



Workshare Questions 10.23.20

Paul Rodeman <paul_rodeman@ddsd40.org>
To: Paul Rodeman <paul_rodeman@ddsd40.org>
Bcc: District Staff <district_staff@ddouglas.k12.or.us>

Fri, Oct 23, 2020 at 9:13 AM

Hello Everyone,

The Oregon Employment Department now has an online ticketing system for the workshare program. They have several representatives monitoring this system to assign incoming questions to staff.

If you are still missing a payment **that is not your waiting week**, please use this form to contact OED about your missing payment. You can also ask about the status of a claim if it is pending for another reason. Please reference the Saturday date for the week ending for any missing payments or claim questions so they know how to trace the claim in their system.

Email is OED's preferred communication method, please use your district email so that they can verify its authenticity. If you prefer contact by phone please provide a number that has voicemail and be sure your inbox is not full.

OED is still trying to override their system to process the waiting week. Please do not ask about the waiting week.

Instructions

Step 1) Click on this link to navigate to the workshare page: <https://www.oregon.gov/EMPLOY/Businesses/WorkShare/Pages/Work%20Share%20Home%20Page.aspx>

Step 2) Click on the "Contact Us Form" on the right hand side of the page.

[Employment Department](#) / [Businesses](#) / [Work Share](#)

Work Share Oregon

- [PAYROLL TAXES](#)
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Helping you strategize instead of downsize.
Your workforce. Your future. Your business.

When times are tough, Work Share provides Oregon businesses an alternative to layoffs. This newly streamlined program allows employers to leverage unemployment insurance (UI) to subsidize a portion of lost wages for employers whose work time is reduced due to market downturns or other business stressors.

To apply, START HERE and move down the list:

[Work Share Plan Application Instructions](#)

- [Work Share Plan Application Form](#)

[Work Share Participant List Instructions](#)

- [Participant List Form](#)

File Your Program Application and Participant List

[Initial Claim Form](#)

[Weekly Certification Form](#)

[File Your Initial Claim](#)

[File Weekly Claims](#)



**Need Help?
Get in Touch.**



Program Specialists are here for you five days a week, 8 AM - 5 PM, Monday through Friday for confidential support.

Use the Contact us Form below to submit your program application, a requested document, or to contact us with questions about your plan or your claim as an employee.



Contact Us Form



Phone: (503)-947-1800

Toll Free: (800)-436-6191


Address:

Oregon Employment Department
PO Box 14518
Salem, OR 97309



Ready to learn more? Check out our program overview video, visit our program page for more information, [frequently asked questions](#), [forms](#),

Step 3) Complete the form with your information as seen below.



Contact the Work Share Team

Date *

I am an (pick one):
 Employer Representative
 Employee

Social Security Number or BIN (if representing a business) *

Your Name or Name of Business

Employer representative name or n/a


Contact Email Address

Contact Telephone Number *

What is this regarding *
Please select one topic from the list below
 General Question
 My Claim
 New Program Application & Participant List
 Missing Payment
 Requested Documents
 Updating Participant List
 I Received a Letter from you
 Tax and Direct Deposit Forms
 Other

Comments, Issues, Questions *
780 character limit

Step 4) Certify and submit your question.

I'm not a robot  [Privacy](#) [Terms](#)

Thanks,

Paul Rodeman
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David Douglas School District
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