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What is Shared Work?

Shared Work is a voluntary program that helps employers during business downturns by providing an **alternative to layoffs**. Shared Work allows the employer to reduce work hours for an entire group of affected employees rather than laying off, while protecting the employees fringe benefits. The program provides a weekly unemployment payment to the employees whose work weeks have been reduced. It also ensures that these workers will be available for regular hours when business picks up.

How does Shared Work...work?

Say an employee's hours are temporarily reduced by 50%; in addition to a partial paycheck, the employee will get 50% of his/her regular weekly unemployment benefit. You continue working while collecting unemployment benefits to supplement your wages. Please see the example below:

should be receiving payments through Shared Work, it can cause a delay in your payments. Since employers are responsible for filing Weekly Certifications, there is no action required by the employee. Please direct Shared Work questions to your employer.

How long can an employee receive Shared Work benefits?

The employee can potentially receive a maximum of 52 weeks of partial unemployment payments during a single benefit year.

Who should I contact if I have a question about a missing payment or a payment that has already been processed?

Please first reach out to your employer to validate there is an error. If there is an issue, please have your employer directly provide the information to Shared Work by emailing us at DOL.sharedwork@ct.gov.

What happens if I use my Personal, Vacation, or Sick time?

In order for an employee to use vacation, personal or sick time, he or she **must** work at least one (1) day during a Shared Work week in order to be eligible for a Shared Work payment. During a calendar week, if an employee chooses to take five days of vacation, personal or sick time, that employee **cannot** use Shared Work to cover one or more of the days missed. An employee will **not** be eligible for Shared Work unless the one-day criterion is met.

How do I get my payments?

- There are two payment methods to choose from:
 1. **Direct Deposit** – enter your banking account information, and you should receive payment in as quickly as two business days after your payment is released.
 2. **Debit card** – if no action is taken, a debit card will automatically be mailed to you. The debit card will be mailed to you by Key Bank and arrive in 8 -10 business day after your first payment is released.

If you previously had a debit card and no longer have this card, or it has expired, you should contact Key Bank at 1-866-295-2955 to request a new card.

- If you wish to change your method of payment you will need to go online to our website **FILECTUI.com**, click on the **green button** “current claims”, log in with your ID & password or create an account if you haven’t already, then click “Select/Modify Payment Option”.

How does Shared Work differ from regular unemployment?

Shared Work is an employer program within unemployment insurance for employees working reduced hours and is optional for employees to participate. Please note you cannot collect Shared Work benefits and regular unemployment for the same weeks. Both Shared Work and standard unemployment calculate the same Weekly Benefit Rate, but Shared Work calculates a straight percentage off the Weekly Benefit Rate based on the percentage reduction, while standard partial unemployment deducts 2/3 of your gross earnings for the week claimed from the Weekly Benefit Rate. Please see the example below:

John works 40-hours per week and earns \$20 an hour in regular pay. Under the Shared Work program, John’s hours are reduced by 20 hours per week, from 40 to 20 hours or a 50% reduction.

100% Layoff Unemployment Compensation	50% Work Reduction Regular Partial Unemployment Compensation	50% Work Reduction Shared Work Compensation
\$20 x 40 hours per week = \$800	20 hours regular pay \$400 + Weekly Reg Partial Unemployment \$133	20 hours regular pay \$400 + Weekly Shared Work payment \$200
Total weekly UC payment \$400	Total weekly income: \$533	Total weekly income: \$600

*A difference of **\$200** a week with the SW program from a full layoff and **\$67** from regular partial unemployment!*

****You can file a claim for regular Unemployment online at www.FILECTUI.com, by clicking the blue button to file or reopen a claim, and submit a claim for regular unemployment. Then they will receive an email advising them of their next steps. We do not process any payments for regular unemployment here in the Shared Work Unit. ****

Does FILECTUI.com also apply for Shared Work benefits?

Yes, you may check your payment history, including Shared Work benefits, on **FILECTUI.com**, click on the **green button** "current claims", log in with your ID & password or create an account if you haven't already. Below are additional actions you can take online through **FILECTUI.com**:

On the **FILECTUI.com** landing page

- Change your Address
- Change your tax withholding
- Request Dependency Allowance
- Submit Overpayment Claim

Once you log in using the **green button** "current claims"

- LWA certification (**Certify for Lost Wages Assistance**)
- Check your payment history, including Shared Work payments (**Perform a Claim Inquiry**)
- Check and update your method of payment (**Select/Modify Payment Option**)
- Apply for Extensions (**File for Extended Benefits**) – If you receive a letter that funds are running out, file for extended benefits

****Please remember if you as an employee file for regular unemployment when you should be receiving payments through Shared Work, it can cause a delay in your payments. ****

What happens if I forgot my account password and/or User ID?

If you are having trouble logging in with your account password for the Connecticut Department of Labor Tax and Benefits System, visit the Tax and Benefits System login page and select "Forgot Password" at the bottom in the claimant account options section. Please provide your user ID on the next page. You will then be prompted to answer a number of security questions. Once the security questions are answered correctly, your password will be sent to your email address.

If you are having trouble logging in with your User ID for the Connecticut Department of Labor Tax and Benefits System, visit the Tax and Benefits System login page and select "Forgot User ID" at the bottom in the claimant account options section. Please provide your social security number on the next page. You will then

be prompted to answer a number of security questions. Once the security questions are answered correctly, your User ID will be sent to your email address.

For your information, if you enter an invalid password three times, you will be locked out of the system for up to three minutes.

Will my unemployment benefits be taxed?

As a claimant, all unemployment benefits you receive are fully taxable by the Internal Revenue Service (IRS) and the State of Connecticut, provided you are required to file a tax return. You may voluntarily have taxes withheld for federal and Connecticut income taxes. This choice may be made at the time you file your new claim, or during your benefit year, to become effective with the first payment after your request is processed. If you elect to have your taxes withheld, CT DOL will deduct 13% for income tax from your benefit payment. To elect for tax withholding, please submit a [Change Tax Withholding Request](#).

Who should I contact if I am switching to full unemployment benefits either due to a layoff or furlough?

If you become unemployed after participating in the Shared Work program, you may be eligible to receive benefits through regular unemployment insurance (UI). To file for regular unemployment insurance online, access the link below and select the blue button "New Claim" to file or reopen your unemployment claim. Once filed, you will receive an email with further instructions. For additional information on regular unemployment, please visit the CT Unemployment Benefits Center website.

As a reminder, you should not file for regular unemployment if you are currently participating in Shared Work.

Am I eligible to participate in my employer's Shared Work Plan after collecting regular unemployment benefits from a layoff or furlough?

Yes, you are eligible to still participate in your employer's Shared Work Plan once you are back to the eligible reduced hours. As a reminder, you should not file for regular unemployment if you are currently participating in Shared Work.

What is a dependency allowance?

You may be eligible for a dependency allowance of \$15 weekly for each child that is financially dependent on you and who falls into one of the following categories:

- Under 18 years of age.
- Under 21 years of age and a full-time student.
- A mentally or physically handicapped child of any age.

Total dependency allowances cannot be paid for more than five dependents (\$75) and may never exceed your weekly benefit rate. You may be entitled to a dependency allowance for your spouse if your spouse is unemployed, lives in the same household as you and either has not worked in the past three months, is pregnant or has a mental or physical disability.

To add a dependent to your claim, please complete a "[Request Dependency Allowance](#)" form.

What are 'fringe benefits?'

Fringe benefits include, but are not limited to, health insurance, retirement benefits, paid vacation and holidays, sick leave, seniority accrual and similar advantages of employment.