- Inform your employees about the program, their eligibility or ineligibility for participation.
- Review all documents and attachments you receive from SharedWork Program specialists.
- Distribute application information to employees participating in your SharedWork plan.
- Assist your employees with SharedWork application questions.
- Ensure that all forms are signed, complete and legible before sending them to the SharedWork Unit.
- Instruct your employees participating in SharedWork to contact you with any questions or issues about the program or their unemployment insurance claims.
- Please call a SharedWork Program specialist on behalf of your participating employees, if they have issues or concerns about their claim at 800-752-2500 option 1.
- Obtain program information by contacting SharedWork Program specialists or reviewing information at [www.SharedWorkWA.com](http://www.SharedWorkWA.com).
- Find program forms and videos in the [SharedWork forms and media library](#).
- Distribute the *SharedWork Employee Guide* to your employees participating on your SharedWork plan.
- Instruct your participating employees to [sign in to eServices](#) (secure.esd.wa.gov/home/), under *Individuals* section, select *submit a weekly claim* or call **800-318-6022** to "submit a weekly claim".

- **Notify us within 10 days** regarding:
  - Participating employee no longer working for any reason.
  - Removing an employee from your plan for any reason by using the **Participant Removal** form.
  - Change in designated employer representative(s).
  - Employment Security Department (ESD) account number change.
  - Business name changes.
  - Pending sale or transfer of the business.
  - Business closing.
  
- **Respond within 10 days** to our requests for information, such as:
  - Verifying information on the employer's SharedWork Payments Report.
  - Submit **Weekly Claim Correction** form with any employee work hours and earnings discrepancies.
  - Business changes.
  - Clarifying who is a designated employer representative.
  - Providing wage and hour reports and documents.
  - Complying with your obligations under federal and state laws regarding employer responsibilities.

**The SharedWork Program in Olympia is solely responsible for administering the SharedWork Program. We handle all matters pertaining to program inquiries, active employer plans and your employee unemployment benefit claims.**

*The law that covers representative responsibilities is WAC 192-250-020(2).*

**For questions, please contact the SharedWork Program specialists at 800-752-2500. Select option 1 for claims questions, 2 for plans questions, 8 for assistance in Spanish.**