

The Quarterly Connection

YOUR LINK TO THE MOST CURRENT INFORMATION REGARDING UNEMPLOYMENT INSURANCE, WORKERS' COMPENSATION, and LABOR MARKET INFORMATION

Note: Throughout this newsletter, "UI" refers to "Unemployment Insurance" and "WC" refers to "Workers' Compensation."

Electronic Payments Have Arrived Employers who file quarterly reports using the WIRE system can now authorize electronic payment as well. The electronic payment system became available with a "soft opening" for the third quarter 2011 filing. Although the Department did not actively promote the option, over 2,700 employers took advantage of its availability and submitted quarterly tax payments electronically. Some of the features of the new electronic payment system include the ability to schedule the payment for a future date, authorize the specific payment amounts to both UI and WC, make authorizations from multiple bank accounts, receive e-mail confirmation of the authorization, track the payment progress on the Employer Profile screen, and eliminate the need for mailing paper reports and checks. The links to make electronic payment are presented at two locations in WIRE. One is at the time of finalizing and submitting the quarterly report; the other is located near the top of the Employer Profile screen. We hope employers will consider this convenient, secure option when making their future payments.



2012 UI and WC Rate Notices



The WC Corporate Officer/LLC Member Average Wage per quarter for 2011 is \$10,172.49

The 2012 rate notices for UI & WC (separate notices) will be mailed during December. Please review these carefully. The appeals' processes will be provided with each notice. If you disagree with the determinations, be sure to submit a timely appeal request. For those who use a third party to prepare your quarterly reports, provide the 2012 rate information to that preparer so your first quarter 2012 reports are filed and paid properly.



The UI Taxable Wage Base for 2011 is \$22,300.00

Labor Law Posters



The Department of Workforce Services is pleased to offer Wyoming businesses complimentary Labor Law Posters. Businesses that would like a free Wyoming Labor Law Poster can do so by calling 877-WORK-WYO or by contacting their local Workforce Center.



Research & Planning Wyoming DWS

Research delves further into gender wage gap Through a U.S. Department of Labor American Recovery and Reinvestment Act grant, Research & Planning (R&P) earlier this year expanded upon previous research related to Wyoming's gender wage gap. Previous study has shown the gap is largely due to the industrial structure and distribution of occupations in the state. The latest research contrasted wage data for newly hired men and women in the same occupation across all industries and specifically in manufacturing. Within the manufacturing industry, R&P collected data on 11 occupations; in 3 instances, men were paid significantly more than women, while there was no significant difference within the remaining 8 occupations. Within the 184 occupations for which R&P has collected data across all industries, newly hired women had significantly higher wages in 9 of the occupations. Men had significantly higher wages for 31 occupations, and the remaining 144 occupations showed no statistical differences between the earnings of men and women. For more information about this research, see the August issue of *Wyoming Labor Force Trends* at <http://doe.state.wy.us/lmi/trends/0811/toc.htm>.



NEW HIRE REPORTING

Mail:
PO Box 1408
Cheyenne, WY 82003

www.wy-newhire.com

or 1-800-970-9258
FAX 1-800-921-9651

NOTE: The New Hire report is *separate* from the report to the Department of Workforce Services. This reporting requirement is not applicable to H2A Agricultural employees without valid SSNs.

Unemployment Insurance Overpayments

There has been a nationwide movement to reduce overpayments of UI benefits since the Executive Order to Reduce Improper Payments was signed by the President in November of 2009. **Employers should be aware that their input is very important in this effort.** There are three ways employers can assist in detecting and deterring overpayments in the UI program. Unreported earnings and inadequate separation information are major causes of overpayments. Completing the information below is important in determining whether a claimant has reported earnings properly or should be disqualified from receiving benefits.



Reports **MUST** be filed on WIRE or Division provided Original Forms

SUBSTITUTE, PHOTOCOPIED or FAXED FORMS WILL BE RETURNED

To obtain blank reporting forms (Summary and/or Employee Wage Listings), contact us at:

fax 307-235-3278
or call 307-235-3217
or <http://doe.wyo.gov>

(1) Report any newly hired employees UI within 20 days of the 1st day worked to the State Directory of New Hires.

(2) Complete earnings information requests sent by the agency for individuals who filed for UI benefits in that same quarter.

(3) Respond timely and with adequate detail to requests for separation information so that accurate decisions can be made regarding separation.

This agency depends heavily on reporting and responses from employers to detect and deter improper payments. With your assistance, we can insure that only individuals who are eligible will receive unemployment benefits. **Your cooperation is appreciated and helps curb the rise in employer's unemployment insurance tax rates.**

UI Credits for IRS Form 940 (FUTA)

For Internal Revenue Service Form 940 (FUTA) purposes, only Wyoming UI Taxes paid can be used as a credit against IRS 940 taxes. When filing the 940, do not include the Wyoming Employment Support Fund factor (for 2011, .0018 of the UI taxes paid to Wyoming), as this is a Wyoming state tax.



Make checks payable to
Department of
Workforce Services

Amended Report Forms

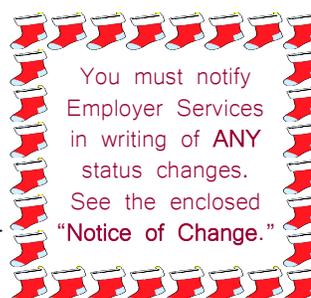
All changes to original quarterly Summary and Employee Wage Listing reports (filed by paper or WIRE) must be submitted on a Joint UI/WC Amending Report Form. A reproducible copy of this form is available on the Department's website at www.wyomingworkforce.org.



Employer Responsibilities When Using a 3rd Party Preparer Workplace Seat Belt Usage = Good Policy!

The employer is responsible for the accuracy of the UI and WC information provided to the Department. If you contract with a third party (CPA, Accountant, Payroll Service, etc.) to prepare your quarterly filing and the reports are submitted with incorrect information or in an unacceptable format, you are ultimately responsible for making the corrections. In some cases, errors may result in a lapse of coverage, over or under payments, interest charges, and penalties assessed to the account.

To help prevent errors, be sure a third party preparer has all the information needed, including UI and WC rates, proper account numbers, and any statements you may receive.



You must notify Employer Services in writing of ANY status changes. See the enclosed "Notice of Change."

In partnership with the Wyoming Seat Belt Coalition, the Department of Workforce Services strives to increase seat belt usage. Because seat belts are the best protection against injury or death in a crash, a company seat belt use policy is extremely important. The simple act of buckling up reduces the chance of injury or death by 45 percent, and can result in substantial loss cost savings for your business. More info and a sample **Company Seat Belt Use Policy** can be found at www.wysbc.org.