

MEMORANDUM



TO: City Staff
FROM: Sean Hobbins, Assistant City Manager
DATE: June 12, 2020
SUBJECT: Work Share Program

The City of Marquette will be implementing a Work Share program as a first line counter to anticipated budget shortfalls. Michigan's Work Share program allows employers to keep employees working with reduced hours, while employees collect partial unemployment benefits to make up a portion of the lost wages. For example, an employee working a 40-hour workweek will be furloughed for eight of the 40 hours, or 20% of the week. The employee will be paid 80% of their salary for the week and collect 20% of the Michigan unemployment benefit they qualify for. The maximum weekly unemployment benefit from the State of Michigan is based on an employee being paid \$17/hour regularly who would be entitled to \$364 weekly. Our City staff would see 20% of the \$364 or \$72 weekly. Currently, anyone receiving unemployment benefits due to COVID-19 are also eligible to receive the Federal Pandemic Unemployment Compensation of \$600 per week in addition to their Work Share benefit. The City will be filing for benefits for each affected employee and will handle recertifying benefits on a weekly basis.

Excluding emergency responders (Police and Fire), each department will be required to furlough all full-time employees one day a week. The furlough will be one day every week until July 31 and will start next week (June 15). The furlough day can be any day of the week, but departments will be required to remain available to the public for the normal work week. Furlough schedules will be at the discretion of the Department Head.

This action will potentially save the City an estimated \$183,000 through the end of July and will be a tremendous help in overcoming the estimated budget shortfall of \$1M in the current fiscal year alone.

Further Information:

Taxes

Taxes will not be withheld from the unemployment benefit payments you receive. Depending on your individual tax situation, you may owe money for taxes for 2020. Please talk with your tax advisor and consider putting some money aside for this purpose.

Payment

Payments will automatically be made to you via a Bank of America debit card unless you set up your direct deposit information with the Unemployment Insurance Administration (UIA). I would strongly recommend you go the direct deposit route. Instructions on how to do that are included in the attached guide.

If you do not set up direct deposit, your benefits will be loaded on a Bank of America debit card. This is the default payment for your benefits and everyone will receive one of these cards; however, if you set up your direct deposit there will not be anything loaded onto it. Please be aware that there are fees for using the Bank of America debit card and it is highly recommended that you set up direct deposit.

Online Account Information

When you create and log in to your UIA account online, the website will look the same as the regular unemployment landing page. Your weekly benefit amount for Michigan Unemployment will show, but the Federal benefit (\$600) will not show until your claim has been certified by the City. There may be some other things you notice as well, feel free to reach out with questions, but just know that many of the links and things you see will be geared towards the typical unemployed person, not necessarily someone on the Work Share Program. You do not need to search for work at this time.

The attached guide explains how to set up an account and direct deposit. If you require assistance with this process, please make an appointment with me (shobbins@marquettmi.gov or 225-8104) and I will arrange a time to assist you.

Furlough Work Share - Instructions for Unemployment

The following series of screenshots will walk you through the process of creating an account with the Michigan Unemployment Insurance Agency and setting up direct deposit if you choose to do so.

Account Setup

1. Go to: https://www.michigan.gov/leo/0,5863,7-336-78421_97241---,00.html on the day of the week corresponding with your last name.

This is a brief waiting area before going to Mi-Login. You will be redirected automatically in 18 seconds.

Users are asked to be patient. If you get an error, please try back later.

UNEMPLOYMENT INSURANCE
File Your Claim By Last Name

 **ONLINE FILING SCHEDULE:**

A-L FILE CLAIMS
Monday, Wednesday, Friday

M-Z FILE CLAIMS
Sunday, Tuesday, Thursday

Saturday if you missed your days

2. Click on the “For Employees Tab”.

APPLY FOR UNEMPLOYMENT BENEFITS

The Michigan Web Account Manager (MiWAM) is the UIA's system for filing your unemployment insurance claim and managing your UIA account online.

Employees need to use the UIA's daily filing schedule based on their last names.

FOR EMPLOYEES

Includes self-employed, 1099-independent contractors, gig, low-wage, W-2 and sole-proprietor.

FOR EMPLOYERS

Includes Work Share, WOTC and Employer Filed Claims submission.

UNEMPLOYMENT INSURANCE File Your Claim By Last Name

ONLINE SCHEDULE:
 **michigan.gov/uia**
WEBSITE IS 24/7

A-L FILE CLAIMS
Monday
Wednesday
Friday

M-Z FILE CLAIMS
Sunday
Tuesday
Thursday

Saturday if you missed your days

CALL CENTER SCHEDULE:
 **1-866-500-0017**
8 AM-6 PM MON-FRI, 7 AM-2 PM SAT

A-L CALL ON
Monday
&
Wednesday

M-Z CALL ON
Tuesday
&
Thursday

Friday and Saturday if you missed your days

The day or time of day in which a claim is filed will not impact whether you receive benefits or your benefit amount. Additionally, your claim can be backdated to reflect the date you were laid off or let go due to COVID-19.

EMPLOYEE FAQ AND INFORMATION

EMPLOYER FAQ AND INFORMATION

3. Click “Sign In With MiLogin”

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



≡ MiWAM For Claimants

 Home

MiWAM Message:

Due to increased call volumes at this time of year, for faster service, file your claim for unemployment benefits online through MiWAM. Filing online is fast and convenient and is available 24 hours a day. View the [MiWAM Toolkit for Claimants](#) for step by step instructions on how create your account.

Log In To MiWAM For Claimants

Claimants, please proceed to MiLogin by clicking the link below.

[Sign In With MiLogin](#)

Online Services for CLAIMANTS

[Report Fraud](#)

[Report Identity Theft](#)

4. Click "SIGN UP" to create a new account. If you already have a personal MiWam Account from previous unemployment, etc, you will need to follow another process to find out your username & reset your password. Click login instead if this is the case for you.

Confirmation

Welcome to MILogin, which provides you the convenience of using only one set of login credentials to access multiple state of Michigan online services.

Click LOGIN to sign into an existing account.

LOGIN

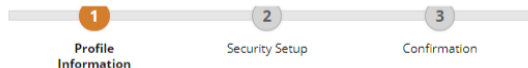
WARNING: You should only have one MILogin Account. Creating multiple accounts will prevent access and delay your payment. If you already have a MILogin account to access the following online services: MDOS eServices (CARS), MDHHS MI Bridges, MDHHS myHealthButton, MiPage, the Unemployment Insurance Agency's Michigan Web Account Manager (MiWAM) or Pure Michigan Talent Connect (PMTIC), please use your existing user ID and password from those systems to log into the MILogin portal.

Click SIGN UP to create a new account.

SIGN UP

5. Fill in your information.

Create Your Account



Profile Information

Enter your profile information

* Required

* First Name	Middle Initial	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Email Address	* Confirm Email Address
<input type="text"/>	<input type="text"/>

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

* Verification Question: doctoring has how many letters?

☒ I agree to the terms & conditions.

NEXT	RESET
-------------	-------

6. Create a User ID and password and select a Security option.

Security Setup

Provide user id and password information to complete your profile

* Required

*User ID

Enter a User ID

*Password

Enter password

*Confirm New Password

Confirm password

User ID Guidelines:

- User ID must be at least 6 characters and can contain letters (a-z or A-Z), numbers (0-9), and the following symbols (@, -, _)
- User ID cannot contain space.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters (!\$#%&'*~_-+=<>)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

*Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



Email



Mobile
(Text/SMS)



Security
Questions

CREATE ACCOUNT

BACK

7. Enter your Social Security number and date of birth.

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Enter Identification

Home > Enter Identification

1. Enter Identification

2. Review and Submit

Enter Identification

Welcome to MiWAM Jennifer Smith!

Please enter your SSN and date of birth to begin linking your Unemployment Insurance account to MiLogin username jennasmith906.

SSN

Required

Confirm SSN

Required

Date of Birth

Required

Required

Format: 999-99-9999

< Previous Step

Next Step >

8. Submit your information.

≡ Enter Identification

Home > Enter Identification

1. Enter Identification

2. Review and Submit

Review and Submit

You are linking MILogin username _____ to your record with Unemployment Insurance. You will not be able to change this action without contacting customer service at 1-866-500-0017. Click the Submit button to proceed.

< Previous Step

Submit

9. Review your information and click “Next Step”

≡ Verify Identity

Home > Verify Identity

1. Review Identification

Review Identification

Review your information below. If this information is correct, click Next Step to proceed. If this information is incorrect, contact customer service at 1-866-500-0017.

MILogin Username

SSN

Date of Birth

Next Step >

10. Enter your gross income. Gross income is the total amount you make before taxes. You can find your gross income from the City of Marquette in BS&A by following the next screen shots. However, if you have additional income from other sources in 2019, you will need to add those to this total. Some other places to look would be any other W2s you receive from another employer.

≡ Verify Identity


Home > Verify Identity

1. Review Identification

2. Enter Income Information

Enter Income Information

Enter your response carefully. Once you answer a question, you will not be able to go back and change your answer.

 What was your gross income in the State of Michigan in 2019?

☐ Less than \$15,000

☐ \$15,000 to \$24,999

☐ \$25,000 to \$49,999

☐ \$50,000 to \$74,999

☐ \$75,000 to \$99,999

☐ \$100,000 to \$149,999

☐ \$150,000 and over

< Previous Step

Next Step >

Log into BS&A and select “Personal Employment Info”. Your gross income is under “Payment information.

Link: <https://bsaonline.com/Account/LogOn?uid=354&sitetransition=true>

The screenshot shows the City of Marquette Employee Portal homepage. The top navigation bar includes "BS&A Online", "Home", "Services", "Municipalities", "Favorite Records", and the user email "shobbins@mqctcy.org". The main header reads "City of Marquette Employee Portal | Marquette County | MI" with a "powered by BS&A SOFTWARE" logo. On the left, a sidebar menu under "SERVICES" highlights "Personal Employment Info" with a red circle. Other menu items include "Employee Self Service", "Personal Financial Info", "Year To Date Info", and "Employee Documents". Below this are "MUNICIPALITIES" and "ACCOUNT" sections. The main content area shows "Currently Viewing: Home", an "Employee Portal" link, a "Weather Forecast" for Marquette, MI (65°F), and a disclaimer at the bottom.

BS&A Online Home Services Municipalities Favorite Records shobbins@mqctcy.org

City of Marquette Employee Portal | Marquette County | MI powered by BS&A SOFTWARE

SERVICES

- Employee Self Service
- Personal Employment Info**
- Personal Financial Info
- Year To Date Info
- Employee Documents

MUNICIPALITIES

Select a Municipality

- Recent
- City of Marquette
- West Bloomfield Charter Township
- City of Marquette Employee Portal

ACCOUNT

SEAN HOBBS
SHOBBINS@MQCTCY.ORG

Account Settings

View as Standard User

Site Administration

Remote Assistance

Sign Off

Currently Viewing: Home

Employee Portal

Follow this link for employee news, documents and links.

Weather Forecast

Forecast For: Marquette, MI

65°F Current: Mostly Cloudy
Wind: 14 mph West
Humidity: 75

Tuesday Wednesday Thursday Friday

Partly Cloudy Partly Sunny Mostly Cloudy Mostly Cloudy

77° | 51° 72° | 48° 66° | 41° 55° | 38°

****Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

The screenshot shows the "Personal Employment Information" page. The top navigation bar is the same as the homepage. The main header reads "City of Marquette Employee Portal | Marquette County | MI". The left sidebar menu is the same. The main content area shows "Home > Personal Employment Information" with a user icon. Below this are tabs for "General", "Dependents", "Emergency Contacts", "Requests", and "Employee Documents". The "General" tab is selected, showing "Personal Information" and "Employment Information" sections. The "Personal Information" section includes fields for Name, Address, Home Phone, Cell Phone, E-Mail, and Address. The "Employment Information" section includes fields for Hire Date, Longevity, and Date. The "Payment Information" section is partially visible, showing "Pay Frequency" and "Pay Method".

BS&A Online Home Services Municipalities Favorite Records shobbins@mqctcy.org

City of Marquette Employee Portal | Marquette County | MI powered by BS&A SOFTWARE

SERVICES

- Employee Self Service
- Personal Employment Info
- Personal Financial Info
- Year To Date Info
- Employee Documents

MUNICIPALITIES

Select a Municipality

- Recent
- City of Marquette
- West Bloomfield Charter Township
- City of Marquette Employee Portal

ACCOUNT

SEAN HOBBS
SHOBBINS@MQCTCY.ORG

Account Settings

View as Standard User

Site Administration

Remote Assistance

Sign Off

Home > Personal Employment Information

Personal Employment Information

Your employment information with City of Marquette Employee Portal

General Dependents Emergency Contacts Requests Employee Documents

Personal Information

Name: SEAN P HOBBS

Address: [REDACTED]

Home Phone: No Data to Display

Cell Phone: [REDACTED]

E-Mail: SHOBBINS@MARQUETTEMI.GOV

Address: [REDACTED]

Request a Change

Employment Information

Hire Date: 09/08/2015

Longevity Date: 09/08/2015

☐ **Payment Information**

Pay Frequency: Bi-Weekly

Pay Method: Salary

Rate: [REDACTED]

11. Read and Accept the Security Agreement, then click "Submit"

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Verify Identity

Home > Verify Identity

1. Review Identification

2. Enter Income Information

3. Security Agreement

Security Agreement

Your Responsibilities

All users and their representatives must agree to follow the established criteria for use of any application within the MiWAM web account. Violation of these policies will result in the loss of access privileges.

- The Account Owner is the individual who creates the MiWAM web account.
- All information provided during the creation of the MiWAM web account must be complete and accurate. If an account is set up based on erroneous and misleading information, the account privileges will be revoked and no future account will be created.
- The Account Owner assumes all responsibility for use of UI's services.
- The username/password cannot be shared. Sharing of a username/password is grounds for revoking account privileges.
- If a user feels the username/password has been compromised, they are responsible for changing their username/password.
- The applications can only be used for the purposes for which they are intended.
- Any use which interferes with UI's ability to provide service is prohibited.
- Should the account be used as a part of network attack, UI reserves the right to take any necessary actions (including but not limited to, temporary suspension of the account holder's account) required to return the server or network operation to normal.
- UI may terminate service to the subscriber at any time, without notice, for violation of this agreement.

By choosing the yes option, you agree with the terms of this policy. Continued use of a MiWAM web account indicates ongoing acceptance of the terms of this policy by the account holder.

By choosing the no option, you understand that you will not be given access to MiWAM.

Do you agree with the Acceptable Use Policy Agreement, stated above?

Yes

No

< Previous Step

Submit

Direct Deposit Setup

1. Log into your unemployment dashboard. (https://www.michigan.gov/leo/0,5863,7-336-78421_97241---,00.html)

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Work-Share

Welcome, Jennifer A Smith Settings Help Log Off

Claim: [REDACTED]

Click [here](#) to visit your Talent Dashboard.

Account
JENNIFER SMITH
***_**_
➤ Work-Share
Closed: 01-Aug-2020

Account Alerts
 To report timely, you must report between 15-Jun-2020 and 20-Jun-2020

I Want To
[Send Unemployment a Message](#)
[Chat with an Agent](#)
[Set Go Green Preference](#)
[View All Claims](#)
[View the MiWAM Toolkit](#)
[View Claimant Handbook](#)
[View 1099-G](#)

My Account Certification Submissions Correspondence Claimant Services Determination Status Fact Finding

Names and Addresses

Claim Information

Social Security Number	: *** - ** -	Withhold Taxes	: No
Benefit Year Begin	: 31-May-2020	Exemptions	: 0
Benefit Year End	: 01-Aug-2020	Dependents	: 0
Weekly Benefit Amount	: \$		
Total Weeks Allowed	: 26.0		
Weeks Remaining	: 26.0		

2. Select the "Claimant Services" tab and click on "Modify Benefit Payment Method".

My Account Certification⁰ Submissions Correspondence **Claimant Services** Determination Status Fact Finding

Names and Addresses

Services

[Modify Benefit Payment Method](#)
[Submit Job Search Contacts](#)
[Request Restitution Waiver for Financial Hardship](#)
[Request Form 1099-G](#)

3. Select "Direct Deposit" and "Agree" then fill in your bank account information. When you are finished click "Next Step".

☰

Benefit Payment Method

Welcome, Jennifer A Smith

⚙️ Settings

🔍 Help

🔒 Log Off

🏠 Claim: C8155874-0 > Benefit Payment Method

MiWAM will time out after 15 minutes of inactivity.

1. Benefit Payment Method

2. Review and Submit

Benefit Payment Method

🔗 Modify Payment Method

Your current Benefit Payment Method is: Debit Card

Do you want to modify?

How would you like to receive your benefits? You may receive your benefits by either debit card or direct deposit. You will receive benefit payments by debit card unless you enter your Direct Deposit information.

I am granting the Unemployment Insurance Agency permission to credit my account.

If you do not have a check to look at, look at your monthly bank statement or contact your financial institution.

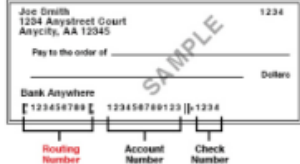
☒ Continue

☐ Debit Card

☒ Direct Deposit

☒ Agree

☐ Disagree



🏠 Bank Account

Account Type

Checking

U.S. Financial Institution Routing Transit Number

Reenter the U.S. Financial Institution Routing Transit Number

U.S. Financial Institution Name

U.S. Financial Institution Account Number

Reenter the U.S. Financial Institution Account Number

Cancel

< Previous Step

Next Step >

- Click submit.

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Benefit Payment Method

Welcome, Jennifer A Smith

Settings

Help

Log Off

Claim: C8155874-0 > Benefit Payment Method

MiWAM will time out after 15 minutes of inactivity.

1. Benefit Payment Method

2. Review and Submit

Review and Submit

This Benefit Payment Method submission is ready to submit.

Cancel

< Previous Step

Submit

- Write down your confirmation number for your records.

Department of Labor and Economic Opportunity

UNEMPLOYMENT INSURANCE



Confirmation

Welcome, Jennifer A Smith

Settings

Help

Log Off

Claim: C8155874-0 > Benefit Payment Method > Confirmation

Confirmation

Your "Modify Benefit Payment Method" request has been submitted and will be processed in the order that it was received. Please click **Ok** to return to the previous screen. You may also print this page for your records.

Your confirmation number is

Printable View

OK