

NEED TO REDUCE EMPLOYEE HOURS?

Check out TWC's Shared Work Program



If your business has slowed down due to the pandemic and you need to reduce employee working hours, you may be able to avoid laying off employees by submitting a shared work plan. The Shared Work Program provides Texas employers with an alternative to layoffs. The Texas Workforce Commission developed this voluntary program to help Texas employers and employees withstand a slow down in business.

SHARED WORK ALLOWS EMPLOYERS TO:

- Supplement their employees' wages lost because of reduced work hours with partial unemployment benefits.
- Reduce normal weekly work hours for employees in an affected unit by at least 10% but not more than 40%
 - The reduction must affect at least 10% of the employees in that unit.

Shared Work unemployment benefits are payable to employees who qualify for and participate in an approved Shared Work Plan. Workers may choose not to participate. Employees who qualify will receive both wages and Shared Work unemployment benefits.

Shared work unemployment benefits affect the employer's tax rate in the same way as other benefit chargebacks. Unemployment benefits paid through the shared work program are charged to the employer's account and used to compute the general (experience) tax rate.

TO APPLY FOR A SHARED WORK PLAN:

Log on to [Employer Benefit Services \(EBS\)](#) to submit your Shared Work Plan online. EBS online is fast, easy, secure, and available 24/7.

To complete your Shared Work Plan application, you will need:

- Your company's name, address, telephone number, fax number, and the contact information for an authorized representative with signature authority
- Your TWC Tax Account Number
- The union name, local union number, and the union official's name for any union affected by the plan.
- The names and Social Security numbers of all participating employees you want to enroll in the plan

TWC approves or denies plans with 30 days of receipt. The effective date of the plan is the date TWC approves it. To simplify time-keeping procedures, request an effective date for your plan that coincides with your payroll date. After TWC approval, the shared work plan is effective for one year (12 full calendar months).

AFTER SUBMITTING A SHARED WORK PLAN

When TWC approves a Shared Work Plan, they will mail or email you via your secure inbox on EBS a notice of Shared Work Plan Status with forms and instructions. If TWC denies a Shared Work Plan, they will notify you in writing.

If you have questions, contact TWC's Shared Work Department by phone at [512.340.4337](tel:512.340.4337) or [888.741.0446](tel:888.741.0446) or by email at ui.sharedwork@twc.state.tx.us