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Washington State SOC Code FAQs

The Washington Employee Security Department (ESD) requires that employers report Standard Occupational Classification (SOC) codes for each Washington employee. SOC codes need to be added to all current employees who work in the state of Washington.

What are SOC Codes?

SOC codes are 6-digit codes created by the U.S. Department of Labor's Bureau of Labor Statistics (BLS) to classify occupations.

Can Paychex get the SOC Codes for my employees?

SOC codes must be assigned by the employer. Paychex does not have the information to assign SOC codes to your employees.

Here's what you need to do:

One or more of your Washington state employees is missing an SOC code in our records. Follow these steps to get it added:

1. Review the list of employees who need SOC codes at the bottom of this email.
2. Use the [O*NET OnLine search tool](#) to find the codes.
Want to see the full list for Washington state? Visit the BLS website and review the [2018 Standard Occupational Classification System](#).
3. Log in to [Paychex Flex](#)[®].
Don't have an account? [Sign up](#) today.
4. Enter the SOC Codes as 6-digit numbers with no dashes.
For individual employees: [update SOC codes manually](#)
For groups of employees: [import a list of SOC codes](#)

Alternatively, you can look up the SOC codes, then schedule an appointment with your HR Professional or Payroll Service Representative

What is the deadline for reporting SOC Codes to Paychex?

We recommend that you report these codes to us as soon as possible. For them to be listed on the first quarter return, they must be reported no later than **March 27, 2024**.

Paychex makes it simple.