



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF UNEMPLOYMENT COMPENSATION BENEFITS POLICY

**SHARED-WORK PLAN
APPLICATION FOR UC BENEFITS
(CLAIMANT)**

You are receiving this application because the department has approved a “Shared–Work plan” for your employer.

Employees covered by the plan receive a percentage of their normal unemployment compensation (UC) benefits while they work the reduced schedule, assuming they are otherwise eligible for UC.

Your employer will determine the percentage of time that your work hours are reduced. You will then receive that percentage of your UC Weekly Benefit Rate (WBR). For example, if your WBR is \$300 and your hours are reduced by 20 percent, you would receive 20 percent of \$300 or \$60 in Shared–Work UC benefits before any deductions such as benefit reduction and tax withholding. If you opt to have federal taxes withheld, tax withholding is calculated as 10% of the full WBR. In the above example, \$30 would be withheld for Federal Tax Withholding, if elected.

In the first week of the program you will receive these separate mailings:

- Notice of Financial Determination (UC-44F),
- UC Claim Confirmation letter (UC-360), and
- PA UC Handbook (UCP-1).

Benefits are paid to you by debit card or direct deposit. If you received UC benefits on a prior claim by direct deposit within the last year and your bank account previously used for direct deposit is still active, your Shared–Work benefits will be directly deposited. Otherwise, you will be issued a US Bank debit card (in an unmarked envelope). If you have questions regarding the debit card or direct deposit, call the Pennsylvania Treasury at 877-869-1956.

Many of the provisions of the UC law that apply to regular UC also apply to Shared–Work UC. To be eligible for Shared–Work, your first week in the program must be a non-payable waiting week. Your WBR will be subject to all deductions that apply to regular UC (for example, deductions for child support or a UC overpayment).

While you are enrolled under the Shared–Work program, there are some aspects of UC that do not apply to your weeks of Shared–Work. You:

- Do not file your own biweekly claims
- Do not report earnings outside of your Shared–Work employer
- Are not required to register with the PA CareerLink® system at **www.pacareerlink.pa.gov** (although you are strongly encouraged to do so)
- Do not need to actively search for other work

Do not follow the Pennsylvania Unemployment Compensation Handbook directions for filing biweekly claims for benefits online or using the Pennsylvania Teleclaims system (PAT).

For weeks when the Shared–Work plan is in effect, your employer will file claims for Shared–Work UC on your behalf, and on behalf of the other participating employees.

If you wish to receive Shared–Work UC benefits during the period when the Shared–Work plan is in effect, please complete the UC application and return it to your employer in a sealed envelope with your name written on the front of the envelope.

If you have questions regarding the Shared–Work information contained in this letter, please send an email to **SharedWork@pa.gov**. If you have questions regarding UC, please contact the UC Service Center at 888-313-7284.