

COVID-19
David Douglas School District & Oregon Employment
Department
Work Share Program

Initial Claim Form Process & Instructions:

You will soon be receiving three separate emails to your District email coming from a district office email address via DocuSign*. These emails will include a link each opening a different fillable document that must be completed and signed virtually. All three documents listed must be completed for the Initial Claim Form to be processed in a timely manner. **You will only need to complete this process one time.**

Documents are as follows:

1. Tax Withholding Form
2. Authorization for Electronic Direct Deposit
3. Work Share Initial Claim Form document

*Please be sure to check your spam folder during this time in order to not miss important information in regards to your employment and the Work Share Program.

1. **Tax Withholding Form:** Enter your social security number in full, select both federal and state income tax withholding options as required and sign.
2. **Authorization for Electronic Direct Deposit:** Have your bank account information available of where you would like your benefit deposited, fill out information accordingly and sign.
 3. **Work Share Program Initial Claim Form:** The following is key guidance on how to respond to specific questions within the Initial Claim Form. Please review the information below before beginning the claims process. Some eligible employees MAY be required to submit information about additional income, retirement, or leaves of absences. Visit our website at <https://www.ddouglas.k12.or.us/> selecting the Employees tab and clicking on Human Resources in the dropdown menu for up to date information.

To avoid additional delays, the Initial Claim Form **must be completed by 4:00pm, Thursday, May 28, 2020.**

Note: If you submitted an Unemployment claim in the past two months, regardless if it was related to DDSD or another employer, you do not need to complete this process.

If you have questions about completing the form, please contact us by phone or email:

- **Call:** 503-262-4407
- **Email:** hr_covid@ddsd40.org

If you do not have access to a device or the internet, in-person support will be available at The District Office located at 11300 NE Halsey St. Portland, OR 97220 during the following times: (You must wear a mask and practice social distancing)

9:00am-2:00pm:

Wednesday, May 27

Thursday, May 28

Tips prior to starting your Initial Claim Form:

• Be prepared with the following information:

- Social Security Number.
- Start date with DDSD. *If your employment with DDSD started before November 1, 2018, an estimated date will be adequate.*
- Work history for the last 18 months, including dates of employment, your employers' business names, addresses and phone numbers.
- Estimated salary and total income from each employer.
- If you are not a citizen of the United States, you will need your Alien Registration Number and documentation.

• How to find current employment information:

- Hire Date: If your employment with DDSD started before November 1, 2018, an estimated date will be adequate.
 - If you do not have an estimated date, please email to human_resources@ddouglas.k12.or.us with your request.
- Gross Salary: You can find your gross salary on the IV web portal.
 - Go to the David Douglas Website: <https://www.ddouglas.k12.or.us/>
 - Under the Employees tab, you will find the IV portal link. Click that.
 - Using your email credentials, log in to the IV Portal (*if you do not know your email log-in information, please go to the Google Login link and click 'Forgot your password'*).
 - Once logged into the IV Portal, go to the Pay/Tax Information and click Employee Pay. You will find your Gross pay on the left under Earnings.



- **Other Employment:** You will be asked about other employment. You must answer this honestly - even if your work with the other employer has not changed.
- **Completing the Form:**
 - After you have completed your online Initial Claim Form you will receive an email confirmation from DocuSign. There you will be able to review and save your document as you see fit.
 - Your completed Initial Claim Form will be received by the District Office as completed and sent to OED via secure upload.
 - OED will process your claim through the Work Share program based on the list provided by DDSD.

Filing the Initial Claim Form -

This is the ONLY claim you will file for the DDSD Work Share Program

Follow ALL steps in the process, answering ALL questions completely and to the best of your ability. Failure to do so may result in denial of benefits.

The following will help you answer some of the questions:

Note: Benefits will be backdated to May 22, 2020 when DDSD began the Work Share Program. (When a date is required, provide the month, day and year in the following format: 01/01/2001)

- **Fill out ALL personal information in full. Do not leave any field blank.**
- **SSN will be blank - HR/Payroll will be filling this in once the form is submitted.**

- **Applicant's Mailing Address:** This is your home address where payment will be sent.

- **Work Share Employer:** This should come pre-populated, but if not please enter or complete the following information:
David Douglas School District
11300 NE Halsey St.
Portland, OR 97220
503-262-4407

- **Starting Date of Employment** - This field will be pre-populated.

- **In the last 18 months:** Answer all questions to the best of your knowledge marking Yes or No with dates as applicable.

David Douglas School District is NOT an agency of the Federal Government however, you may have worked for an agency of the Federal Government in the last 18 months. If so, mark Yes and fill out the dates accordingly.

Answer all questions A - H in full and continue to the second page.

- **First Most Recent Employer:** This should come pre-populated, but if not please enter or complete the following information:
David Douglas School District
11300 NE Halsey St.
Portland, OR 97220
503-262-4407

- Enter Job Title(s) accordingly-**This field should come pre-populated.**
- **I worked for this employer from:** enter start date, to: leave blank and Check mark “Still working”-**This field should come pre-populated.**
- **Total (gross) earnings in above period of work: (or best estimate for the last 12 months)** - this may be an estimate. We recommend using your monthly or annual gross, which can be found on your paycheck in the IV web portal. DDSD is providing this information under the Work Share program. **This field should come pre-populated.**
- Enter rate of pay and type of pay to complete section. **This field should come pre-populated.**
- Continue entering the Second and Third most recent employers as applicable.
- Check the box to Certify the document. You can review handbooks at www.OregonWorkShare.org
- ***Sign / Date via Docusign.***

What's next:

After you have completed your online Initial Claim Form you will receive an email confirmation from Docusign. There you will be able to review and save your document as you see fit.

All completed forms including your Initial Claim Form will be received by the District Office as completed and sent to OED via secure upload.

Oregon Employment Department (OED) will process your claim through the Work Share program based on the list provided by DDSD.

Note regarding Payments: The first payment will be a physical check from OED, the following payments will be via a Visa ReliaCard unless Direct Deposit has been established.

You can view additional information on Direct Deposit and ReliaCard on the OED website [HERE](#).

Things to be aware of:

- Do not create a profile with iMatchSkills. iMatchSkills is a requirement for unemployment not the Work Share program.
- Do not take action on follow up emails you may receive from the Oregon Employment Department. DDSD will communicate with you directly if action is required.
- Remember you only need to complete this claim one time. DDSD is participating in the Work Share program so you will **not** need to submit a weekly claim form through OED. Employees will have to certify their hours on a weekly basis. Employees who earn additional income or receive retirement pay will also have to report those wages/income on a weekly basis to DDSD to report through the Work Share program. The link to the form to certify hours and report other income will be emailed on a weekly basis. Please submit the weekly Certification before the deadline. The deadline will be included in the email that contains the link.
- Please note: It may take 4 weeks or longer before receiving your first payment from OED. If you have not received a payment by week six you can send an email to HR_COVID@ddsd40.org.

Please know that the HR team and your union leadership are here if you have any questions or need any assistance.