

What is Work Share?

Work Share is a program established by the Oregon Employment Department. It allows an employee to collect partial Unemployment Benefits, while maintaining employment at OSU at an FTE that has been reduced 20-40%.

What is the process for being placed on Work Share?

Employees being placed into the WorkShare program will be notified by their supervisors a minimum of 5 workdays prior to placement, and will be provided a letter outlining participation in the program. This letter will include the employee's new work schedule, information on logging hours in EmpCenter, contacts for additional questions, and employee action items necessary for enrollment into the Work Share Program.

What forms do I need to complete?

OSU Employee & Labor Relations (ELR) will provide the following forms via a link to a secure DocuSign, which will be sent to each employee's OSU email account:

- Initial Claim Form (Required)
- Direct Deposit Form (Optional)
- Tax Withholding Form (Optional)

In order to ensure prompt placement into the program, please complete the Initial Claim Form as soon as possible. Should you choose not to enroll in Direct Deposit, OED will send you a US Bank ReliaCard, which will be used to load your weekly Unemployment Insurance payments.

How long will I stay on Work Share?

Per the May 20, 2020 Letter of Agreement (LOA) between OSU and SEIU, the Work Share program is scheduled to expire December 31, 2021. Should the program be extended, OSU will communicate the extension to all employees currently participating in the program of this extension, which will include the new end date of the program.

Depending on department/business need, employees may also be brought back to their prior FTE upon 5-workdays' notice from their supervisor. An employee may choose to waive this 5-workday notification period and return sooner upon request and approval by their supervisor. This notification timeline will be 14-days if an employee is transitioning between Work Share and the Extended Benefits program.

How do I track my Work Share hours?

Once placed into Work Share, you will have the option to select 'Work Share' as the pay code entry dropdown. You will enter this code and corresponding hours on the day/hours you would have previously worked prior to being placed into WorkShare. This ensures accurate information is reported to OED, and prevents your timesheet from generating red-level exception when entering time worked.

Additionally, please see the EmpCenter Work Share Guide for additional guidance.

Why did my pay cycle change?

In order to fully capture hours worked, employees placed into the Work Share program were moved from a month-to-month, salaried pay cycle (1st-last day of the month), to an hourly, mid-month pay cycle (16th of one month to 15th of the following month). This change allows for full capture of hours worked, and helps to ensure timely, accurate data is provided to OED.

Recognizing the financial impact this may cause to employees, an employee may request a payroll advance (draw) during their payroll transition month. The specific form is located here, and is to be returned to Employee.Relations@oregonstate.edu for processing.

What do I do if I made a mistake on my timesheet?

Please make any needed corrections as soon as possible, and notify Employee.Relations@oregonstate.edu of the error and needed changes. Employee & Labor Relations will correct and re-submit the data to OED. Please note that OED will only accept changes dating back to 7 days.

How does OED receive my information?

OSU Employee & Labor Relations reports hours to OED on a weekly basis. Prior to submittal, ELR representatives will verify hours worked in the previous week, and contact those Work Share employees who may need to update their timesheet for the prior week.

To avoid delays in processing and/or payment, we strongly encourage employees to update their timesheets at the end of the workweek.

What happens to my benefits when I am on Work Share?

Your benefits will remain unchanged while on WorkShare, and benefit selections and employer/employee contributions will continue at the same rate as your normal FTE. However, you may choose to discontinue voluntary benefits such as FSA contributions. Please contact Employee.Benefits@oregonstate.edu should you have questions or require assistance in modifying benefit selections.

You will also continue to accrue vacation, sick, and other leave types at your regular FTE while on Work Share (i.e. a 1.0FTE employee reduced to .8FTE on Work Share will continue to accrue 8.0 hrs of sick leave/month while on Work Share).

Can I take leave while on Work Share?

Yes. Leave may still be requested and taken as normal while on Work Share. Additionally, use of leave for non-vacation purposes will not impact your eligibility to receive Work Share payments for that week. Sick leave or other paid leave taken in place of sick leave is considered to be work time under the Work Share program.

Please note that use of vacation leave will most likely result in loss of eligibility for Work Share payments during the week the leave is taken.

Will taking a vacation payout affect my WorkShare eligibility?

Yes. The Oregon Employment Department has indicated that they will conduct a 45-day “look back” period from the date that the vacation payout is made, and apply the vacation time to any work

opportunities that were missed or otherwise unpaid (i.e. either Work Share or LWOP on an employee's timesheet) until reaching the full number of hours requesting to be paid out.

Will I still be paid for holidays?

Yes; OED considers holidays as time worked for Work Share tracking purposes, and holiday hours are utilized in calculating hours worked for reporting purposes.

If a paid holiday falls on a Work Share employees' day off (i.e. employee works Monday-Thursday, the holiday is on Friday), that employee may choose to either adjust their schedule for that week to maintain hours eligibility for Work Share, or work their regular Work Share schedule and forego eligibility for that week.

Please see the EmpCenter Work Share Guide for additional guidance.

Who do I contact with any additional questions?

The Employee & Labor Relations team can assist you in answering any questions, or providing guidance on concerns you may have. You may contact them at Employee.Relations@oregonstate.edu.

Additionally, the Oregon Employment Department has created resource pages, including a live chat feature and the ability to submit questions and concerns directly to OED Work Share via an email link.. Their website can be found [here](#).