



New York State Department of Labor Unemployment Insurance Division

Shared Work Continued Claim

(Instructions on Reverse)

Social Security Number

Grid for Social Security Number

Claimant Name (Please Print) _____

If your name has changed since you last certified, please print your previous name _____

Part A – Employee Statement

Table with 3 columns: Question, 1st Week Ends: (Sunday date), 2nd Week Ends: (Sunday date). Contains 4 main questions about work hours and employer information.

Claimant Certification: I claim Shared Work benefits under the New York State Unemployment Insurance Law. I certify that the above statements are true and complete...

Signature _____ Date _____

Address: (Complete only if changed) _____

Part B – Employer Statement

Table with 3 columns: Question, 1st Week Ends: (Sunday date), 2nd Week Ends: (Sunday date). Contains 5 questions about work sharing and wages.

I certify that the above information concerning the status of this company and the status/earnings of this employee for the purpose of participating in the Shared Work Program is true and correct to the best of my knowledge.

Employer Account No. _____

Name of Employer _____

Locator Code (if any) _____

Date _____

Employer Telephone Number _____

Shared Work Continued Claim

Instructions to employee -- Part A

- Explanation:** This form is used to Claim Shared Work benefits during a week(s) in which your normal full-time hours of work have been reduced according to a Shared Work plan agreed to by your employer.
- Procedure:** Complete Part A, "Employee Statement" on the other side of this form. New York unemployment benefit weeks run from Monday through Sunday. Be sure to show the Sunday week ending date(s) for the week(s) you wish to claim in the space provided at the top of the form.
- If your name has changed, print your correct name and your previous name in the space provided at the top of the form.
- If you have changed your address, print your new address in the space provided below your signature. Be sure to include your Zip Code.
- Return this form to your employer who will complete Part B and send it to the Unemployment Insurance Division for Processing.

Instructions to employer -- Part B

- Explanation:** The purpose of this form is to confirm the status of employees which you have listed in your Shared Work plan.
- Question 1:** The percent reduction is calculated by dividing the number of hours for which the employee was not paid due to work sharing by the number of hours normally worked in a week (the normal work week cannot be less than 35 hours or exceed 40 hours.)
- Shared Work benefits are not paid for any time for which the employee is paid by the employer. That is, all time for which the employee receives compensation from the employer is considered "employment" for the purpose of calculating the percent reduction. This includes vacation, holiday and sick pay as well as payment for services performed.
- Example: Employee's normal schedule is 40 hours a week, 8 hours a day. Employer is shut down on Friday due to Shared Work.
- Employee works Monday through Thursday: this is a 20% reduction.
 - Employee works Monday through Wednesday, gets paid sick leave for Thursday, is off Friday: this is a 20% reduction.
 - Employee works Monday through Thursday and gets holiday pay for Friday. This is a 0% reduction.
- Procedure:** Give one form to each employee covered by your Shared Work Plan on the Monday following the latest Sunday week ending date on the reverse of the form or as soon as possible thereafter if the employee is not working on Monday. This will be the second Monday after the date of your Shared Work Plan becomes effective and every other Monday thereafter.
- After the employee completes Part A and returns the form to you, complete Part B, "Employer Statement," and send it to the N.Y.S. Department of Labor, Unemployment Insurance Division, Attention - Shared Work, PO Box 621, Albany, N.Y. 12201-0621 within seven (7) days of the latest week ending date shown on Part A.
- Mail the forms for all of the employees together in one envelope, if possible.
- If the employee completed Part A and wishes to claim the week, submit the form for our review and determination even though you protest payment. Include a statement explaining why you protest the payment.

Important

Review the completed form to be sure that it is correct. Any errors or omissions will cause a delay in payment of benefits.