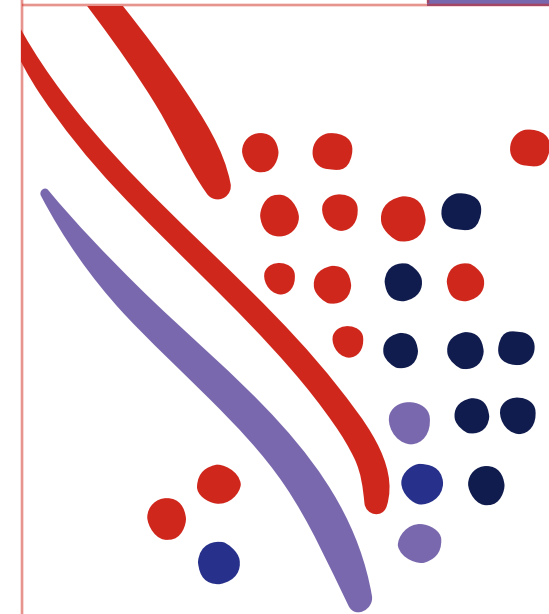


Quarterly Wage Reports & Occupation Information

June 30, 2022 | Tampa, Florida



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for People®



Payroll Reporting Sector

Basic Principals of Payroll Service Providers (PSP)

- No policy position on requirements
- Stress the importance of compliance
- Approximately 48% of a state's employers represented by a PSP

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Reporting Requirements

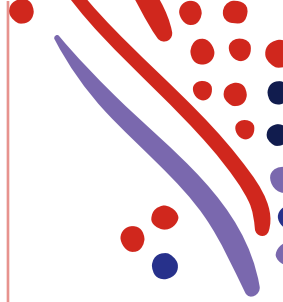
- In the beginning – report what is necessary to pay claims and collect tax
 - SSN, name, total wages paid during the quarter
- State-Specific UI benefit determination data
 - Hours worked, weeks worked, etc.
- 2000's enhancement movement
 - Alaska – GEO codes for location of work, SOC code
 - Louisiana – Hours worked and SOC code or job description
 - Nebraska – voluntary request for hours paid and job title

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The newest wage enhancement efforts:

- Indiana – Next Slide will show an example
 - SOC code;
 - Start Date;
 - ZIP code of primary work location;
 - Full time/part time/seasonal indicator
- Washington State – fall 2022 – SOC code, zero-hour reason code, out-of-state wages
 - If the employer knowingly failed to report SOC code, the penalty for: 2nd offense - \$75; 3rd offense \$150; 4th and more offenses - \$259

Indiana New Wage Instructions



Standard Occupational Classification (SOC Code or SOC)

The SOC Code system is a federal statistical standard used to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data. Employers can use a job title to find the SOC Code online using [this website](#). Report only the first six digits (XX-XXXX) any additional information after the first six digits is not required / reported.

When reporting wages to Indiana via .CSV or ICESA, enter the first six digits of the SOC Code with or without dashes for each worker. When using ESS to manually enter wages, the dash will be automatically inserted as part of the display formatting.

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Start Date

This is when the worker began their current employment with the employer. If the worker has a gap in employment of sixty (60) days or more, the start date is the date on which the worker returned.

NOTE: Employers must report all new hires including returning workers to the Indiana New Hire and National New Hire registries.

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Zip Code of Primary Work Location

In general, this is the zip code where the worker spends the majority of their time. If the worker routinely travels as a part of their job, it is either where the worker starts from, if they have a base of operations, or where the worker is directed from – like a central office, as long as it is in Indiana. If none of these apply, it can be the zip code where the worker resides if the worker sometimes works in the same state where they live. If none of those locations is in Indiana, the employer may need to report the person to a state or jurisdiction other than Indiana. Call DWD at 800-891-6499 and ask for help with localization.

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Full Time / Part Time / Seasonal

If the employer has a seasonal code approved by DWD for the person being reported, then use that 2 digit code (01 – 99). See the employer handbook for information on applying for seasonal status if the business operates less than 26 weeks each calendar year or has functionally distinct operations less than 26 weeks total each calendar year. Seasonal codes are for a specific range of dates provided by the employer on the seasonal application. If the employee is not seasonal, use Full Time (FT) or Part Time (PT) as defined by your industry standards (if any). There is no DWD definition of Full or Part time – this is an employer defined designation.

NOTE: Only DWD can assign seasonal status; employers cannot self-designate without approval. The quarterly report file will have an error if a seasonal code that has not been approved by DWD is used, or if a seasonal code that does not match the quarter being reported is used.

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Location

A location is a [unique combination](#) of SUTA, FEIN, Primary Zip code, and Full Time / Part Time / Seasonal.

EXAMPLES:

SUTA 000001 + FEIN 999999999 + Zip Code 46204 + Full Time / Part Time / Seasonal FT = Location 1
SUTA 000001 + FEIN 999999999 + Zip Code 46204 + Full Time / Part Time / Seasonal PT = Location 2
SUTA 000001 + FEIN 999999999 + Zip Code 46278 + Full Time / Part Time / Seasonal FT = Location 3
SUTA 000001 + FEIN 999999988 + Zip Code 46204 + Full Time / Part Time / Seasonal FT = Location 4
SUTA 000001 + FEIN 999999999 + Zip Code 46204 + Full Time / Part Time / Seasonal 01 = Location 5

Payroll Reporting Sector

Connecticut - Section 304 of SB 1202, as amended

- Commencing with the third calendar quarter of 2024 . . . , [an] employer **shall** include in the quarterly filing... the following data for each employee:
- Gender identity, age, race, ethnicity, veteran status, disability status, highest education completed, home address, address of primary work site, SOC code, hours worked, days worked, salary or hourly wage, employment start date in the current job title and, if applicable, employment end date
- Employers with > 100 employees in 2024, with the remaining employers required in 2026 and 2028

Payroll Reporting Sector

Question – how demanding should states be to require and enforce enhanced data collections?

- Fines and penalties?
- Reject wage reports that report missing or invalid data?

What actions would make enhanced wage reporting easier?

- Common data
- Common data definitions

Biggest challenges to expanding wage reporting?

- State legislative requirements