

## SHARED-WORK PLAN APPLICATION (EMPLOYER)

Attached is an application packet for a Shared-Work plan. The plan can begin no sooner than the calendar week following the date on which the plan is approved.

**Hourly Reduction:** For each week included in the plan, an employee receives a percentage of his or her UC Weekly Benefit Amount (WBA) that is equal to the reduction percentage. For example, if the employee's WBA is \$200, and the employee's regular 40 hours are reduced by 20 percent under the plan, the employee would receive \$40 in Shared-Work UC when working exactly 32 hours for that week. The reduction percentage must be the same for all employees within the designated unit covered by the plan.

**Work Unit:** The employer must review entire staff complement and include all affected staff in the work unit, including those on leave (military or FMLA, etc.) since no staff member can be added to the affected unit once a plan is active.

**NOTE:** Once a Shared-Work plan is in operation, your company risks termination of the plan for the following reasons: 1) hiring new employees into the unit, 2) transferring employees into the affected unit, or 3) transferring employees between plans, or 4) altering health or other benefits.

**Tax Requirements:** To qualify for this program, an employer's account must meet all the following UC Tax requirements, including:

- Filed all quarterly reports (and other reports required under the PA UC Law).
- Paid all contributions, reimbursements, interests and penalties due through the date of the employer's application.
- Paid wages for the 12 consecutive calendar quarters preceding the date of the employer's application.
- If the employer is contributory, the employer's reserve account balance must be a positive number.

To check your account, file reports and make payments, go to [www.uctax.pa.gov](http://www.uctax.pa.gov). If the department cannot verify that these UC Tax prerequisites are met, the application will be disapproved. Questions regarding your employer account may be directed to the UC Employer Contact Center's toll-free number at 866-403-6163.

**Plan Requirements:** The following Plan Application requirements must be met:

1. The plan applies to only one affected unit.
2. The reduction percentage is the same for all employees.
3. The reduction percentage is between 20 percent and 40 percent.
4. The effective period of this plan combined with prior plans does not exceed 104 weeks out of a 156-week period.

**Benefit Charges:** Your UC employer account will be charged for benefits paid through Shared-Work in the same manner as it is charged for regular UC benefits.

**Online Access:** If upon accessing UCMS, you receive notice that KeystoneID or PassID already exists for your organization, please contact your human resources office and request to speak to the program or office that manages the Unemployment Compensation Employer Account with Pennsylvania, as this team will most likely have access to the account. However, if your organization utilizes a Third-Party Administrator, you may have to request their information to reach out to them directly.

**Plan Decision:** The department will notify you in writing whether your application has been approved or disapproved. The decision to approve or disapprove a plan (including any modification of an approved plan) will be made within the department's discretion. If you have any questions concerning the application process, please email [SharedWork@pa.gov](mailto:SharedWork@pa.gov). Once you have completed the application, submit it through our file transfer protocol (FTP) method, the link is shown below. This site provides secure transmission to the Shared-Work staff and eliminates delays that occur with mailing or security risks inherent in emails.

**<https://sharedwork.dli.pa.gov/swupload>**