



Wisconsin Work-Share Program

❖ What is Work-Share?

Work-Share is a state program designed to help both employers and employees.

- Instead of laying off employees, a qualified employer can plan to reduce a group of employees work hours temporarily to realize payroll savings. The work unit is “sharing work” by collectively reducing hours to prevent layoffs.
- The affected employees, in turn, become eligible to collect partial unemployment benefits, enabling them to recoup some of the lost pay.

❖ Employee Work-Share Participation Benefits for Employees

- » **Keep Your Benefits.** Your current City of Madison benefits elections are not affected.
- » **Receive the Federal Supplement.** Due to the additional \$300 federal supplement that runs through July 31, 2020, some employees may see an increase in weekly earnings while participating in the program.
- » **No Work Search Requirement.** Work-Share participants will not be required to search for work.
- » **Seniority Not Impacted.** City seniority periods will not be impacted by Work-Share.
- » **Retain Vacation and Sick Time.** Vacation and Sick Time are not impacted.

❖ How to Participate in Work-Share

STEP 1. CREATE AN UNEMPLOYMENT ACCOUNT

This account will allow you to apply/file for unemployment benefits, complete your Weekly Certification Check, and track your unemployment benefits claims and payments.

Create Account: (link) <https://my.unemployment.wisconsin.gov/Claimant/Logon/TermsAndConditions>

STEP 2. FILE FOR UNEMPLOYMENT BENEFITS

To avoid any loss of benefits make your initial application the **FIRST** week you are partially unemployed. Your supervisor will inform you what weeks your hours will be reduced.

Be prepared: [Unemployment Benefits Application Checklist](#)

Apply: link: <https://dwd.wisconsin.gov/uiben/apply>

Note: Working another job may impact your ability to get unemployment.

Need Help Applying?

WATCH: [How to Apply for DWD Unemployment Benefits Online](#) (Video, 7min)

[Application FAQ](#)

STEP 3. COMPLETE WEEKLY CLAIM Certification

You need to file a weekly claim every week you are scheduled for time off during the Work-Share program in order to receive your unemployment benefit.

File your Weekly Claim Certification (link: <https://dwd.wisconsin.gov/uiben/weeklyclaim.>)

❖ Resources

Questions and Answers

- Unemployment's Handbook for Claimants (link: <https://dwd.wisconsin.gov/uiben/handbook>)
- Information on Filing Weekly Certification Check (link: <https://dwd.wisconsin.gov/uiben/handbook/english/contentspart3.htm>)
- DWD FAQ (link: <https://dwd.wisconsin.gov/uiben/faqs/apply.htm>)
- Support for City of Madison Supervisors
- City of Madison Benefits: [Deferred Compensation](#)

Helpful Links for Work-Share Participants

- <https://dwd.wisconsin.gov/uitax/workshare.htm#train>
- <https://dwd.wisconsin.gov/uiben/caresact/>
- File your Weekly Claims (link: <https://dwd.wisconsin.gov/uiben/apply>)

Speak to an Expert

- Department of Workforce Development (DWD) Unemployment Claims Specialist (414) 435-7069.
 - Problems with your Unemployment Claim
 - Processing lags
 - Questions about the forms and overall unemployment claim process
- Your Direct Supervisor
 - Managing your workload during Work-Share
- Your Department Payroll Administrator
 - Payroll and hours tracking questions
- Employee Assistance Program: (608) 266-6561
 - Emotional Support and resources related to Work-Share