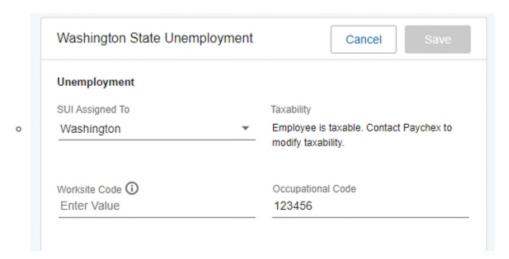


How to Report Washington Standard Occupational Classification (SOC) Codes

- 1. To find valid SOC codes, use the <u>AutoCoder</u> or the resources listed on the <u>Washington Employment Security Department (ESD) SOC code</u> 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



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 <u>ESDWAGOV - About SOC</u>.