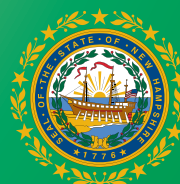




WorkShare Guide



New Hampshire WorkShare Program

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I. Introduction

In January 2010, Governor Lynch introduced the New Hampshire Working program to assist employers and employees in New Hampshire struggling in the current economy. The New Hampshire Working program is the Governor's 3-part initiative to help workers Stay at Work, Return to Work, and Get Ready to Work. The Stay at Work program is now commonly referred to as the New Hampshire WorkShare program. A complete law reference is available at www.gencourt.state.nh.us/legislation/2010/SB0501.html.

Although there is evidence the economy is improving, employers are still struggling to keep their trained workforce in place. WorkShare can help employers temporarily reduce their workforce hours in a particular unit, shift or company by 10 - 50% and prevent layoffs. Employers can then increase the work hours for employees when business improves.

When employers are able to retain employees and avoid layoffs, the morale and productivity in the workplace can be maintained. In the WorkShare program, affected employees have their hours reduced rather than eliminated, keep their health insurance and any other fringe benefits, and can collect wages for hours worked plus a supplemental unemployment compensation benefit for the reduced hours.

Per New Hampshire State Law, a submitted plan must:

- identify the affected unit or units to which it applies;
- identify the affected employees by name and social security number;
- include the normal weekly hours worked for each affected employee;
- reduce the normal weekly hours worked per employee of the affected unit(s) by no less than 10 and no more than 50 percent;
- distribute said percentage equally among the affected employees;
- continue to provide health and retirement benefits as though all normal weekly hours were worked by the affected employees and specify the effect, if any, the reduction in work hours will have on other fringe benefits provided by the employer;
- specify a beginning date greater than 21 calendar days from the current date; and
- specify an ending date less than or equal to 26 weeks from the beginning date.

II. Logging in to File a Plan

If you wish to submit a WorkShare Plan application, you will need to be a registered web-user in the NH Unemployment Insurance System (NHUIS). You will need to use your login and password for your existing account to access and complete the application. If you do not currently have an online user account, please call (603) 656-6631 for assistance or go online to <https://nhuis.nh.gov/employer/> to register with your UI Account Number, Federal Employer, and registration code that was mailed to you when the new NHUIS system went live.

Once you have created your online account or if you have an existing account, log into your account by going to <https://nhuis.nh.gov/employer/> and clicking on the link "Existing User Login" on the left side of the screen. The system will navigate you to the Employer homepage, which has a new link "File/Manage WorkShare Plan."

Complete the online WorkShare application from your personal account located in the New Hampshire Unemployment Insurance System (NHUIS). It will be helpful to have read through this document prior to starting an application and collecting any necessary information that will need to be submitted.



NHES suggests that you have all required information available before you start your WorkShare application, as the system may shut down after 10 minutes of inactivity.

**DO NOT USE
THE BROWSER BACK BUTTONS WHILE SUBMITTING A PLAN.**

**USING THE PREVIOUS BUTTON WILL CAUSE LOSS OF INFORMATION ON THE
CURRENT PAGE IF THE DATA ON THE CURRENT PAGE IS NOT SAVED FIRST.**

III. Filing a WorkShare Plan

Step 1: Log into your NHUIS account and navigate to the Employer Main Menu screen.

A. Employer Main Menu

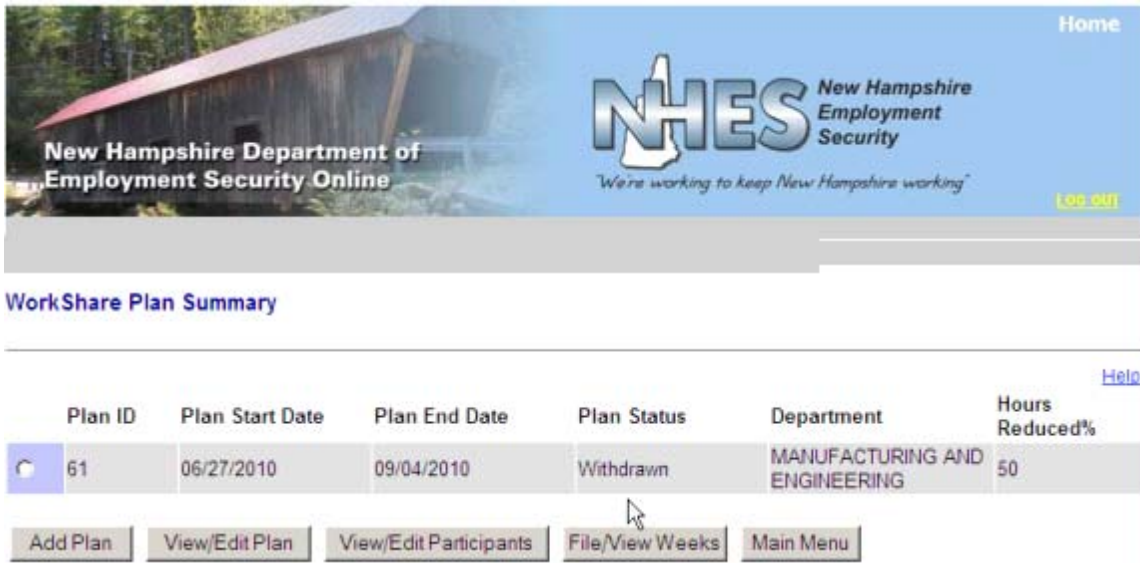


The link "File/Manage WorkShare Plan" has been added to this screen.

Step 2: Click on the little arrow just to the left of the link "File/Manage WorkShare Plan."

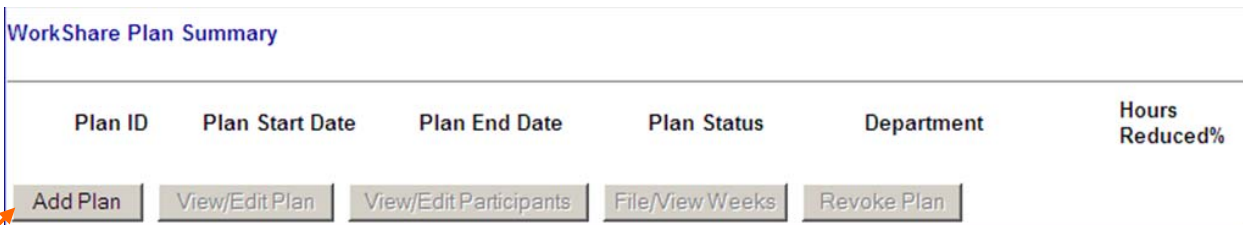
Step 3: The system will navigate to the WorkShare Plan Summary screen.

B. WorkShare Plan Summary Screen



This is the main screen that is used to file and administer WorkShare plans.

If you have never filed a WorkShare plan before, this screen will not have any records. Prior to filing your first plan the only button that will be active on the screen is the "Add Plan" button.



Step 4: Click the "Add Plan" button.

The first screen of the application will be presented.

C. Workshare Charge Status Screen

The system will present the financial liability screen if you are a negatively rated, taxable employer. If you are presented with this screen, you do not have to agree by checking the box in order to proceed. As a condition of approval, if you are a negatively rated employer you must agree to reimburse NH Employment Security dollar for dollar for any WorkShare benefits paid.

WorkShare Charge Status

All WorkShare benefits are charged to the account of the WorkShare employer regardless of the length of time the employee worked for the WorkShare employer. Employers liable for payments in lieu of contributions (Reimbursable employers) will be charged and billed for the full amount of WorkShare benefits paid to their employees.

Employers with a negative balance, when comparing taxes paid, must agree to reimburse the NH Unemployment Compensation Fund dollar for dollar for a plan to be approved and WorkShare benefits to be paid.

I agree to reimburse any benefits paid under this WorkShare plan to the Department of Employment Security.

Cancel Next

If you are a reimbursable or positively rated taxable employer, you will be presented with the first page of the application, the Add WorkShare Plan screen.

D. Add WorkShare Plan Screen

This screen is broken up into 3 sections: Address Information, Contact Information, and Plan Information. All fields with an asterisk (*) need to be completed in order to save and move onto the next page of the application.

Address Information

Add WorkShare Plan	
Impacted Work Site Address :	
*Attention	<input type="text"/>
*Street	<input type="text"/>
*City	<input type="text"/>
*State	Select One <input type="button" value="v"/>
*Zip Code	<input type="text"/> - <input type="text"/>
* How many employees are working at the worksite :	<input type="text"/>
Mailing Address :	
*Street	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
PO Box	<input type="text"/>
*City	<input type="text"/>
*State	New Hampshire <input type="button" value="v"/>
*Zip Code	<input type="text"/> - <input type="text" value="0000"/>
*Country	United States <input type="button" value="v"/>
	<input type="checkbox"/> I verify that this is the correct Mailing Address

The mailing address will be prepopulated with the corporate address that NH Employment Security has in the system. If you wish to change this address, the fields are editable. Put a checkmark in the box on the right of the screen that you verified this is your correct mailing address.

Contact Information

An email address is required to complete the plan application, however, you can elect to choose US Mail as your preference for receiving any correspondence pertaining to the WorkShare program.

WorkShare Contact Information :	
*Contact First Name	<input type="text"/>
Contact Job Title	<input type="text"/>
*Contact Telephone#	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext <input type="text"/>
Contact Fax#	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Contact E-mail	<input type="text"/>
*Preferred WorkShare Correspondence Method	<input type="radio"/> US Mail <input type="radio"/> E-mail

Plan Information

The **Plan Start Date** must be greater than 21 days out from the date of plan submission. If that day is not a Sunday, you will need to enter the next date that is a Sunday.

The **Plan End Date** cannot be greater than 26 weeks from the start date of the plan. The date must be a Saturday.

The **Hours Reduction** is the percentage you will choose to reduce the number of hours worked by your employees. For example: If a normal work week is 40 hours and the plan percentage is a 30% reduction in hours, an employee will be working 28 hours.

Plan Dates :	
*Plan Start Date (Must start on Sunday and the date format "MM/DD/YYYY")	<input type="text"/>
*Plan End Date (Must end on Saturday and the date format "MM/DD/YYYY")	<input type="text"/>
Union/CBU Agreement :	
You will be required to supply a signed approval from the collective bargaining agent for each unit that represents any plan participant. The Union/CBU agreement can be viewed/printed by clicking on the hyperlink http://www.nh.gov/nhes/employer/emp_forms_pub.htm	
*Does one or more union or collective bargaining unit represent participants of this plan?	<input type="radio"/> Yes <input type="radio"/> No
If yes, how many collective bargaining units?(1-10)	<input type="text"/>
Hours Reduction :	
*Percentage of hours reduced(10-50%)	<input type="text"/> %
<input type="button" value="Cancel"/>	<input type="button" value="Save"/> <input type="button" value="Save and Next"/>

Once this page is completed, click the "Save" button to determine if you have forgotten to enter any information or entered it incorrectly. Click the "Save and Next" button to move on to the next page of the application.

E. Add WorkShare Plan Continued Screen

Add WorkShare Plan Continued

Shut Down Dates :
 If one or more full calendar week shut down period(s) is expected to occur during start and end dates of the WorkShare plan, please complete the details below for each week. A shut down week is one which none of the participants of the approved plan will be working. The employer is required to file continued claim records for all participants for all weeks during period of the plan, including shut down weeks

Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Reason for shut down (max 50 characters)
○ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="button" value="Add"/>	<input type="button" value="Delete"/>	

Plan Explanation :

Affected Department :
 *Name of the Department

*How will this plan avoid layoffs in the affected department? (min 20 characters and max 2000 characters)

*Please provide an explanation of any effect the reduction in the normal weekly hours of work will have on fringe benefits provided by the employer. If no impact to fringe benefits, please enter a statement to that effect. (max 2000 characters)

If your business already has a scheduled shut down, enter the information now. The dates must be in MM/DD/YYYY format. You can enter future shut downs at any time after your plan has been entered.

Once all required fields have been completed, click on the "Save and Next" button to proceed to the next part of the application to add participants.

IV. Adding Participants to a Plan

Your plan must include a minimum of two participants. Participants can be added Manually or from the Wage Report, which is a list of employees NH Employment Security has from the Quarterly Wage Report from your business.

View/Edit Participants [Help](#)

Total Participants : 0

SSN	Last Name	First Name	CBU/Union	Normal Hours	Participant Status
<input type="button" value="Previous"/> <input type="button" value="Add Participants Manually"/> <input type="button" value="Add Participants From Wage Report"/>					

A. Adding Participants Manually

You can add participants manually, which will require you to enter the Social Security Number (SSN), Last Name, First Name, Union Affiliation, and total number of Normal Hours worked by the employees.

You can enter up to 10 records manually per screen. You must completely fill in each field in order to successfully save your information; otherwise the system will prompt you to enter missing information. If you have more than 10 participants to add to a plan, click the “Add More Participants” button. When you are done entering participants, click on the “Add All Participants To Plan” button.

	SSN	Last Name	First Name	CBU/Union	Normal Hours
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Previous Add All Participants To Plan Add More Participants

The system will navigate back to the “View/Edit Participants” screen with the new participants viewable on the screen. Click on the “Save” button to save the information or click on the “Save and Next” button to proceed to the next screen.

View/Edit Participants

Total Participants : 2

SSN	Last Name	First Name	CBU/Union	Normal Hours	Participant Status
<input type="radio"/>	LANKHORST	F	<input type="radio"/> Yes <input checked="" type="radio"/> No	40	Inactive
<input type="radio"/>	COLEMAN	T	<input type="radio"/> Yes <input checked="" type="radio"/> No	40	Inactive

Cancel Add Participants Manually Add Participants From Wage Report Remove Save Save and Next

NOTE: If you have previously removed a participant from an approved plan, the only way to put him or her back on the plan is by manual entry.

B. Adding Participants From Wage Report

The button for “Add Participants From Wage Report” may be a quicker and easier way to add participants to a WorkShare plan, especially if you have a large number of employees. If a participant has wages in the most recent completed quarter of employment with your business, the participant will appear on this screen. This list of employees will show ten records per page, and will be listed in numerical order by Social Security Number. This screen also has a search function that allows you to search for a particular employee by name or SSN.

Add Participants From Wage Report

Search By SSN
 Search By Last Name

Search Result(s) : 110 Found

Add to Plan	SSN	Last Name	First Name	CBU/Union	Normal Hours	Participant In Plan/Not in Plan
<input type="checkbox"/>			CARLA	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan
<input type="checkbox"/>			LOUISE	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan
<input type="checkbox"/>			FRANCES	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan
<input type="checkbox"/>			WANETA	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan
<input checked="" type="checkbox"/>			ELLEN	<input type="radio"/> Yes <input checked="" type="radio"/> No	40	In Plan
<input checked="" type="checkbox"/>			JUDITH	<input type="radio"/> Yes <input checked="" type="radio"/> No	40	In Plan
<input type="checkbox"/>			FOREST	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan
<input type="checkbox"/>			ROBERT	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan
<input type="checkbox"/>			BARBARA	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan
<input type="checkbox"/>			SUSAN	<input type="radio"/> Yes <input type="radio"/> No		Not in Plan

Result Pages: 1 2 3 4 5 6 7 8 9 10 [More...](#)

Select the employee by putting a checkmark under the column Add to Plan. The representation by a Collective Bargaining Unit/Union and Normal Hours are also required fields for each selected record. You may also choose to use the “Select All On Page” button if all individuals on a page are being added to a plan.

To search for a particular employee to add to the plan, there are 3 options:

1. Result Pages – click on additional pages to find the participant as the SSNs will be listed in numerical order.
2. Search by Last Name – enter the Last Name of the employee (not case sensitive).
3. Search by SSN – enter the Social Security Number of the employee without dashes or spaces.

Participants with grayed out information are already on the plan. They can be easily identified by looking at the Participant in Plan/Not in Plan column, which shows which records are In Plan or Not in Plan.

If adding participants using the Result Pages option, you do not have to save each record individually and can select multiple participants across different pages.

When searching by Last Name or Social Security Number, you must save your entry after each record searched by clicking the "Add Selected Participants to Plan" button.

If you have multiple plans, a participant cannot be on 2 plans at the same time. For this reason, if a participant is being selected for a new plan, and is already on an existing plan, the system presents a validation: "SSN - This participant is active on another plan. You must remove the participant from the other plan before adding it to this plan."

If you answered "No" to having Union or Collective Bargaining Unit (CBU) representation on the first page of the application, you will not be able to answer "yes" on this page. If you have a Union or CBU, you must use the "Previous" button at the bottom of each page to return to Add WorkShare Plan screen to change your answer.

Click the "Add Selected Participants" button to save all changes and return to the View/Edit Participants screen. When you are satisfied with the list, click on the "Save and Next" button.

The screenshot shows the 'View/Edit Participants' interface. At the top, it says 'View/Edit Participants' and 'Total Participants : 2'. Below this is a table with the following columns: SSN, Last Name, First Name, CBU/Union, Normal Hours, and Participant Status. The first row shows a participant with Last Name 'LANKHORST', First Name 'F', CBU/Union 'No', Normal Hours '40', and Participant Status 'Inactive'. The second row shows a participant with Last Name 'COLEMAN', First Name 'T', CBU/Union 'No', Normal Hours '40', and Participant Status 'Inactive'. A green arrow points down from the 'Participant Status' column. At the bottom, there is a navigation bar with buttons: Cancel, Add Participants Manually, Add Participants From Wage Report, Remove, Save, and Save and Next.

SSN	Last Name	First Name	CBU/Union	Normal Hours	Participant Status
	LANKHORST	F	<input type="radio"/> Yes <input checked="" type="radio"/> No	40	Inactive
	COLEMAN	T	<input type="radio"/> Yes <input checked="" type="radio"/> No	40	Inactive

Buttons: Cancel, Add Participants Manually, Add Participants From Wage Report, Remove, Save, Save and Next

V. Completing The Plan

A. Submitting a WorkShare Plan

It is not necessary to submit a plan application after it has been started. The WorkShare Program was designed to be saved after completing each page so that employers could save their work and return at a later time to complete the application. You can log out of the application at any time, and the saved information will not be discarded. When you log back into the system, the plan status will be displayed as "Incomplete".

Note: If you do not submit the plan the day the application is started, you may have to change the start date of the plan as it needs to be greater than 21 days from the date of plan submission.

WorkShare Plan Summary						
Plan ID	Plan Start Date	Plan End Date	Plan Status	Department	Hours Reduced%	
5001047	08/21/2011	10/22/2011	Incomplete		15	

Select the Incomplete record and click the "View/Edit Plan" button. The system will navigate to the "Review Incomplete WorkShare Plan" screen. At the bottom of the page is an "Edit" button that will return you to the application. The "Previous" button will always bring you back to the screen you just completed. The "Next" button will bring you forward to certify the application.

Review WorkShare Plan		
Plan Submitted Date: 07/06/2011	Negatively Rated Indicator: No	Good Standing Indicator: Yes
WorkShare Charge Status :		
I agree to reimburse any benefits paid under this WorkShare plan to the Department of Employment Security : N/A		
Impacted Work Site Address :		
Attention	: Plan Coordinator	
Street	: 1 Test Street	
City	: Concord	
State	: NH	Zip Code : 03301 -
How many employees are working at the worksite : 100		

B. WorkShare Plan Summary

After adding participants, the system proceeds to the Review Incomplete WorkShare Plan screen. This is an opportunity for you to review all information that has been entered. If something needs to be changed, click the "Edit" button on the bottom of the page to return to the application. Click the "Next" button to finish the application.

C. WorkShare Plan Submission Checklist

The WorkShare Plan Submission Checklist is a list of statements that you must read and acknowledge having read as a requirement of the program. Clicking on each check box indicates your agreement. In order to proceed, each one of these conditions must be checked off. When complete, click on the "Next" button.

WorkShare Plan Submission Checklist

- I hereby certify that the percentage reduction in the normal weekly hours of work is instead of layoffs and is not intended as a subsidy of seasonal employment during the off-season nor as a subsidy of temporary part-time or intermittent employment.
- I hereby certify that health benefits shall continue to be provided to the employees in the affected units as though their normal weekly hours of work had not been reduced, and retirement benefits under a defined benefit pension plan, as defined in said [section 3\(35\) of ERISA of 1974](#), shall continue to be provided to the employees in the affected units on a pro-rated basis.
- I hereby certify that no employee from the affected unit has been precluded from participation due to length of employment.
- I hereby certify that the plan applies to only full-time or permanent part-time employees and no seasonal employee is included in the plan.
- I hereby agree to furnish all reports and information necessary for the administration of the plan and permit access by the commissioner or his/her representative to all records necessary to verify and evaluate the plan.
- I hereby certify that my account is in good standing; that all contributions, payments in lieu of contributions, interest and/or penalty charges are paid.
- I hereby certify that written approval from the Collective Bargaining agent certified representative(s) for each affected unit will be submitted upon approval by the Collective Bargaining agent certified representative(s).
- I hereby certify that it is my responsibility to advise all participants of this plan, that each participant must have on file an application for New Hampshire Unemployment Insurance benefits, and that each participant must meet the monetary and non-monetary eligibility requirements to receive Workshare benefits..
- I hereby certify that it is my responsibility to file a weekly continued claim, including earnings from other employment or self-employment, for each active participant of the plan for every week between the start and end dates of the plan.
- I hereby certify that I am authorized to submit this plan for my employer.

D. Certify WorkShare Plan Application

Certify WorkShare Plan Application	
<input type="radio"/>	I wish to submit this WorkShare plan for approval. All information will be submitted and can no longer be edited.
<input type="radio"/>	I do not wish to submit this WorkShare plan for approval at this time. The information entered will be saved for later update.
<input type="radio"/>	I do not wish to submit this WorkShare plan for approval. All information entered will be deleted if you choose this option.
<input type="button" value="Cancel"/>	<input type="button" value="Save Choice and Process as Indicated"/>

You must choose whether to submit the application, save it, or delete it. One of the radio buttons must be selected to move forward with the application. Once a choice is made, click the "Save Choice and Process as Indicated" button.

The first option will submit the plan for review and put the plan in Pending Approval status. While pending approval, the WorkShare information cannot be changed by employers. Any changes that are necessary must be completed by the department's WorkShare Unit.

The second option will keep the plan in "Incomplete" status. This allows employers to make changes to information and submit the plan at a later date.

The third option will delete all information that was entered. You will need to start from the beginning to submit a plan.

In order to confirm the action you wish to take, click on the "Save Choice and Process as Indicated" button.

If you have any questions or concerns, select the second option and call or email the WorkShare Unit for assistance.

E. WorkShare Plan Confirmation

When a WorkShare plan is complete and submitted, you will be presented a confirmation page to print for your records.

Plan Confirmation	
Employer Account Number	:
Employer Name	:
DBA	:
Date	: 7/1/11 9:22 AM
Your Plan application for WorkShare has been submitted	
Your Plan Identification Number :	
This confirmation is receipt of your application only. Your Plan has not been approved.	
You will be contacted if additional information is needed to process this application. New Hampshire Employment Security commits to plan review and communication of the approval or denial of this plan with in 15 business days of the date of submission.	
Please print this page for your reference.	

VI. WorkShare Plan Status

A. Viewing and Editing Plans

To better understand what the status of your WorkShare plan means, please refer to the chart below. The ability to access or edit a plan is controlled by the status of the plan.

Plan Status	Definition
Incomplete	The WorkShare plan was not submitted for approval on the day that the application was started. Employers may decide not to finish the application and submit at a later date; however, the system may require that the start date of the plan be changed. This is necessary to maintain the 21-day rule, which requires the start date of the plan to be equal to or greater than 21 days from the plan submission date. All parts of the application can be edited.
Pending	The plan is submitted and pending department approval. No changes can be made by the employer; information is accessible as view-only. If changes need to be made to the plan, please contact the WorkShare unit.
Withdrawn	The employer has chosen not to proceed with the WorkShare plan. If an employer wishes to withdraw the plan, a request has to be made to the WorkShare Unit. The edit function is disabled for a Withdrawn Plan. All information is accessible as view-only.
Approved	The department has approved the submitted plan for an employer to take part in the WorkShare program. This status allows the adding/editing of some information, including mailing address, contact information, shut down dates, participants, and filing WorkShare Weekly Claims.
Not Approved	The WorkShare Unit has reviewed the WorkShare application and has determined that an employer does not meet the requirements for the program under NH State Law. All information is accessible as view-only.
Revoked	Once a WorkShare plan is approved, if the WorkShare unit determines that an employer is not meeting the requirements of the program, the plan may be revoked. The plan will be inactive and participants will no longer be eligible to receive any benefits. An employer can file another plan at a later date. The edit function is disabled for revoked plans. All information is accessible as view-only.

B. Editing an Approved Plan

You will need to log into the NH Unemployment Insurance System (NHUIS) with your user name and password. From the Main Menu screen, choose the “File/Manage WorkShare Plan” link. The system will navigate to the WorkShare Plan Summary screen below.

Plan ID	Plan Start Date	Plan End Date	Plan Status	Department	Hours Reduced%
<input checked="" type="radio"/> 5000420	04/03/2011	05/14/2011	Approved	Sales	30
<input type="radio"/> 5000540	04/10/2011	08/13/2011	Pending Approval	Quality Control	20
<input type="radio"/> 5000740	06/26/2011	09/24/2011	Pending Approval	Testing Union Validation	20
<input type="radio"/> 5000887	05/15/2011	10/01/2011	Pending Approval	Sales	30

Buttons: Add Plan, View/Edit Plan, View/Edit Participants, File/View Weeks, Revoke Plan

Step 1: Select an Approved Plan with the radio button.

Step 2: Click on the “View/Edit Plan” button.

Step 3: The system will navigate to the Review WorkShare Plan screen.

This screen displays all of the information that has been entered on your plan to date. Take this opportunity to review all of the data you entered for addresses, contact information and plan information. In order to edit the fields, scroll to the bottom of the page and click on the “Edit” button.

Step 4: Click the "Edit" button.

NEW HAMPSHIRE UNEMPLOYMENT INSURANCE SYSTEM			
NHUIS		• site map	• hide help
Claimant	Employer	Provider	Admin
Reports	Resources		
Search Emp General Info TPA General Info Charging Multi-claimant/Labor Dispute Emp Miscellaneous WorkShare			
WorkShare			
UI ACCT#:	Name:	FEIN:	TPA Name:
Plan ID: 5000034	Start Date: 03/13/2011	End Date: 08/27/2011	Status: Pending Approval
Review WorkShare Plan			
Plan Submitted Date: 02/14/2011	Negatively Rated Indicator: No	Good Standing Indicator: No	
WorkShare Charge Status : I agree to reimburse any benefits paid under this WorkShare plan to the Department of Employment Security : N/A			
Impacted Work Site Address :			
Attention :			
Street :			
City :			
State :	Zip Code :		
How many employees are working at the worksite : 50			
Mailing Address : <input checked="" type="checkbox"/> I verify that this is the correct Mailing Address			
Street :			
PO Box :			
City :			
State :	Zip Code :		
Country :			
Workshare Contact Information :			
Contact First Name :			Contact Last Name :
Contact Job Title :			
Contact Telephone# :			
Contact Fax# :			
Contact E-mail :			
Preferred Workshare Correspondence Method :	US Mail		
Plan Dates :			
Plan Start Date (Must start on Sunday and the date format "MM/DD/YYYY") :	03/13/2011		
Plan End Date (Must end on Saturday and the date format "MM/DD/YYYY") :	08/27/2011		
Union/CBU Agreement :			
You will be required to supply a signed approval from the collective bargaining agent for each unit that represents any plan participant. The Union/CBU agreement can be viewed/printed by clicking on the hyperlink http://www.nh.gov/nhes/employer/emp_forms_pub.htm			
Does one or more union or collective bargaining unit represent participants of this plan? : No			
Hours Reduction :			
Percentage of hours reduced(10-50%) :	20		
Shut Down Dates :			
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Reason for shut down (max 50 characters)	
04/03/2011	04/09/2011	maintenance	
06/05/2011	06/18/2011	regular vacation	
Plan Explanation :			

Screen continues on next page.

06/05/2011	06/18/2011	regular vacation
------------	------------	------------------

Plan Explanation :

Number of Participants on the Workshare Plan : 4
 Affected Department : warehouse

How will this plan avoid layoffs in the affected department?
 Will bring under budget

Please provide an explanation of any effect the reduction in the normal weekly hours of work will have on fringe benefits provided by the employer :
 No affect on fringe benefits

I hereby certify that the percentage reduction in the normal weekly hours of work is instead of layoffs and is not intended as a subsidy of seasonal employment during the off-season nor as a subsidy of temporary part-time or intermittent employment.

I hereby certify that health benefits shall continue to be provided to the employees in the affected units as though their normal weekly hours of work had not been reduced, and retirement benefits under a defined benefit pension plan, as defined in said [section 3\(35\) of ERISA of 1974](#), shall continue to be provided to the employees in the affected units on a pro-rated basis.

I hereby certify that no employee of the affected unit has been precluded from participation due to length of employment.

I hereby certify that the plan applies to only full-time or permanent part-time employees and no seasonal employee is included in the plan.

I hereby agree to furnish all reports and information necessary for the administration of the plan and permit access by the commissioner or his/her representative to all records necessary to verify and evaluate the plan.

I hereby certify that my account is in good standing, that all contributions, payments in lieu of contributions, interest and/or penalty charges are paid.

I hereby certify that written approval of the Collective Bargaining agent certified representative(s) for each affected unit will be submitted upon approval of the Collective Bargaining agent certified representative(s).

I hereby certify that it is my responsibility to advise all participants of this plan that each must have filed an application for New Hampshire unemployment insurance benefits and meet both monetary and non-monetary eligibility requirements to be eligible for Workshare benefits.

I hereby certify that it is my responsibility to file a weekly continued claim, including earnings from other employment or self-employment, for each active participant of the plan for every week between the start and end dates of the plan.

I hereby certify that I am authorized to submit this plan for my employer.

Employer Certification Answers :

I wish to submit this WorkShare plan for approval. All information will be submitted and can no longer be edited.

I do not wish to submit this WorkShare plan for approval at this time. **The information entered will be saved for later update.**

I do not wish to submit this WorkShare plan for approval. **All information entered will be deleted if you choose this option.**

Cancel Edit Next

NHES is a proud member of America's Workforce Network and NH Works.
 NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities.
 User:Burke, Noreen Bus Unit:Office of Information Technology Application Date:04/19/2011 Database Date:04/19/2011 Version:6.24.7

Once a plan has been submitted and approved by the WorkShare Unit, you will be able to edit some sections of the plan. Mailing Address, Contact Information, Shut Down Dates, and Participants are fields you can edit. To save changes, click on the "Save and Next" button at the bottom of each page. Once the information has been saved, it is safe to log out or click the "Previous" button to navigate back to the WorkShare Plan Summary screen.

C. Editing Shut Down Information

As an employer, you can edit shut down dates; however, there are some limitations. You can add and edit future shut down dates. Once the shut down has occurred or is the same as the current week, you can no longer remove or change the date. Future shut down dates can always be added or deleted.

NHUIS				NEW HAMPSHIRE UNEMPLOYMENT INSURANCE SYSTEM				• site map • hide help • Sign Out			
Claimant		Employer		Provider		Admin		Reports		Resources	
Search Emp General Info TPA General Info Charging Multi-claimant/Labor Dispute Emp Miscellaneous WorkShare											
WorkShare											
UI ACCT#:			Name:			FEIN:			TPA Name:		
Plan ID: 5000910			Start Date: 05/29/2011			End Date: 07/30/2011			Status: Incomplete		
Add WorkShare Plan Continued											
Shut Down Dates :											
If one or more full calendar week shut down period(s) is expected to occur during start and end dates of the WorkShare plan, please complete the details below for each week. A shut down week is one which none of the participants of the approved plan will be working. The employer is required to file continued claim records for all participants for all weeks during period of the plan, including shut down weeks											
Start Date (MM/DD/YYYY)				End Date (MM/DD/YYYY)				Reason for shut down (max 50 characters)			
○	<input type="text"/>			<input type="text"/>			<input type="text"/>				
<input type="button" value="Add"/>		<input type="button" value="Delete"/>									

D. Editing WorkShare Plan Participants

Employers can edit the participant list on Incomplete and Approved WorkShare plans.

Function	Plan Type
Add Participants	Incomplete and Approved
Remove Participants	Incomplete and Approved
Edit Participant Union Status	Incomplete
Edit Participant Normal Hours Worked	Incomplete

Incomplete Plans

You have the opportunity to make all necessary changes to a plan and review all information before submitting it for approval. Participants can be added or removed. Their union status and/or normal hours worked can be changed. If a participant is removed, he or she will no longer appear on the participant list.

Approved Plans

These plans are editable, however, there are some limitations to what information can be edited or added. It may be necessary to change the participant list for several reasons, including personnel changes. Employees may get promoted to other departments, transfer into a department on a WorkShare plan, quit employment, or go on leave. It is the responsibility of the employer to keep WorkShare plans up-to-date regarding any personnel changes. For this reason, participants can be added or removed. When participants are removed, the records still appear on the plan in inactive status. This is necessary to maintain an accurate record of anyone that was on an active WorkShare plan for any period of time. The normal work hours and union status of participants on approved plans cannot be changed.

Instruction for Editing Participants

You can edit participants from the WorkShare Plan Summary screen.

1. Select the plan you wish to make changes to.
2. Click the "View/Edit Participants" button.

WorkShare Plan Summary

Plan ID	Plan Start Date	Plan End Date	Plan Status	Department	Hours Reduced%
<input type="radio"/> 61	06/27/2010	09/04/2010	Withdrawn	MANUFACTURING AND ENGINEERING	50
<input checked="" type="radio"/> 5001501	09/11/2011	12/31/2011	Incomplete	muligan	50

3. System navigates to the View/Edit Participants screen.

Incomplete Plan Screen

The CBU/Union and Normal Hours fields can be edited.

View/Edit Participants

Total Participants : 2

SSN	Last Name	First Name	CBU/Union	Normal Hours	Participant Status
<input type="radio"/>	LANKHORST	F	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="40"/>	Inactive
<input type="radio"/>	COLEMAN	T	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="40"/>	Inactive

To add participants, click on the "Add Participants Manually" or the "Add Participants From Wage Report" button. To remove existing participants, select a participant with the radio button to the left of the record and click the "Remove" button.

Approved Plan Screen

The Union and Normal Hours are grayed out and not editable.

View/Edit Participants

Total Participants : 10

SSN	Last Name	First Name	CBU/Union	Normal Hours	Participant Status
<input type="radio"/>		N	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="40"/>	Inactive
<input type="radio"/>		P	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="40"/>	Inactive
<input type="radio"/>		B	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="40"/>	Inactive

E. Removing Participants

From the View/Edit Participants screen, participants can be removed from Incomplete or Approved Plans. Select the radio button of the individual participant you wish to remove, and click the “Remove” button. The system navigates to the Remove Participant from Plan screen for additional information.

NOTE: *If you have previously removed a participant from an approved plan, the only way to put them back on the plan is to add him or her manually.*

Remove Participant from Plan [Help](#)

Participant SSN:	First Name:	Last Name:
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*Reason for Removal *Effective Date of the Removal

If reason for removal is separation, you must complete the following information

Date of Separation

Reason for Separation

Additional Reason for Separation

Reasons for Removal

The system will prompt you for a Reason for Removal. The table below provides the list of options to choose from.

Reason for Removal	Definition
Data Entry Error	A participant was added to a plan that should not have been.
Job Change	A participant has changed positions with the current employer and no longer works for the department covered by the WorkShare plan or no longer works reduced hours.
Job Promotion	The participant has been promoted to another position and either does not work for the department covered by the WorkShare plan or no longer works reduced hours.
Leave of Absence	The participant is on an approved leave of absence and is still job attached to the WorkShare employer with plans to return to work at a later date.
Other	This is an option when none of the other listed scenarios fit the situation.
Separation	The participant has been separated from employment with the WorkShare employer. This choice requires additional information which includes date of separation and specific reason for separation.

Effective Date of the Removal

The date entered must always fall on a Sunday, as that is the start of the WorkShare week. The effective date can be the Sunday of the current week you are removing a participant from or for a future Sunday that falls within the WorkShare plan dates. The date must be in MM/DD/YYYY format.

Date of Separation

If the reason a participant is being removed from a plan is due to separation from employment, the system will prompt you for additional information. The Date of Separation is the actual day that a person stopped performing work duties with the WorkShare employer. The date must be in MM/DD/YYYY format.

Reason for Separation

The Reason for Separation drop down menu provides you with options to explain how the particular employee became separated from employment.

Additional Reason for Separation

If you entered the reason for separation as quit or fired, then the Additional Reason for Separation field must be completed. Drop down options will vary depending upon Reason for Separation chosen. Based on the answer of Quit or Fired, a list of options will be provided to choose from; if none best describes the situation, choose Other.

VII. Viewing and Filing WorkShare Weekly Claims

The WorkShare program operates differently from the regular Unemployment Insurance (UI) program. As the employer, you are responsible for filing the weekly request for payment, known as the WorkShare Weekly Claim, for all participants on a WorkShare plan. The weekly request for payment can be filed beginning Sunday 12:01 a.m. through Saturday at 11:59 p.m. for the previous week.

There are several items that need to be tracked so information can be reported on the WorkShare Weekly Claim. Such items include how many hours an employee worked each week, any leave time used by an employee, and any other earnings received by an employee. The WorkShare Unit can provide you with a spreadsheet to assist in tracking this information for plan participants.

A. Filing a WorkShare Weekly Claim

Weekly claims can only be filed on Approved Plans. You must log into your NHUIS account and navigate to the WorkShare Plan Summary screen. Select the plan you wish to file the week for, and then click on the "File/View Weeks" button.

WorkShare Plan Summary

Plan ID	Plan Start Date	Plan End Date	Plan Status	Department	Hours Reduced%
5000947	06/26/2011	10/22/2011	Approved	Medical	15

Add Plan View/Edit Plan View/Edit Participants **File/View Weeks** Revoke Plan

The system will navigate to the WorkShare Plan Weekly Claim screen where you select the week you wish to file. You may only file a WorkShare Weekly claim for the most recent week that has occurred.

Remember: WorkShare weeks run from Sunday through Saturday.

WorkShare Plan Weekly Claim

Week Ending Date Select One

Select One
05/28/2011
05/21/2011

As the employer, you only have the ability to file timely for the most recently completed week, which is available on the drop down menu. If you forgot to file for a week or wish to file for any prior weeks during the plan that have not yet been filed timely, the WorkShare Unit must be contacted.

If there are no dates listed, it is likely that your WorkShare plan has not yet started. The effective date of the plan is a Sunday, and you cannot file until after that week ends on Saturday at midnight.

B. WorkShare Weekly Claim Screen

File WorkShare Plan Weekly Claim

Weekending Date: 05/14/2011 Plan Percentage: 30

Participant SSN	Last Name	First Name	Normal Hours	Reduced Hours	Actual Hours Worked	Hours Not Worked	Other Weekly Earnings	Reason actual hours different than plan%
		N	35	25	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		P	35	25	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		B	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		D	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		D	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		M	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		R	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		C	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		G	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		E	40	28	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One

Result Pages: 1

WorkShare Plan Weekly Claim Screen Elements

The screen as shown above, has prepopulated fields that will always be presented, these include the Social Security Number, Last Name, First Name, Normal Hours and Reduced Hours. This screen also has fields that require you to enter information for each participant. These fields are Actual Hours Worked, Hours Not Worked, Other Weekly Earnings, and Reason actual hours different than plan %.

Normal Hours: the total number of hours that a participant worked during a typical work week prior to the start of the WorkShare plan.

Reduced Hours: the system-calculated number of hours that the participant will be working each week based on the plan percentage entered on the WorkShare plan when it was filed.

Actual Hours Worked: the total number of actual hours worked by a participant for the week which you are filing.

Hours Not Worked: represents the difference between Reduced Hours and Actual Hours Worked. Generally speaking, the Hours Not Worked + Actual Hours Worked = Reduced Hours.

For example, if the reduced hours for a participant is listed as 28 hours, the participant should work 28 hours each week, and the Hours Not Worked field is left blank or a zero could be entered. If you only enter 20 in Actual Hours Worked, the Hours Not Worked should be reported as 8.

If one of your employees did not work the full amount of reduced hours and used vacation or sick leave, this would be an example of entering the Hours Not Worked as the hours of vacation or sick leave used. If the employee worked all of the reduced hours and additionally took leave time, the leave time hours would be reported as Hours Not Worked.

Other Weekly Earnings: these earnings are received by a participant from other employment. Your employees may have additional part-time jobs or be self-employed. It is your responsibility as the employer filing the WorkShare Weekly Claims to report these earnings.

Reason actual hours different than plan %: is a required field when the actual hours worked is more or less than the reduced hours of the plan percentage. Please select the reason that best fits the situation or choose Other if you do not find an option that is relevant. Choosing Other should be used sparingly as it requires the WorkShare Unit to conduct fact-finding and determine if the claimant is payable, which will delay payment.

(See table on the following page for details regarding Reason actual hours different than plan %)

Reason Actual Hours different than plan %	
Full week dept. or company shut down	A participant worked no hours in a particular week due to a company or department-wide shut down.
Full week lack of work	There were no hours for a participant to work, as no work was available.
Leave of Absence	The participant is on a requested/approved leave of absence from employment.
Other	This option is available if no other option describes the situation of a particular participant.
Partial week lack of work	Employer had some available work for the participant to perform, but not enough to work the reduced hours of the plan percentage.
Refusal of available hours	The participant was offered work that he or she was able to perform, but chose not to report to work.
Sick/FMLA leave	The participant is on approved sick leave and/or covered under the Family and Medical Leave Act.
Vacation/personal leave	The participant has elected to use vacation/personal leave for which he or she will receive compensation for that week.
Worked all available hours	The participant worked all available hours offered to him or her by the employer, whether more or less than the reduced hours of the plan percentage.
Worked normal hours	The participant was offered and worked the normal hours of a typical work week and is not compensable under the WorkShare program for that week.

In order to submit a week for processing, click the "Save" button at the bottom of each page. As you complete each screen, click the "Save Page" button. Navigate through all screens and all participants. You must enter information for all participants on the screen. Once complete, click the "Submit for Processing" button. If there are multiple pages of participants, you will need to navigate to the final page before this option is available. When you have completed all the pages, the last page will contain the button "Submit for Processing" to ensure you are filing for all participants on the plan.

Note: *If there are grayed out records, they represent participants that have been removed from the plan or recently added to the plan. You cannot file the WorkShare Weekly claim for a participant during the week that he or she has been added. The participant will be active the following week and that WorkShare Weekly claim may be filed. If you forgot to add the participant at the correct time, you can contact the WorkShare Unit for assistance.*

C. Viewing Filed WorkShare Weeks

Log into your account and navigate to the WorkShare Plan Summary screen to view previously filed weeks. Select the approved plan for which you wish to view previously filed weeks. Click the "File/View Weeks" button. The system will navigate you to the WorkShare Plan Weekly Claim screen where you can select the week you wish to view.

WorkShare Plan Weekly Claim

Week Ending Date:

05/28/2011
 05/21/2011

Click the "Go" button to navigate to the View WorkShare Plan Weekly Claim screen. This screen has an added column to show the Week Status for each participant. This will enable the employer to determine whether the week was payable, not payable, or is still pending.

View WorkShare Plan Weekly Claim

Weekending Date: 05/28/2011

Participant SSN	Last Name	First Name	Normal Hours	Reduced Hours	Actual Hours Worked	Hours Not Worked	Other Weekly Earnings	Reason actual hours different than plan%	Week Status
		JEFFREY	40	28	28				Pending
		MICHELLE	40	28	28				Pending
		NATHANIEL	40	28	20	8		Worked all available hours	Pending
		MICHAEL	40	28	28				Pending

You can view submitted information anytime after you submit it. The example above shows data on the same day it was submitted, and the Week Status reflects as pending.

(See the table on the next page for Week Status definitions.)

D. WorkShare Weekly Claim Status

Week Status	Description
Pending	The WorkShare week has been submitted and has not yet been processed. There may be issues holding this week in pending status. If the week has been in pending status for longer than 5 business days, contact the WorkShare Unit.
Waiting Week	The first compensable week of any unemployment program, including WorkShare, by law serves as a waiting week. The participant will not receive any monies for the waiting week.
Paid	The participant has been determined to be eligible for WorkShare benefits and payment has been issued.
Denied	The participant has been determined to NOT be eligible for WorkShare benefits that week.
Pay Held	The week has been processed but no payment has been generated due to an open issue holding the payment. The issue has to be reviewed by the WorkShare Unit to determine eligibility for benefits that week.
No Claim	The participant has not filed a claim for unemployment compensation in the NH Unemployment Insurance System (NHUIS).
Break in Claim (Blank Field)	The participant has previously filed a claim for unemployment that included weeks prior to the WorkShare plan start date. The participant should have restarted his or her claim the first week of the WorkShare Plan. Contact the WorkShare Unit to resolve this issue.

E. WorkShare Benefits

The WorkShare benefit is based upon the percentage of what a participant is eligible for under the Unemployment Insurance (UI) program. For this reason, all participants have to file an application for unemployment compensation in order to be paid WorkShare. This application is processed to establish what the UI Weekly Benefit Amount (WBA) will be and if the individual is eligible under NH Unemployment Law.

Once the UI Weekly Benefit Amount is established, the WorkShare benefit is calculated based on the plan percentage (chosen by the employer) when filing the WorkShare plan application. The plan percentage can be anywhere from 10-50%. The WBA is multiplied by the plan percentage to determine the weekly WorkShare benefit amount.

Table of WorkShare Benefits

	UI Weekly Benefit Amount	WorkShare Plan Percentage	WorkShare Benefit Amount
Participant A	\$427.00	20	\$85.00
Participant B	\$350.00	30	\$105.00
Participant C	\$125.00	40	\$50.00

The employee may or may not have established a claim prior to the employer filing a WorkShare plan. If an employee has a current claim, there is the possibility that the employee can exhaust their maximum unemployment compensation benefit amount allowed under NH State law. The employee must be eligible for unemployment benefits to be able to collect WorkShare benefits.

When an employee's benefit year expires, a new claim for UI benefits needs to be filed. This will establish a new UI Weekly Benefit Amount.

When an employee exhausts his or her UI benefits, an Emergency Unemployment Compensation (EUC) claim may be filed by the claimant and eligibility will be determined. This is only an option if EUC funds are available at that time. If an employee is nearing the end of his or her benefits, an indicator (XH) will appear next to the record when the WorkShare Weekly Claim is filed.

File WorkShare Plan Weekly Claim

Weekending Date: 06/11/2011 Plan Percentage: 20%

Participant SSN	Last Name	First Name	Normal Hours	Reduced Hours	Actual Hours Worked	Hours Not Worked	Other Weekly Earnings	Reason actual hours different than plan%
		OLGA	40	32	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		GLEN	40	32	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		TIMOTHY	40	32	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		STEPHAN	40	32	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		VICTORIA	40	32	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
		BRADLEY	40	32	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One XH

When the XH indicator appears, contact the WorkShare Unit and they will determine the appropriate time for the participant to file a new application for unemployment compensation.

Employer Responsibility

The WorkShare Program was established to assist both employers and employees during periods of economic hardship. This is an employer-driven program that gives New Hampshire employers the responsibility of both filing and monitoring their plan(s). Please review the checklist below for your responsibilities once a plan has been approved.

Check List

- ✓ The WorkShare Plan Approval notice will indicate the start date of your plan. This is potentially the first payable week of the plan.
- ✓ Notify all employees in the plan that they must file a claim for benefits in the NH Unemployment Insurance System (NHUIS). Between the Sunday and Saturday dates of the first week of the plan, employees should go to www.nh.gov/nhes and select the "File for Unemployment Benefits" button.
- ✓ You must collect and report any other weekly earnings your employees have earned from other employment. This must be reported on the WorkShare Weekly Claim.
- ✓ You are responsible for filing timely weekly claims for all participants of a plan, including those who are part of a shut down for a particular week. If any participant worked partial hours or did not work any hours during a given week, this must also be reported and reason provided.
- ✓ It is your responsibility to answer questions about the WorkShare Program for employees participating in the program. If you are unable to answer these questions, the WorkShare Unit at NH Employment Security is available to assist you. The contact information is listed on the following page.

Contact Information

WorkShare Unit
518 White Mountain Highway
Conway, NH 03818
Phone: (603) 528-9360
Fax: (603) 447-3951
Email: workshare@nhes.nh.gov