

# Work Sharing Employer: Submit and Update Forms

To submit or update a form, [log in to your Work Sharing account](#). If you are new to Work Sharing, refer to [Work Sharing Employer: Create an Account \(PDF\)](#) to get started.

## Forms You Need to Submit

You must submit two forms for your employees so they can receive unemployment benefits:

1. *Initial Claim and Payment Certification* (DE 4511WS) — This form should be submitted first to establish an Unemployment Insurance claim for your employee.
2. *Employer's Work Sharing Certification* (DE 4581WS) — This form can be submitted every week or every two weeks after the *Initial Claim and Payment Certification* form. If you are submitting a two-week payment certification form, the weeks must be consecutive.

## How to Submit a Form for Your Employee

You can submit a form for each participating employee in an active Work Sharing plan.

To submit a form:

1. Go to [worksharing.edd.ca.gov/employer](http://worksharing.edd.ca.gov/employer) and log in to your Work Sharing account.
2. On the Work Sharing Employer Home page, select **View Employees** to see all active employees.
  - To only see employees for a specific plan, find the plan in the Application History table and select **View Employees** in the Plan Actions column.
3. On the Participating Employees page, choose the employee you need to submit a form for and select **Start Form** from the Employee Forms column.
  - If this is the first form you are submitting for this employee for this plan, you will see the *Initial Claim and Payment Certification* form.
  - Otherwise, you will see the *Employer's Work Sharing Certification* form.
  - If you are prompted to select a form, choose the correct form to submit for that employee. Refer to the Forms You Need to Submit section above for details on available forms.
4. Fill out all required fields on the form to complete it. Depending on your answers, some additional questions may appear.

5. Select **Save Draft & Quit** to finish the form later, following these same steps, or select **Submit** when the form is complete.
  - The employee will receive an email with the information you entered on the form and a link to complete their portion of the form.
6. Select **Review Form** in the Submitted Forms column to confirm what forms have been submitted for each employee and what the status of each form is.

## Update an Employee Form

You can update a form if you or your employee discover incorrect information on a form that has been sent to the employee.

If the employee has already submitted the form to the EDD, you or your employee must contact the Special Claims Office at 916-464-3343.

**Important:** You will need to update all forms for that employee that contain the error.

To update a form:

1. Go to [worksharing.edd.ca.gov/employer](http://worksharing.edd.ca.gov/employer) and log in to your Work Sharing account.
2. On the Work Sharing Employer Home page, select **View Employees** to see all active employees.
  - To only see employees for a specific plan, find the plan in the Application History table and select **View Employees** in the Plan Actions column.
3. On the Participating Employees page, choose the employee you need to update a form for and select **Review Form** from the Submitted Forms column.
4. On the Participating Employee Details page, find the form you want to update and select **Update Employee Information** from the Form Actions column.
5. Update any incorrect information on the form and select **Submit**.
  - The employee will receive an email with the updated information you entered on the form and a link to complete their portion of the corrected form.

**Note:** You do not need to select the **Resend Form** link to send the corrected form.

6. Repeat this process for all forms for this employee that contain incorrect information and have not yet been submitted to EDD.

## Resend an Employee Form

You can resend a form to an employee if they never received the email or accidentally deleted the email.

To resend a form:

1. Go to [worksharing.edd.ca.gov/employer](http://worksharing.edd.ca.gov/employer) and log in to your Work Sharing account.
2. On the Work Sharing Employer Home page, select **View Employees** to see all active employees.
  - To only see employees for a specific plan, find the plan in the Application History table and select **View Employees** in the Plan Actions column.
3. On the Participating Employees page, choose the employee you need to resend the form to and select **Review Form** from the Submitted Forms column.
4. On the Participating Employee Details page, find the form you want to resend and select **Resend Form** from the Form Actions column.
  - The employee will receive an email with the information you entered on the form and a link to complete their portion of the form
5. Repeat this process for all forms for this employee that need to be resent.

## View an Employee Form Status

To check the status of a form you have submitted for your employee:

1. Go to [worksharing.edd.ca.gov/employer](http://worksharing.edd.ca.gov/employer) and log in to your Work Sharing account.
2. On the Work Sharing Employer Home page, select **View Employees** to see all active employees.
  - To only see employees for a specific plan, find the plan in the Application History table and select **View Employees** in the Plan Actions column.
3. On the Participating Employees page, select **Review Form** for the employee whose form status you want to view.
4. On the Participating Employee Details screen, view the Form Status column in the Forms History table. A status will only appear once the form has been submitted.
5. See Help for Forms History below the table for definitions of the different form statuses.