What do I need to do to apply for benefits?

Under the Work Share Program, the employer’s Human Resources Department acts as the Employment Department.

**Step 1**: Submit initial claim paperwork to HR. HR will submit claim paperwork to Employment Department.

**Step 2**: Submit timecards—weekly! HR will prepare and submit weekly claims to Employment Department.
Step 1: Submit Initial Claim (required)
Step 1: Submit Authorization for Tax Withholding (required)
Step 1: Submit Authorization for Electronic Deposit (optional)
Tools & Resources

• This presentation on HR website
• Step-by-step instructions on HR website
• Training sessions
• Email: hr@lclark.edu
• Phone: 503-768-6235
Lucky #7: Completing & Submitting Forms

1. Download
2. Save
3. Close Web browser
4. Open in Acrobat
5. Complete & Sign
6. Save
7. Upload

- Firefox
- Microsoft Edge
- Google Chrome
Step 2: Submit Timecards—Weekly!

Salaried Employees:

• FTE will have been automatically reduced—you do not need to input leave for furloughed day(s)
• Must input and submit vacation/sick leave no later than 5:00 p.m. every Friday
Step 2: Submit Timecards—Weekly!

Hourly Employees:
- Must input and submit worked time, vacation and/or sick leave no later than 5:00 p.m. every Friday (Saturday)
- Supervisors must approve no later than 9:00 a.m. every Monday

This is very important. You will not receive unemployment benefits!
Questions?

If you have a question that has not been addressed, please use the Q&A button at the bottom of the Zoom screen.

We will try to answer questions that we don’t think we’ve covered. If your question is specific to your situation, please contact us directly.
Thank You.

Please stay safe and healthy.