



## BHR Bulletin, WORK SHARE UPDATES

*Updated Aug. 17, 2021 (scroll down)*

### **OED Letters Regarding Pandemic Unemployment Assistance (PUA)**

Some City employees recently received a letter from OED stating their regular unemployment insurance claim is being adjudicated -- and that applications for the PUA program must be received by December 26, 2020. **We have been advised by OED that this letter, which was automatically generated, does not apply to most City employees and can be disregarded.** If you received this letter, were denied Work Share benefits for a particular week, and would like to know if you qualify for PUA, please refer to OED's FAQ on the PUA program here: <https://unemployment.oregon.gov/frequently-asked-questions#faqTopic-2008>.

### **Waiting Week Payments**

It has been reported in various news media that the Oregon Employment Department (OED) will begin to make "waiting week" benefit payments to unemployment recipients this week. This is true, but for Work Share participants, this payment will likely come later. Each waiting week claim for Work Share participants must be keyed manually, which will take additional time. OED has indicated they are actively working on this project, and their goal is to have all waiting weeks paid by the end of January. OED has also indicated that the \$600 CARES Act benefit should still be paid to anyone whose waiting week falls between May 31 and July 25. The \$300 Lost Wages Assistance Program benefit should be paid to anyone whose waiting week falls between July 26 and September 5.

### **OED Adjudication (Judgment) for Missed Opportunities to Work**

If you were ineligible for Work Share benefits because of missing an opportunity to work (sick time, vacation time, funeral leave, etc.), you may get a phone call from an Oregon Employment Department (OED) adjudicator to verify the reason for your absence. If you receive a call, you will be asked to confirm what day(s) you missed work, why you missed work, and when you returned to work. The adjudicator will use this information to make a final determination on your eligibility for benefits. If the adjudicator leaves you a message, **you must return their call within 48 hours** or they will make a decision without your input.

### **Lost Wages Assistance**

On August 8, 2020, the President made available up to \$44 billion from FEMA's Disaster Relief Fund to provide financial assistance to people who have lost wages due to the COVID-19 pandemic. This temporary emergency program, known as the Lost Wages Assistance (LWA) program, gives an additional \$300 per week to people who have had a reduction in work hours due to COVID-19, and are receiving at least \$1 of unemployment benefits. This is effective from

July 26 through September 5, 2020. LWA will be paid retroactively to Work Share participants in the same manner as their regular Work Share weekly benefits but as a separate payment.

City of Portland has certified to OED that the need to reduce hours and subsequent participation in Work Share was due to a disruption from COVID-19. Employees do not need to take any action themselves, to receive this additional retroactive payment for weeks they were eligible for Work Share benefits between July 26 and September 5.

**Note:** Many employees have received a letter from OED indicating they have not yet certified to be eligible for LWA on their unemployment insurance claim, and they must certify within 5 days.

We have been in communication with OED and they have confirmed that the City did certify on your behalf, but that OED did not follow through on marking all City employees as being certified.

OED is now working their way through the City's list of Work Share participants and marking them as certified for LWA.

You do NOT need to self-certify within 5 days of the date in the letter. This issue will be corrected by OED on your behalf. You do not need to repay any LWA benefits already received unless you receive future communication from OED asking you to do so (for example, if OED determines you were paid LWA benefits in error).

### **Processing**

OED is still processing claims, so it is common for Work Share participants to be missing payments. If you email the Work Share inbox regarding missing payments, please include your furlough dates, the number of payments received, and the weeks listed on any paper checks. If you received a letter regarding the waiting week, please include the date listed. All this information will help us assess which payments are being processed.

### **ReliaCard**

All employees who receive a Work Share benefit will receive a US Bank ReliaCard. Typically, this should arrive in the mail within 10 days after you receive a check for your first week of benefits. Be sure to activate the card and keep it in a safe place. More information about ReliaCards and how to use one can be found in this [detailed FAQ](#).

OED has been working on setting up direct deposit for City employees who submitted direct deposit authorization forms. If you requested direct deposit, be sure to check both the balance on your ReliaCard (you can create a user account on the [ReliaCard website](#)) **AND** in your bank account. For Reliacard, you can sign up for text and email alerts to let you know when new funds have been deposited.

For questions and issues related to ReliaCard, please call Cardholder Services at 866-567-8590, or visit [www.usbankreliacard.com](http://www.usbankreliacard.com).

**Updated Feb. 8, 2021**

### **1099-G Tax Information for Work Share Benefits**

All employees who received Work Share (or regular unemployment) benefits in 2020 should receive a 1099-G -- reporting the amount of benefits you received, and any taxes withheld. The form was mailed to the address Oregon Employment Department (OED) has on file, and is postmarked no later than January 31, 2021. If you do not receive your 1099-G soon, call 503-947-1800. [There is a general FAQ page here.](#) The FAQ on this topic is called “*Will I receive a year-end statement to file with my taxes?*”.

### **CARES Act Extension**

Our understanding of the CARES Act Extension recently passed by Congress is that employees who have a valid Work Share claim between Dec. 27, 2020 and March 13, 2021 will receive a supplemental weekly benefit of \$300, in addition to their Work Share benefit. OED is working to get these new benefits to employees as soon as possible. Currently, OED is waiting to receive rules and instructions from the Department of Labor. Until that information is received, OED cannot give the City a date as to when supplemental benefit payments will be issued. The City will continue to send in weekly claim certifications to OED, and once everything is finalized, the additional payments will be reviewed and issued by OED.

**Updated March 2, 2021**

### **Updates to Work Share Missed Opportunities to Work**

OED recently updated categories of leave falling under the temporary rule. In the past, the rule has allowed Work Share participants to use approved, accrued leave when sick, taking care of someone who is sick, for COVID-19 related reasons, or for jury duty -- without those hours counting as missed opportunities to work.

Now -- Taking funeral/bereavement leave will no longer be considered as a missed opportunity to work. Under the temporary rule, those leave hours will count as hours worked, for purposes of determining eligibility for Work Share.

**Updated March 16, 2021**

### **1099-G Phone Number**

The Work Share team has received many inquiries about tax form 1099-G. OED advised the City that all 1099-G's were posted by Jan. 31, and to allow 2-3 weeks for delivery. **We have learned the phone number previously provided for contacting Work Share about a missing 1099-G is not being monitored.** At this time, if you have not received your 1099-G, you can call the main

Work Share line at 503-947-1800. When you call, OED can look up your individual tax information and provide it over the phone. A copy of your 1099-G can be sent after speaking with an OED representative.

### **Report of Additional Income**

Employees currently participating in Work Share should submit a [Report of Additional Income form](#) if you have any income to report from an additional employer, pensions, annuities, or retirement.

Note that any additional income you receive directly from a third party (like an insurance company) to replace lost wages due to injury or illness should also be reported using the form.

If the additional income does not change from week to week, the Report of Additional Income form only needs to be submitted one time. However, if additional income is different from week to week (e.g., you don't always work the same number of hours each week at a second job), the form needs to be submitted for each week you take furlough, or have a reduction in schedule. It should be submitted to the same secure portal you used to submit the initial claim form (the link to the secure portal can be obtained from your HRBP) and must be submitted by 5 p.m. on Monday, the week after the furlough or schedule reduction occurred. The income reported on the form should be the earnings for the Sunday through Saturday workweek in which you furloughed or reduced your schedule.

### **Work Share Claim Recertification**

The City's current Work Share plan is active through May 29, 2021. Over the next few weeks we will begin the process of resubmitting the City's Work Share application. Approval will enable employees to participate in the program for a second year. This process requires employees to submit new, completed initial claim forms, direct deposit forms, and additional income forms if you plan to continue furloughing or working a reduced schedule between May 30, 2021 and June 30, 2022. An email will be sent later this week to employees who have recently been participating in Work Share. Further instructions and links for form submission will be included.

***Updated March 30, 2021***

### **Overpayment Updates Clarification**

Previously, we shared two phone numbers OED indicated participants should call if they received an overpayment letter. Some City employees have experienced issues with the numbers -- so we recommend contacting the Work Share team at [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov) with questions about overpayment letters. If you've received an overpayment letter and would like to discuss payment options or make a payment, please call OED's recovery department at 503-947-1710.

***Updated April 6, 2021***

### **1099-G Discrepancies**

After reviewing your 1099-G, if you think you did not receive all the benefits indicated on the form, or believe your 1099-G is incorrect, please contact the Work Share team at [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov). We can research the payments you received and compare them to the payments issued by Oregon Employment Department (OED) to determine if something is missing. Then we can contact OED on your behalf.

### **City Work Share Plan Renewal**

The City's Work Share plan expires May 29, 2021. Throughout April, we will be collecting new initial claim forms, additional income forms, and direct deposit forms from all employees planning to participate in the Work Share program after expiration. To avoid a lapse in your benefits payments, please respond as soon as possible to emails regarding the renewal process.

**Updated Aug. 17, 2021**

### **City of Portland Work Share Renewal**

The City's application to renew its Work Share plan for a second year was approved by the Oregon Employment Department (OED). The renewal is valid from May 30, 2021 through May 28, 2022. If you are furloughing during this period and you submitted or resubmitted your forms in April or May as part of the City's renewal process, they have been processed by OED and you can continue to furlough or reduce your schedule. If you plan to furlough during this period but did not submit or re-submit your forms, please send a message to the Work Share inbox at [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov) for PDFs of the necessary forms and a link for submission.

Recent updates to the City's Work Share FAQ can be found here: [Work Share Program FAQ 06-08-2021 \(portlandoregon.gov\)](#)

### **Corrections to Work Share Claims**

Oregon Employment Department (OED) is no longer accepting corrected Work Share claims. Going forward, we will no longer be able to submit corrections to time after filing the regular weekly claim every Friday. It is extremely important for those who would like to receive Work Share benefits to ensure your timesheets are accurate by 5 p.m. Monday -- the week after you furloughed or reduced your schedule.

If you are currently participating in Work Share and do not enter your own time on your timesheet, please talk to your bureau timekeeper about the importance of entering your time by the 5 p.m. Monday deadline.

If you or your timekeeper make a change to your timesheet **after** the Monday 5 p.m. deadline, **and it is still within the same week**, please email the Work Share team at [inboxworkshare@portlandoregon.gov](mailto:inboxworkshare@portlandoregon.gov) as soon as possible, **prior to 9 a.m. Friday**. The Work Share team will make every effort to update your claim before submitting to OED Friday

afternoon.

If you have questions regarding Work Share benefits or the process, please email [Inboxworkshare@portlandoregon.gov](mailto:Inboxworkshare@portlandoregon.gov).

Read a detailed [FAQ regarding the Work Share program](#).