

Unemployment Insurance Agency

March 17, 2020

Presenters By:

Avis Johnson, OEO Unit

Tawana Rogers, EFC Unit

MICHIGAN DEPARTMENT OF

LABOR AND ECONOMIC OPPORTUNITY

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

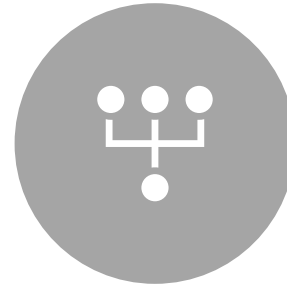
- Unemployment taxes must be current
- Experience account balance must have “positive reserve”
- Must have paid wages for 12 of the previous quarters



Work Share Requirements



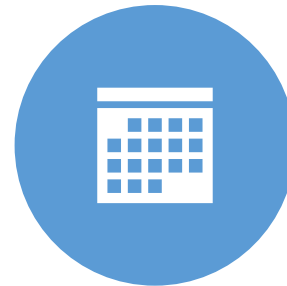
Employee work hours reduced by at least 15% not more than 45%



Cannot hire new employees into the affected work unit or transfer employees into the unit, nor reduce work hours below the number agreed



All employees in the affected unit must participate



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*



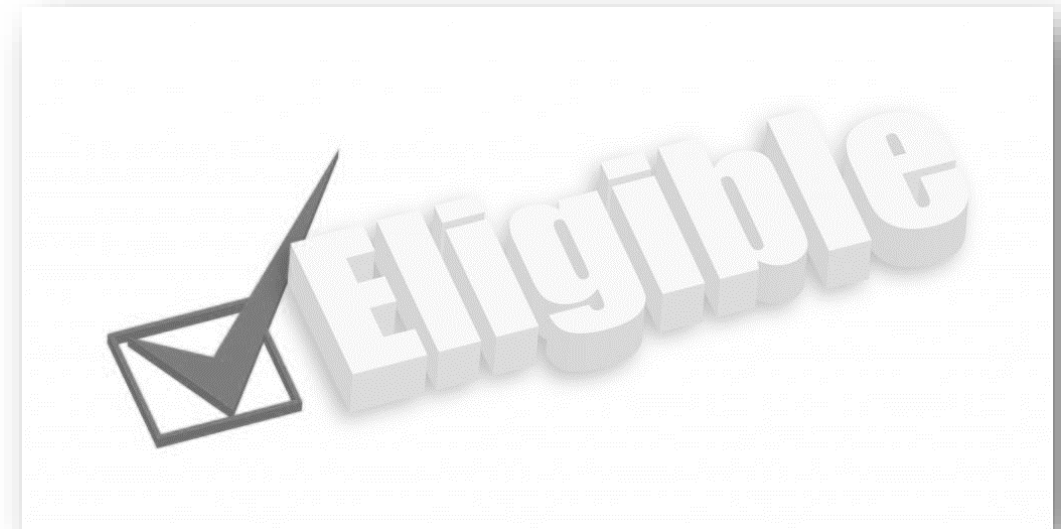
Details for a Work Share Plan

- 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.



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



For more Information: Work Share

For more information about Work Share visit our website a
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 Field 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 a 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.

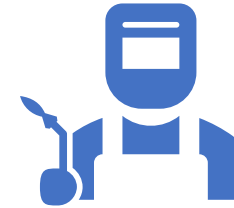
Benefits To EFC Program Participants



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 **workers** 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.

EFC Informational Flyer



State of Michigan
Department of Labor and Economic Opportunity
Unemployment Insurance Agency

EMPLOYER NAME HERE Layoff Date

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 logon to MiWAM or call MARVIN to certify for benefit payments. We strongly encourage you to create a MiWAM account (MARVIN online) to file a claim, if needed, and track the status of your payment. MiWAM will also allow you to easily make changes to your claim and respond to information requests.

- For the weeks ending xx-xx-xxxx and xx-xx-xxxx you should certify with MARVIN during the week of xx-xx-xxxx to claim UI benefits.
- If you make a mistake with your certification, you must contact the UIA at 1-866-500-0017 immediately and speak to a representative. To reach EFC you need to first select your language, then press button number 1 (inquiry or file a claim) at the first menu and then press button number 2 (EFC) at the second menu.

Please refer to your Monetary Determination UIA 1575C, UIA 1220 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 Web Account Manager (MiWAM): michigan.gov/ui	 MARVIN Toll Free Number: 1-866-638-3993	 MiWAM Toolkit for Claimants self-help for MiWAM accounts: michigan.gov/ui	 For questions about your claim: 1-866-500-0017
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LEO is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
CADILLAC PLACE • 3024 W. GRAND BLVD. • DETROIT, MICHIGAN 48202 • michigan.gov/ui

EFC Monetary Determination

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

UIA 1575C
(Rev. 07-16)
Gretchen Whitmer
GOVERNOR



STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

Authorized By
MCL 421.1 et seq.
Jeff Donofrio
DIRECTOR

Mail Date: _____
Letter ID: _____
CLM: _____
Name: _____

**MONETARY DETERMINATION
Plus Important Claim Information**

Your employer filed a claim for unemployment insurance benefits on _____ on your behalf. Your monetary eligibility, important information on returning to work and filing bi-weekly certifications is explained below. Read this letter carefully and keep it for reference during your claim; you will be held accountable for the information. You are able to establish a claim for unemployment benefits. You earned enough wages during your base period and you meet the monetary requirements. You are entitled to receive benefits as long as you are not disqualified or held ineligible for other reasons.

Claim Summary

- Your weekly benefit amount is \$362.00.
- You claimed 0 dependents.
- You are eligible for up to 20.0 weeks of unemployed benefits.
- Your claim is valid for one year. Your benefit year begins _____ and ends _____.
- For all correspondence related to your claim, you requested to be contacted by mail.
- Separation from employment reasons:

Base Period Employers
Laid Off _____ - separating employer


Your claim was filed by your employer on your behalf. Therefore, the option to have federal and state taxes withheld from your benefit payment was defaulted to "no". In addition, the number of your dependents was defaulted to zero. If you would like to change either of these options call the Employer Filed Claim (EFC) unit at 1-866-500-0017.

You will receive, by mail, a booklet containing general EFC information. If you do not receive this within 7 days, go online at www.michigan.gov/uia and create your personal MiWAM account to view all correspondence sent to you, or call the EFC unit at 1-866-500-0017. You must also meet other requirements to be eligible for benefits. For example: If you quit or were fired from your job, Unemployment Insurance Agency will request information from you and your employer about your separation. A determination will be made regarding your eligibility for benefits and this will be mailed separately.

Register for Work
The requirement to register for work is waived until _____ . If you are not back to work by _____

LEO is an Equal Opportunity Employer/Program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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EFC Additional Claim Letter

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

UIA 1220
(Rev. 06-19)
Gretchen Whitmer
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

Authorized By
MCL 421.1 et seq.
Jeff Donafrio
DIRECTOR

Mail Date:
Letter ID:
CLM:
Name:

UIA
PO Box 169
Grand Rapids MI 49501-0169
(517) 636-0427

**Notice of Employer Filed Claim
Processed as Additional Claim**

Claimant Name:
Employer Name:

Dear

In accordance with Unemployment Insurance Agency Administrative Rule 210, a claim for unemployment benefits has been filed on your behalf by . You already have an allowed benefit year in effect beginning . Therefore, the current claim has been processed as an Additional Claim on your benefit year.

To Claim Benefits
You must certify online through MiWAM or by phone with MARVIN to claim your unemployment benefits for the previous two weeks. Your first appointment day and time is:

Tuesday, 3/10/2020 from 4:00 PM to 5:00 PM

MARVIN: 1-866-638-3993
MiWAM Online: www.michigan.gov/uia. Click on "Michigan Web Account Manager for Claimants and Employers."

Failure to certify timely may result in a delay or denial of your benefit payment.

Register for Work
The Michigan Employment Security (MES) Act requires that all claimants register for work to be eligible for benefits, pursuant to Section 28(1)(a). However, registration for work is waived for up to 120 days while you are receiving SUB pay in accordance with Administrative Rule 208(2). If you are not back to work within 120 days from your last day of work, you must register for work to be eligible for unemployment benefits. **To register, you must create your profile online at MiTalent Connect no later than three business days before your first contact with MARVIN by phone or online to claim benefits.** You may

UIA is an Equal Opportunity Employer/Program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

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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

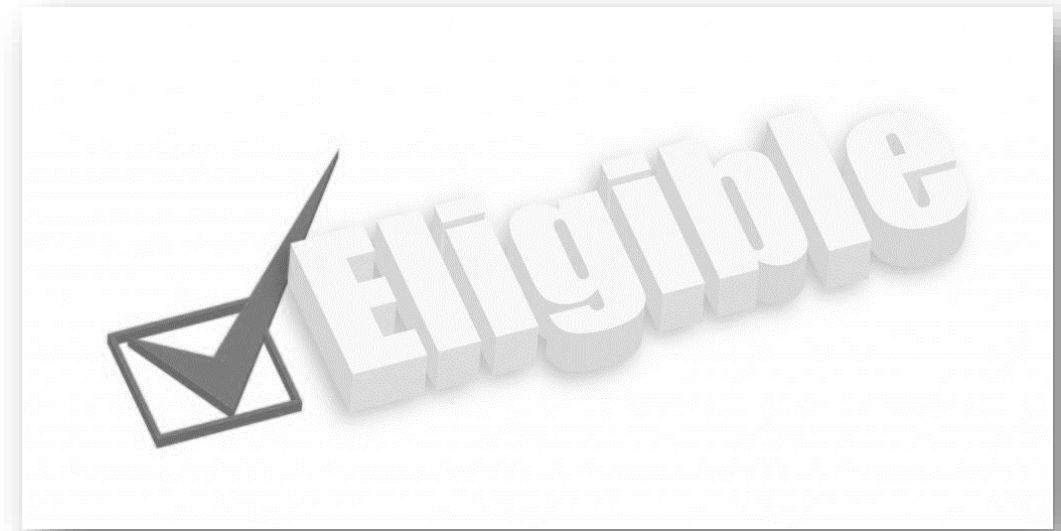


Executive Order No. 2020-10

- ✓ Work Share Program Eligibility Requirements – Item #5
- ✓ Employer Payment of Unemployment Benefits – Item #6

Work Share Eligibility – Executive Order No. 2020-10 Item #5

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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

MICHIGAN DEPARTMENT OF
LABOR AND ECONOMIC OPPORTUNITY

Thank you!

MICHIGAN DEPARTMENT OF
LABOR AND ECONOMIC OPPORTUNITY