Enhancing Unemployment Insurance Wage Records
Potential Benefits, Barriers, and Opportunities

Moving to Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

Prepared for the Workforce Information Council by the Administrative Wage Record Enhancement Study Group

September 2015

Administrative Wage Record Enhancement Study Group

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Overview

This paper is one of a series produced by the Workforce Information Council's Administrative Wage Record Enhancement Study Group. The Council was established by the Secretary of Labor to help oversee the nation's labor market statistics system. It is comprised of representatives of the Department of Labor and state labor market information units.

In late 2012, the federal-state Workforce Information Council established an Administrative Wage Record Enhancement Study Group to examine the feasibility of adding variables to the quarterly wage record reports that employers submit to all states as part of the Unemployment Insurance (UI) Program. They began looking at the administrative records as an alternative source for improving local and state labor market information amid concerns over the adequacy of existing survey-based statistical data for state and local education and training program planning and accountability, economic analysis, career planning, and workforce program administration.

In its first year of investigation, the Study Group surveyed state agencies responsible for UI wage record collections, user organizations that might benefit from wage record enhancement, and payroll services/software companies that compile and report the wage records for many employers. Those activities, along with findings and recommendations were summarized in a report: *Enhancing Unemployment Insurance Wage Records, Potential Benefits, Barriers, and Opportunities, A Summary of First-Year Study Activities and Findings.*

In its second year, the Study Group has surveyed private employers in five states to seek direct input on their capabilities to supply the necessary data for wage record enhancement, and to collect their views on the potential benefits and concerns related to enhancement. The survey results were presented in *Enhancing Unemployment Insurance Wage Records, Potential Benefits, Barriers, and Opportunities—Employer Perspectives, The Results of Surveys in Five States.*

In addition, the Study Group has developed an interview tool to assist in gathering 'case-study' information from states that have already enhanced their wage records or that are working through the enhancement process.

This paper addresses what will be an important issue if enhanced wage records are to be used to improve labor market information, namely, the lack of and need for standardized titles, definitions, and reporting instructions for variables that may be added to the wage records. The Study Group has developed a draft reference guide of standardized titles, definitions and reporting instructions for data elements that might be collected in the future.

The Study Group will follow this paper with a final summary report that will assimilate information from the two years of study and introduce suggested steps that other organizations might take, that would have value in the continuing conversation about wage record enhancement.

Background

Following the enactment of the Social Security Act in 1935, states established Unemployment Insurance programs for the purpose of providing wage stabilization during weak economic periods. In all states, payments to unemployed individuals are based on the individual's previous work. In order to establish that work history, all states collect a few basic data elements from employers about each employee, including their social security number and the amount of wages paid to them during the most recent quarter. Over the decades, these wage data records have become essential not only for the administration of the UI Program but also for many other purposes, which will be described in this report.

The last concerted effort by the U.S. Department of Labor (DOL) to explore the use of administrative wage data for labor market information (including evaluating the impact of training services on employment and wages) was presented at their New Tools for a New Era Symposium[1] in 2003. The Workforce Information Council and the Bureau of Labor Statistics sponsored this symposium as part of their Administrative Data Research and Evaluation Project, which was followed by a report in 2005[2]. The report concluded that linked administrative reports offer states attractive opportunities for estimating the impact of the Workforce Investment Act (WIA) and its related services at a relatively low cost. The report also noted that administrators should strive to improve the quality and accessibility of these data while ensuring the appropriate privacy and confidentiality protections.

[1] Kevin Hollenbeck, Christopher T. King, and Daniel Schroeder "Preliminary WIA Net Impact Estimates: Administrative Records Opportunities and Limitations"

[2] Kevin Hollenbeck, Christopher T. King, Wei-Jang Huang and Daniel Schroeder "Net Impact Estimates for Services Provided through the Workforce Investment Act

In a more recent publication by the Workforce Information Council[3], it was noted that a wide range of individuals and organizations use labor market information (LMI) for personal, business, education, and government policy decisions. Sound decisions regarding careers, jobs, education, business expansion and contraction, and taxes and revenues all can hinge on accurate, valid LMI. Much of the available information supporting these decisions is produced by federal and state agencies based on surveys of employers and households. As federal and state budgets tighten, LMI surveys are often among the first activities curtailed—meaning less reliable information produced for fewer geographical areas. While the national statistics are based on surveys with large samples, much less reliable information is available for state and local areas.

To mitigate the effects of shrinking budgets, states and local jurisdictions must explore alternative sources if they are to continue to provide high quality information to support critical personal, business, and government policy decisions. One important alternative source is the employment and wage record data reported by employers for administration of the unemployment insurance (UI) programs in all states. These data, and the system used to collect them, offer an opportunity to enhance labor market information for state and local areas at a relatively low cost. Many states have begun using the UI wage records to enhance LMI and to measure program performance. Some states have begun to collect additional items with the wage records, including job titles, hours worked, and location of work. Some states are looking at accelerating the reporting time frame so that information can be made available more timely.

To assist state workforce agencies, the US Department of Labor, and labor market information producers and users better assess the potential of using enhanced administrative data to improve labor market information, the Workforce Information Council established an Administrative Wage Record Enhancement Study Group. The Study Group was comprised of Labor Market Information Directors and staff from several states and representatives from the Department of Labor’s Employment and Training Administration and Bureau of Labor Statistics, and the National Association of State Workforce Agencies. The WIC selected Raj Jindal, Director of Information Technology at the Louisiana Workforce Commission, as Chair of the Study Group. In addition, the WIC hired a project coordinator to facilitate the work of the Study Group.

[3] Labor Market Information Customers and Their Needs-- Customer-Oriented LMI Product Innovation-- http://www.workforceinfocouncil.org/Documents/LMICustomersNeeds050812FINALEDITS.pdf

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Moving to Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

Issue

If states implement enhanced wage records without reaching agreement on the titles and definitions for variables added to the wage records, then the quality of the resulting data and the value for potential uses will be compromised, while reporting complexity and cost for employers will be increased.

Introduction

The premise upon which the study of wage record enhancement is based is that if certain data elements, or variables, were added broadly by states to the wage records reported by employers, then several benefits might accrue to labor market information (LMI) producers and users including businesses, educational institutions, job seekers, students, and policy makers. The hope is that better-informed decisions based on enhanced LMI will improve national, state, and local economies and our use of private and public resources for many purposes. One important consideration in assessing the feasibility of wage record enhancement is the degree to which the data, if collected, could be used to achieve such lofty goals. Of primary importance in this consideration is whether data can be collected that are consistently defined. For LMI producers and users this is a fundamental concern.

The Current Situation

The data currently available, both wage data and supplemental variables, suffer from inconsistent definitions. If federal and state governments wish to develop the administrative wage record system in a way that will be more useful for decision support, policy making and statistical purposes, then the current inconsistencies will need to be addressed and agreements reached to avoid further inconsistencies as more states enhance their wage records.

The wage records available today are gathered by all states for the purpose of Unemployment Insurance Program administration. UI program design varies from state to state and, hence, so do the state laws that govern the program. The UI focus of the wage data collection creates two issues from an LMI perspective: 1) the wages collected are taxable wages not total wages, and 2) the states define differently what is taxable. In fact, most states have a unique set of UI tax exemptions. For example, in many states meals and lodging provided to the employees for the employer's convenience are not considered taxable while in California and New York they are. Many of these types of differences exist among the states.

One effect of these variations is that 'total' wages currently captured are not really total and are not comparable across states, which may be an issue for users trying to understand economic conditions or educational outcomes across state lines. Another consequence of varied taxable wage definitions is that employers who must report wage data to multiple states have to customize their reports for each state. This adds to complexity, cost, and time for preparing the required quarterly reports.

In the late 1990's and early 2000's, a joint federal-state Simplified Tax and Wage Reporting System task force looked into the differences in federal and state employment and wage definitions. The task force was led by the Internal Revenue Service and included representatives from the Social Security Administration, the Department of Labor, and state tax collection agencies. The issues they identified fell primarily into three categories:

- *Who is counted as an employer?*
- *Who is counted as an employee?*
- *What remuneration is counted as wages?*

After a multiple-year investigation, the task force provided findings and recommendations to simplify the tax collection process. The Uniform Law Commission, a body comprised of attorneys appointed by every state, took those results and developed proposed legislation for each state to adopt that would have led to conformance in wage definitions.

Unfortunately, little was done with that proposed legislation and the variations in definitions continue to exist. The National Payroll Reporting Consortium emphasized the implications of this issue for employers in comments to the Administrative Wage Record Enhancement Study Group. Their comments were published in the Study Group's first-year report: *Enhancing Unemployment Insurance Wage Records, Potential Benefits, Barriers, and Opportunities, A Summary of First-Year Study Activities and Findings.*

Addressing the variations among state and federal tax and withholding laws would undoubtedly simplify and ease employers' reporting responsibilities, thus lowering the cost of compliance. It would likely also lower state costs for collecting and editing the data. However, while the Study Group is convinced that employers and tax collection agencies would benefit from states and the federal government devoting additional efforts to attempting to resolve the differences in these laws, that effort is beyond the scope of this study.

What is pertinent to this study is how best to address differences in the definitions of supplemental variables on the wage record reports currently required by a few states, and to promote consistency as more states choose to collect these types of variables for wage record enhancement. If states continue to create their own definitions as they begin to integrate new variables into their UI wage records, more confusion and cost will arise for employers and opportunities to enhance labor market information will be lost. Standardization of these supplemental variables definitions is critical. The ability to produce valid labor market information from these data depends on it.

Recommendations

To help promote consistency in future collection of wage record supplemental variables, the Study Group has developed a draft Reference Guide that consists of proposed standardized titles, definitions, and reporting instructions for states to use as they incorporate additional wage record requirements. We are not suggesting that states adopt the majority of these data elements for wage record enhancement in the states. We are presenting all of them so that readers can better understand the relationships among them—the summary variables and their component parts—in order to make clearer choices about which offer the most value and to be able to provide better guidance to employers and users.

We recommend that federal, state, and private organizations use this document as the basis of coordinated discussions to determine which variables should be collected in all states and to reach consensus on the definitions and reporting instructions for those variables. We believe these discussions should include entities potentially involved in the production and use of enhanced wage records including state LMI and UI representatives, the National Association of State Workforce Agencies, the Workforce Information Advisory Council, the Employment and Training Administration, the Bureau of Labor Statistics, payroll industry associations, other federal and state agencies that collect similar data, and potential user organizations.

We believe that such discussions should delve into the potential uses and value of each variable, from the perspective of each potential user group. Of course, this analysis must be done within the context of the potential reporting burden and cost for employers, and their input is crucial. In this consideration, fewer variables collected is not necessary better for employers, as collecting one additional variable may mean that an existing duplicative data collection system could be eliminated entirely. It is our belief that effectively designed and used administrative data collection can eliminate the need for other forms of data collection by many agencies, thus helping to mitigate the effects of additional administrative reporting.

We hope that by starting with the common language in the attached draft Reference Guide, these discussions can lead to agreement on the optimum set of data to collect and to agreement on the titles, definitions, and reporting instructions to be used in collecting those data. We believe that only through such agreement can data be widely collected and assimilated into truly useful information.

By agreeing on standardized titles, definitions, and reporting instructions for the supplemental variables,

- *Employers will be clearer on expectations,*
- *Payroll services and software providers will be able to more easily adapt their systems to meet the reporting requirements,*
- *States will be able to work with the payroll industry to ensure that data transmission is simpler,*
- *Data errors will be reduced, and*
- *User organizations will be able to interpret the data with greater confidence as to its meaning.*

We further hope that, once a final set of titles, definitions, and reporting instructions is developed, states already collecting these supplemental variables will examine their practices and adapt them to be consistent with the final Reference Guide.

In addition to the draft Reference Guide, attached to this issue paper are documents intended to facilitate understanding of the data elements currently collected by states and the definitions used.

Attachments:

A. Draft Reference Guide to Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements
B. States/Territories That Currently Collect Enhanced Wage Records
C. Current Variations from Proposed Standardized Titles and Definitions
D. Definitions and Instructions Currently Used by States/Territories That Collect Enhanced Wage Record Variables

Attachments

A. Draft Reference Guide to Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

B. Current Variations from Proposed Standardized Titles and Definitions

C. States/Territories That Currently Collect Enhanced Wage Records

D. Definitions and Instructions Currently Used by States/Territories That Collect Enhanced Wage Record Variables

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Reference Guide to Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

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Attachment A

Draft Reference Guide
Standardized Titles, Definitions, and Reporting Instructions
for Optional Wage Record Data Elements

Attachment A

Draft Reference Guide

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to ‘Month/Quarter’ Reflect Reporting Schedules in Different States)

Employee’s Paid Time

I. Total Hours Paid	**<u>Definition</u>**: The total number of hours for which an employee receives pay. Includes all actual work hours and hours of employer-paid leave that are used.
	<u>Reporting Instructions</u>:
	• *If the employer tracks the employee’s hours: report the total number of hours of work and time off during the subject month/quarter for which the employee was paid by the employer.*
	• *If the employer does not track the employee’s hours:*
	  o *For full-time employees, use 40 hours per week worked or on paid leave.*
	  o *For part-time employees, estimate the number of hours.*
	  o *For full-time plus, use 40 hours per week plus an estimate.*
	• *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.*
	<u>Explanatory Notes</u>:
	• *Report only the number of hours actually worked and hours actually taken on employer-paid leave.*
	• *Report the number of hours actually worked for which overtime pay or compensatory time is earned, without regard to the overtime pay rate. Do not reflect additional hours for overtime that earns premium rates of pay. For example, if the employee works 10 hours of overtime at a pay rate of 1.5 times her/his regular hourly rate, report 10 hours worked not 15 hours.*
	• *Do not report additional hours for accrued leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under ‘Other Cash Compensation Paid.’*
	• *Report hours of employer-paid compensatory time off when taken.*
	• *Do not report additional hours for severance pay. Severance and termination pay compensate the employee for the separation from employment, not for actual hours worked.*

Draft Reference Guide

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to 'Month/Quarter' Reflect Reporting Schedules in Different States)

A. **Total Hours Worked**	**<u>Definition</u>**: The total number of hours an employee is actually engaged in a paid work activity, including regular and premium hours (overtime, shift differential), rest periods and stand-by time. Includes work hours for which compensatory time off is earned. Does not include any employer-paid leave time used.
	<u>Reporting Instructions</u>:
	• *If the employer tracks the employee's hours: report the total number of hours the employee was engaged in a work activity during the subject month/quarter for which the employee was paid.*
	• *Do not include hours of employer-paid leave.*
	• *If the employer does not track the employee's hours:*
	  o *For full-time employees, use 40 hours per week worked.*
	  o *For part-time employees, estimate the number of hours actually worked.*
	  o *For full-time plus, use 40 hours per week plus an estimate.*
	• *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.*
	<u>Explanatory Notes</u>:
	• *Report only the number of hours actually worked. Do not include hours taken on employer-paid leave unless such leave is not separately tracked. For example, if the employee is paid by salary and leave hours are not separately tracked, report the employee's total hours for the month, including any leave he/she may have taken. No hours included here should be reported under Total Hours of Paid Leave or any specific category of paid leave.*
	• *Report the number of hours actually worked for which overtime pay or compensatory time is earned, without regard to the overtime pay rate. Do not reflect additional hours for overtime that earns premium rates of pay. For example, if the employee works 10 hours of overtime at a pay rate of 1.5 times her/his regular hourly rate, report 10 hours worked not 15 hours.*
	• *Do not report additional hours for accrued leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'*
	• *Do not report additional hours for severance pay. Severance and termination pay compensate the employee for the separation from employment, not for actual hours worked.*

Draft Reference Guide

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to 'Month/Quarter' Reflect Reporting Schedules in Different States)

<table>
<tr>
<td>1. Regular Hours Worked</td>
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<u>Definition</u>: The number of hours an employee actually works, including rest periods and stand-by time, for which a standard salary, hourly rate, or other type of compensation (e.g., piece work, commission) is paid. Does not include not include any hours for which overtime or shift premium is paid or hours of employer-paid leave time are used.
<u>Reporting Instructions</u>:

If the employer tracks the employee's hours: report the total number of hours the employee was engaged in a work activity during the subject month/quarter for which the employee was paid or accrued pay at a standard salaried, hourly, or commissioned rate.
Do not include hours for which overtime or shift premium rates are paid.
Do not include hours of employer-paid leave.
Do not include hours paid in lieu of notice of termination. Report these under Paid Leave Hours.
If the employer does not track the employee's hours:

For full-time employees, use 40 hours per week worked.
For part-time employees, estimate the number of hours actually worked.
For full-time plus, use 40 hours per week plus an estimate.

Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.

<u>Explanatory Notes</u>:

Report only the number of regular hours actually worked. Do not include hours taken on paid leave unless such leave time is not separately tracked. For example, if the employee is paid by salary and leave hours are not separately tracked, report the employee's total hours for the month, including any leave he/she may have taken. No hours included here should be reported under Total Hours of Paid Leave or any specific category of paid leave.
Do not include hours worked for which overtime pay or compensatory time is earned.
Do not report additional hours for accrued leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'
Do not report additional hours for severance pay. Severance and termination pay compensate the employee for the separation from employment, not for actual hours worked.

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</table>

2. **Premium Hours Worked**	<u>**Definition**</u>: The number of hours an employee actually works, including stand-by time, for which a premium rate of compensation is paid. Includes overtime and hours for which shift differentials are paid such as night, holiday or weekend work. Includes hours for which compensatory time off is earned, if more than one hour of CTO is earned for each hour of actual work. Does not include any hours used of employer-paid leave time. <u>**Reporting Instructions**</u>: • *If the employer tracks the employee's hours: report the total number of hours the employee was engaged in a work activity during the subject month/quarter for which the employee was paid at a premium hourly rate. Include only hours for which overtime or shift premium was paid.* • *Do not include hours worked which were paid at a regular/standard rate.* • *Do not include hours of paid leave.* • *If no premium hours were worked during the quarter, report a zero in this field.* • *If the employer does not track the employee's hours, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* <u>**Explanatory Notes**</u>: • *Report only the number of hours actually worked. Do not include hours taken on paid leave unless such leave is not separately tracked. No hours included here should be reported under Total Hours of Paid Leave or any specific category of paid leave.* • *Report only the number of hours actually worked for which overtime pay or compensatory time was accrued without regard to the overtime pay rate. Do not reflect additional hours for overtime that earns premium rates of pay. For example, if the employee works 10 hours of overtime at a pay rate of 1.5 times her/his regular hourly rate, report 10 hours worked not 15 hours.* • *Do not report additional hours for accrued leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'* • *Do not report additional hours for severance pay. Severance and termination pay compensate the employee for the separation from employment, not for actual hours worked.*

B. **Total Hours of Paid Leave (Paid Time Off)**	**Definition**: The total number of hours of employer-paid time used by an employee for any type of absence from work including vacation, sickness, bereavement, maternity, family care, jury duty, education, meals, military duty, administrative time off, sabbatical, or other personal leave. Includes hours of compensatory time off (CTO) when used. **Reporting Instructions**: • *If the employer tracks the employee’s paid leave hours: report the total number of hours the employee was paid by the employer or accrued pay for absence from work during the subject month/quarter.* • *If the employer does not separately track the employee’s leave hours or does not provide any type of paid leave, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* • *Include any hours paid in lieu of notice of termination.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid leave. Do not report hours taken on paid leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under ‘Other Cash Compensation Paid.’* • *Do not report additional hours for severance pay. Severance and termination pay compensate the employee for the separation from employment, not for personal leave.*
1. **Bereavement Leave Hours Used**	**Definition**: When the employer offers such benefit as a separate accrued leave, the number of hours of employer-paid leave that an employee uses because of the death of a family or household member. **Reporting Instructions**: • *If the employer tracks the employee’s bereavement leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using bereavement leave during the subject month/quarter.* • *If the employer does not separately track the employee’s bereavement leave hours or does not provide paid bereavement leave, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid bereavement leave. Do not report hours taken on paid bereavement leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued bereavement leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under ‘Other Cash Compensation Paid.’*

2. **Compensatory Time Off (CTO) Hours Used**	**Definition**: The number of hours of previously earned employer-paid Compensatory Time Off that is used by an employee for personal leave. Generally, CTO is granted and accrued in lieu of overtime pay for irregular or occasional overtime work. **Reporting Instructions**: • *If the employer tracks the employee's CTO leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using CTO during the subject month/quarter.* • *If the employer does not separately track the employee's CTO leave hours or does not provide paid CTO, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid CTO absence. Do not report hours taken on paid CTO absence unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued CTO that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'*
3. **Consolidated Personal Leave (CPL) Hours Used**	**Definition**: When the employer offers such benefit as a separate accrued leave, the number of hours of general-purpose employer-paid leave that an employee is entitled to, and uses at her/his discretion for vacations, sick leave, rest and relaxation, and other personal business or emergencies. **Reporting Instructions**: • *If the employer tracks the employee's leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using their Consolidated Personal Leave during the subject month/quarter.* • *If the employer does not separately track the employee's leave hours or does not provide paid CPL, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid absence using Consolidated Personal Leave. Do not report hours taken on paid CPL absence unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued CPL that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'*

4. **Holiday Leave Hours Used**	**Definition**: The number of hours an employee is paid by the employer for absence from work on days of special religious, cultural, social, or patriotic significance, on which work and business ordinarily cease. **Reporting Instructions**: • *If the employer tracks the employee’s Holiday Leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using their Holiday Leave during the subject month/quarter.* • *If the employer does not separately track the employee’s Holiday Leave hours or does not provide paid Holiday Leave, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid absence using Holiday Leave. Do not report hours taken on paid Holiday Leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued Holiday Leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under ‘Other Cash Compensation Paid.’*
5. **Jury Duty Leave Hours Used**	**Definition**: When the employer offers such benefit as a separate accrued leave, the number of hours an employee is paid by the employer for absence from work when he/she is summoned to serve as a juror. **Reporting Instructions**: • *If the employer tracks the employee’s Jury Duty Leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using their Jury Duty Leave during the subject month/quarter.* • *If the employer does not separately track the employee’s Jury Duty Leave hours or does not provide paid Jury Duty Leave, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid absence using Jury Duty Leave. Do not report hours taken on paid Jury Duty Leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.*

6. **Military Duty Leave Hours Used**	**Definition**: When the employer offers such benefit as a separate accrued leave, the number of hours an employee is paid by the employer for absence from work to fulfill military commitments. **Reporting Instructions**: • *If the employer tracks the employee's Military Duty Leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using their Military Duty Leave during the subject month/quarter.* • *If the employer does not separately track the employee's Military Duty Leave hours or does not provide paid Military Leave, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid absence using Military Duty Leave. Do not report hours taken on paid Military Duty Leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.*
7. **Sick Leave Hours Used**	**Definition**: When the employer offers such benefit as a separate accrued leave, the number of hours an employee is paid for absence from work when he/she is unable to work because of a non-work related illness or injury. **Reporting Instructions**: • *If the employer tracks the employee's Sick Leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using their Sick Leave during the subject month/quarter.* • *If the employer does not separately track the employee's Sick Leave hours or does not provide paid Sick Leave, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid absence using Sick Leave. Do not report hours taken on paid Sick Leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued Sick Leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'*

8. **Vacation Leave Hours Used**	**Definition**: When the employer offers such benefit as a separate accrued leave, the number of hours an employee is paid for absence from work for recreation, relaxation, and rest. Paid vacations are typically provided on an annual basis and taken in blocks of days or weeks. **Reporting Instructions**: • *If the employer tracks the employee's Vacation Leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using their Vacation Leave during the subject month/quarter.* • *If the employer does not separately track the employee's Vacation Leave hours or does not provide paid Vacation Leave, report a zero in this field.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid absence using Vacation Leave. Do not report hours taken on paid Vacation Leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued Vacation Leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'*
9. **Other Paid Personal Leave Hours Used**	**Definition**: The number of hours an employee is paid for absence from work for any purpose not captured in another specific type of leave authorized by the employer. **Reporting Instructions**: • *If the employer tracks the employee's Other Paid Personal Leave hours: report the number of hours the employee was paid by the employer or accrued pay for absence from work using their Other Paid Personal Leave during the subject month/quarter.* • *If the employer does not separately track the employee's Other Paid Personal Leave hours or does not provide any other types of paid Personal Leave, report a zero in this field.* • *Include hours paid in lieu of notice of termination.* • *Report hours in whole numbers. Round partial hours to the nearest hour. If the fraction is "1/2 hour/0.5 hour" or more it should be rounded up to the next whole hour, and if it's less than 1/2 hour, it should be rounded down.* **Explanatory Notes**: • *Report only the actual number of hours of employer-paid absence using Other Paid Personal Leave. Do not report hours taken on paid Other Paid Personal Leave unless such leave is separately tracked. No hours included here should be reported under Total Hours Worked, Regular Hours Worked, or Premium Hours Worked.* • *Do not report additional hours for accrued Other Paid Personal Leave that the employee sold back to the company during the month/quarter. Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'*

II. Weeks Worked	**<u>Definition</u>**: The number of weeks during which the employee earned, at a minimum, an amount of remuneration specified by the state based on time worked and paid leave taken. **<u>Reporting Instructions</u>**: • *Report a count of the number of calendar weeks (Sunday through Saturday) during the month/quarter in which the employee earned at least the state-specified amount of remuneration from the employer.* • *Report weeks in whole numbers.* **<u>Explanatory Notes</u>**: • *The maximum number of weeks worked in any quarter is 13.* • *Do not report additional weeks worked for accrued leave that the employee sold back to the company during the month/quarter.* • *Do not include weeks for which severance pay was received unless the state-specified minimum remuneration was earned for that week aside from the severance. Severance and termination pay compensate the employee for the separation from employment, not for weeks worked.*

Draft Reference Guide

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to 'Month/Quarter' Reflect Reporting Schedules in Different States)

Employee's Compensation

III. Total Compensation	**Definition**: The total dollar amount of all cash, cash-equivalent and non-cash compensation that is paid by the employer to an employee for her or his services, for work or time off from work. Includes payments directly to the employee such as salary, hourly wages, commissions, bonuses, lump-sum, residuals, severance, tips, and incentive, piecework, and job or production-based payments, as well as the dollar value of non-cash fringe benefits paid indirectly to the employee, such as employer-paid portions of Social Security, Medicare, Unemployment Insurance, health/dental/vision insurance, retirement benefits, educational benefits, and relocation expenses, and meals and lodging provided for the employer's benefit. **Reporting Instructions**: • *Enter the total dollar amount of compensation paid by the employer for the employee's work time or time off and for the employee's non-cash fringe benefits funded by the employer during the subject month/quarter.* • *These amounts should be calculated prior to reduction for withholding of any discretionary or required deductions. This is generally the dollar amount of all compensation reported in box 5, Medicare wages and tips, on federal Form W-2.* **Explanatory Notes**: • *Do not reduce compensation amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Report wages when paid, when constructively paid, or when an employee receives remuneration other than cash. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
A. **Total Cash (Direct) Compensation (Gross Pay)**	**Definition**: The total dollar amount of all forms of cash or cash-equivalent (currency, coin, check, or direct deposit) compensation paid by the employer directly to the employee for her or his services, for work or time off from work. Includes, but is not limited to, salary, hourly wages, commissions, bonuses, lump-sum, residuals, severance, tips, and incentive, piecework, and job or production-based payments. Includes payments for leave time taken and leave buy backs. **Reporting Instructions**: • *Enter the total dollar amount of cash or cash equivalent compensation paid by the employer for the employee's work time or time off during the subject month/quarter.* • *Do not include the dollar amount of non-cash fringe benefits funded by the employer.* • *These amounts should be calculated prior to reduction for withholding of any discretionary or required deductions. This is generally the amount of cash compensation reported in box 5, Medicare wages and tips, on federal Form W-2.* • *If employee was not paid cash compensation during the subject month/quarter report a zero in this field.* **Explanatory Notes**: • *Do not reduce compensation amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Report cash compensation when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

Attachment A

Draft Reference Guide

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to 'Month/Quarter' Reflect Reporting Schedules in Different States)

<table>
<tr>
<td>1. Salary Paid</td>
<td><u>Definition</u>: The agreed upon fixed or set dollar amount of cash or cash-equivalent (currency, coin, check, or direct deposit) compensation paid by the employer to an employee for her or his services, that is not based on hours worked or production level. Salary is commonly paid in fixed intervals, for example, monthly payments of one-twelfth of the annual salary.
<u>Reporting Instructions</u>:
Enter the total dollar amount of Salary Paid by the employer for the employee's work time or time off during the subject month/quarter.
Do not include other forms of compensation other than salary.
If employee is not paid by salary as defined above, report a zero in this field.
<u>Explanatory Notes</u>:
Do not reduce compensation amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.
Report salary when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.
Report the amounts paid for leave buy backs under 'Other Cash Compensation Paid.'</td>
</tr>
<tr>
<td>2. Total Hourly Wages Paid</td>
<td><u>Definition</u>: The total dollar amount of cash or cash-equivalent (currency, coin, check, or direct deposit) compensation paid by the employer to an employee for her or his services based on hourly rates of pay and the number of hours worked. Includes pay for both regular hours (straight-time) and premium hours (overtime, shift differentials) worked.
<u>Reporting Instructions</u>:
Enter the total dollar amount of hourly wages paid by the employer for the employee's work time during the subject month/quarter.
Do not reduce compensation amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.
Do not include other forms of compensation other than hourly wages.
Do not include pay for time off from work or amounts paid to buy back accrued leave.
If employee is not paid hourly wages as defined above, report a zero in this field.
<u>Explanatory Notes</u>:
Report Total Hourly Wages when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.
Report amounts paid to buy back accrued leave under Other Cash Compensation Paid.</td>
</tr>
</table>

a) **Regular Hourly Wages Paid**	**Definition**: The total dollar amount of cash or cash-equivalent (currency, coin, check, or direct deposit) compensation paid by the employer to an employee for her or his services based on a regular (standard, straight-time) hourly rate of pay and the number of straight-time (non-premium) hours worked**.** (Regular hourly rate X regular hours worked = Regular Hourly Wages Paid.) **Reporting Instructions**: • *Enter the total dollar amount of Regular Hourly Wages paid by the employer for the employee's work time during the subject month/quarter.* • *Do not reduce amounts paid for Regular Hourly Wages to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include other compensation other than Regular Hourly Wages. Do not include wages paid at overtime or shift differential rates.* • *Do not include pay for time off from work or amounts paid to buy back accrued leave.* • *If employee is not paid Regular Hourly Wages as defined above, report a zero in this field.* **Explanatory Notes**: • *Report Regular Hourly Wages when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.* • *Report amounts paid to buy back accrued leave under Other Cash Compensation Paid.*
b) **Premium Hourly Wages Paid**	**Definition**: The dollar amount of cash or cash-equivalent (currency, coin, check, or direct deposit) compensation paid to an employee based on a premium hourly rate of pay and the number of premium hours worked, including overtime and hours for which shift differentials are paid such as night, holiday or weekend work. (Premium hourly rate X premium hours worked = Premium Hourly Wages Paid.) **Reporting Instructions**: • *Enter the total dollar amount of Premium Hourly Wages paid by the employer for the employee's work time during the subject month/quarter.* • *Do not reduce amounts paid for Premium Hourly Wages to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include other compensation other than Premium Hourly Wages. Include only wages paid at overtime or shift differential rates.* • *Do not include pay for time off from work or amounts paid to buy back accrued leave.* • *If employee is not paid Premium Hourly Wages as defined above, report a zero in this field.* **Explanatory Notes**: • *Report Premium Hourly Wages when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

3. **Total Leave Paid**	**Definition**: The total dollar amount the employer paid to an employee for any type of absence from work including vacation, sickness, bereavement, maternity, family care, jury duty, education, military duty, administrative time off, sabbatical, or other personal leave. Includes compensatory time off (CTO) when used. **Reporting Instructions**: • *If the employer separately tracks the amount paid for the employee's leave hours: enter the total dollar amount paid by the employer for the employee's time off from work during the subject month/quarter.* • *If the employer does not separately track the amount paid for the employee's leave hours or does not provide any type of paid leave, report a zero in this field.* • *Do not reduce amounts paid for leave time to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include amounts paid to buy back accrued leave, report these under Other Cash Compensation Paid.* **Explanatory Notes**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report Total Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
a) **Bereavement Leave Paid**	**Definition**: When the employer offers such benefit as a separate accrued leave, the dollar amount the employer paid to an employee for absence from work due to the death of a family or household member. **Reporting Instructions**: • *Enter the total dollar amount paid by the employer for the employee's time off from work using Bereavement Leave during the subject month/quarter.* • *Do not reduce amounts paid for Bereavement Leave to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *If the employer does not offer Bereavement Leave as a separate accrued leave, enter a zero in this field.* **Explanatory Notes**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report Bereavement Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

b) **Compensatory Time Off (CTO) Paid**	**<u>Definition</u>**: The dollar amount paid by the employer to an employee for her/his previously earned Compensatory Time Off used for personal leave. Generally, CTO is granted and accrued in lieu of overtime pay for irregular or occasional overtime work, and is used by the employee for personal leave. **<u>Reporting Instructions</u>**: • *If the employer separately tracks the amount paid for the employee's Compensatory Time Off, enter the total dollar amount paid for her/his CTO used during the subject month/quarter.* • *If the employer does not separately track the amount paid for the employee's Compensatory Time Off, enter a zero in this field.* • *Do not reduce amounts paid for CTO to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include amounts paid to buy back accrued CTO, report these under Other Cash Compensation Paid.* **<u>Explanatory Notes</u>**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report amounts paid for CTO when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
c) **Consolidated Personal Leave Paid (Leave Bank)**	**<u>Definition</u>**: When the employer offers such benefit as a separate accrued leave, the dollar amount an employee is paid for general-purpose personal leave that an employee uses, at her/his discretion for vacations, health care, rest and relaxation, and other personal business or emergencies. **<u>Reporting Instructions</u>**: • *Enter the total dollar amount paid by the employer for the employee's time off from work using Consolidated Personal Leave during the subject month/quarter.* • *If the employer does not offer Consolidated Personal Leave as a separate accrued leave, enter a zero in this field.* • *Do not reduce amounts paid for Consolidated Personal Leave to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include amounts paid to buy back Consolidated Leave, report these under Other Cash Compensation Paid.* **<u>Explanatory Notes</u>**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report Consolidated Personal Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

d) **Holiday Leave Paid**	**Definition**: The dollar amount an employee is paid for absence from work on days of special religious, cultural, social, or patriotic significance, on which work and business ordinarily cease. Employees may receive either full or partial pay for holidays. **Reporting Instructions**: • *If the employer separately tracks time used for Holiday Leave, enter the total dollar amount paid by the employer for the employee's time off from work using Holiday Leave during the subject month/quarter.* • *Do not reduce amounts paid for Holiday Leave to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *If the employer does not track time used for Holiday Leave, enter a zero in this field.* **Explanatory Notes**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report Holiday Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
e) **Jury Duty Leave Paid**	**Definition**: When the employer offers such benefit as a separate accrued leave, the dollar amount the employer pays for the time an employee is absent from work when he/she is summoned to serve as a juror. Employer payments commonly make up the difference between the employee's regular pay and the court's jury allowance. **Reporting Instructions**: • *Enter the total dollar amount paid by the employer for the employee's time off from work for Jury Duty Leave during the subject month/quarter.* • *Do not reduce amounts paid for Jury Duty Leave to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *If the employer does not offer Jury Duty Leave as a separate accrued leave, enter a zero in this field.* **Explanatory Notes**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report Jury Duty Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

f) **Military Duty Leave Paid**	**Definition**: The dollar amount the employer pays for the time an employee is absent from work to fulfill her/his military commitments. Employer payments commonly make up the difference between the employee's regular pay and the amount they receive from the military. **Reporting Instructions**: • *Enter the total dollar amount paid by the employer for the employee's time off from work for Military Duty Leave during the subject month/quarter.* • *Do not reduce amounts paid for Military Duty Leave to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *If the employer does not offer Military Duty Leave as a separate leave, enter a zero in this field.* **Explanatory Notes**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report Military Duty Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
g) **Sick Leave Paid**	**Definition**: When the employer offers such benefit as a separate accrued leave, the dollar amount the employer pays the employee for time he/she is absent from work when he/she is unable to work because of a non-work related illness or injury. **Reporting Instructions**: • *If the employer offers Sick Leave as a separate accrued leave, enter the total dollar amount paid by the employer for the employee's time off from work using Sick Leave during the subject month/quarter.* • *If the employer does not offer Sick Leave as a separate leave, enter a zero in this field.* • *Do not reduce amounts paid for Sick Leave to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include amounts paid to buy back accrued Sick Leave, report these under Other Cash Compensation Paid.* **Explanatory Notes**: • *No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.* • *Report Sick Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

<table>
<tr>
<td>h) Vacation Leave Paid</td>
<td><u>Definition</u>: When the employer offers such benefit as a separate accrued leave, the dollar amount paid to an employee for vacation leave time used.
<u>Reporting Instructions</u>:
• If the employer offers Vacation Leave as a separate accrued leave, enter the total dollar amount paid by the employer for the employee’s time off from work using Vacation Leave during the subject month/quarter.
• If the employer does not offer Vacation Leave as a separate leave, enter a zero in this field.
• Do not reduce amounts paid for Vacation Leave to reflect employee’s tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.
• Do not include amounts paid to buy back accrued Vacation Leave, report these under Other Cash Compensation Paid.
<u>Explanatory Notes</u>:
• No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.
• Report Vacation Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee’s account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.</td>
</tr>
<tr>
<td>i) Other Personal Leave Paid</td>
<td><u>Definition</u>: When the employer offers such benefit as a separate accrued leave, the dollar amount paid to an employee for absence from work for any purpose not captured in another specific type of leave authorized by the employer.
<u>Reporting Instructions</u>:
• If the employer offers Other Personal Leave as a separate accrued leave, enter the total dollar amount paid by the employer for the employee’s time off from work using Vacation Leave during the subject month/quarter.
• If the employer does not offer Other Personal Leave as a separate leave, enter a zero in this field.
• Do not reduce amounts paid for Other Personal Leave to reflect employee’s tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.
• Do not include amounts paid to buy back accrued Other Personal Leave, report these under Other Cash Compensation Paid.
<u>Explanatory Notes</u>:
• No amounts included here should be reported under Salary Paid, Total Hourly Wages Paid, Regular Hourly Wages Paid, or Premium Hourly Wages Paid.
• Report Other Personal Leave Paid amounts when paid or constructively paid. Amounts are constructively paid when credited to the employee’s account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.</td>
</tr>
</table>

4. **Total Other Cash Compensation Paid**	**Definition**: The total dollar amount of cash or cash-equivalent (currency, coin, check, or direct deposit) compensation paid to an employee other than salary, hourly wages, and paid leave. Includes, but is not limited to bonuses, commissions, lump-sum, residuals, severance, tips, and incentive, piecework, production-based payments, and buy back of accrued leave. **Reporting Instructions**: • *Enter the total dollar amount of Other Cash Compensation paid by the employer for the employee's services during the subject month/quarter.* • *Do not reduce Other Cash Compensation amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include the dollar amount of non-cash fringe benefits funded by the employer.* • *If employee is not paid Other Cash Compensation during the subject month/quarter report a zero in this field.* **Explanatory Notes**: • *Report Other Cash Compensation when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
a) **Bonuses Paid**	**Definition**: The dollar amount of money added to salary or wages on a seasonal basis, especially as a reward for good performance. Includes production-based and non-production-based bonuses. **Reporting Instructions**: • *Enter the total dollar amount of Bonuses paid by the employer for the employee's services during the subject month/quarter.* • *Do not include any other remuneration or the dollar amount of non-cash fringe benefits funded by the employer.* • *Do not reduce Bonus amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *If employee is not paid Bonuses during the subject month/quarter report a zero in this field.* **Explanatory Notes**: • *Report Bonuses when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

b) **Commissions Paid**	**Definition**: The dollar amount of payments made to an employee based on sales procured. Payments often will be calculated on the basis of a percentage of the goods sold. **Reporting Instructions**: • *Enter the total dollar amount of Commissions paid by the employer for the employee's services during the subject month/quarter.* • *Do not include any other remuneration or the dollar amount of non-cash fringe benefits funded by the employer.* • *Do not reduce Commission amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *If employee is not paid Commissions during the subject month/quarter report a zero in this field.* **Explanatory Notes**: • *Report Commissions when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
c) **Piecework or Performance-Based Work Paid**	**Definition**: The dollar amount paid to an employee based on a fixed rate for each unit produced or action performed regardless of time required. **Reporting Instructions**: • *Enter the total dollar amount paid by the employer for the employee's Piece Work or Performance-Based Work services during the subject month/quarter.* • *Do not include any other remuneration or the dollar amount of non-cash fringe benefits funded by the employer.* • *Do not reduce amounts paid for Piece Work or Performance-Based Work to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *If employee is not paid for Piece Work or Performance-Based Work during the subject month/quarter report a zero in this field.* • *Do not include any base pay that is not directly determined by the production level of the employee.* **Explanatory Notes**: • *Report amounts paid for Piece Work or Performance-Based Work when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

d) **Residuals Paid**	<u>**Definition**</u>: The dollar amount of contractual payments made to an employee in periods of time subsequent to when they have provided a good or service. These payments are based on the revenues generated by the good or service the employee provided. Residual payments are most often associated with the entertainment industry, since movies and music can generate revenues long after they are originally released. <u>**Reporting Instructions**</u>: • *Enter the total dollar amount paid by the employer for the employee's Residual earnings during the month/quarter.* • *Do not reduce Residuals amounts paid to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *<u>Do not</u> include any other remuneration or the dollar amount of non-cash fringe benefits funded by the employer.* • *If the employee had no residuals during the month/quarter, report a zero in this field.* <u>**Explanatory Notes**</u>: • *Report Residuals when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession*
e) **Severance Paid**	<u>**Definition**</u>: The dollar amount of payments made to an employee, above and beyond wages earned, when he or she is dismissed or discharged from employment at the company. Severance payments are often based on the length of service. <u>**Reporting Instructions**</u>: • *Enter the total dollar amount of Severance paid by the employer to the employee during the subject month/quarter.* • *Do not reduce Severance amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *<u>Do not</u> include any other remuneration or the dollar amount of non-cash fringe benefits funded by the employer.* • *Do not include other compensation such as salary, hourly wages, commissions, piecework, or bonuses.* <u>**Explanatory Notes**</u>: • *Report Severance when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

f) **Tips Paid**	**<u>Definition</u>**: The dollar amount, reported by the employee to the employer, of gratuities paid by customers to the employee, over and above payment due for services. **<u>Reporting Instructions</u>**: • *Enter the total dollar amount of Tips paid to the employee during the subject month/quarter.* • *Do not reduce Tip amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* • *Do not include other compensation such as salary, hourly wages, commissions, piecework, performance-based work, severance, or bonuses.* **<u>Explanatory Notes</u>**: • *Report Tips when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*
g) **All Other Cash Compensation Paid**	**<u>Definition</u>**: The dollar amount of any other cash or cash-equivalent (currency, coin, check, or direct deposit) compensation paid by the employer to an employee that has not been reported in another specific category of Other Cash Compensation. **<u>Reporting Instructions</u>**: • *Enter the total dollar amount of any Other Cash Compensation paid to the employee during the subject month/quarter that has not been separately reported as bonuses, commissions, piecework payments, residuals, severance, or tips.* • *Include amounts paid to buy back leave.* • *Do not reduce All Other Cash Compensation amounts to reflect employee's tax deductions, bonds, union dues, exemptions, withholding, health insurance, or pay deferral plans such as 401(k); the reported figures should equal the pre-tax gross amounts.* **<u>Explanatory Notes</u>**: • *Report All Other Cash Compensation when paid or when constructively paid. Amounts are constructively paid when credited to the employee's account or set apart for the employee so they may be drawn at any time, although not actually in her or his possession.*

B. **Total Non-Cash (Indirect) Compensation**	**Definition**: The total dollar value of compensation and contributions paid by the employer for the employee's legally required and discretionary non-cash fringe benefits. These payments represent indirect compensation to the employee. **Reporting Instructions**: • *Enter the total dollar amount of Non-cash Compensation paid by the employer for the employee's services during the subject month/quarter.* • *Do not include the dollar amount of employee contributions to non-cash fringe benefits.* **Explanatory Notes**: • *Legally required fringe benefits include: Social Security, Medicare, FUTA, state Unemployment Insurance, and Workers' Compensation.* • *Non-legally required fringe benefits include but are not limited to: Adoption Assistance, Childcare Assistance, Company Vehicles Use, Death Benefits, Product/Service Discounts, Education Assistance, Employee Assistance Program Coverage, Gift Certificates and Gift Cards, Legal Services Coverage Paid, Lodging, Meal Discounts, Merchandise Provided, Personal Travel Paid, Relocation Assistance, and Stock Options.*
1. **Legally Required Benefits Paid**	**Definition**: The total dollar value of compensation paid by the employer for employee's legally required non-cash fringe benefits, including employer contributions to Social Security, Medicare, FUTA, state Unemployment Insurance, Workers' Compensation, and any other state-mandated benefits. **Reporting Instructions**: • *Enter the total dollar amount paid for the employer's share of Social Security, Medicare, Federal Unemployment Insurance, State Unemployment Insurance, and Workers' Compensation during the month/quarter.* **Explanatory Notes**:
a) **Social Security Contributions Paid**	**Definition**: The total dollar value of employer contributions deposited for the employee's legally required Social Security benefits. **Reporting Instructions**: • *Enter the total dollar amount of employer's contribution to Social Security on behalf of the employee.* • *Do not include the dollar amount of the employee's contributions (withholding) to Social Security.* **Explanatory Notes**:
b) **Medicare Contributions Paid**	**Definition**: The total dollar value of employer contributions deposited for the employee's legally required Medicare benefits. **Reporting Instructions**: • *Enter the total dollar amount of employer's contribution to Medicare on behalf of the employee.* • *Do not include the dollar amount of the employee's contributions (withholding) to Medicare.* **Explanatory Notes**:

c) **Federal Unemployment Insurance Contributions Paid**	**Definition**: The total dollar value of employer contributions deposited for the employee's legally required Federal Unemployment Insurance benefits under the Federal Unemployment Tax Act (FUTA). **Reporting Instructions**: • *Enter the total dollar amount of employer's tax under the FUTA on behalf of the employee.* **Explanatory Notes**: Deposits for FUTA Tax (IRS Form 940)
d) **State Unemployment Insurance Contributions Paid**	**Definition**: The total dollar value of employer contributions deposited for the employee's legally required State Unemployment Insurance benefits. **Reporting Instructions**: • *Enter the total dollar amount of employer's tax for State Unemployment Insurance on behalf of the employee.* • *Do not include the dollar amount of the employee's contributions (withholding) to State Unemployment Insurance.* **Explanatory Notes**:
e) **Workers' Compensation Contributions Paid**	**Definition**: The total dollar value of employer contributions deposited to provide for the employee's legally required Workers' Compensation benefits. **Reporting Instructions**: • *Enter the total dollar amount of employer's insurance premiums or tax paid for Workers' Compensation on behalf of the employee.* • *Do not include the dollar amount of the employee's contributions (withholding) to Social Security.* **Explanatory Notes**:
f) **Other Legally Required Contributions Paid**	**Definition**: The total dollar value of other employer contributions made to federal, state, of locally required fringe benefits not included in another specific category of legally required fringe benefits. **Reporting Instructions**: • *Enter the total dollar amount of employer's contributions to other federal, state, of locally required fringe benefits not included in another specific category of legally required fringe benefits.* • *Do not include the dollar amount of the employee's contributions to such benefits.* **Explanatory Notes**: • *Some states require health insurance or other benefits.*

2. **Discretionary Benefits Paid**	**Definition**: The total dollar value of employer-paid contributions for discretionary fringe benefits provided to the employee, including, but not limited to, insurance premiums, retirement and savings accounts, adoption assistance, childcare assistance, company vehicle use, product/service discounts, education assistance, employee assistance program coverage, gift certificates and gift cards, legal services coverage, lodging, meal discounts, merchandise provided, personal travel, relocation assistance, and stock options. **Reporting Instructions**: • *Enter the total dollar amount of all of the employer's contributions during the month/quarter for the employee's discretionary fringe benefits.* • *Do not include the dollar amount of the employee's contributions to these benefits.* **Explanatory Notes**:
a) **Discretionary Insurance Benefits Paid**	**Definition**: The total dollar value of discretionary employer-paid premiums for insurance coverage for the employee, including, but not limited to, dental, disability, health, legal, life, unemployment insurance supplementation, and vision insurance plans. **Reporting Instructions**: • *Enter the total dollar amount of all of the employer's contributions during the month/quarter for the employee's discretionary insurance fringe benefits.* • *Do not include the dollar amount of the employee's contributions to these benefits.* **Explanatory Notes**:
b) **Discretionary Retirement and Savings Benefits Paid**	**Definition**: The total dollar value of discretionary employer contributions to the employee's retirement or savings benefits, including defined benefit and defined contribution plans. **Reporting Instructions**: • *Enter the total dollar amount of all of the employer's contributions during the month/quarter for the employee's discretionary retirement or savings benefits.* • *Do not include the dollar amount of the employee's contributions to these benefits.* **Explanatory Notes**:
c) **Other Discretionary Benefits Paid**	**Definition**: The total dollar value of compensation paid by the employer for all other discretionary non-cash fringe benefits provided to the employee including, but not limited to, adoption assistance, childcare assistance, company vehicle use, product/service discounts, education assistance, employee assistance program coverage, gift certificates and gift cards, legal services coverage, lodging, meal discounts, merchandise provided, personal travel, relocation assistance, and stock options. **Reporting Instructions**: • *Report the amortized share of fringe benefits attributable to the employee paid during the month/quarter. For group benefits, allocate the share of fringe benefit cost attributable to the employee.* **Explanatory Notes**: • *Does not include reimbursed business expenses.*

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to 'Month/Quarter' Reflect Reporting Schedules in Different States)

Employee's Occupation

IV. Job Title	**Definition**: A word or label an employer uses to describe the employee's primary duties or position in the organization. For example, finish carpenter, sales representative, vice president of marketing, or charge nurse. **Reporting Instructions**: Enter the job title assigned by the company. **Explanatory Notes**:
V. Job Code	**Definition**: A company-specific alphanumeric code assigned by the employer to classify the employee's specific job duties. **Reporting Instructions**: • *Enter the company-designated Job Code used to classify sthe employee's job duties.* **Explanatory Notes**:
VI. Standard Occupational Classification (SOC) Code	**Definition**: A six-digit number from the SOC that classifies the employee's work activities. The SOC coding system is used by federal statistical agencies to classify work performed into categories for collecting, calculating and disseminating data. **Reporting Instructions**: • *Enter the six-digit SOC code that best reflects the employee's job duties.* **Explanatory Notes**: • *For help identifying the correct SOC code, a system for auto coding job titles and descriptions can be found at: http://www.onetsocautocoder.com/plus/onetmatch.* • Use the description of duties along with the job titles to determine the correct code. • Report employees in the occupation in which they are working, **not** necessarily an occupation for which they have been trained. **For example**: An employee trained as an engineer, but working as a drafter, should be reported as a drafter. • Report each employee only once in the occupation that requires the **highest** level of skill if the employee performs work in two or more occupations. If there is **no** measurable difference in skill requirements, report employees in the occupation in which they spend the **most** time. • Report **apprentices** and **trainees** in the job for which they are being trained. • Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise. For example, a drafter that supervises other drafters is classified as a drafter. • Workers in Service, Sales, Office and Administrative, Forestry and Farming, Production, Maintenance, and Transportation occupations who spend 80 percent or more of their time performing supervisory duties should be reported as supervisors. • Workers with supervisory duties who spend less than 80 percent of their time supervising should be reported with the workers they supervise. • *More information on the SOC can be found at http://www.bls.gov/soc/.*

Draft Reference Guide

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to 'Month/Quarter' Reflect Reporting Schedules in Different States)

Employee's Primary Work Location

VII. Primary Work Location—ZIP Code	**Definition**: The ZIP Code where the employee spent the most paid work time. This paid work time may occur at establishments operated by the company, the employee's residence, a job site, or facilities operated by other businesses. **Reporting Instructions**: • *Enter the code for the ZIP Code where the employee spent the most work hours during the month/quarter.* • *If the employee spent less than one-half of her/his work time during the month/quarter in any individual ZIP Code, enter the code '99999' to indicate the employee had a mobile work status.* **Explanatory Notes**:
VIII. Primary Work Location—Employer Site Code	**Definition**: A numeric code assigned by the employer to designate different establishments or work locations operated by the company, at which employees conduct business. **Reporting Instructions**: • *Enter the employer site code for the location where the employee spent the most work time during the month/quarter.* • *If the employee spent less than one-half of her/his work time during the month/quarter at any individual employer-operated location, enter the code '99999' to indicate the employee had a mobile work status.* **Explanatory Notes**: • *Report only sites operated by the employer.*
IX. Primary Work Location—Economic Region	**Definition**: The economic region where the employee spent the most paid work time. This may represent work at establishments operated by the company, the employee's residence, a job site, or facilities operated by other businesses. **Reporting Instructions**: • *Enter the code for the state economic region where the employee spent the most work hours during the month/quarter.* • *If the employee spent less than one-half of her/his work time during the month/quarter in any individual economic region, enter the code '9999' to indicate the employee had a mobile work status.* **Explanatory Notes**: • *A listing of economic regions and codes for all states can be found here: XXXX.*

Draft Reference Guide

Standardized Titles, Definitions, and Reporting Instructions for Optional Wage Record Data Elements

(References to 'Month/Quarter' Reflect Reporting Schedules in Different States)

Employee's Demographics

X. Gender	**Definition**: The gender identity preferred by the employee. **Reporting Instructions**: • *Enter the appropriate number from the list below:* ○ *Female = 1* ○ *Male = 2* ○ *Female to male transgender = 3* ○ *Male to female transgender = 4* ○ *Other = 6* ○ *Declines to state = 7* **Explanatory Notes**: • *Self-identification is the preferred method of identifying gender.* • *Guidance regarding requesting gender identity from employees can be found here: XXXX*
XI. Ethnicity/Race	**Definition**: The race and ethnic identify preferred by the employee **Reporting Instructions**: • *Enter the appropriate number from the list below:* ○ *Hispanic or Latino = 1;* ○ *White (Not Hispanic or Latino) = 2;* ○ *Black or African American (Not Hispanic or Latino) = 3;* ○ *Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) = 4;* ○ *Asian (Not Hispanic or Latino) = 5* ○ *American Indian or Alaska Native (Not Hispanic or Latino) = 6* ○ *Two or More Races (Not Hispanic or Latino) = 7* ○ *Declines to State = 8* **Explanatory Notes**: • *Self-identification is the preferred method of identifying race and ethnic information.* • *Guidance regarding requesting race and ethnic identity from employees can be found here: XXXX*

Attachment B

States/Territories That Collect Enhanced Wage Record Variables

State/Territory	When Started	Initiated by Statute or Rule	Enhanced Data Elements Collected About Each Employee
Alaska	Late 1980s	Rule	• *Standard Occupational Classification code or job title* • *Geographic code (county equivalent) of principal worksite*
Iowa	2000 2010	Rule	• *Bonuses* • *Reporting unit (employee's principal worksite)*
Louisiana	2015	Rule	• *Hourly pay rate* • *SOC code or job title*
Minnesota	1995	Statute	• *Hours worked* • *Principal worksite number*
New Jersey	1984	Statute	• *Base weeks (number of weeks in quarter the individual earned over $140)*
Ohio	1987	Statute	• *Hours worked*
Oregon	1995	Statute	• *Hours worked*
Pennsylvania	1983	Statute	• *Weeks worked*
Rhode Island	2008	Rule	• *Hours worked* • *Weeks worked*
Vermont	2001	Statute	• *Pay type: salary or hourly* • *Hourly pay rate* • *Gender*
Virgin Islands	2005	Rule	• *Job title* • *Rate of pay* • *Hours worked* • *Worksite street address, ZIP, and county* • *Gender* • *Age*
Washington	1977	Statute	• *Total hours worked in quarter*
Wyoming	NA	NA	• *Hours worked* • *Tips* • *Date of hire (collected as part of joint efforts with the Workers' Compensation Program)*

Attachment C

Current Variations from Proposed Standardized Titles and Definitions

Employee Time

Hours Worked

- *Minnesota includes all hours of paid vacation, sick or holiday in hours worked.*
- *Rhode Island includes all hours of paid leave, except sick leave in hours worked.*
- *Washington includes all hours of paid vacation leave and all hours of sick leave under a non-qualified plan in hours worked.*
- *Virgin Islands does not specify what is included in hours of work.*

Weeks Worked

- *Rhode Island includes paid vacation, holiday, jury duty, severance and other personal leave but not sick leave in weeks worked.*

Employee Compensation

- *No states are known to collect any of the compensation data without some exemptions*
- *Louisiana collects pay rate rather than dollar amounts*
- *Vermont collects pay rate for hourly workers*
- *Virgin Islands collects pay rate rather than dollar amounts*

Employee Occupation

- *Alaska permits employers to report either job title or SOC code.*
- *Louisiana permits employers to report either job title or SOC code.*

Employee Primary Work Location

- *Alaska uses a state-defined two-digit geographic code of the last location where the employee worked.*
- *Iowa collects the employer's reporting unit number to represent worksite for each employee on the wage record in place of the BLS MWR form.*
- *Minnesota collects the reporting unit number: The number assigned to each specific reporting unit within an employer account.*

Employee Gender

- *Vermont includes only male or female*
- *Virgin Islands includes only male or female*

Attachment D

States/Territories That Collect Enhanced Wage Record Variables

Alaska—Occupation Code and Worksite

INSTRUCTIONS FOR COMPLETING THE ALASKA QUARTERLY CONTRIBUTION REPORT

Item 13. **Full Occupational Title or Code** - Enter the complete occupational title or six-digit code for the position held by each employee. If an employee works in more than one occupation, report the job 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.

Item 14. **Geographic Code** - Enter the two-digit geographic code of the last location where the employee worked.

Alaska provides a *Supplemental Guide For Completing the Alaska Quarterly Contribution Report* (http://labor.alaska.gov/research/erg/occmanual.pdf) that provides instruction and assistance for occupational and geographic coding. In it the following additional instruction is provided: My employee travels statewide. What is the correct geographic code? Choose the code for the location in which the employee spends the most time.

Iowa—Bonuses and Worksite

Wage detail report collects labor market information on…the total dollar amount for **wages paid to employees above regular wages**: examples would be such as **bonuses, executive pay, or severance pay**.

Iowa collects the employer's reporting unit number to represent worksite for each employee on the wage record in place of the Bureau of Labor Statistics' Multiple Worksite Report (MWR) form.

Reporting Units:

- *You will now file the Labor Market Multiple Worksite Report using My Iowa UI.*
- *Multiple Worksites are now called Reporting Units.*
- *Reporting Units are a new way to report and manage multiple worksites.*
- *All active employer accounts will have at least one Reporting Unit.*
- *Employer accounts with multiple worksites will have more than one Reporting Unit.*
- *Reporting Units have a physical location and mailing address.*

States/Territories That Collect Enhanced Wage Record Variables

Louisiana—Hourly Rate and Occupation Code or Job Title

Annual Filers

Domestic annual filers are excluded and will not be required to provide SOC code, job title, or hourly rate.

Hourly Rate:

Employee Paid Hourly - Total wages for quarter divided by hours worked to determine nominal rate of pay

- *Exclude overtime and tips*
- *Exclude vacation pay, sick pay, and all other benefits*

Salaried Employees - Divide the annual salary by 2080 – this is the nominal pay rate

- Exclude overtime, tips, bonuses, gift cards and any other additional compensation
- Commission wages - excluded, unless, less than 50 percent of employee's total earnings in a quarter consist of commission and the employee's regular rate of pay exceed one and one-half times the applicable minimum wage for every hour worked in a reporting period.
    - ❖ To determine if an employer has met the "exceed one and one-half times the applicable minimum wage" condition, the employer may divide the employee's total earnings attributed to the quarter by the employee's total hours worked during the quarter. If the result is more than time and one-half the minimum wage then commissions need not be included as part of calculating nominal pay rate. If the number of hours worked during the quarter is not available or cannot be determined then the total earnings need to be divided by 520 (one quarter) or 2080 (one year for yearly filers).

Part-Time Employees - divide total wages per quarter by number of hours worked. Do not use the 2080 rule.

Multiple Pay Rates - use the average hourly pay rate for the quarter

FLSA (Special Law Enforcement Exemption) – if working 84 hours per pay period or 2184 hours annually, before incurring overtime pay. Base Annual Pay / 2184 = Hourly Pay to determine Nominal Hourly Rate.

States/Territories That Collect Enhanced Wage Record Variables

SOC Code (Standard Occupational Classification) OR Job Title:

- **SOC code** – Enter actual code if it is readily available to you; otherwise please freehand the job title and LWC will assign the proper code
- This code is six digits; do not enter dashes or dots.

Minnesota—Hours Worked and Worksite

Hours Worked Desk Reference Guide

The following information may be of use to you when preparing your wage detail report for the Minnesota Unemployment Insurance Program. The maximum number of hours reportable in any quarter is 999.

A. How do I report:

- Salaried workers: When the actual number of hours worked is known, it should be reported. When reliable figures are unavailable, full-time employees should be reported at the rate of 40 hours per week; hours worked by part-time employees and those who work more than full-time should be estimated.
- Overtime: The employer should report the number of hours actually worked for which overtime pay or compensatory time is paid, without regard to the overtime pay rate. Compensatory time should be reported when taken, not when earned.
- Fractions of hours: If the employee's total number of hours in a quarter results in a fractional amount, the total figure should be rounded to the nearest whole hour. If the fraction is a 1/2 hour or more, it should be rounded up to the next whole hour. If the fraction is less than a 1/2 hour, it should be rounded down.
- Vacation/sick/ holiday pay: The actual number of hours for which an employee receives vacation, sick or holiday pay should be reported. Vacations without pay should not be counted as hours worked. Hours worked should not be counted for cash payments in lieu of vacations. Third party sick pay is not reportable as wages, and should not be counted as hours worked.
- On call: Hours in which the employee is carrying a pager, or is otherwise "on call" should not be included in the hours worked calculation.
- Employees not paid by the hour: These include salaried workers and those paid by commission. Also included are workers who are paid by the mile, by

piecework, by the acre, by the payload, by reductions in rent, or other non-hourly rates. When the actual number of hours worked is available, it should be reported. In the absence of reliable figures, full-time employees should be reported at the rate of 40 hours per week. Hours worked by part-time employees and those who work more than full-time should be estimated.

- Wages paid less than once per quarter: This occurs most often with corporate officers who are paid only once or twice a year. The employer should report the number of hours worked in any quarter in which no wages were paid, along with $0 wages. Then, when wages or salaries are finally paid, only the hours worked in that specific quarter should be reported. If the actual number of hours worked is available, it should be reported. In the absence of reliable figures, full-time employees should be reported at 40 hours per week. Hours worked by part-time employees and those who work more than full-time should be estimated.
- Faculty members of colleges and universities (includes technical and community colleges): If the faculty member is considered to be a full-time employee, 40 hours per week paid should be reported. If the faculty member is considered to be part-time, an estimate of the actual hours worked should be made.
- School teachers: When teachers or other staff work nine months but are paid over 12 months, their hours should be reported in the quarters that they actually work. For part-time faculty, coaches, etc., if hours are not known, employers may establish an hourly rate of pay and divide that into quarterly gross wages to obtain an estimate of hours.
- Volunteer Firefighters: Employers can establish an hourly rate of pay and divide that amount into the quarterly gross wages to obtain an estimate of hours.
- Bonuses, tips, and other gratuities: No additional hours should be reported if hours have been reported for regularly compensated services.
- Severance/termination pay: No additional hours should be reported for severance pay. Severance and termination pay compensate the employee for the separation from employment, not for actual services performed.

Reporting Unit: A physical business location, financial center, division of labor (union vs. management etc.) or user security requirement.

Reporting Unit Number: The number assigned to each specific reporting unit within an employer account.

States/Territories That Collect Enhanced Wage Record Variables

New Jersey—Weeks Worked

Base Weeks

A base week is any calendar week (Sunday through Saturday) in the reporting quarter during which the employee *earned* in employment remuneration equal to or more than 20 times the state hourly minimum wage ($145 in 2012).

Payments made to employees for vacation, sick, or other paid leave during the quarter are to be reported as part of wages paid during that quarter. Earnings and, therefore, base weeks are credited when the leave is actually taken, which may or may not occur within the same quarter as the payment.

Termination or separation payments made to an employee in lieu of notice continue the employment relationship and should be reported as a base week. In such an instance, the actual base week would occur in the week or weeks following the last day that was worked. Severance payments made under contractual obligations, custom or company policy, do not extend the employment relationship and are not counted as a base week. These payments are reported on Form WR-30, and the entry for number of base weeks is zero.

Commissions or bonuses are reported as part of wages for the quarter when they are actually paid. These earnings may be used in base week calculations if (1) the payments can be directly attributable to earnings of a specific calendar week, or specific calendar weeks, and (2) such additional earnings would only then increase the existing earnings for affected calendar week(s) above the minimum amount required to constitute a base week.

Ohio—Weeks Worked

Instructions for Completing the Unemployment Compensation Quarterly Tax Return:

Item 16. Enter the total number of calendar **weeks** within the quarter in which an employee performed service and/or no service was performed, but to which remuneration was allocated. Exceptions apply to educational institutions. The total number of weeks reported cannot exceed the number of weeks in the calendar quarter.

Oregon—Hours Worked

Oregon Combined Payroll Tax Report—Unemployment Insurance Employee Detail Report (Form 132) Instructions

Column 4. **Hours worked** during this quarter. Enter the number of hours each employee worked in the quarter. If you don't track hours for a full- time employee, use 520 hours for the report. For fractions or portions of an hour worked by an employee, round up any portion of an hour to the nearest whole hour.

Report the actual number of hours worked, both straight time and overtime. Don't report hours paid for sick leave, vacation leave, or any other hours paid where no work was performed. Even though these hours aren't reported in column 4, wages paid are still included in the subject wages in column 5.

Although you report wages in the quarter they are paid, report hours in the quarter they are worked.

Note: The hours you report for UI tax purposes on Form 132 won't necessarily equal the hours you report for the WBF assessment on Form OQ, box 9. In part, this is because there may be differences in who is subject to which tax. Also, hours for the WBF assessment should be reported, like wages, in the quarter they are paid. The hours for UI tax purposes should be reported in the quarter they are worked.

Pennsylvania—Weeks Worked

Instructions for Completing PA UC Quarterly Tax Forms

PA Form UC-2A, Employer's Quarterly Report of Wages Paid to Each Employee

Item 10. Effective with the 4th quarter of 2011, enter the number of calendar **weeks** in this quarter during which the employee earned remuneration of one hundred ($100) or more. Note: This amount was previously fifty dollars ($50). Remuneration includes holiday pay, vacation pay, and other earnings as defined in the Law. If there are no credit weeks for an employee during this quarter, enter a zero (0).

States/Territories That Collect Enhanced Wage Record Variables

Rhode Island—Weeks Worked and Hours Worked

INSTRUCTIONS FOR COMPLETING EMPLOYER'S TAX AND WAGE REPORT

Item 18: Enter the number of **weeks** for which this employee was paid during the quarter: Include weeks paid for vacation or holiday leave, jury duty, severance or other personal leave but not sick leave. Any part of a week should be counted as a whole week. Please do not enter fractions or partial weeks.

Item 19: Enter the number of **hours** for which this employee was paid during the quarter. Include hours paid for vacation or holiday leave, jury duty, severance or other personal leave but not sick leave. Please round to closest number. Do not enter fractions or partial hours

Vermont—Gender, Pay Rate, and Pay Type

Item 4: Enter H for an Hourly worker or S for a Salaried worker. If S, skip to Item 6.

Item 5: Enter hourly rate of pay. If worker receives multiple rates, enter the predominant rate. (For example, a worker works 15 hours at $7.00 per hour and 25 hours at $8.00; enter $8.00.

Item 6: Enter F for Female or M for Male

Virgin Islands—Hours Worked

Instructions for Completing Quarterly Wage and Contribution Report Forms

Item 5-A: Enter specific job title (e.g., security guard; hotel clerk; tax attorney, etc.)
Item 5-B: Enter regular rate of pay, exclusive of overtime.
Item 5-C: Enter one of the following code numbers: (1) per hour; (2) per week; (3) bi-weekly, (4) semi-monthly, (5) per month, (6) per year.
Item 5-D: Enter total hours worked for which pay was received during the quarter.
Item 5-F: Enter (1) for male or (2) for female.
Item 5-G: Enter the approximate age.

Washington—Hours Worked

WAC 192-310-040

How should employers report **hours worked**? (RCW 50.12.070.)

This section defines the hours that employers must include on the quarterly tax and wage report.

(1) Vacation pay. Report the number of hours an employee is on paid leave. Do not report payments made in place of vacation time as hours worked.

(2) Sick leave pay. As provided in RCW 50.04.330(1), any payments made to an employee under a qualified plan for sickness or accident disability, insurance or annuities, medical or hospitalization expenses in connection with sickness or accident disability, death or retirement are not considered wages or compensation. Do not report these as hours or wages. For payments under a nonqualified plan, report both wages and hours.

(3) Overtime. Report the number of hours actually worked for which overtime pay or compensatory time is provided, without regard to the amount of wages or compensation paid.

(4) Commissioned or piecework employees. Report the actual number of hours worked by employees paid by commission or by piecework. If there are no reliable time keeping records, report a full-time commissioned or piecework employee for forty hours worked for each week in which any of their duties were performed.

(5) Wages in lieu of notice. When an employee is paid wages in lieu of notice of termination, report the actual number of hours for which they were paid. Wages in lieu of notice of termination pays the employee whose services have been terminated by the employer for the amount of wages they would have earned during the notice period.

(6) Employees on salary. If a salaried employee works other than the regular forty-hour week, report the actual number of hours worked. If there are no reliable time keeping records, report forty hours for each week in which a full-time salaried employee worked.

(7) Faculty employees. Faculty members of community and technical colleges must teach at least fifteen classroom or laboratory hours to be considered

full-time. A teaching load of less than fifteen hours of instruction is considered part-time.

(a) If there is no reliable hourly information, report the hours of instruction as part-time based on fifteen credits as a full-time teaching load and thirty-five hours as full-time employment for a week. For example, an instructor teaches twelve credits per week. Twelve divided by fifteen equals eighty percent. Thirty-five hours times eighty percent equals twenty-eight hours. The employer should report the twenty-eight hours to the department on the employer's quarterly tax and wage report.

(b) Any part-time salaried instructor who does not establish a valid claim because of this formula may provide the department with evidence of hours worked that exceeds the hours reported by the employer.

(8) Severance pay. Do not report additional hours for severance pay. Report only the dollar amount paid to the employee. Severance pay is taxable because it is based on past service and compensates the employee upon job separation.

(9) Payment in kind. Report the actual hours worked for performing services which are compensated only by payment in kind.

(10) Bonuses, tips and other gratuities. Do not report additional hours for bonuses, tips or other gratuities if they are received by an employee who is working regular hours if bonuses, tips and gratuities are the only sources of compensation.

(11) Fractions of hours. If the employee's total number of hours for the quarter results in a fraction amount, round the total to the next higher whole number.

(12) Practice, preparation, and rehearsal time. If an employee who is part of a performing group is paid for a performance, but is also required by the employer to attend practice, preparation, and rehearsal on an organized group basis, report the hours spent in the required practice, preparation, and rehearsal as well as the performance.

(13) On-call and standby hours. Do not report hours if an employee is paid for a shift of on-call or standby hours in which the employee was not actually called in and did not perform services. If the employee was called in or performed services, report the hours actually worked. If the employer has no records of the number of hours actually worked, report the duration of the shift up to eight hours per day.

States/Territories That Collect Enhanced Wage Record Variables

Wyoming—Hours Worked, Date of Hire, and Tips

Instructions for Completing the Wyoming Employee Wage Listing (WYO078):

Item A3: Enter the amount of **tips** each employee earned during this quarter. NOTE: Tips are included as wages for UI tax computations. Tips are NOT included as wages for WC tax computations.

Item A7: Enter the **date of hire** for each employee hired during the quarter

Item A8: Enter the **hours** each employee worked during this quarter, rounded to the nearest hour. Do not use fractions or decimals.

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