

# Enrolling in WorkShare

## Why am I receiving this?

Your employer has enrolled in WorkShare which means that while your work hours are being temporarily reduced, you may be able to receive partial unemployment benefits to offset some of your lost income.

## What is WorkShare?

WorkShare is an unemployment program administered by the Maine Department of Labor that is designed to minimize the impact of a situation that might otherwise require a layoff. Under WorkShare, all employees who work in similar jobs or in the same work unit work reduced hours, rather than laying off a portion of the workforce. Those whose hours are reduced can receive partial unemployment benefits, assuming all other eligibility criteria are met. Your partial unemployment benefit is based on the percentage of your reduction in work hours rather than your gross earnings, so the wages you earn from the remaining hours you work will not reduce your benefit further.

## Your next steps

### 1 Create a ReEmployME account

You will need to create a ReEmployME account (if you don't have one already) and then complete an initial unemployment application.

Create an account [maine.gov/reemployme](https://www.maine.gov/reemployme)

Video tutorial (scroll down to Video Support):

<https://www.maine.gov/unemployment/>

### 2 Apply for unemployment

You will need to complete and submit an unemployment application, be approved, and then file weekly claims every week in order to receive benefit payments.

See the reverse side for help with how to fill out certain questions. Video tutorial (scroll down to Video Support):

<https://www.maine.gov/unemployment/>

### 3 File weekly claims

While you are under WorkShare, you will not need to look for work. However, you will need to submit weekly claims for each week. Please file these on a weekly basis. If you go more than 14 days without filing, your claim will be deactivated, and you may lose those weeks.

Please **DO NOT** submit weekly claims until your weekly claim questions show as "WorkShare." It will delay your payment if you file weekly claims without these questions. **The back of this document will explain what some commonly confused questions mean to WorkShare participants.**

### What do I do if I am having issues?

If you are having issues with your ReEmployMe account, call 1-800-593-7660 for help with:

- Creating a ReEmployMe account
- Filing an initial application
- Filing weekly claims
- Monetary determination
- Resetting your password or unlocking your account
- Other issues with your account not directly related to WorkShare like setting up direct deposit, dependency allowance, having taxes taken out, child support, etc.

Contact your employer if you are having issues related to WorkShare like:

- You don't have WorkShare certification questions on your claim
- Payment amount
- You haven't received your benefits

### To be eligible for WorkShare:

You need to have earned enough wages in the last 18 months to meet the regular qualifications for unemployment benefits.

You need to have been able and available to work your normally scheduled hours for your employer.

**For more information go to  
Maine Department of Labor  
WorkShare:**

[maine.gov/unemployment/workshare](https://www.maine.gov/unemployment/workshare)


# Applying for unemployment

These are questions that often confuse employees on the initial claim.

Number	Question	What does this mean for WorkShare claimants?
<b>Initial questions</b> 6	Are you filing for unemployment because your employer has notified you that they are participating in an approved WorkShare program?	Answer Yes if you are participating in WorkShare. Answer No if you are filing for regular unemployment insurance.
<b>Employment details</b> 1b	Employment end date	The last day you worked prior to the reduction in hours.
1e	Reason you are no longer working with this employer?	Working part-time (for your WorkShare employer, as long as you are still working for that employer)
1h	Are you being paid by your employer during your time off?	This question refers to leave time or other types of compensation. It does not mean pay for hours worked.
1j	During your current period of unemployment, have you received or will you receive any remuneration pay from this employer?	This question refers to pay such as severance, wages in lieu of notice, dismissal wages, etc. It does not mean pay for hours worked.
8	Can you accept full time work?	This question refers to your normal hours with your employer if hours were available.
<b>Able and available details</b> 11	Hour many hours per week did you normally work in the last 18 months?	Your average hours each week (40 or less if applicable)
12	How many hours per week are you currently able and available to work?	Same as #11 if you are able and available to work the same hours each week

## Filing weekly claims

Please **DO NOT** submit weekly claims unless you see these **certification questions**. It will delay your payment if you file a weekly claim without these questions. There may be additional questions based on your responses.

 **Contact your employer if you do not see WorkShare questions (see examples below) when you go to file your weekly claims!**

Were you physically able to work full time if your employer offered you full time hours?

Were you physically available to work full time if your employer offered you full time hours?

Did you work all normally scheduled WorkShare hours?

Did you refuse any job offers or referrals?

Did you work for any other employer during the week?

Did you apply for or receive a private pension, or, if you are receiving a private pension, has this pension changed?

Do you wish to change the number of dependents from the prior claim week?

### Your benefit amount on WorkShare

Benefits are paid on a percentage equal to the hour reduction. If you have had your hours reduced by 25% that week, you will receive 25% of your normal weekly unemployment benefit.

Example below:

If you earn \$600 dollars a week, then lose your job, you might receive a \$354 weekly benefit.



On WorkShare, you will work 75% of your hours, earning \$450 **plus** 25% of your weekly benefit (\$354 x 25% = \$88).

$$\$450 + \$88 = \$538$$

