

SharedWork Employer Representative Responsibilities

The designated SharedWork representative is “to be a liaison between the department and the employees who participate in your SharedWork plan.”

Your responsibilities as a SharedWork employer representative are to:

- Inform your employees about the program, their eligibility or ineligibility for participation.
- Review all documents and attachments you receive from SharedWork Program specialists.
- Distribute application information to employees participating in your SharedWork plan.
- Assist your employees with SharedWork application questions.
- Ensure that all forms are signed, complete and legible before sending them to the SharedWork Unit.
- Instruct your employees participating in SharedWork to contact you with any questions or issues about the program or their unemployment insurance claims.
- Please call a SharedWork Program specialist at **800-752-2500** on behalf of your participating employees, if they have issues or concerns about their claim.
- Obtain program information by contacting SharedWork Program specialists or reviewing information at www.SharedWorkWA.com.
- Find program forms and videos in the [SharedWork forms and media library](#).
- Distribute the *SharedWork Employee Participation Packet* to your employees participating on your SharedWork plan.
- Instruct your participating employees to [sign in to eServices](#) (secure.esd.wa.gov/home/), under *Individuals* section, select *submit a weekly claim* or call the automated claims line at **800-318-6022 option 1** to "submit a weekly claim".
 - For employees submitting weekly claims by phone have them submit a claim every week — regardless of the number of hours worked — to keep their claim open and active.

- **Notify us within 10 days** regarding:
 - o Participating employee no longer working for any reason.
 - o Removing an employee from your plan for any reason by using the **Employee Removal** form.
 - o Change in designated employer representative(s).
 - o Employment Security Department (ESD) account number change.
 - o Business name changes.
 - o Pending sale or transfer of the business.
 - o Business closing.

- **Respond within 10 days** to our requests for information, such as:
 - o Verifying information on the employer's SharedWork Payments Report.
 - o Submit **Weekly Claim Correction** form with any employee work hours and earnings discrepancies.
 - o Business changes.
 - o Clarifying who is a designated employer representative.
 - o Providing wage and hour reports and documents.
 - o Complying with your obligations under federal and state laws regarding employer responsibilities.

The Shared Work Program in Olympia is solely responsible for administering the SharedWork Program. We handle all matters pertaining to program inquires, active employer plans and your employee unemployment benefit claims.

The law that covers representative responsibilities is WAC 192-250-020(3).

For questions, please contact the SharedWork Program specialists at 800-752-2500.