MAINE
DEPARTMENT OF
LABOR

New Workshare Program Process for Employers:

Thank you for being part of the WorkShare program!

The ReEmployME System offers a new convenient uploading tool that is more secure than sending information by email. We hope this will improve the WorkShare experience and help streamline this process.
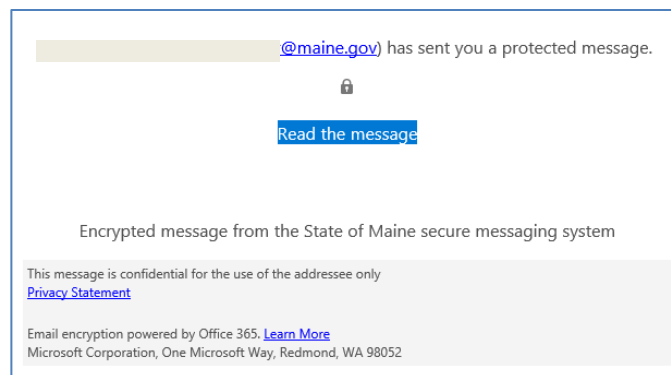
In an encrypted email, you should have received a specially formatted Microsoft Excel spreadsheet. This will be the spreadsheet you submit going forward - **you will not receive a spreadsheet every week, so please save this one to reuse each week**.

You will use this upload tool to report the weekly WorkShare Certifications for your employees. To use this feature, simply provide the required information on the Microsoft Excel spreadsheet and upload the spreadsheet through the ReEmployME secure site.
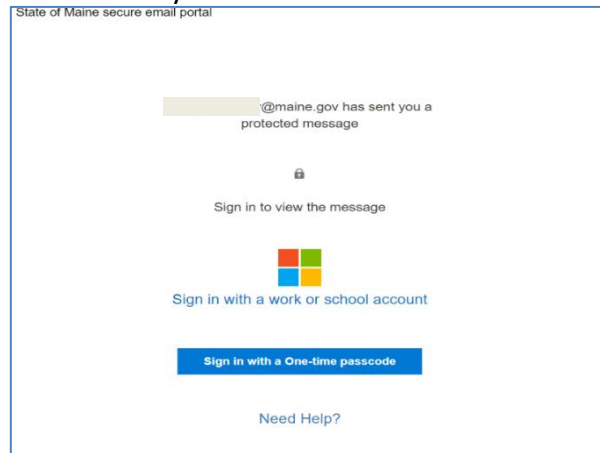
It is important to note, <u>failing to follow this format correctly will result in processing errors or inaccurate reporting, causing delays in payments to your employees.</u>

How to open the encrypted email:

1. When you receive the email message, you will see the name and email of the sender and a link to **Read the message.** Click on the link.

_____@maine.gov) has sent you a protected message.

🔒

Read the message

Encrypted message from the State of Maine secure messaging system

This message is confidential for the use of the addressee only
Privacy Statement

Email encryption powered by Office 365. Learn More
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

November 10, 2020

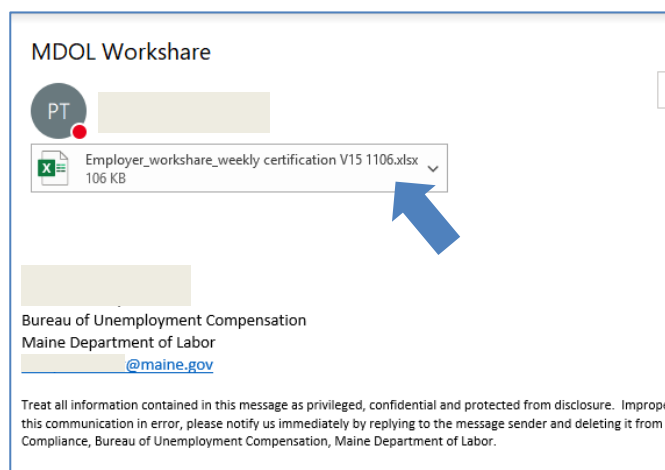2. When you click on the link, you will be asked to **Sign in with Google** or **Sign in with a One-time passcode.** Select the option that works best for you. If you are using a Microsoft account with the same email address, this will not be necessary.

State of Maine secure email portal

@maine.gov has sent you a
protected message

🔒

Sign in to view the message

Sign in with a work or school account

Sign in with a One-time passcode

Need Help?

3. If you choose passcode, you will receive a second email with the passcode. Enter this when prompted.

From: Microsoft Office 365 Message Encryption <MicrosoftOffice365@messaging.microsoft.com>
Sent: Tuesday, November 3, 2020 12:06 PM
To: t_____.com
Subject: Your one-time passcode to view the message

Here is your one-time passcode

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

Don't want to use one-time passcode every time you get a protected message? Use your email address to create a Microsoft account

This message is automatically generated. Please don't reply to it.

4. You will then need to download the spreadsheet (top left corner).

MDOL Workshare

PT

Employer_workshare_weekly certification V15 1106.xlsx
106 KB

Bureau of Unemployment Compensation
Maine Department of Labor
_____@maine.gov

Treat all information contained in this message as privileged, confidential and protected from disclosure. Improper
this communication in error, please notify us immediately by replying to the message sender and deleting it from yo
Compliance, Bureau of Unemployment Compensation, Maine Department of Labor.

November 10, 2020

5. To open the spreadsheet file, you'll need to enter the password that was provided in the original email.
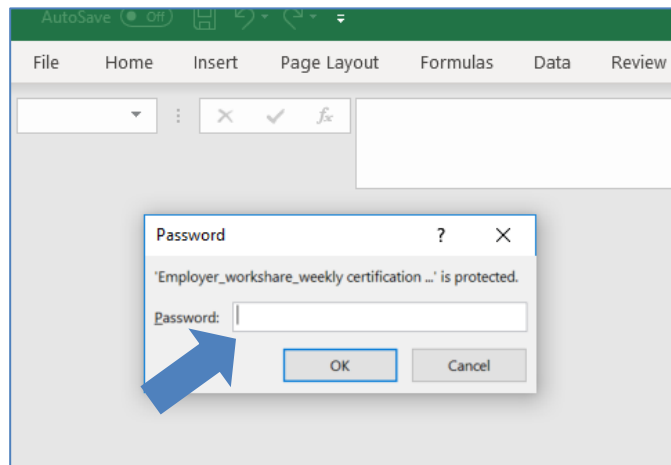
Instructions for filling out the WorkShare spreadsheet:

1. Type in the password that was sent to you via email.
2. The spreadsheet contains two tabs:
   a. Tab 1 - **Instructions**: Contains detailed instructions on how to fill each column.
   b. Tab 2 - **WorkShare hours**: This is prefilled with employee data to make it easier to provide weekly hours worked.
3. The employee names and Social Security Numbers should match the details provided in the initial application. To add or change employee details, contact the WorkShare Unit before submitting the spreadsheet.

Instructions to upload your Weekly Employer Certification spreadsheet:

1. Do not email the Weekly Certification WorkShare spreadsheet!
2. When the spreadsheet is complete and ready for upload, use the link sent to you to open the ReEmployME secure server.
3. Click the **Upload** button. FYI: The drop-down arrow on this button does not affect submission in any way.

4. Select the file from the location on your computer where it is saved and click 'Open.'

November 10, 2020

5. The system will display a message indicating the file uploaded successfully.