SHARED WORK PROGRAM

The attached Shared Work Weekly Request for Payment lists the individuals the Division of Employment Security (DES) has on file as participating in the Shared Work plan. You must complete this list for Shared Work benefits to be paid to your employees.

Enter the number of hours each employee physically worked for each week listed. Record the hours to the nearest tenth (e.g. 30.5 hours). If there are employees participating who are not listed, add them to the list with their Social Security Numbers, names, addresses and weeks being claimed. For the additional employees, send a completed Employee Information form.

If an employee listed is not a member of the affected unit, mark the Delete box listed for that individual. Also indicate in the appropriate box if an employee refused work, quit or was fired, and the date of this action.

If an employee worked less than 60 percent or received payment for more than 80 percent of that employee’s normal weekly hours, leave the number of hours blank. No unemployment benefit payment may be made to the employee for that week.

Benefit payments will be made based on the entries provided in hours worked each week. Make sure this information is correct and that the employee was available for all work offered. Incorrect information may result in overpaid unemployment benefits.

Make any address corrections on the certification form.

Complete your certification by signing and dating each sheet as indicated at the bottom and return to the address shown above, Attention: Benefits Section.

Each certification list must be returned and postmarked within 10 days of the mailed date shown in the upper right-hand corner. Contact the DES at 573-751-WORK if your list will be delayed.

IMPORTANT: If needed, call 573-751-6548 for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE!: Si es necesario, llame al 573-751-6548 para asistencia en la traducción y entendimiento de la información en este documento.

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711