Information for employees on the SharedWork program and how to complete an initial unemployment application, updated June 2022.
Topics we will cover

- The SharedWork program – Why SharedWork?
- How to complete the initial claim for unemployment benefits
- How to submit a weekly claim each week
- Unemployment Q&A
- Resources
Why the SharedWork Program?

- Retain skilled workforce, reduce payrolls costs, serve as a smart alternative to full-layoffs.
- Employees collect partial benefits to replace a portion of their lost wages.
- Employees on SharedWork do not have to look for other work.
- Employees must be available for all work offered by their regular employer.
- Employers must continue to pay for employees’ health insurance.
What you will need

- Logged in and on the Internet, www.esd.wa.gov
- Pen and paper
- SSN, address, Date of birth
- WA Drivers License or WA ID if you have one
- Employer names, addresses, and dates of employment for past 18 months
- Bank routing and account numbers – if you want to sign up for direct deposit today
Filing a New Unemployment Insurance Claim
New to unemployment?
Unemployment benefits may be available if you have recently lost your job.

Start here

Already applied?
Login to finish your unemployment application or submit your weekly claim.

Login now
Sign in for eServices

Find answers to your questions about eServices accounts at esd.wa.gov/unemployment/technical-support.

Individuals
- Apply for unemployment benefits
- Submit a weekly claim
- Manage your unemployment benefits claim
- Restart a current claim
- Pay a benefit overpayment
- Look up your past wages
- Schedule a required WorkSource appointment

Employers
- Pay taxes
- Apply for sharedwork
- Apply for the Work Opportunity Tax Credit
- Manage your employees’ unemployment claims
  - Send a secure message
  - View and respond to correspondence
  - File an appeal

SecureAccess Washington (SAW)
Use your SecureAccess Washington (SAW) username and password
What is SAW?

Employers: If you have ever paid taxes online with EAMS (Employer Account Management Services), you must use the same SAW account.

Username:
Check to see if you have a SAW account

Password:

Sign in
Click here if you are having trouble signing in

Need an account?
If you haven’t already, you must create and activate a SecureAccess Washington (SAW) account to use our online services. What is SAW?
Check to see if you have a SAW account
Create new account

We use SecureAccess Washington to protect your personal information

SAW SecureAccess Washington
Technical support

On this page:
Create account tutorial | Guides | Frequently Asked Questions | Contact Help Desk

Tutorial: Creating an account

Watch this tutorial to avoid common problems and mistakes. You will learn:
1. How to look up an existing account
2. How to create a SecureAccess Washington account
3. How to create an eServices account
4. Answers to frequently asked questions

Helpful guides for eServices
- eServices User Guide
- Resetting your PIN
- Filing an appeal
- Contact help desk

Frequently Asked Questions
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Check to see if you have a SAW account
Create new account

Type your Username and Password and click Sign in.
Apply for unemployment benefits or manage your current and past claims

Send us a secure message
- Ask us a question through a secure messaging service

Look up your past wages
- See and print your Washington wages from the past two years

For an employer
Almost there! To access any eServices, you must finish your online setup by creating an account in EAMS (Employer Account Management System). Use the same username and password you used to create your SecureAccess Washington account. Once you have finished, return to this page to see the eServices available to you.

If you already have an EAMS account, to access eServices you need to "request access to locked services" in EAMS. See directions in the link below.

Find out more about creating an account in EAMS.

Apply for the WOTC (Work Opportunity Tax Credit)
- Submit applications and documentation
- Check the status of applications
- Print certifications
Submit an application

Estimated percentage completed

0%

Application for unemployment benefits

Your profile

Time Estimate

Your profile

Read and certify

Unemployment benefits registration application

Please read this important message before you begin.

The average time it takes to complete this application is 50 – 60 minutes. Depending on how you answer the questions will impact the time it will take to complete the application since some questions will require additional information.

If you begin the application and need to log out, be sure to save your work so you can resume where you left off.

Note: All saved, uncompleted applications will be automatically deleted by 0:30 p.m. Saturday.
Welcome to the unemployment benefits application.

To quality for unemployment benefits, you must:
- Have been employed for at least 600 hours in your base year.
- Be able to work and available for work.
- Search every week for work that's suitable for you.

After you apply, we will decide if you qualify, and we will let you know.

Do not use this online application if:
- You are a victim of domestic violence, stalking, sexual assault or trafficking and do not want your address on record with us. To keep your information private, sign up for the Address Confidentiality Program. Then call the claims center at 800-318-6022 to apply for benefits.
- You did not work in Washington since 9/1/2018. Contact the unemployment agency in the state where you worked the longest in the past 24 months.
- If you left the military in the last 18 months, and you are not physically in Washington state.

Before you start, have ready:
- Your Social Security number.
- Information about jobs you have had in the last 18 months. Include part-time and temporary jobs. For each employer, you need a:
  - Business name.
  - Mailing address.
  - Phone number.
  - Date you worked.
- Paper and pen or pencil.
- If you had a military employer, your DD214 form.
- If you had a federal civilian employer, your SF50 or SF5.
Application for unemployment benefits

Read and certify

Save and continue button
You don’t have to complete the entire application all at once. But if you don’t type anything for 15 minutes, the application will time out and you will lose your information. Be sure to choose the Save and continue button.

If you choose not to continue this application, we will discard it on Saturday.

Get a confirmation number!
Be sure to get a confirmation number proving you submitted your application. If you exit the application before receiving a confirmation number, you will lose any information you entered and you will have to start over. You will also need the number if you exit and return to the application later.

When to apply
Your unemployment benefits claim will start Sunday of the week you apply. If you don’t want to start your claim yet, wait to apply until the week (Sunday through Saturday) you want your claim to start.
Submitted an application

Estimated percentage completed
0%

Application for unemployment benefits

Your profile

Read and certify

We protect your privacy

The Employment Security Department strictly abides state and federal laws that protect your private information. We do, however, share your information with other government agencies to verify your eligibility for this and other government programs. Read our privacy statement for details.

Fraud

If you lie on this application or provide false information, we might find that you committed fraud. You could be:

- Disqualified from receiving benefits.
- Have to pay back benefits received.
- Required to pay a penalty.
- Charged with a crime.

Certify

I certify that the information I provided on this form is true and complete to the best of my knowledge. I understand that omitting or giving false information is considered fraud, and I could have to pay back benefits received and pay a penalty. I also could be denied future unemployment benefits.

Your identity

Your Social Security number: 777-66-5555
Your date of birth: Jan 1, 1980
Your name as it appears on your Social Security card:
- First name: JOHN
- Last name: SMITH
- Middle name:

Have you used any other names for work, such as a maiden name? [No]
Do you have a nickname or another preferred name? [Yes]
Are you a U.S. citizen or an American national? [Yes]
Application for unemployment benefits

Drivers license

Do you have a Washington state driver's license or Washington state ID?
License or ID number (See "A" in picture):
Date issued (B):
Expiration date (C):

Yes
WDL12345678
Jan 1 2020
Jan 1 2026

No
# Application for unemployment benefits

## Benefits in other states
Have you applied for or received unemployment benefits from a state other than Washington in the last 12 months?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## Injury or illness
Have you been unable to work for 13 or more consecutive weeks due to an injury or illness?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## Federal employer
Did you work for the federal government in the last 18 months? This doesn't include military service.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## Military jobs
Did you separate from active duty military service in the last 18 months?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## Work in other states
Have you worked in any state other than Washington in the last 18 months?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
## Application for unemployment benefits

### Claim start date

You are applying for benefits this week, so your claim year start date is Jun 28 2020. Is this the date you want your claim to start?

- Yes
- No
Did you work for a Washington employer?

What qualifies an employer as a Washington state employer? If you work for a national or international organization or individual within Washington, this would be classified as a Washington employer.

Note: Please make sure you have your employer's name, address, and pay stubs available prior to selecting an employer from the list. Your claim may be delayed if the employer you have selected does not match the employer on your pay stubs.

Many companies and organizations with multiple offices may designate a specific site to handle all unemployment. If you worked for one of these companies understand that the search results may not display your actual address, but rather the designated site.
This is $ paid to you because you retired, not if you are contributing to your plan.

Historical not, not furlough hours.
Did you work for another Washington employer?

What qualifies an employer as a Washington state employer? If you work for a national or international organization or individual within Washington, this would be classified as a Washington employer.

Note: Please make sure you have your employer's name, address, and pay stubs available prior to selecting an employer from the list. Your claim may be delayed if the employer you have selected does not match the employer on your pay stubs.

Many companies and organizations with multiple offices may designate a specific site to handle all unemployment. If you worked for one of these companies understand that the search results may not display your actual address, but rather the designated site.
## Employment wage summary

The employers for which you have provided information are shown below. This includes employers that we found in wage reports as well as any employers added by you. Employers marked "DNW" have already been flagged for agent review because you marked "Did Not Work." Employers marked "Pend" are waiting for a response from the federal government or another state.

### Wage Summary

<table>
<thead>
<tr>
<th>DNW</th>
<th>Pend</th>
<th>Employer</th>
<th>Q1 Hours</th>
<th>Q1 Wage</th>
<th>Q2 Hours</th>
<th>Q2 Wage</th>
<th>Q3 Hours</th>
<th>Q3 Wage</th>
<th>Q4 Hours</th>
<th>Q4 Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>EMPLOYMENT SECURITY DEPT</td>
<td>713</td>
<td>12,126</td>
<td>623</td>
<td>10,775</td>
<td>585</td>
<td>10,289</td>
<td>636</td>
<td>12,050</td>
</tr>
</tbody>
</table>

FYI Only. Please do not check either of these boxes.
Application for unemployment benefits

Your occupation

Occupation

What was your primary occupation during the base year?
Click “Search occupation.”

Primary occupation: Required

See this employment data website to determine whether your current occupation is in demand.

Are you going to continue to look for work in this occupation?

Yes | No

Search occupation

Required
Answering “yes” to this question does not mean you are agreeing to go look for work. You are not required to do so while on SharedWork.
Unions in this capacity are those that you would find work through.
Requesting standby is not necessary while you are participating in the SharedWork unemployment program.
Application for unemployment benefits

School or training
Are you currently attending school or a training program?

Yes  
No
Be able to work all hours and be available for all work hours offered by the SharedWork employer.
Estimated percentage completed

80%

Application for unemployment benefits

Your occupation

Federal taxes
You must pay federal taxes on your unemployment benefits. Do you want us to withhold 10 percent of your payment each week?

Yes  No

If you decide later that you don’t want us to withhold the 10 percent, we can’t return the money we already deducted.

If we require you to pay back benefits because we overpaid you, you must pay us:
• The benefits you received.
• Any money we withheld for tax purposes.
You have options as to how you receive your payments, including direct deposit to your bank account or this prepaid card. Ask your agency for available options and select your option.

<table>
<thead>
<tr>
<th></th>
<th>Monthly fee</th>
<th>Per purchase</th>
<th>ATM withdrawal</th>
<th>Cash reload</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0 in-network</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1.50 out-of-network</td>
<td></td>
</tr>
</tbody>
</table>

ATM Balance Inquiry (in-network or out-of-network) $0

Customer Service (automated or live agent) $0 per call

Inactivity (after 365 days with no transactions) $1.50 per month

**We charge 3 other types of fees.** One of them is:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Replacement (standard or expedited delivery)</td>
<td>$0 or $10.00</td>
</tr>
</tbody>
</table>

See the accompanying Fee Schedule for free ways to access your funds and balance information.

**No overdraft/credit feature.**

Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit [cfpb.gov/prepaid](http://cfpb.gov/prepaid).

Find details and conditions for all fees and services inside the card package or call 1-855-282-6161 or visit [usbankreliacard.com](http://usbankreliacard.com).
## U.S. Bank ReliaCard® Fee Schedule
### Program Name: Washington Unemployment Insurance

<table>
<thead>
<tr>
<th>All fees</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Get cash</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATM Withdrawal (in-network)</td>
<td>$0</td>
<td>This is our fee per withdrawal. “In-network” refers to the U.S. Bank or MoneyPass® ATM networks. Locations can be found at usbank.com/locations or moneypass.com/atm-locator.html.</td>
</tr>
<tr>
<td>ATM Withdrawal (out-of-network)</td>
<td>$1.50</td>
<td>This is our fee per withdrawal. “Out-of-network” refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator even if you do not complete a transaction.</td>
</tr>
<tr>
<td>Teller Cash Withdrawal</td>
<td>$0</td>
<td>This is our fee for when you withdraw cash off your card from a teller at a bank or credit union that accepts Visa®.</td>
</tr>
<tr>
<td><strong>Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATM Balance Inquiry (in-network)</td>
<td>$0</td>
<td>This is our fee per inquiry. “In-network” refers to the U.S. Bank or MoneyPass ATM networks. Locations can be found at usbank.com/locations or moneypass.com/atm-locator.html.</td>
</tr>
<tr>
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<td>$0</td>
<td>This is our fee per inquiry. “Out-of-network” refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator.</td>
</tr>
<tr>
<td><strong>Using your card outside the U.S.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Transaction</td>
<td>3%</td>
<td>This is our fee which applies when you use your card for purchases at foreign merchants and for cash withdrawals from foreign ATMs and is a percentage of the transaction dollar amount, after any currency conversion. Some transactions, even if you and/or the merchant or ATM are located in the United States, are considered foreign transactions under the applicable network rules, and we do not control how these merchants, ATMs and transactions are classified for this purpose.</td>
</tr>
<tr>
<td>International ATM Withdrawal</td>
<td>$1.50</td>
<td>This is our fee per withdrawal. You may also be charged a fee by the ATM operator even if you do not complete a transaction.</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card Replacement</td>
<td>$0</td>
<td>This is our fee per card replacement mailed to you with standard delivery (up to 10 business days).</td>
</tr>
<tr>
<td>Card Replacement Expedited Delivery</td>
<td>$10.00</td>
<td>This is our fee for expedited delivery (up to 3 business days) charged in addition to any Card Replacement fee.</td>
</tr>
<tr>
<td>Inactivity</td>
<td>$1.50</td>
<td>This is our fee charged each month after you have not completed a transaction using your card for 365 consecutive days.</td>
</tr>
</tbody>
</table>

Your funds are eligible for FDIC insurance. Your funds will be held at U.S. Bank National Association, an FDIC-insured institution, and are insured up to $250,000 by the FDIC in the event U.S. Bank fails. See fdic.gov/deposit/deposits/prepaid.html for details.

No overdraft/credit feature.
Contact Cardholder Services by calling 1-855-282-6161, by mail at P.O. Box 551617, Jacksonville, FL 32255 or visit usbankreliacard.com.

For general information about prepaid accounts, visit cfpb.gov/prepaid. If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-2372 or visit cfpb.gov/complaint.
Estimated percentage completed

80%

Application for unemployment benefits

Getting paid

Employment Security offers two payment options for you to receive your benefits. Select either direct deposit or debit card. Which option would you like to use for your benefits payment—direct deposit into your bank account or deposit onto a debit card? Select one below.

- Debit Card
- Direct Deposit

Learn more about all fees associated with the debit card option. Learn more about associated fees for the direct deposit option. (Required)
Employment Security offers two payment options for you to receive your unemployment benefits: debit card or direct deposit. Which option would you like us to use for your benefits payment - direct deposit into your bank account or deposit onto a debit card? Select one below.

- Debit Card
- Direct Deposit

Learn more about all fees associated with the debit card option

Learn more about the direct deposit payment option.

I give the Employment Security Department permission to deposit my benefit payments into my bank or credit union account.

PAY TO THE ORDER OF: JOHN SMITH

Account type: Required
Routing number: Required
Name of bank or credit union: Required
Account number: Required
Confirm account number

Important: If there is an error in processing your direct deposit, the department will default your payment to our debit card. To learn more about the debit card features, please visit us at esd.wa.gov/unemployment/debit-card-info.

⚠️ If you don’t have one of your checks handy, look at your monthly bank statement or contact your bank or credit union.
Each section has an “edit” button if you need to correct anything.
Submitted application

Estimated percentage completed

90%

Application for unemployment benefits

To complete your application, select "Submit."
Congratulations! You have successfully submitted your application for unemployment benefits!

Your confirmation number is 0-014-720-529. Write it down or print this page for your records.

Watch for an email describing your rights and responsibilities that will advise you of your next steps. After you receive the email you can also find these instructions in the "Notices" section of your eServices homepage.

Your claim may have been flagged for additional review for one of the following reasons:
- You reported you had a claim in another state.
- We think you might qualify for an injury or illness claim, based on what you reported in your application.
- You reported you are a member of the International Longshore and Warehouse Union.

If your claim was flagged then it may take several days for an agent to review your claim. Once we have completed the review and processed your claim, you will receive the email mentioned above. If for some reason your claim can’t be processed, an agent will contact you with additional information.

Help us improve eServices. Click here to take a quick survey of your registration experience.

Click here to search for job opportunities.
Your Benefit Rights and Responsibilities

Presentation of Benefit Rights

received: Monday, Jun 28, 2010 9:27:33 PM
Subject: your Benefit Rights and responsibilities

Your responsibilities as an unemployment claimant

You’re responsible for understanding this important information.

Don’t reply to this email! We won’t receive it. If you have questions, log into eServices and go to your outbox to submit a question or call the claims center at 800-318-6022.

How much you’ll be paid

You’ll earn $100 per week if you’re eligible and accept work, from 1/1/2017 to 12/31/2017. We estimate that you should receive $463 each week for up to 26 weeks, for a total of up to $12,800.

However, these amounts are only estimates. We’ll review your information and send you a Statement of Benefits, Wages and Earnings, which will show if you’re eligible for a new claim.

If you are, the statement will show you the weekly amount you’re eligible for and the maximum amount you have available. Examine it carefully and let us know if you believe anything is incorrect.

Log in to eServices to change how you receive your benefits payments. You can choose to get them on a debit card or deposited directly into your bank account.

Once we gather more information about your separation from an employer, we’ll let you know.

We might:
- Send you a questionnaire and may also ask to speak to you by phone.
- Send you and the employer a written decision after we gather all the information we need. The letter will tell you whether you’re eligible to receive unemployment benefits.

You must:
- Start submitting weekly claims right away as instructed below. You must submit weekly claims. We can write a decision only if you have been submitting weekly claims.

You can use your eServices account at esd.wa.gov to:
- Manage and view your unemployment benefits.
- Submit weekly claims.
We are processing an unprecedented number of unemployment claims and our highest priority is getting benefit payments out to customers as quickly as we can. As a result, we are unable to respond to all questions submitted online in a timely manner and we apologize. Many questions can be answered on our website at esd.wa.gov/unemployment. You may also want to subscribe to email updates about our response to COVID-19. Thank you for your patience.

This will be how you access your current account.
At this point, you have successfully filed a new claim. Next, we will cover just a couple more slides to keep you on the right path.
We are processing an unprecedented number of unemployment claims and our highest priority is getting benefit payments out to customers as quickly as we can. As a result, we are unable to respond to all questions submitted online in a timely manner and we apologize. Many questions can be answered on our website at esd.wa.gov/unemployment. You may also want to subscribe to email updates about our response to COVID-19. Thank you for your patience.

You can use either link to file your weekly claim. It will appear every Sunday.
You have enough benefits left for 26 payments as long as you remain eligible, however your claim ends 7/4/2020. NOTE: Other factors, such as deductions from your benefits, may impact the amount and number of payments you will receive. Based on your available benefits, your final payment may be less than your weekly benefit amount.

<table>
<thead>
<tr>
<th>Week ending</th>
<th>Status</th>
<th>Weekly benefit amount</th>
<th>Deductions</th>
<th>Intercepts</th>
<th>Benefits paid</th>
<th>Payment date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If needed later

I want to
- Restart my claim to begin filing again
- Apply for training benefits
- Request standby
- Upload a document

Weeks summary

You have enough benefits left for 26 payments as long as you remain eligible, however your claim ends 7/4/2020. NOTE: Other factors, such as deductions from your benefits, may impact the amount and number of payments you will receive. Based on your available benefits, your final payment may be less than your weekly benefit amount.
Unemployment Questions -

- How do I file my weekly claim?
  - Using eServices, under the alert section, click on “You have a UI weekly claim to file”. You can also file by using our automated phone system 800-318-6022

- What do I do when I return to work full time?
  - Just stop submitting your weekly claims
More Unemployment Questions -

- Am I required to look for work?
  - A = Not as long as you are participating in the Shared Work program.

- Can I receive unemployment if my employer is paying me sick pay, vacation pay, or the reporting of time off?
  - A = Yes, but you have to report the hours and earnings if it is attributable to the week that you are claiming

- I have a second job or I work part time at another job, can I receive unemployment?
  - A = Yes, it is possible. You will need to report your hours and earnings during the week that you are doing the work.
What is the base year?
- A = April, 2019 through March, 2020

What do I do if my name and social security number has been used for a fraudulent claim?
- A = Report this to ESD asap by using the “Report imposter fraud” link on our esd.wa.gov website.

All information and Frequently Asked Questions on [www.esd.wa.gov](http://www.esd.wa.gov)
Unemployment benefits

Affected by COVID-19

The federal CARES Act expanded unemployment benefits to people affected by COVID-19. If you are not eligible for regular unemployment, learn more about Pandemic Unemployment Assistance here.

Self-employed and independent contractors

Sick, or caring for a family member?

Lost work or part-time work?

What are unemployment benefits?

Unemployment benefits provide you with temporary income when you lose your job through no fault of your own. The money partly replaces your lost earnings and helps pay your expenses while looking for new work. The benefits, from taxes your former employer(s) paid, are not based on financial need.
Resources to Help!

- For everything – [www.esd.wa.gov](http://www.esd.wa.gov)
  - This includes COVID-19, as it relates to programs and services provided by the Employment Security Department
- SharedWork Site – [esd.wa.gov/SharedWork](http://esd.wa.gov/SharedWork)
- eServices Account Support – 855-682-0785
- Unemployment Insurance Claims – 800-318-6022
- Shared Work Unit – 800-752-2500
- Your Agency’s Shared Work Representative