

OREGON



How to Update Authorized Representatives

How to Update Work Share Plan Authorized Representatives

- An employer can make changes to the Authorized Representatives at any point while a plan is active.
- You must provide one Primary Employer Representative; however, we strongly encourage designating an alternate.
- Only Authorized Representatives may have access to Work Share plan information.



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.)



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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...

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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

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



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

To edit the Authorized Representatives for a specific plan, select “Update Work Plan” for the appropriate 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
03-Mar-2024 - 03-Mar-2025	Percentage of Work Reduction 20.00		Update Work Plan
Plan Approved on 05-Mar-2024			



Choose edit “Employer Representatives” from the list of options and select “Next” to continue.

< Work Plans

Update Work Share

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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

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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 >



Edit the Primary and Alternate Employer Representative information and select “Next” to continue.



< Work Plans

Update Work Share

Contributions

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Manage Employer Representatives

Primary Employer Representative:

Name

David Wallace

Job Title

CEO

Email

DWallace@paper.com

Phone

(503) 555-9876

Alternate Employer Representative

Name

Jan Levinson

Job Title

Vice President

Email

JLevinson@paper.com

Phone

(503) 555-4567

Cancel

< Previous

Next >

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

Select “Submit” to complete the application.

Update Work Share

Contributions

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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

