

Work Share Program Process

Please follow the five steps below to apply for, and access, Work Share benefits.

Step 1: Complete the required and appropriate optional forms using the resources provided here: <https://www.portlandoregon.gov/bhr/80937>.

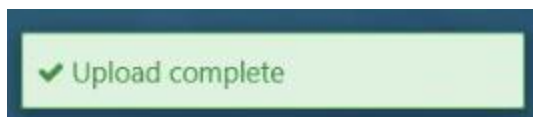
If you have questions after reviewing the resources, send your question(s) to: inboxworkshare@portlandoregon.gov.

Save completed forms to your personal drive – include your first and last name in the file name.
Example: Doe, Mary Work Share Initial Claim form.pdf.

Step 2: Electronically Sign the Work Share Initial Claim form. If you do not have an electronic signature, please follow the steps below to create one. Once created this signature may be used on any PDF.

- Open your saved Work Share Claim Form
- Click in the Signature field. It will open a prompt to “Sign with a Digital ID”
- If you haven’t set up a Digital ID, select “Configure New Digital ID”
- On the next pop-up select, which Type of Digital ID you’d like to setup. Select “Create A New Digital ID”
- On the next pop-up Select the Destination of the new Digital ID. Select “Save to File”, Click Continue.
- On the next pop-up, Enter Required fields, Click Continue.
- On the next pop-up, Create a Password for your Digital ID, Click Save.
- Your Digital ID has now been created and can be applied to any PDF set up with Digital ID Signatures.

Step 3: Upload the forms one at a time to a secure link, which will be provided by your assigned HRBP. When you successfully upload your file, you will get a quick flash message at the bottom left of the page like this:



If you see this flash message, your file has been uploaded successfully. For those that have already uploaded your files, no further action is needed.

If you need help uploading the forms or have questions, please reach out to your HR Business Partner.

Step 4: Work with your supervisor/manager to schedule your furlough days. Review the Work Share resources if you have any questions about scheduling furloughs. Once the furlough dates are approved by your supervisor, go into SAP and make a time off request for each furlough day. Use the request type “Other” and mention furlough in the comment box.

Step 5: When you complete your timesheet, enter code “FRUP” to record furlough time or “RSUP” to code for reduction in workweek. **This must be done no later than 5:00 every Monday.**