

OREGON



Helping employers strategize, not downsize

How to Update the Participant List

How to Update the Participant List

- The Participant List can be updated at any point during the active period of a Work Share Plan.
- A minimum of three employees must always be present on a Participant List.
- When an employee separates from a business, they must be removed from the Participant List.



On the Home tab, select the “More” hyperlink in either the Wages and Contributions panel or the Unemployment Insurance panel.

(Depending on your access, you may not see both panels.)



DUNDER MIFFLIN PAPER CO

00-000589798
3385 CENTER ST NE
SALEM OR 97301-4609

Welcome, David Wallace

You last logged in on Wednesday, Mar 6, 2024 9:30:33 AM

[Manage My Profile](#)

[Home](#) [Action Center](#) [Settings](#) [I Want To...](#)

Filter

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Contributions
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Wages and Contributions

Payable Balance

(\$399.81)

Period

2023 Quarter 4

Report Filing

Quarterly: Form OQ and 132

Status

Ontime-Processed

> [View and File Payroll Reports](#)

> [Report a Change in Business Status](#)

> [More...](#)

Unemployment Insurance

Current Tax Rate

2.40%

> [View Tax Rates](#)

> [View More Employer Details](#)

> [Notice of Election to Cover Employees](#)

> [Corporate Officer Exclusion](#)

> [More...](#)

Paid Leave Oregon

> [Submit an Equivalent Plan Application](#)

> [Submit an Assistance Grant Application](#)

> [Submit an Adjustment Grant Application](#)

On the More tab, you will see several sub-panels, including Work Share Plans.

(Depending on your access, you may not see all panels.)



More...

Contributions
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More...

What are you looking for?

Wages and Contributions

Submit requests relating to your wages and contributions account.

- > View and File Payroll Reports
- > Make Garnishment Payment
- > Report a Change in Business Status
- > Add Authorized Representative
- > Tax Compliance Certification

Refunds

Request a new or replacement refund for your contributions account.

- > Request a New Refund
- > Request a Replacement Refund

Unemployment Insurance

Submit requests relating to Unemployment Insurance.

- > Enter School Break Dates
- > FUTA Certification
- > Request a Good Cause Waiver or Deletion
- > Report Separation Reason and Request Relief of Charges
- > Notice of Election to Cover Employees
- > Corporate Officer Exclusion
- > Benefit Charges Inquiry

Appeals

Submit requests relating to appeals.

- > Submit a Benefits Appeal
- > View Benefits Appeal
- > Submit a Tax Appeal
- > Withdraw a Tax Appeal

Tax Rates

Submit requests relating to your tax rates.

- > View Tax Rates
- > Rate Review and Redetermination

Paid Leave Oregon

Submit requests relating to Paid Leave Oregon.

- > Submit an Equivalent Plan Application
- > Request Data Access for Coverage

Multi-BIN Filing

File payroll reports for multiple BINs.

- > Multi-BIN Filing
- > Add New Client Accounts To My Business
- > Work With My Clients
- > Remove Clients My Business No Longer Works With

Work Share Plans

Apply for Work Share or view and manage an existing Work Share plan.

- > Apply for Work Share
- > Work Share Plans
- > View Filed Claims

SIDES

The State Information Data Exchange System (SIDES), is a system that allows electronic transmission of information regarding unemployment insurance claims between agencies and employers. Click below to register for SIDES or request a PIN reset.

- > Register for SIDES
- > Reset SIDES PIN

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Work Share is an Oregon Employment Department Program

From the Work Share Plan panel, you can:

Select "Apply for Work Share" to submit an application.

Select "Work Share Plans" to change an existing plan.

Select "View Filed Claims" to view or dispute previous weeks claimed.

Work Share Plans

Apply for Work Share or view and manage an existing Work Share plan.

> Apply for Work Share

> Work Share Plans

> View Filed Claims



The Work Share Plans panel shows all active and inactive Work Share Plans associated with the business' BIN.

Select “View Plan Employees” to view the Participant List for a specific plan.

Select “Update Work Plan” to edit the Participant List for a specific plan.



< More...

Work Plans

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Work Plans

Work Plans

View Active and Pending Plans

Plan ID F9-7J32-6924	Plan Name Scranton	Received 05-Mar-2024	View Plan Employees Update Work Plan
03-Mar-2024 - 03-Mar-2025	Percentage of Work Reduction 20.00		
Plan Approved on 05-Mar-2024			

< More...

Work Plans

Contributions
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Work Plans

Work Plans

View Active and Pending Plans

Plan ID F9-7J32-6924	Plan Name Scranton	Received 05-Mar-2024	View Plan Employees Update Work Plan
03-Mar-2024 - 03-Mar-2025	Percentage of Work Reduction 20.00		
Plan Approved on 05-Mar-2024			

Select Edit “Manage Participant list” from the list of options and select “Next” to continue.

< Work Plans

Update Work Share

Contributions
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Introduction Choose Action

I Want To...

- ☒ Manage Participant List *
- ☐ Edit Employer Representatives *

Cancel

< Previous **Next** >



Read the Introduction and select “Next” to continue.

< Work Plans

Update Work Share

Contributions

00598765-8

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Introduction

Introduction

The Work Share program provides an alternative for employers and workers who may be facing a layoff situation. Work Share allows employers to reduce work hours for their employees by providing partial unemployment insurance benefits that supplement workers' reduced wages.

Cancel

< Previous

Next >



Use this list of participating employees to add, update, or remove employees as needed.

Select “Add Employees” to add employees to the Participant List.

Select “Update” to make changes to existing participants, including updating employment from full-time to part-time.

Select “Remove” to update the list when an employee separates from the employer or requests to be removed from Work Share.



Update Work Share

Contributions
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✓

Introduction

✓

Choose Action

>

Manage Employees

Manage Employees

Below is the list of employees currently participating in this Work Share plan.

You may select the **Add Employee** link and fill out the fields to add additional employees to the plan. You may also manage existing employees clicking on the existing employee record or the edit button. You may then select **Update** or **Remove** to modify an employees information or remove them from the plan.

You can click the **Show Errors** hyperlink to see which employee records need reviewed before you can continue.

Participating Employees

View All Employees

	Social Security Num	Last Name	First Name	MI	Plan Commence	Plan Cease	New	Update	Remove
	***-**-4825	BEESLEY	PAM		03-Mar-2024		☐	☐	☐
	***-**-7462	HALPERT	JIM		03-Mar-2024		☐	☐	☐
	***-**-6468	HUDSON	STANLEY		03-Mar-2024		☐	☐	☐
	***-**-2104	MALONE	KEVIN		03-Mar-2024		☐	☐	☐
	***-**-4852	NUNEZ	OSCAR		03-Mar-2024		☐	☐	☐
	***-**-1425	SCHRUTE	DWIGHT		03-Mar-2024		☐	☐	☐
	***-**-3908	VANCE	PHYLLIS		03-Mar-2024		☐	☐	☐
	***-**-2255	SCOTT	MICHAEL		03-Mar-2024		☐	☐	☐
	***-**-0548	PALMER	MEREDITH		03-Mar-2024		☐	☐	☐
	***-**-8754	MARTIN	ANGELA		03-Mar-2024		☐	☐	☐
	***-**-5485	KAPOOR	KELLY		03-Mar-2024		☐	☐	☐
	***-**-8510	HANNON	ERIN		03-Mar-2024		☐	☐	☐
	***-**-8755	FLENDERSON	TOBY		03-Mar-2024		☐	☐	☐
+ Add Employee									

Add Employee

To add an employee to the Participant List, select “+ Add Employee” at the bottom of the screen.



Update Work Share

Contributions
00598765-8
DUNDER MIFFLIN PAPER CO

Introduction

Choose Action

Manage Employees

Manage Employees

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You may select the **Add Employee** link and fill out the fields to add additional employees to the plan. You may also manage existing employees clicking on the existing employee record or the edit button. You may then select **Update** or **Remove** to modify an employees information or remove them from the plan.

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Participating Employees

View All Employees

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	***-**-1425	SCHRUTE	DWIGHT		03-Mar-2024		☐	☐	☐
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	***-**-0548	PALMER	MEREDITH		03-Mar-2024		☐	☐	☐
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	***-**-8755	FLENDERSON	TOBY		03-Mar-2024		☐	☐	☐
+ Add Employee									

+ Add Employee

Employee Information can be manually added on this screen.

“Current Hours” = number of hours the employee works during normal (not reduced) operations.

“Reduced Hours” = estimation of proposed reduced hours during a business slowdown.

Actual reductions may differ and do not require approval or updates to the Participant List.

After entering all required information, select “Add” to continue.



Employee Information

Employee Information

Social Security Number

***-**-6789

Last Name

LEWIS

First Name

GABE

Middle Initial

Employment Information

Date of Hire

27-May-2024

Current Hours

40.00

Proposed Reduced Hours

32.00

Why is this person being added?

Reduction in hours

What date is this employee being added?

09-Jun-2024

Cancel

Add

Update Employee

To update the condition of employment, such as a permanent transition from full-time to part-time employment, select the “pencil” icon next to the employee's name.



Update Work Share

Contributions
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Introduction

Choose Action

Manage Employees

Manage Employees

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You may select the **Add Employee** link and fill out the fields to add additional employees to the plan. You may also manage existing employees clicking on the existing employee record or the edit button. You may then select **Update** or **Remove** to modify an employees information or remove them from the plan.

You can click the **Show Errors** hyperlink to see which employee records need reviewed before you can continue.

Participating Employees

View All Employees

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	***-**-8755	FLENDERSON	TOBY		03-Mar-2024		☐	☐	☐

+ Add Employee

To update the employee information, select “Would you like to update or remove this employee?” and choose “Update” from the dropdown menu.

Employee Information

Employee Information

Social Security Number
***-**-8755

Last Name
FLENDERSON

First Name
TOBY

Middle Initial

Would you like to update or remove this employee?

Cancel OK



Employee Information can be added on this screen.

“Current Hours” = number of hours the employee works during normal (not reduced) operations.

“Reduced Hours” = estimation of proposed reduced hours during a business slowdown.

Actual reductions may differ and do not require approval or updates to the Participant List.

Select “OK” to continue.

Employee Information

Employee Information

Social Security Number

***-**-8755

Last Name

FLENDERSON

First Name

TOBY

Middle Initial

Would you like to update or remove this employee?

Update

Employment Information

Date of Hire

31-Jan-2012

Current Hours

40.00

Proposed Reduced Hours *

Required

Cancel

OK



Remove Employee

Select “Remove” to update the list when an employee separates from the employer or requests to be removed from Work Share.

To remove a claimant from the Participant List, select the “pencil” icon next to their name.



Update Work Share

Contributions
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Introduction

Choose Action

Manage Employees

Manage Employees

Below is the list of employees currently participating in this Work Share plan.

You may select the **Add Employee** link and fill out the fields to add additional employees to the plan. You may also manage existing employees clicking on the existing employee record or the edit button. You may then select **Update** or **Remove** to modify an employees information or remove them from the plan.

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Participating Employees

View All Employees

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	***-**-8755	FLENDERSON	TOBY		03-Mar-2024		☐	☐	☐

+ Add Employee

To remove the employee from the Participant List, select “Would you like to update or remove this employee?” and choose “Remove” from the dropdown menu.

Enter requested information on the conditions for removal.

Employee Information

Employee Information

Social Security Number
***-**-8755

Last Name
FLENDERSON

First Name
TOBY

Middle Initial

Would you like to update or remove this employee?

Cancel

OK



In the “Employee Removal” section, provide a reason for removal and whether the employee has separated from the employer. If the employee has separated, provide additional information, including the separation date and reason.

After providing the requested information, select “OK” to continue.

Employee Information

Employee Information

Social Security Number

***_**-8755

Last Name

FLENDERSON

First Name

TOBY

Middle Initial

Would you like to update or remove this employee?

Remove

Employee Removal

Why is this person being removed?

Toby is no longer employed with Dunder Mifflin

Has the employee separated?

Yes

No

Reason for Separation

Voluntary Quit to move to Costa Rica

Date of Separation

30-May-2024

Cancel

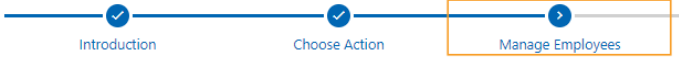
OK

The logo for Work Share, featuring the word "Work" in blue, a green circular icon with two stylized human figures, and the word "Share" in green.

Work Share is an Oregon Employment Department Program

Participant List changes will be reflected in the checkboxes below the headings “New,” “Update,” and “Remove.”

After completing desired updates, select “Next” to continue.



Manage Employees

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Participating Employees [View All Employees](#)

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	***-**-8510	HANNON	ERIN		03-Mar-2024		☐	☐	☐
	***-**-8755	FLENDERSON	TOBY		03-Mar-2024	01-Jun-2024	☐	☐	☒
	***-**-6789	LEWIS	GABE		09-Jun-2024		☒	☐	☐
+ Add Employee									

Review the agreements and enter your name in the “Print Name” block.

Select “Submit” to complete the application.

[Work Plans](#)

Update Work Share

Contributions
00598765-8
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✓

Introduction

✓

Choose Action

✓

Manage Employees

>

Submit

Submit

By submitting this form, I agree to abide by all state and federal unemployment laws and attest that all information provided on this application is true and correct.

By signing this form electronically, I understand and acknowledge that this electronic signature has the same meaning and validity as my handwritten signature. I further attest that I have signature authority with the named employer.

Print Name:

David Wallace

Cancel

[< Previous](#)

Submit

The logo for Work Share, featuring the word "Work" in a dark blue font, a circular icon with two stylized human figures in blue and green, and the word "Share" in a green font.

Work Share is an Oregon Employment Department Program