Ohio | Department of Job and Family Services

FACT SHEET

SharedWork Ohio: Participating Employee Information Sheet

What is SharedWork Ohio?

The SharedWork Ohio program helps prevent layoffs by allowing employers to uniformly reduce affected employees' hours by 10 to 50 percent while permitting the employees to receive a prorated unemployment benefit.

Who is eligible for SharedWork Ohio benefits?

In order to receive SharedWork Ohio benefits, you must meet certain unemployment insurance eligibility requirements. For example:

- You must have earned enough wages and worked at least 20 weeks in "covered employment," for an employer that paid unemployment taxes.
- If you have an existing unemployment claim, you must have a balance remaining.
- You must not be otherwise disqualified from receiving unemployment benefits. For example, you must not have unresolved suspensions, or have been fired by a previous employer for dishonesty during the last 15 months.
- While your hours will be reduced, you must be available to work with your SharedWork Ohio employer up to your normal weekly hours per week (the same hours you worked before the SharedWork Ohio plan went into effect).

Unlike regular unemployment benefits, with SharedWork Ohio you do not need to apply for other jobs. You will receive your first SharedWork Ohio benefit one week after beginning the program, unless you already have served a waiting week on a current unemployment claim.

How do I get started?

Participating employees may apply for unemployment benefits either online at **http://unemployment.ohio.gov** or by calling 1-877-644-6562 between 8 a.m. and 5 p.m. Monday through Friday, except holidays. The system will recognize you as a SharedWork Ohio applicant and will automatically list "Still Employed" as the answer to the question "What is your reason for separation?" Please do not change this answer.

How will my SharedWork Ohio benefit be calculated?

If you are eligible, you will receive a portion of the amount you would have received if you had been laid off from your SharedWork Ohio employer. For example, if you had been laid off from a 40-hour-a-week job and your weekly unemployment benefit would have been $200, but your employer instead reduced your hours by 20 percent under a SharedWork Ohio plan, you would be eligible to receive 20 percent of $200, or $40. If you have multiple jobs, you will need to provide the hours worked for all non-SharedWork Ohio employers. The non-SharedWork Ohio hours will be factored into your SharedWork Ohio benefit and could affect your eligibility for benefits.

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How do I file for benefits?

After ODJFS notifies you that you are eligible for SharedWork Ohio benefits, your SharedWork Ohio employer will submit information to ODJFS on your behalf, including the hours you worked. Then you will be asked to confirm the SharedWork Ohio employer's answers and provide additional information, such as any outside, non-SharedWork Ohio hours worked. You will confirm the employer's answers and file continued claims either online at **http://unemployment.ohio.gov** or by calling 1-877-644-6562 between 8 a.m. and 5 p.m., Monday through Friday, excluding holidays.

IMPORTANT: You must confirm the employer's answers before payment is released. Failure to do so may result in denied benefits. ODJFS will notify your employer every two weeks when the system is ready for you to file. Please wait for notice from your employer before attempting to file your claims. To avoid any delay in benefits, file your claims as soon as you receive notification.

What happens during a temporary shutdown?

When they submit a SharedWork Ohio plan for approval, employers are required to inform ODJFS of any temporary shutdowns for equipment maintenance or similar circumstances. During shutdowns, SharedWork Ohio benefits will be unavailable to you; however, you may be eligible for total or partial unemployment benefits for that week(s). During shutdowns, you won't have to wait for your employer to file on your behalf. You may file online or by phone as soon as the week is over.

Will working a second or part-time job affect my weekly SharedWork Ohio benefit?

Yes. Any work with another employer or self-employment will affect the amount of SharedWork Ohio benefits you are eligible to receive. For example, if you worked 40 hours a week for your SharedWork Ohio employer and your hours were reduced by 8, you would be eligible for 20 percent of the full weekly unemployment benefit that you would have been eligible for if you had been laid off. However, if you worked 4 additional hours that week for another employer, your total hours worked would be 36. In that case, you would be eligible for only 10 percent of a full weekly unemployment benefit amount.

How long am I eligible for benefits under SharedWork Ohio?

It varies. However, SharedWork Ohio plans typically remain in effect for 52 weeks unless the plan is terminated or the participating employee is no longer eligible.

Can I receive SharedWork Ohio benefits if my hours are reduced less than 10 percent or more than 50 percent of my normal hours?

No. However, if your hours are reduced by more than 50 percent, you may be able to receive total or partial unemployment benefits.

How will SharedWork Ohio benefits affect my income taxes?

Any unemployment benefits, including SharedWork Ohio benefits, are subject to federal income tax. You may choose to have federal income taxes withheld from your benefits.

What if I have a question about SharedWork Ohio?

If you have questions, call (866) 733-0025, option 3, or email at **SharedWork_Ohio@jfs.ohio.gov**.