

[WorkForce West Virginia](#) (WV), the state unemployment insurance (SUI) agency, has added the following information to their quarterly return:

- Standard Occupational Classification (SOC) code
- County of Work
- Occupational/Job Title (Job Title)

**Here's what you need to do:**

Look up the SOC codes for your WV employees using the [2018 Standard Occupational Classification System](#), and choose **the most precise code for each employee.**

Log in to [Paychex Flex](#)<sup>®</sup> to update the SOC code, County, and Occupation/Job Titles.

Use the following help articles in Paychex Flex to report, SOC codes, County, and Occupation/Job Titles:

- [Updating manually](#)
- [Importing a list](#)

Alternatively, you can gather the SOC codes, County of Work, and Occupation/Job Titles, then schedule an appointment with your Paychex Service Representative to report it for each WV employee. Please schedule an appointment for this because it may take some time to add this information.

**What are SOC Codes? Where do I find them?**

SOC codes are 6-digit codes created by the U.S. Department of Labor's Bureau of Labor Statistics (BLS) to classify occupations. You can find these codes on the BLS website > [2018 Standard Occupational Classification System](#). Use the most precise SOC code available for each employee.

**Can Paychex get the SOC Codes for my employees?**

No. SOC codes must be assigned by the employer. Paychex doesn't have the information to assign SOC codes to your employees. Once you assign the codes to your employees, you must enter them in the system or report them to Paychex so we can accurately file your SUI returns.

While we recently built SOC code reporting into Paychex Flex for new hires, you need to report these for WV existing employees.

**What is the deadline for reporting this information to Paychex?**

We recommend that you report the information to us as soon as possible. For the information to be listed on the SUI return, you must enter the information by the last reporting date for the quarter.

To give employers time to adjust to the new reporting requirements, WorkForce West Virginia won't begin penalizing employers for missing information on SUI returns until first quarter 2024.