

# Standard Occupational Classification

Audio will begin at 11am



**Employment  
Security  
Department**  
WASHINGTON STATE

# Today's presentation

- Overview
- Frequently asked questions from employers
- SOC code resources
- Questions and answers
  - Download today's presentation at [esd.wa.gov/employer-taxes/about-soc](https://esd.wa.gov/employer-taxes/about-soc)
  - Can ask questions via text in chat any time
  - We will be recording this session and posting on our website
  - This slide deck will be shared on [esd.wa.gov](https://esd.wa.gov)

# What is it?

- Standard Occupational Classification (SOC) is a federal coding system used to identify occupations and workers.
- Data is used to analyze workforce demand and evaluate the effectiveness of training programs.

# History

- Stemmed from the recommendation by Future of Work Task Force in 2019.
- Washington State House Bill 2308 – SOC codes implemented into quarterly tax reports.
- In addition, Washington is following in the footsteps of other states, including Alaska, Indiana and Louisiana.

# What do SOC codes provide?

- SOC codes help government agencies and private businesses compare occupational data.
- This data is used by:
  - Government program managers.
  - Industry and labor relations specialists.
  - Students considering career training.
  - Job seekers.
  - Vocational training schools.
  - Employers wishing to set salaries or locate a new business.

# What do SOC codes provide?

■ Occupational data from SOC codes fills a critical gap across the state. SOC codes:

- Can help students, families, taxpayers and policymakers see whether graduates land jobs in the careers for which they trained.
- Can help shed light on training for specific jobs and careers, and whether that training is effective.
- Can help guide students on career choices and allow businesses to help shape courses that lead to actual jobs.
- Can help economic developers identify the strengths of local workforces and help attract businesses to those communities.

# Mandatory reporting

- When your 2022 fourth quarter report is due by January 2023

# Timeline

## Starting Nov. 15, 2021:

- Customers using newer version of EAMS could look up SOC codes.

## Dec. 1, 2021, through third quarter 2022:

- Customers started upgrading to the newer version of EAMS, which can remember the SOC codes you entered last quarter.

## Starting fourth quarter 2022:

- All employers required to report SOC codes.



# Frequently asked questions

## 1. How can I prepare before I use SOC codes?

Answer: We recommend **creating a spreadsheet listing** each employee and their job title.

Using the look up tool available on our website [www.onetcodeconnector.org](http://www.onetcodeconnector.org), look up each job title and enter the first six numbers of the SOC code on your spreadsheet that's the closest match for that specific job.

You can use this reference when you complete your information for filing. We recommend importing your wage file instead of hand-keying it. For more info, see [esd.wa.gov/employer-taxes/importing-wage-files-new-EAMS](http://esd.wa.gov/employer-taxes/importing-wage-files-new-EAMS).

# Frequently asked questions

## ■ 2. When are SOC codes required?

Answer: They are required when you report fourth quarter of 2022 taxes in January 2023.

# Frequently asked questions

## ■ 3. Do I have to report SOC codes if I'm a reimbursable employer?

**Answer:** Yes. Reimbursable employers are required to submit quarterly reports the same as taxable employers, and those reports are required to include SOC codes.

# Frequently asked questions

## ■ 4. Do I have to re-enter SOC codes every quarter?

**Answer:** No, as long as you have Locked Services. If you don't, you will have to re-enter SOC codes every quarter when you submit your tax and wage report.

However, if an employee changes occupations from the previous quarter, we want you to report the most recent occupation of the employee.

# More questions

- 5. How do I decide which SOC code to use for an employee who performs multiple job functions or has multiple duties?

**Answer:** An occupation that combines two different activities is reported with the code for the occupation that requires the highest level of skill or education.

If the skill levels are the same, report the occupation in which the employee spends the most time. For employees who change jobs during the quarter because of transfers, promotions, demotions, or reclassifications, report only their last occupation. For more info:

[www.bls.gov/soc/2018/soc\\_2018\\_class\\_prin\\_cod\\_guide.pdf](http://www.bls.gov/soc/2018/soc_2018_class_prin_cod_guide.pdf)

# More questions

## ■ 6. When will paper forms be updated to include SOC code information?

Answer: Paper forms are now updated. As always, we encourage electronic submission of wage information.

# More questions

## ■ 7. Where do I enter SOC codes in the old version of EAMS (Employer Account Management Services)?

Answer: You **must** use the upgraded EAMS to enter SOC codes and file your quarterly reports.

# More questions

## ■ 8. Do I have to report SOC codes for exempt employees?

**Answer:** If your employees' wages are exempt from being reported on quarterly tax and wage reports, you do not need to report SOC codes. This includes corporate officers, sole proprietors, commission-only sales and more. For more information, go to [esd.wa.gov/employer-taxes/exempted-employees](https://esd.wa.gov/employer-taxes/exempted-employees).



# More questions

## ■ 9. I'm getting error messages about not reporting SOC codes when I file. What's going on?

**Answer:** This is only a warning message that appears to let you know that you didn't report SOC codes. You can still complete and submit your tax report.

# More questions

■ 10. How do I add SOC codes with keyed wage data?

Answer: For more info, go to [esd.wa.gov/employer-taxes/about-soc](https://esd.wa.gov/employer-taxes/about-soc).

# More questions

■ 11. How do I add SOC codes with imported wage data?

Answer: For more info, go to [esd.wa.gov/employer-taxes/importing-wage-files-new-EAMS](https://esd.wa.gov/employer-taxes/importing-wage-files-new-EAMS).

# More questions

## 12. How will ESD validate SOC code data?

Answer: The system won't allow you to enter an invalid or incomplete SOC code.

We're looking to the employer community to provide accurate SOC code data to ensure:

- Our educational institutions provide effective training.
- Our businesses can help shape courses that lead to actual jobs.
- Economic developers identify strengths in local workforces to help attract businesses to those communities.

# More questions

## ■ 13. How do I change SOC code data?

Answer: SOC codes cannot be amended. If you find you need to change any SOC code, make that change in your next quarterly filing.

# More questions

- 14. I am already submitting codes to L&I. Why do I need to do this again?

Answer: SOC codes and L&I codes are different and need to be reported separately. Find L&I code information at

[lni.wa.gov/insurance/rates-risk-classes/risk-classes-for-workers-compensation/](https://lni.wa.gov/insurance/rates-risk-classes/risk-classes-for-workers-compensation/)

# More questions

## 15. What does entering SOC codes look like?

Answer: You can watch a full instructional video on our website, [esd.wa.gov/employer-taxes/about-soc](https://esd.wa.gov/employer-taxes/about-soc).

### Wage Detail

1st quarter 2022 (January 1 - March 31)

Errors and Warnings

⚠ row number 1: SOC codes will be required starting with your fourth quarter 2022 tax report. You will not be charged a penalty at this time if you do not provide a SOC code.

Download errors & warnings

Import wage records Select Error/Warning Rows

You can add, edit, or delete individual rows to report wages earned in Washington by your employees. Click on the << < arrow >> links at the top of the table to view additional pages (if any), or click Next>> to continue the filing process.

⚠ Errors are indicated with a red circle icon and displayed in red

⚠ Warnings are indicated with a brown triangle icon and displayed in black

Page: 1 out of 1 Filter  X 10 rows per page

Id	SSN	Last name	First name	Middle name	Suffix	Hours	Wages	SOC code
1	***-**-6789	Smith	Pat			520	\$15,000.00	

# Resources

- [esd.wa.gov/employer-taxes/about-soc](https://esd.wa.gov/employer-taxes/about-soc)
- [O\\*Net OnLine \(www.onetonline.org\)](http://www.onetonline.org)
- [WAC 192-310-010](https://www.wa.gov/wac/192-310-010)
- [socreporting@esd.wa.gov](mailto:socreporting@esd.wa.gov)
- <https://esd.wa.gov/newsroom/alerts/eams-upgrade>



# End of presentation

- General questions?
- We'll walk through finding specific SOC codes after general questions.