Unemployment Insurance Agency

Michigan Restaurant & Lodging Association
March 17, 2020

Presenters By:
Avis Johnson, OEO Unit
Tawana Rogers, EFC Unit
Overview: Today’s Agenda

- Work Share Program
- Employer Field Claims
- Executive Order No. 2020-10
- Questions & Answers
What is Work Share?

• An option for employers to reduce employee hours instead of cutting the workforce

• Helps employers retain their skilled workforce and helps workers maintain their jobs during a downturn in business
Advantages of Work Share

• Minimizes or eliminates the need for layoffs
• Businesses can reduce employee work hours to reflect decreases in business demand
• Enables a business to retain trained employees and avoid the expense of recruiting; hiring and training new employees when business improves
• Saves money and keeps your skilled workforce intact
• Can be used in almost any type of business or industry
• Employees are spared the hardship of full unemployment and receive more income than if they were fully laid off
How Work Share Works

• Rather than being laid off, employees work a reduced number of hours and receive a portion of their potential weekly unemployment compensation based on the percentage of the reduction in hours.

Example:
If a worker’s weekly unemployment benefit amount is $360 and their hours and wages are reduced by 20%, the worker would receive a weekly Work Share benefit payment of $72 ($360 \times 0.20 = $72)$.
Work Share Eligibility

- Unemployment taxes must be current
- Experience account balance must have “positive reserve”
- Must have paid wages for 12 of the previous quarters
Work Share Requirements

- Employee work hours reduced by at least 15% not more than 45%
- All employees in the affected unit must participate
- Cannot hire new employees into the affected work unit or transfer employees into the unit, nor reduce work hours below the number agreed
- Plans may be approved for up to 52 weeks
Who Can Participate?

• Any employer who has a reduction in production, services or other conditions which will cause potential layoffs

• Participating employees must:
  1. Be eligible for regular unemployment benefits
  2. Be full time employees
  3. Have earned a sufficient amount of wages in order to establish an unemployment claim and receive Work Share benefits

*Work Share does not apply to seasonal, temporary, or intermittent employment*
Details for a Work Share Plan

• You can implement a Work Share plan for one or more departments, shifts, or units. A unit consists of two or more employees.

• You have the flexibility to stop or continue within the timeframe of your approved application.
For more Information:  Work Share

For more information about Work Share visit our website at [www.Michigan.gov/uia](http://www.Michigan.gov/uia)
or call

1-844-WORKSHR (967-5747)
or call

Office of Employer Ombudsman (OEO)
1-855-484-2636
Employer Filed Claims (EFC)

Presenter: Tawana Rogers
Employer Filed Claims Unit
What is the Employer Filed Claims Program?

The EFC program allows authorized employers to submit unemployment claims information online on behalf of their full-time workers who are temporarily or permanently laid off.

This fast, secure way of transferring claims information allows the employer to better manage the accuracy of the information provided to LEO-UIA. Using EFC also means employers will have a record of all approved layoffs to match against incoming unemployment charges to your account.
Is The Employer Filed Claims Program Right For You?

1. Have at least one or more layoffs yearly.

2. Have full-time, permanent employees that file for unemployment benefits at least once a year.

3. Have a Michigan Web Account Manager (MIWAM). This is how to access and submit a file.
Benefits To EFC Program Participants

An exclusive team of UI customer service professionals and a toll-free hotline to service the needs of EFC program participants and their workers.

A temporary waiver of the work registration requirement are available to assist employers with workforce retention efforts during short-term layoffs.

Informational meetings and custom help resource materials are available for employers and their workers prior to a known layoff.
Authorization Process

• Consult with an EFC Analyst regarding the file specification to ensure all necessary claim information and software is available for claims submission.
• Review email of the Memo of Understanding (MOU), File Specification and Sample File.
• Company officer signs MOU
• EFC Analyst authorizes your employer account for Employer Filed Claims
• Informational seminars for upcoming layoff can be scheduled and informational fliers are drafted.
EFC File Specifications

- The layoff must be on Note Pad, Flat Plain Text (Excel spreadsheet cannot be used)
  - Authorized User uploads to your MiWAM account

- EFC file layout has 25 fields

- Each full line contains 1 employee (242 spaces allowed)

- Legal Name, Current address, Citizenship, Last day of work, etc.

- Waivers are chosen by your company, based on your layoff. An application is not needed
EFC
Memo of Understanding

• Signed by an officer of the company & Michigan Department of Labor and Economic Opportunity (LEO)/Unemployment Insurance Agency (UIA)

• The file will be submitted to UIA by the 8th business after the effective date of layoff.

• The federal requirements relating to verification of each worker’s SSN have been met using W-2 verification system (SSNVS)

• All legal documents will be mailed to each claimant based on the contact information submitted by your company.

• UIA agrees to electronically transmit a weekly list of benefit payments.
If you are an hourly, full-time worker, and are laid off because of lack of work, or as part of a plant shutdown, (employer name) will file an application for benefits on your behalf.

Your claim will be filed no earlier than (8th) day after last date worked. You should not take any action until after that time.

Labor and Economic Opportunity-Unemployment Insurance (LEO/UI) will send you a notice informing you of your eligibility for benefits.

You must log in to MIWAM or call MAXVIN to certify for benefit payments. We strongly encourage you to create a MIWAM account (MAXVIN online) to file a claim, if needed, and track the status of your payment.

- For the weeks ending (xx) xx, 20xx and (xx) xx, 20xx you should certify with MIWAM during the week of (xx) xx, 20xx to claim UI benefits.
- If you make a mistake with your certification, you must contact the UPA at 1-866-640-6840 immediately and speak to a representative. To reach UPA you need to first select your language, then press button number 1 (English) or 2 (Spanish) at the first menu and then press button number 2 (UI) at the second menu.
- Please refer to your Monetary Determination (UDA) or UPA 2220 letter or MIWAM account for the following information:
  - Current reporting schedule
  - Michigan Works registration date
  - Seeking work and work search requirement

Important Contact Information

- Michigan Works Account Management: 1-866-640-6840
- MAXVIN: 1-866-640-6840
- MIWAM: 1-866-640-6840
- UPA: 1-866-305-2917

LEO is a legal department of the Michigan Works.
Auxiliary aide services and other accommodations are available for individuals with disabilities.
CAS 1 Police - 3000 Whirlwind Blvd - Detroit, Michigan 48234 - michigan.gov/leo
EFC
Monetary Determination

- UIA 1575C
- Your employer filed your claim.
- Waiver information.
- Claim summary, Weekly Benefit, Weeks Allowed and more.
EFC Additional Claim Letter

- UIA 1220 – Additional Claim
- Your employer filed your claim...
- Waiver information
- Reporting schedule
EFC Contact Information

TOM SANFILIPPO, MANAGER
313-456-2229

BRAD JEMERSON, ANALYST (313)-456-3807
TAWANA ROGERS, ANALYST (313)-456-2855

EFC@MICHIGAN.GOV

Office of Employer Ombudsman (OEO)
855-484-2636 Option #2
Executive Order No. 2020-10
Executive Order No. 2020-10

✔ Work Share Program Eligibility Requirements – Item #5

✔ Employer Payment of Unemployment Benefits – Item #6
Work Share Eligibility – Executive Order No. 2020-10 Item #5

• All eligibility requirements for “traditional” Work Share are suspended (Section 28c of the Michigan Employment Security Act (MES), MCL 429.28c(1)(b))

• Effective IMMEDIATELY until April 14, 2020 at 11:59 pm

• All Work Share Plans will be eligible
Executive Order No. 2020-10 – Item #6

- An **Employer or Employing Unit** **MUST NOT** be charged for unemployment benefits if their employees become unemployed because of an executive order requiring them to close or limit operations.

- Effective **IMMEDIATELY** and continuing until **April 14, 2020 at 11:59 pm**.
Questions and Answers
Thank you!