

What everyone should know about ...

Employment Security Department

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Office: Tax & Wage Administration



Employment
Security
Department
WASHINGTON STATE

Overview

- **Unemployment Insurance Claim Center**
- **WorkSource**
- **Unemployment Insurance Tax & Wage Administration**



Unemployment Insurance Claim Center

- **Unemployment claims**
- **Blocked-Benefit claims**
- **Alternative base year claims**
- **As earned claims**

The Employment Security administers Washington's unemployment insurance system, which helps keep our state's economic engine moving by replacing a small portion of lost wages to laid-off workers. In 2014, ESD paid more than \$1.1 billion in UI benefits to about 250,000 individuals to assist them in transition.



WorkSource

■ Services to employers

- ❑ Job posting
- ❑ Screen and interview potential candidates for hire
- ❑ Connect employers and job seekers
- ❑ Provide one-on-one job search services
- ❑ Job training programs

The Employment Security Department is an active partner in the WorkSource system, which helps connect employers and job seekers both online and in-person. In 2014, WorkSource staff at 68 centers, affiliates and connection sites statewide recruited and screened candidates for more than 5,275 employers and provided one-on-one job search services to 169,500.



WorkSource

■ Services to employees

- ❑ Free use of computers, copiers, phones, faxes and other career resources
- ❑ Internet access to jobs
- ❑ Job referral and placement
- ❑ Workshops on how to get and keep a job
- ❑ Information on the fastest growing jobs and wages
- ❑ Referral to training and other community services
- ❑ Access to Unemployment Insurance
- ❑ Translation services



WorkSource

- **Training programs**
 - ❑ Dislocated worker training
 - ❑ Funding resources for training
 - ❑ Training program for adults
 - ❑ Training program for ages 14-21
 - ❑ On-the-job training



Unemployment Insurance Tax & Wage Administration

- **Services to employers**
 - ❑ Establish Unemployment Tax accounts
 - ❑ Filing wage reports and paying taxes
 - ❑ Who and what to report
 - ❑ Tax payment plan

Employers in the state of Washington pay for unemployment benefits for their workers through unemployment insurance (UI) taxes. Washington collected \$1.52 billion in UI taxes in 2014.



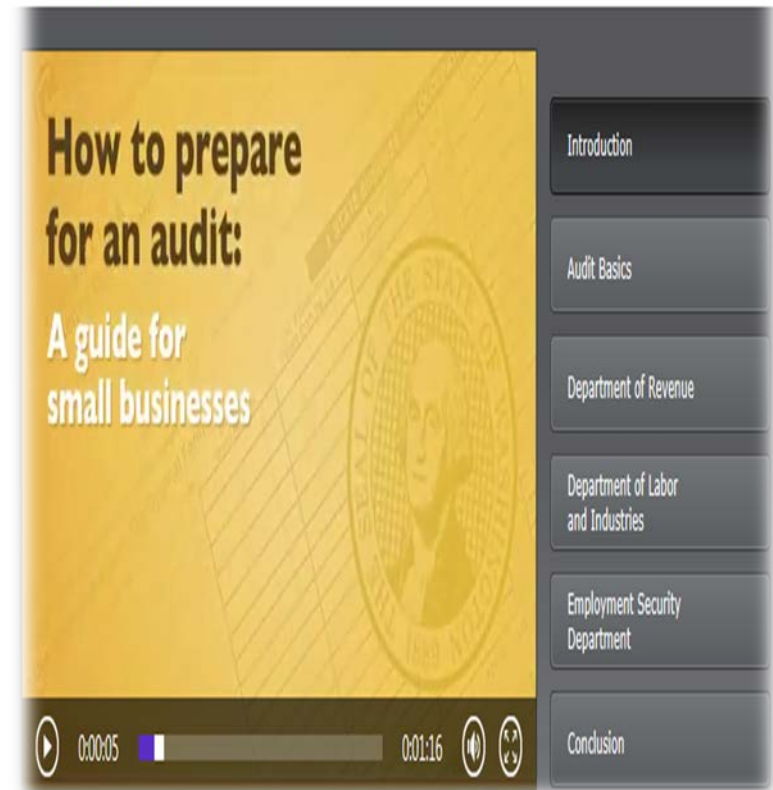
Unemployment Insurance Tax & Wage Administration

Audits

US Department of Labor requires the agency to conduct compliance audit annually.

- **What we audit**
 - ❑ Payroll, accounting and employee time records
 - ❑ Business ownership records and licenses
 - ❑ Bank records, financial statement, check registers, general ledgers and invoices
 - ❑ State and federal tax records, including IRS form 1099s
 - ❑ Subcontractor registration numbers, copies of contracts
 - ❑ Corporate officer opt-in forms

How to prepare for an audit: A guide for small businesses



Find us online at www.esd.wa.gov

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Unemployment

- Apply for unemployment benefits
- Basic eligibility requirements
- Handbook for Unemployed Workers
- Reopen your claim
- Report fraud
- (Unemployment home)

Jobs & training

- Job listings
- Jobs with Employment Security
- Train for a new career
- Learn about an occupation
- Improve your job hunting skills
- (jobs & training home)

Employer taxes

- Register your business
- Quarterly reporting
- Paying taxes
- Get tax forms
- Frequently asked questions
- (Employer taxes home)

USE AN ONLINE FORM TO:

Apply for unemployment

File a weekly claim

Pay a benefit overpayment

File quarterly reports with EAMS

Pay taxes with ePay

News & resources

- Newsroom
- Employment and economic information
- About your employees
- When your employees file for unemployment



ALERT: Important news related to Central Washington wildfires. If you lost your job due to Central Washington wildfires, you may apply for unemployment. [Read more >>](#)



www.esd.wa.gov