

UCMS: Shared-Work Guide

You can manage your **Shared-Work application and plan modifications** through the **Unemployment Compensation Management System (UCMS)** at www.UCTax.PA.Gov.

Below is the homepage of [UCMS](#). If you already have a Keystone ID & Password, you'll simply login at the green keystone location field prompts.

If you do not already have a UCMS account, you'll select the "New User?" link directly below. This may be completed with the assistance of your payroll or accounting department.

Note: If a UCMS account is already established for your company, but you do not have login credentials, you should request to be given administrative permissions from your accounting or payroll department.

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

Unemployment Compensation Management System

Welcome to Pennsylvania's Unemployment Compensation Employer Self-Service site! Please log in to access your employer information.
[For general UC information, click here to visit our website.](#)

Alerts


- The following changes will be effective January 1, 2020:
 - ICESA files will be accepted for both tax and wage reporting of original files. Currently, the ICESA file can only be used for wage reporting.
 - TAB and SSA file formats will no longer be accepted.
 - CSV files will require a Federal Employer Identification Number (FEIN) in each E record AND contact information in the A Record. (Note: Filers already have the ability to include the FEIN and contact information now; however, they will become **required** fields effective January 1, 2020.)*The File Layouts and Formats for Electronic Reporting of PA Quarterly Unemployment Compensation Wage and Tax Data, form UC-2010, provides information on the acceptable file formats and specifications. After January 1, 2020, the UC-2010 will be updated to remove the unacceptable file formats and specifications. The UC-2010 can be found on the UC Management Page of the Employer UC Services section of the website or accessed by clicking on the link [UC-2010 handbook](#).*
For questions regarding the file specifications, contact the Office of UC Tax Services at 1-866-403-6163, option 2.
- The taxable wage base for 2018 and all subsequent years is \$10,000. Please see www.uc.pa.gov for a chart of the taxable wage base for years prior to 2018.
- Electronic Payment Requirement went into effect on January 1, 2017. For more information click [here](#).

Notifications

- [Scheduled Maintenance](#)

Login location

New User Account Link

Keystone ID 
For Business Users
Keystone ID:
Password:
Login

[New User?](#)
[Forgot your Keystone ID?](#)
[Forgot your password?](#)

FAQs

- [General FAQs](#)
- [Electronic Filing and Payment](#)
- [Shared Work Program](#)
- [Relief From Charges](#)
- [SIDES](#)

News

- [UC Issues Newsletter](#)

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Once you've successfully created a UCMS account and are logged into the system under your company account number, you will see the below landing page, the Profile Maintenance page.

To access the Shared-Work internet application, simply select "Shared-Work" in the left-hand navigation.

The screenshot displays the UCMS Profile Maintenance interface. On the left, a navigation menu lists various options, with 'Shared-Work' highlighted by a blue box and a blue arrow pointing to it. The main content area is titled 'Profile Maintenance' and features a 'Summary' tab. The 'Profile Summary' section contains several input fields: 'Trade Name', 'Account Status' (set to 'Inactive'), 'Account Status Effective Date' (08/27/2011), 'Account Creation Source', 'Mailing Address', 'Primary Contact', 'Phone', 'Fax', 'Mobile', and 'Email'. An 'Edit Profile' button is located at the bottom right of the form. The footer of the page provides contact information for the Employer Contact Center, the website URL (https://www.uc.pa.gov/employers-uc-services-uc-tax), and copyright information for the Commonwealth of Pennsylvania.

Employer Name Employer Account FEIN Status Financing Method

My Home > Profile Maintenance

Contribution Rates > Summary Name(s) Addresses Contacts/Users PA-100 History Tasks

Correspondence

Employer Profile >

Financial Activities

Inquiries >

Professional Employer Organizations

Quarterly Reporting >

Reimbursable Financing Method >

Reports

Representative Profile >

Shared-Work

User Administration

Wages Community >

UCMS Home

Log Off

Profile Summary

Trade Name

Account Status: Inactive Account Status Effective Date: 08/27/2011 Account Creation Source

Mailing Address Primary Contact

Phone Fax Mobile

Email

Edit Profile

Employer Contact Center: 866-403-6163 Weekdays 8:00 AM – 4:30 PM Eastern Time
https://www.uc.pa.gov/employers-uc-services-uc-tax
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If you meet the UC Tax requirements, you will see the below screen stating that “You are eligible to participate in the Shared-Work Program.”

To proceed with submitting an application, select the green “Manage Shared-Work” button.

The screenshot shows the 'Shared-Work Tax Review' page. On the left is a navigation menu with items: My Home, Contribution Rates, Correspondence, Employer Profile, Financial Activities, Inquiries, Professional Employer Organizations, Quarterly Reporting, Reimbursable Financing Method, Reports, Representative Profile, Shared-Work, User Administration, Wages Community, UCMS Home, and Log Off. The main content area has a header 'Shared-Work Tax Review' and a message: 'You are eligible to participate in the Shared-Work Program.' Below this is a line of text: 'Questions regarding your employer account may be directed to the UC Employer Contact Center's toll free number at 866-403-6163.' A large blue arrow points from the message area to a green button labeled 'Manage Shared-Work' on the right. The footer contains contact information for the Employer Contact Center, a URL, and copyright information for the Commonwealth of Pennsylvania.

Employer Name Employer Account FEIN Status Financing Method

Shared-Work Tax Review

You are eligible to participate in the Shared-Work Program.

Questions regarding your employer account may be directed to the UC Employer Contact Center's toll free number at 866-403-6163.

Manage Shared-Work

Employer Contact Center: 866-403-6163 Weekdays 8:00 AM – 4:30 PM Eastern Time
<https://www.uc.pa.gov/employers-uc-services-uc-tax>
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If there are UC Tax issues that would prevent your Shared-Work application from being approved, a message will appear on this page, there are a variety of items that might show up, below is an example. While you may enter the Shared-Work internet application while there are pending UC Tax issues, it is recommended that you contact UC Tax Operations before proceeding. You may receive assistance through 866-403-6163 or email SharedWork@pa.gov.

However, you can simply select 'Manage Shared-Work' to continue into the Shared-Work application.

Please note: If you submit a plan without first addressing the issues shown on this page, your plan will most likely be denied and **you will need to reapply** and by filling-out the entire application again as there is not a 'save progress' or 'redo' feature.

Department of Labor & Industry

shared work

Employer Name

Employer Account

FEIN

Status

Financing Method

Amounts Due Delinquencies

Audits

Certifications

Contribution Rates

Correspondence

Employer Profile

Financial Activities

Inquiries

Make a Payment

Quarterly Reporting

Reimbursable Financing Method

Shared-Work

User Administration

UCMS Home

Log Off

Shared-Work Tax Review

A review of your employer account indicates that you have not paid the following amounts due on your account:

Contribution	Interest	Penalty	Fees
\$ 25.53	\$ 0.26	\$ 0.00	\$ 0.00

Amounts Due

Questions regarding your employer account may be directed to the UC Employer Contact Center's toll free number at 866-403-6163.

Manage Shared-Work



Employer Contact Center: 866-403-6163 Weekdays 8:00 AM – 4:30 PM Eastern Time

<https://www.uc.pa.gov/employers-uc-services-uc-tax>

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After selecting “Manage Shared-Work” you will be directed to your Shared-Work landing page. This is the Shared-Work internet application that will now allow you to continue through the process of submitting the Shared-Work plan via the “Submit New Plan” button.



Welcome to Pennsylvania's Shared-Work Program

Employer Name:

Current Shared-Work Plans

Instructions: Please use the links corresponding to each row for navigation 0 record found: Current Shared-Work Plans [FAQs](#)

Plan Number	Unit Name	Plan Start Date	Plan End Date	Weeks Available	Plan Status			
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Completed Shared-Work Plans



Instructions: Please use the links corresponding to each row for navigation 0 record found: Completed Shared-Work Plans

Plan Number	Unit Name	Plan Start Date	Plan End Date	Weeks Available	Plan Status			
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[Submit New Plan](#) [Contact Us / Submit Feedback](#)

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Once you select “Submit a new plan,” you’ll be direct to an introductory page, simply select “Continue” to proceed with your Shared-Work application.



Shared-Work New Plan

Employer Name: _____ LLC. Employer UC Account Number # _____

SHARED-WORK INTRODUCTORY INFORMATION

Thank you for your interest in the Shared-Work program.

Under a Shared-Work Plan, an employer temporarily reduces the work hours of a group of employees as an alternative to a layoff. Employees covered by the plan receive a percentage of their normal UC amount while they work the reduced schedule, assuming they are otherwise eligible for UC.

The percentage by which each employee’s work hours are reduced is called the “reduction percentage.” The reduction percentage must be the same for all employees covered by the plan. For example, if an employee normally works 40 hours per week, and the reduction percentage is 20 percent, then the employee’s hours are reduced by 20 percent and he or she would work 80 percent of 40 hours, or 32 hours per week, under the Shared-Work Plan. If an employee in the same unit works 30 hours per week, then he or she would work 80 percent of 30 hours, or 24 hours per week.

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 hours are reduced by 20 percent under the plan, the employee would receive 20 percent of \$200 or \$40 in Shared-Work UC.

The advantage to the Shared-Work program is that employees will receive more benefits during the weeks of reduced hours than they would be eligible for under regular UC for the same reduction in work hours.

In order to qualify for this program, an employer must meet all of the following requirements:


- The employer has filed all quarterly reports (and other reports required under this act) and has paid all contribution, reimbursement, interest and penalty, due through the date of the employer’s application.
- If the employer is contributory, the employer’s reserve account balance as of the most recent computation date preceding the date of the employer’s application is a positive number.
- The employer has paid wages for the 12 consecutive calendar quarters preceding the date of the employer’s application.

If the department cannot verify that these three prerequisites are met, the application will be denied. The department will notify you in writing whether your application has been approved or denied. If you have any questions concerning the application process, please send your inquiry to the email account sharedwork@pa.gov.



If your application is approved, your UC employer account will be charged in the same manner as it is charged for regular UC benefits.

The decision to approve or disapprove a Shared-Work Plan, (including a modification of an approved Shared-Work Plan) is within the department’s discretion.

By clicking “CONTINUE” (below) you will be provided the electronic version of the Shared-Work application. Paper versions of Shared-Work documents are available at <http://www.uc.pa.gov/employers-uc-services-uc-tax/shared-work/Pages/default.aspx>.

Return HomeFAQsContinue

Below is the first page of the Shared-Work application process. Part A of the application asks about your company and the contact person for your Shared-Work application.



Shared-Work New Plan - Part A: Employer Information

Employer Name: LLC, Employer UC Account Number #:


[Return to Shared-Work Home Page](#)

Employer Name *

PA State Account Number *


Street Address *

City *

State * 

Zip Code * -

Phone Number *

Fax Number 

Contact Person *



Contact Person's Title *

Contact Person's Email *

[Back](#) [Save](#) [Next](#)

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You'll then be directed to the Written Plan section of the Shared-Work application screen: Part B of the application asks questions relating to how you will implement the Shared-Work program to help your company. Please be sure to provide separate statements regarding how health care benefits, fringe benefits and training will be managed during the Shared-Work period.



Shared-Work New Plan - Part B: Written Plan

Employer Name: LLC, Employer UC Account Number #

[Return to Shared-Work Home Page](#)

Describe the manner in which your company intends to implement the Shared-Work plan, if approved. Please include in your statement any changes/additions that you plan to make to health care benefits, training provided to the employees or changes to other employee benefits. *

Provide an estimate of the number of layoffs that will occur if you do not participate in the Shared-Work program. *

How and when will you inform the affected workers about the reduction in hours, if your plan is approved? *

What is your expectation for the end of the Shared-Work period? (For example: return to full work, company changing hands, company reorganization, etc.) *

☒

What product does your company produce and/or what type of service do you provide? *

How or where did you learn about the Shared-Work program (optional)?

Other Comments (optional)


[Save](#)

[Back](#) [Next](#)

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Then, you'll fill out Part C: Plan Information for your Shared-Work program within the application. Part C asks for more specific information regarding implementation of Shared-Work for your company.



SHARED-WORK PROGRAM

Shared-Work New Plan - Part C: Plan Information

Employer Name: (LLC, Employer UC Account Number #: 01

[Return to Shared-Work Home Page](#)

Affected Unit Name *

First date that hours will be reduced *

How many weeks will the plan be in effect (maximum 52 consecutive weeks)?(NOTE: The effective period of a Shared-Work plan combined with effective periods of the participating employer's past Shared-Work plan(s) may not equal more than 104 weeks out of a 156-week period.) *

Reduction Percentage (minimum 20.00 percent-maximum 40.00 percent) *

Are any participating employees covered by a collective bargaining agreement (CBA)? * ☒ No ☐ Yes

If yes, this application will require a signed collective bargaining representative(s) consent form. * [CBA Consent Form](#)

CBA forms currently uploaded:

File Name



Will there be any weeks during the effective period of the plan when participating employee's hours will be reduced by more than the reduction percentage due to holidays, designated vacation periods, equipment maintenance or other similar circumstances? * ☐ No ☒ Yes

Reason Start Date End Date [Save](#)

Weeks entered where hours will be reduced more than the reduction percentage:

Reason	Start Date	End Date	
St Patricks shut down	03/22/2020	03/28/2020	Remove Reason

Part D of the Shared-Work application is to identify the employees that will be participating in the program. Include employees that may return from FMLA or other absence from work during the reduction period (**employees may not be added to an approved Shared-Work plan**).



Shared-Work New Plan - Part D: Employees

Employer Name: Employer UC Account Number #: 01

[Return to Shared-Work Home Page](#)

Enter individually, each employee in the affected unit

SSN	Employee Name	Normal Work Hours	Shared-Work Plan Hours
SSN*	Employee Name*	Normal Work Hours*	Shared-Work Plan Hours*
- -0101	Thomas Payne	40	32

[Save Employee Data](#)

[Back](#) [Save](#) [Next](#)

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The final portion of the Shared-Work application includes certifications regarding your Implementation of the program, assurances to which you agree regarding the implementation, and an authorization signature.

Shared-Work New Plan - Certifications

Employer Name: LLC, Employer UC Account Number #: 01

[Return to Shared-Work Home Page](#)

Certifications

- ☐ I certify that all participating employees have been employed in the affected unit for at least three months prior to the application date of the Shared-work plan
- ☐ I certify that none of the participating employees will work 40 or more hours per week after his or her hours are reduced by the reduction percentage
- ☐ I certify that none of the participating employees in the affected unit are employed on a seasonal, temporary or intermittent basis

Attestations

- ☐ I certify that the implementation of a Shared-Work plan is in lieu of layoffs that would affect at least 10% of the employees and would result in an equivalent reduction in work hours.
- ☐ I assure that we will not hire new employees in or transfer employees to the affected unit during the effective period of the Shared-Work plan.
- ☐ I assure that we will not lay off participating employees during the effective period of the Shared-Work plan.
- ☐ I assure that if the employer provides health and retirement benefits under a defined benefit plan or contributions under a defined contribution plan, to an employee in a plan, the employer must certify that these benefits will continue under the same terms and conditions as though the hours of work had not been reduced or to the same extent as other employees not participating in the plan.
- ☐ I assure that we will abide by all terms and conditions of the Shared-Work requirements in the PA UC Law.
- ☐ I assure that we will provide reports to the department relating to the operation of its Shared-Work plan as requested.
- ☐ I attest that its implementation of the Shared-Work plan is consistent with the employer's obligations under federal and state law.
- ☐ I certify that all information I have provided in this document is correct and complete. I acknowledge that false statements in this document are punishable pursuant to 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

Employer Signature *

Date *

MM/DD/YYYY

Title *

[Save](#)

[Back](#)

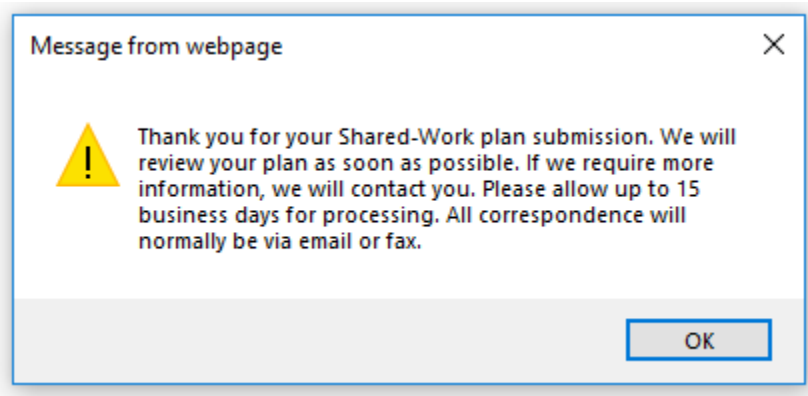
[Next](#)

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When the you select “Next” on the Certifications page, you will have an opportunity to review your entire Shared-Work application to make any edits or revisions as necessary.

Once you have reviewed the entire plan, select “Submit” and you will receive the below message:



After selecting “OK”, you will be routed back to the Shared-Work landing page where the plan that you just submitted will be displayed in the “Current Shared-Work Plans” queue.

You may then enter another application for the next affected unit, or you may exit the Shared-Work internet application.

Response to the application(s) will be sent to the email address that you have provided. Approval/Disapproval may take up to 15 days.