

**HOW TO FILE A SHARED WORK CERTIFICATION**

In order for employees to be paid benefits under the Shared Work Program, the employer must file certifications for those employees who are enrolled in the program. Hours are reported by calendar week and must be reported within two weeks of the week ending date.

To be eligible for Shared Work pay, a regular 40 hour/week employee **MUST** physically work between 24 and 32 hours during the week and not turn down available work during his or her normal work hours.

To help clarify how hours are to be reported and when an employee is eligible for Shared Work, please see the chart below. For those employees who work an alternate schedule (those who do not regularly work 40 hours/week), please call Shared Work at 573-751-WORK for additional clarification.

Scenario for 40 hr/week Employee	What to Report to Shared Work that Week	Will Employee Receive Pay?*	Why?/Why Not?
If employee physically worked 24-32 hours during the week	Report hours physically worked	Yes	Employee's hours were cut between 20 and 40 % as prescribed by Shared Work Program
If employee physically worked <u>less</u> than 24 hours during the week	Do not report employee's hours	No	Employee must physically work at least 24 hours during the week to be eligible for Shared Work. Employee may be eligible to file for regular unemployment.
If employee worked more than 32 hours during the week	Do not report employee's hours	No	Employee is not eligible because he/she worked more than 80% of regular hours. Employee hours need to be cut 20-40% for the week to be eligible for Shared Work
If employee worked 24 hours and received 8 hours of either holiday or vacation pay	Report 24 hours worked and the 8 hours holiday or vacation for a total of 32 hours to be reported	Yes	Employee will still be eligible to receive Shared Work for one day
If employee worked 24 hours and received 16 hours of holiday or vacation pay	Do not report employee's hours	No	24 hours worked plus 16 hours of holiday or vacation pay equals 40 hours; employee is not eligible
If employee received sick pay for any days during the week	Do not report employee's hours	Maybe	Just like regular unemployment, it depends on the employee's ability and availability for work. Note: Employee could be eligible for disability payments.
If employee worked 24 hours, received 8 hours of holiday pay and 8 hours vacation pay	Do not report employee's hours	No	24 hours worked plus 8 hours holiday plus 8 hours of vacation equals 40 hours
If employee did not work at all during the week	Do not report employee's hours	No	If employee did not work at least 24 hours the employee is not entitled to Shared Work benefits. If there was not work available during the week, the employee should file for regular unemployment.

**For the employee to receive Shared Work pay for that week, employee must be eligible for unemployment benefits, have served their waiting week and have a balance in their unemployment account.*

Why is it important to properly report hours?

Misreporting hours to Shared Work, either intentionally or unintentionally, can result in an overpayment.

For example, if a holiday is misreported, it could result in an employee being paid for the holiday AND Shared Work for the same day, i.e. paid for more than 8 hours for that particular day. Additionally, an employee is not entitled to Shared Work benefits if they did not work at least 24 hours during the week or if they refused full-time work from the employer because of illness. If not properly reported, that employee would receive Shared Work pay that would be charged erroneously not only to the Shared Work employer's account but also to any other base period employer.

For additional questions on how to file a certification, please call Shared Work at 573-751-WORK.

IMPORTANT: If needed, call 573-751-9669 for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Si es necesario, llame al 573-751-9669 para asistencia en la traducción y entendimiento de la información en este documento.

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