



Michigan Work Share Employee FAQs

Please **DO NOT** file a claim with the UIA because Jireh will take care of this process for you. If you file an unemployment claim, your Work Share payments may be delayed.

Q. I have a fraudulent claim in my name, but I didn't file, does that affect my Work Share payment?

A. Work Share payments, including the federal supplement (\$600), will not be paid until an identity issue with a claim has been resolved. This is necessary to prevent payment from being made to a bank account set up by the person/entity filing the fraudulent claim.

▶ **Q. What do I do if my employer has been approved for Work Share?**

A. Your employer will provide you with information regarding participation in a Work Share Program. Once a plan is approved, the Unemployment Insurance Agency (UIA) will send you Form UIA 1054, Notice to Employees of Approval of Work Share Plan, explaining your weekly benefit amount while participating in Work Share, your weeks of eligibility and your employer Work Share Plan begin and end date. This letter will also provide you with instructions on method of payment. You do not need to contact UIA to file (certify) for your weekly Work Share benefits, this will be completed by your employer.

▶ **Q. When will I receive my weekly Work Share amount?**

A. After UIA notifies you of your eligibility for Work Share Benefits, your employer will submit all of the certifications on your behalf. Form UIA 1054 will provide you with information regarding eligibility weeks and benefit amount. You will be receiving your weekly benefit amount after the employer certifies the Work Share Plan. You will receive your benefit payment within 2-3 business days after the certification.

▶ **Q. How will I receive my weekly Work Share amount?**

A. Payments are deposited on a UIA issued debit card from Bank of America or direct deposit to your financial institution of choice. To set-up direct deposit you will need to create a Michigan Web Account Manager (MiWAM) and enter your direct deposit information under the Claimant Services tab, or call 1-866-500-0017 and select the payment method option. You will need to have your financial Institution's routing number and your account number available. If no option is selected, your method of payment will default to debit card. If you have previously selected a method of payment, your option will remain the same.

▶ **Q. Can an employee enrolled in Work Share participate if they have a part time job or another source of employment?**

A. If you have other employment and work more hours in your other employment than were reduced by the Work Share employer it is possible that your weekly benefit amount would be affected. For example, if you are reduced 10 hours with the work share employer and work 12 hours with a different employer, you will not receive benefits for that week. You must report the number of hours worked each week with your other employer to your work share employer.



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➤ **Q. I was receiving a standard unemployment insurance claim then I was recalled back to work and told that my employer is having me participate in Work Share. Do I continue to certify my standard claim?**

A. While participating in the Work Share Program, do not certify on your previous standard claim. While the Plan is in effect, your employer is responsible for certifying you for benefits. You cannot receive benefits under a standard unemployment insurance claim and a Work Share claim. Certifying on a standard claim while receiving benefits for participating in the Work Share Program could result in a fraud finding against you, and result in your benefits being stopped, penalties assessed against you and possible criminal prosecution.

➤ **Q. Will child support payments or taxes be deducted from my Work Share benefits?**

A. Unlike a standard unemployment insurance claim where taxes and intercepts for child support are deducted from your claim, a Work Share benefit payment will NOT include deductions of taxes or child support. You will receive a 1099 at the end of the year in which you will have to declare during tax filing.

➤ **Q. My employer has me on a Work Share Plan in which my hours were reduced by 50 percent. However, this week my employer had me work my full-time hours. Am I eligible for the Unemployment Insurance Work Share benefits?**

A. No. If your employer indicated on the plan application that you had a reduction of work by 50 percent of your hours and you worked above those hours for the week, your employer should not certify you for a Work Share benefit for that week. You will not be paid unemployment insurance benefits for that week.

➤ **Q. What happens if I use a day of paid leave (sick, vacation, personal) during a Work Share week? What about unpaid time off?**

A. If you miss any time during a week and receive paid leave, those hours count as worked time for calculating Work Share benefits.

If you take leave that is unpaid or you fail to work all available hours, you may not be eligible for unemployment benefits during that week. For instance, if you are three hours late for work and are not paid for those three hours by your employer, your employer should not certify your weekly Work Share benefit and you will not receive payment.

It is your employer's responsibility to maintain an accurate record of your work hours in order to certify your work share benefit.