

## How to Report Washington Standard Occupational Classification (SOC) Codes

1. To find valid SOC codes, use the [AutoCoder](#) or the resources listed on the [Washington Employment Security Department \(ESD\) SOC code](#) site.
2. Log in to [Paychex Flex](#)®. *Don't have an account? [Sign up](#) today.*
3. Use the instructions below to enter the SOC codes in Paychex Flex (6-digit numbers with no dashes.)
  - Go to **Company Directory**
  - Select the **employee** from the active employee listing
  - Select **Employee Overview**
  - Go to **Taxes | South Carolina**, select **Edit**
  - Enter the **Occupational Code**
  - Select **Save**

Washington State Unemployment

Unemployment

SUI Assigned To: Washington

Taxability: Employee is taxable. Contact Paychex to modify taxability.

Worksite Code: Enter Value

Occupational Code: 123456

Buttons: Cancel, Save

For additional information about entering SOC codes in Paychex Flex, refer to the following Help Center articles:

- For individual employees: [Add a person's Standard Occupational Classification \(SOC\) code.](#)
- For groups of employees: [Bulk Update Standard Occupational Classification \(SOC\) codes.](#)

To avoid additional penalties from the Washington ESD, report the SOC codes as soon as possible.

### Invalid SOC Codes

Review your most recent Washington (WA) unemployment tax and wage report for employees who may have invalid SOC codes.

Please note: WA doesn't allow Paychex to file any code that ends in zero because more precise codes exist. If you've reported a code ending in zero, it will show as missing when Paychex files.

Examples of invalid codes:

- Repeated numbers like 111111 or 123456.
- Last digit can't be 0.
- First digit must be 1-5, can't be 0,6,7,8, or 9.
- Second digit must be odd.
- Third digit can't be 0.

This is not a comprehensive list of invalid codes. The best way to ensure you're reporting valid codes is to use the tools available on the Washington website [ESDWAGOV - About SOC](#).

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