

Resources for Washington businesses

Gain important insights about SharedWork and the business services of the Office of Regulatory Innovation and Assistance (ORIA) for a competitive workforce advantage!

Tuesday, July 25
11:50 a.m. - 1:00 p.m.
SharedWork & ORIA



Welcome

SharedWorkWA.com

Goals for Today



1. Learn how the SharedWork program supports businesses and employees during uncertain times.
2. Learn how the Office of Regulatory Innovation and Assistance (ORIA) can help your business succeed.

Timeline



Topic		 <p>Assisting Washington BUSINESSES & EMPLOYEES</p> <p>40 YEARS</p> <p>SharedWork</p> <p>SharedWorkWA.com</p> <p>SINCE 1983</p>	 <p>GOVERNOR'S OFFICE FOR REGULATORY INNOVATION & ASSISTANCE</p>	 <p>Q & A</p>
	11:50 a.m.	11:55 a.m.	12:20 p.m.	12:45 p.m. – 1:00 p.m.
Presented by	Rafael Colón, Moderator Business Outreach Manager Employment Security Department (ESD)	Leigh Rowley Program Coordinator ESD/SharedWork	Hugo Nicolas Small Business Consultant ORIA	

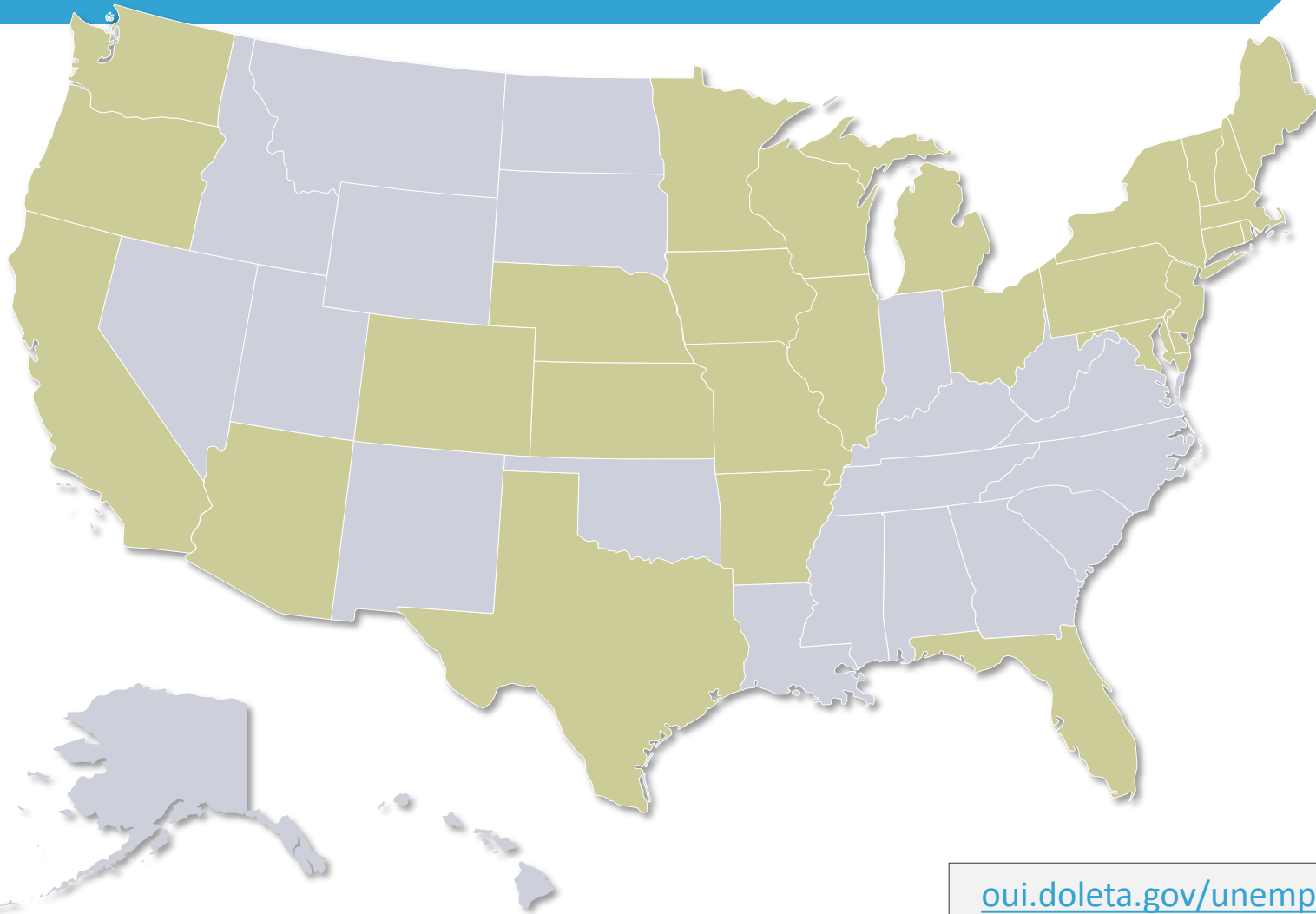
For a PDF of the PowerPoint slides and a copy of the webinar recording, visit the [SharedWork webinar page](#).



SharedWork - A proven business solution!

[SharedWorkWA.com](https://www.sharedworkwa.com)

States currently offering a Short-Time Compensation (STC) program



■ Offers Short-Time Compensation (STC) through Unemployment Compensation (UC) departments.

Top 5 reasons employers sign up:

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 in Washington



SharedWork is a voluntary employer assistance program that helps to stabilize employers and employees during a temporary economic setback.

- Employers reduce worker hours to save payroll costs, instead of cutting jobs.
- SharedWork pays employees a prorated percentage of unemployment insurance benefits.

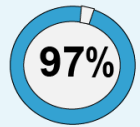
“...the legislature finds that the public interest would be served by the enactment of laws **providing greater flexibility in the payment of unemployment compensation benefits** in situations where qualified employers elect to retain employees at reduced hours rather than instituting layoffs.

[1983 c 207 § 1.]

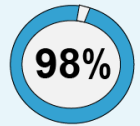
SharedWork in Washington



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.

[[read more](#)]

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.

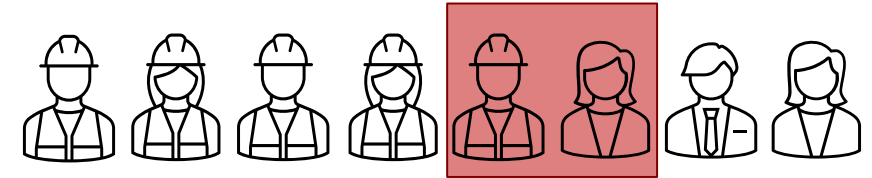
Employee Requirements for SharedWork:

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



“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.

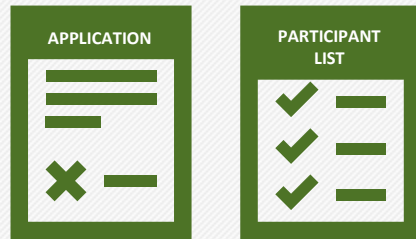
Summary. The 8 employees would each receive wages from their employer, while also remaining eligible for up to 50 percent of their respective weekly benefit amount under SharedWork.



Enrolling is fast, free and easy!



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



40 HOURS	
HOURS	BENEFIT %
36	10.0%
35	12.5%
34	15.0%
33	17.5%
32	20.0%
31	22.5%
30	25.0%
29	27.5%
28	30.0%
27	32.5%
26	35.0%
25	37.5%
24	40.0%
23	42.5%
22	45.0%
21	47.5%
20	50.0%

How much do employees get paid while on SharedWork?

Example using 40-hour chart from the [Employee payment calculation](#) chart.

Employee usual work hours are 40 hours per week. The Unemployment Insurance (UI) weekly benefit amount (WBA) is \$400 per week, which is how much I would get if I were completely unemployed. I worked 20 hours for my employer. I will receive 50 percent of my WBA. If eligible, my SharedWork benefit payment would be \$200.

SharedWork testimonials

[Watch the SharedWork industry panel](#)
May 23, 2023



“Before SharedWork some of our employees did leave just knowing that we would have reduced hours. We haven't seen that at all since we started SharedWork, and that was huge for us. We had a meeting to start with SharedWork, and there was some skepticism at first, but once it got going, it's been seamless and they've been so happy, our employees. We have been able to retain everybody through SharedWork, and that has been such a boon for us.”

~ Carol Linge, Ed's Economy Roofing, Bush Prairie



“Once we signed onboard, they felt a sense of relief that they didn't have to go look for another job to supplement their income, and also they didn't feel that they had to compromise their loyalty and commitment to the company. When they had the hours, they are committed and dedicated, and when they are not, they understand that the work is going to come.”

~ Ana Ramirez, Boggs Inspection Services, Lacey



“It has helped us retain our employees and GIVEN US a bit of flexibility. Some weeks a particular department is busier and we need those employees full-time and some weeks it's slower, and they can take a day of workshare. As the business increases again, it's easier to jump back in to fully staffed and up to speed. It's strategic in multiple ways.”

~ Michelle Dvorak, Pacific Northwest Title of Kitsap

SharedWork testimonials

[Watch the SharedWork industry panel "fast play" Feb. 21 2023](#)



"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

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](#).

Get to know your local WorkSource

The screenshot shows the WorkSource Washington website interface. At the top, there is a search bar with the text "Search thousands of jobs on WorkSource Washington:" and two input fields: "Title, keyword or job number" and "Where?". Below the search bar is a navigation menu with links for "My WorkSource", "Career tools", "Resources", "Spotlights", and "About us". The main heading is "WorkSource locator". A paragraph explains that due to the COVID-19 pandemic, services are provided in different areas and users can narrow their search. Below this, there are two sections: "Select an area:" with a dropdown menu currently set to "- All -", and "Select services:" with a list of checkboxes. The "Business services" checkbox is highlighted with a yellow box and a yellow arrow pointing to it. To the right of the text is a map of Washington state divided into counties, with several counties highlighted in dark blue: Whatcom, Skagit, Snohomish, San Juan, and Island. Other counties shown include Clallam, Jefferson, Kitsap, King, Grays Harbor, Mason, Thurston, Pierce, Chelan, and Kittitas.

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

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



**Employment
Security
Department**
WASHINGTON STATE

Resources for Washington businesses

This webinar features SharedWork and the WA Cares Fund long-term services and supports programs. Employers can learn the latest developments and information to help their businesses and employees succeed.

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

**Wednesday, Aug. 16
10:30 - 11:30 a.m.**



Recursos para empresas de Washington

¡Obtenga información importante sobre SharedWork y Fondos WA Cares!

SharedWork y Fondos WA Cares

mié 16 de agosto

2:00 - 3:00 p.m.



Resources for Washington businesses

Gain important insights about SharedWork, WorkSource, and Unemployment Insurance (UI) tax and wage reporting to help your business succeed.

**SharedWork, WorkSource
and UI tax and wage reporting**

Tuesday, Aug. 29
11:50 a.m. - 1:00 p.m.



Where to find
SharedWork forms,
upcoming events, and
past event slides and
recordings.

SharedWorkWA.com

The screenshot shows the Employment Security Department website for Washington State. The header includes the department logo, a search bar, and links for eServices Login and Languages. A navigation menu lists various services like Home, Unemployment, Paid Leave, Jobs & Training, Unemployment Taxes, Employer Resources, Labor Market Info, and Newsroom. The main content area features a 'SharedWork menu' with links to the SharedWork Program, Forms and media library, Videos, and various guides. An 'ALERT' box highlights 'SharedWork in 2023' with a list of events. Below the alert, there is a section for 'SharedWork Webinars' with a description and a link to register for a Q&A live webinar.

esd.wa.gov/sharedwork/webinar

Employment Security Department
WASHINGTON STATE

Search

eServices Login Languages

Home Unemployment Paid Leave Jobs & Training Unemployment Taxes Employer Resources Labor Market Info Newsroom

English | Español

SharedWork menu

SHAREDWORK PROGRAM
SharedWork Homepage
Webinars for businesses/employers
Forms and media library
Videos
Program eligibility requirements
Unemployed worker handbook
Calculate weekly benefit

FOR EMPLOYERS AND BUSINESSES
How to apply - 2 easy ways for employers
Employer eServices guide
FAQ - employers
Employer resources webinar series
Employer testimonials

FOR EMPLOYEES
How to get started
How to complete the initial application - for SharedWork employees
How to submit weekly claims - for SharedWork employees (pdf)
Instructional videos
FAQ - employees

ALERT SharedWork in 2023

- Celebrating 40 years of SharedWork
- Webinars for businesses/employers, statewide.
- Employer resources webinar series with local partners.

SharedWork Webinars

Get answers to your questions about SharedWork at a live Webinar.

To respect individual confidentiality, it is important to point out that this is not an opportunity to answer questions about individual or personal situations. This webinar will be conducted using WebEx, you may be asked to download a WebEx extension. For issues connecting to the webinar, please visit <http://help.webex.com> We can't provide technical assistance.

Weekly SharedWork Q&A live webinars for businesses
Register now for standing webinar sessions for businesses/employers (45 minutes)

Wednesday

Program overview

Thank you for joining us today

BUSINESSES, EMPLOYEES
FAMILIES & COMMUNITIES

WIN
with
SharedWork

SharedWorkWA.com

 **Employment
Security
Department**
WASHINGTON STATE





By Hugo Nicolas,

Small Business Consultant



GOVERNOR'S OFFICE
FOR REGULATORY
INNOVATION & ASSISTANCE

Small Business Liason Team



Washington State
Department of Social
& Health Services



washington
healthlink
click. compare. select.



OFFICE of the
**INSURANCE
COMMISSIONER**
WASHINGTON STATE



GOVERNOR'S OFFICE
FOR REGULATORY
INNOVATION & ASSISTANCE



WSDA



DEPARTMENT OF
ECOLOGY
State of Washington



Washington State
Department of
Commerce



WASHINGTON STATE
WOMEN'S COMMISSION



EMERGENCY MANAGEMENT DIVISION
Citizens Serving Citizens with Pride & Tradition



Washington State Commission
on Asian Pacific American Affairs



WASHINGTON STATE
DEPARTMENT OF
**VETERANS
AFFAIRS**
"Serving Those Who Served"



WASHINGTON STATE
LGBTQ
COMMISSION



Washington State
Liquor and Cannabis Board



Washington State Office of
**MINORITY &
WOMEN'S
Business Enterprises**



Department of
Revenue
Washington State



Washington State Department of
Labor & Industries



Washington State Department of
Enterprise Services



Washington State Department of
Health



Employment
**Security
Department**
WASHINGTON STATE



Washington State Commission On
African American Affairs



WASHINGTON STATE DEPARTMENT OF
LICENSING



Washington Department of
FISH & WILDLIFE



WASHINGTON
Secretary of State



CHA
LA COMISION DE
ASUNTOS HISPANOS



Washington State
Human Rights Commission

The SBLT is a partnership of 29 state agencies working to improve access to regulatory education and agency resources for small business owners across the state.

Small Business Liaison Team

How can we assist you?

- Regulations and License requirements
- Quick responses
- Agency Feedback



BUSINESS.WA.GOV

- Small Business Guide
- Small Business Requirements & Resources Workshop
- Helping customers navigate state regulatory requirements
- connecting small business to information and resources
- Economic and Business Resilience Newsletter

ORIA INFORMATION CENTER

The ORIA Information Center is open weekdays from 8:00 a.m. to
4:30 p.m.

Our services are free and are available by Phone, Chat, Text, and
Email.

360-725-0628

800-917-0043

help@business.wa.gov

ORIA INFORMATION CENTER

The IC Team is experienced, knowledgeable and ready to answer questions, guide you through the regulatory process and connect you with small business resources.

- Planning a Business
- Business Licensing & Registration
- Permitting Requirements
- local, state, and federal environmental regulatory requirements.
- Hiring Employees
- Payroll Reporting
- Regulatory Handbook
- Economic Business Resilience Newsletter

Washington State
**Small Business
 Liaison Team**
 BUSINESS!WA.GOV



WASHINGTON STATE SMALL BUSINESS LIAISON TEAM

AGENCY	SERVICES	LIAISON
GOVERNOR'S OFFICE FOR REGULATORY INNOVATION & ASSISTANCE	Assistance with local, state, and federal business licensing regulations and environmental permitting.	  Hugo Nicolas 360-584-9698 Hugo.Nicolas@gov.wa.gov
DEPT. OF LABOR & INDUSTRIES	Regulate Workers Compensation; employment standards & policies; workplace safety & health, and Contractor registration.	 Celia Nightingale 360-902-4865 Andrew Bryan 360-902-4730 Andrea Muñoz 360-902-6035 smallbusiness@lni.wa.gov
DEPT. OF REVENUE – BUSINESS LICENSING SERVICE	One-stop state and city business licensing services.	 Kim Johnson 360-705-6615 kimberlyj@dor.wa.gov
DEPT. OF REVENUE – OTHER	Tax account registration, state business excise taxes, reseller permits, and tax incentives/credits.	 Tom Wieland 360-705-6603 tomw@dor.wa.gov
EMPLOYMENT SECURITY DEPT.	Regulate Unemployment Insurance, Paid Family Medical Leave, Labor Market Information, and Work-Source program.	 Rafael Colon 360-878-4088 smallbusiness@esd.wa.gov
SECRETARY OF STATE	Register Corporate Business Entities,	 360-725-0377

[https://www.oria.wa.gov/portals/oria/VersionedDocuments/Business Publications/sbl_flyer.pdf](https://www.oria.wa.gov/portals/oria/VersionedDocuments/Business%20Publications/sbl_flyer.pdf)

WA Small Business Guide



Small Business Guide

(English, Spanish, Russian, Korean, Vietnamese, and Chinese, Filipino, Samoan, Somali, Japanese, Braille)

- Plan Your Business
- Start Your Business
- Payroll –what you need to know and do to pay employees
- Open Your Business
- Run Your Business – which covers ongoing activities for business operations – including recurring reporting and tax requirements.
- Grow Your business –which includes a variety of resources to facilitate business growth, and finally
- Close Your business

Reminders

Examples of our assistance:

- I am opening a restaurant business what license, permits do I need?
- How can I get become a contractor for the state?
- I need help with understanding labor laws?
- How do I file my state taxes?
- How do I open a hair salon?
- Citizens who have questions or concerns about environmental permitting.

- *We can't direct agencies to take a specific course of action*
- *We can't lobby for or against a project*

Small Business Requirements & Resources Workshops

Hugo Nicolas

Cell Phone: 360-584-3698

Email: hugo.nicolas@gov.wa.gov

2023 Live Webinars - Sign up today

Small Business Requirements and Resources (SBRR) - Start a Business in WA

Tuesday, June 6, 2023 9:00 AM - [Register](#)

Tuesday, August 8, 2023 2:00 PM - [Register](#)

Wednesday, October 11, 2023 9:00 AM - [Register](#)

Thursday, December 14, 2023 2:00 PM - [Register](#)

2023 Biz Fair is coming!

Save the Date: September 23rd

The Washington Small Business Fair has been an annual event since 1997 and more than 4,800 people have attended overall.

To better serve the small business communities on both sides of our state, we are trying something new this year. Biz Fair 2023 will be an in-person event, hosted on the same day in both Pierce County and Spokane County.

Location, program schedule, keynote speakers, and registration details coming soon at bizfair.org.



FAQ	Contact information	Notes
ORIA HELP line	360-725-0628 800-917-0043 help@oria.wa.gov help@business.wa.gov https://www.oria.wa.gov/site/alias_oria/863/Contact-U.s.aspx	open weekdays from 8:00 a.m. to 4:30 p.m.
Business guide	https://www.business.wa.gov/site/alias_business/927/Small-Business-Guide.aspx	English, Spanish, Russian, Korean, Vietnamese, and Chinese, Filipino, Samoan, Somali, Japanese, American Sign Language
Small Business Roadmap	https://www.business.wa.gov/site/alias_business/949/8-Steps-to-forming-a-business-in-Washington-State.aspx	
SBRR workshops	https://www.business.wa.gov/site/alias_business/1560/sbrr.aspx	virtual and in person. Currently only in Spanish, and English.
Small liaison contact sheet	https://www.business.wa.gov/site/alias_business/875/Home.aspx	
Business newsletter	https://www.business.wa.gov/site/alias_business/1578/ebr-newsletter.aspx	
DOR business licensing wizard	https://secure.dor.wa.gov/gteunauth/_/	
Regulatory Handbook	https://www.oria.wa.gov/site/alias_oria/403/regulatory-handbook.aspx	
Payroll calculator	https://www.business.wa.gov/site/alias_business/878/Small-Business-Guide-Payroll.aspx#PayrollCalculators	



Q&A

