

OREGON



Helping employers strategize, not downsize

How to Review Weekly Claims

How to Review Weeks Claimed

- An employer can view their Work Share employees' weekly claims
- If the claim was made within the past 14 days, the employer can dispute the details of the claim
 - Employers are not required to review
 - Weekly claims will be paid from the information originally provided
 - Any logged disputes will be investigated, and over or under-payments will be addressed if necessary



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

DUNDER MIFFLIN PAPER CO

Contributions
00598765-8
3385 CENTER ST NE
SALEM OR 97301-4609

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
00598765-8
DUNDER MIFFLIN PAPER CO

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

Work Share is an Oregon Employment Department Program

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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](#)



Enter the date of a Saturday to review claims submitted by Work Share participants for that week.

Example:

- The claimant's hours were reduced during the week of 02/04/24 – 02/10/24.
- To claim for that week, they need to submit a weekly claim during the week of 2/11/24-02/18/24.
- To review the claim, the employer must select the date of 02/10/24.

< More...

Instructions

You can use this request to manage Work Share earnings. Enter the date of a Saturday to view claims filed for the week before that date.

* Saturday 

Get Earnings

Work Share Earnings

Employee Name	Employee ID	Week	Reported Hours	Reported Earnings	Reported Paid Time Off	Reported Missed Time
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There are no reported employee earnings for this week.



You can enter the date manually or by selecting the calendar icon on the right side of the field and choosing the date.


After entering the date, select “Get Earnings” to view the claims submitted for that week.

Instructions

You can use this request to manage Work Share earnings. Enter the date of a Saturday to view claims filed for the week before that date.

* Saturday

Required



<

Jun

▼

2025

▼

>

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Today

Close

Work Share Earnings

Employee Name

There are no reported employees for this date.

Get Earnings

Employee ID	Week	Reported Hours	Reported Earnings	Reported Paid Time Off	Reported Missed



You can use this request process to manage all Work Share earnings.

To review other weeks, enter a new date in the “Saturday” box and select “Get Earnings” to refresh the list for the desired week.

If there the entries are correct, select “More” at the top left of the screen to exit the window.

If you need to report discrepancies, select “Report Corrected Earnings.”

< More...

Instructions

You can use this request to manage Work Share earnings. Enter the date of a Saturday to view claims filed for the week before that date.

Saturday 14-Jun-2025

Get Earnings

Work Share Earnings

Report Corrected Earnings

Employee Name	Employee ID	Week	Reported Hours	Reported Earnings	Reported Paid Time Off	Reported Missed
TED LASSO	***-**-8755	14-Jun-2025	24	800.00	0.00	<input type="checkbox"/>
LED TASSO	***-**-8755	14-Jun-2025	24	800.00	0.00	<input type="checkbox"/>
LESLIE HIGGINS	***-**-6548	14-Jun-2025	32	1,200.00	0.00	<input type="checkbox"/>
ISAAC MCADOO	***-**-8510	14-Jun-2025	32	1,200.00	0.00	<input type="checkbox"/>



Individual claims can be disputed for the selected period.

To dispute claimant data, select the “pencil” icon on the left, next to the claimant’s name.

< View filed claims

Work Share Earning Discrepancy





Contributions

00154485-9

AFC RICHMOND

Instructions Corrected Earnings

Report Corrected Earnings

Employee Name	Reported Hours	Reported Earnings	Reported Paid Time	Reported Missed Wc	Corrected Hours	Corrected Earnings	Corrected Paid Time	Corrected Missed Wc
 TED LASSO	24	800.00	0.00	<input type="checkbox"/>	24	800.00	0.00	<input type="checkbox"/>
 LED TASSO	24	800.00	0.00	<input type="checkbox"/>	24	800.00	0.00	<input type="checkbox"/>
 LESLIE HIGGINS	32	1,200.00	0.00	<input type="checkbox"/>	32	1,200.00	0.00	<input type="checkbox"/>
 ISAAC MCADOO	32	1,200.00	0.00	<input type="checkbox"/>	32	1,200.00	0.00	<input type="checkbox"/>
4 Rows		4,000.00	0.00			4,000.00	0.00	

Cancel

< Previous

Next >



Corrections can be entered for each data point on the selected claim.

Here the employer corrected:

- Reported hours
 - Adjusted 32 to 30
- Reported earnings
 - Adjusted \$1200 to \$1,125
- Reported time off
 - Adjusted 0 to 2.0 hours
- Unreported missed work opportunity

Select “OK” after making corrections or “Cancel” if no corrections are needed.

Table

LESLIE HIGGINS

LESLIE HIGGINS

Reported Hours

32

Reported Earnings

1,200.00

Reported Paid Time Off

0.00

☐ Reported Missed Work

Week

14-Jun-2025

Corrected Hours

30

Corrected Earnings

1,125.00

Corrected Paid Time Off

2.00

☒ Corrected Missed Work

Cancel

OK



Changes in the system happen in real time.

Select the “pencil” icon on the left of each row to complete all additional updates.

Select “Next” to continue.

< View filed claims

Work Share Earning Discrepancy

Contributions

00154485-9

AFC RICHMOND

✓

Instructions

➤

Corrected Earnings

Report Corrected Earnings

	Employee Name	Reported Hours	Reported Earnings	Reported Paid Time	Reported Missed Wc	Corrected Hours	Corrected Earnings	Corrected Paid Time	Corrected Missed Wc
	TED LASSO	24	800.00	0.00	<input type="checkbox"/>	24	800.00	0.00	<input type="checkbox"/>
	LED TASSO	24	800.00	0.00	<input type="checkbox"/>	24	800.00	8.00	<input checked="" type="checkbox"/>
	LESLIE HIGGINS	32	1,200.00	0.00	<input type="checkbox"/>	30	925.00	2.00	<input checked="" type="checkbox"/>
	ISAAC MCADOO	32	1,200.00	0.00	<input type="checkbox"/>	32	1,200.00	0.00	<input type="checkbox"/>
4 Rows			4,000.00	0.00			3,725.00	10.00	

Cancel

< Previous

Next >



Review corrections before submitting. If needed, select “Previous” to return to the “Corrected Earnings” screen.

If all corrections are in order, select “Submit” to complete the process.

< View filed claims

Work Share Earning Discrepancy

Contributions
00154485-9
AFC RICHMOND



Review and Submit

Please review the below information. Once you have verified all the information, press the "Submit" button. If you need to make any changes, press the "Previous" button and update as needed.

Report Corrected Earnings

Employee Name	Reported Hours	Reported Earnings	Reported Paid Time	Reported Missed Wo	Corrected Hours	Corrected Earnings	Corrected Paid Time	Corrected Missed Wo
TED LASSO	24	800.00	0.00	<input type="checkbox"/>	24	800.00	0.00	<input type="checkbox"/>
LED TASSO	24	800.00	0.00	<input type="checkbox"/>	24	800.00	8.00	<input checked="" type="checkbox"/>
LESLIE HIGGINS	32	1,200.00	0.00	<input type="checkbox"/>	30	925.00	2.00	<input checked="" type="checkbox"/>
ISAAC MCADOO	32	1,200.00	0.00	<input type="checkbox"/>	32	1,200.00	0.00	<input type="checkbox"/>
		4,000.00	0.00			3,725.00	10.00	

Cancel

< Previous **Submit**

