

SHARED WORK

UNEMPLOYMENT INSURANCE

PROGRAM PROCESS

Step 1: Employer Application

Employer submits an application for Shared Work

Method: Via online form

Step 2: MOA Between DOES and Employer

Once application is approved, an MOA is created between and executed by DOES and Employer

Method: DOES emails MOA to Employer

Step 3: Employer Identifies Eligible Participants

Employer provides a master file of eligible participants to DOES.

Method: Employer emails DOES

Step 4: Claimant (Employee) Application

Claimant fills out application for Shared Work benefits

Method: Online

Step 5: Certification

Employer verifies employees' furlough and work hours for each pay cycle

Method: Via .csv document (with DOES created guidelines) or "flat file" emailed back to DOES

Step 6: DOES Pays Claimants

DOES pays claimant based on amount determined from furloughed hours and any additional income.

Method: Debit Card