

## LTSS PFML Quarterly Wages Premiums & Hours Report

Use this report to identify your agency's state of Washington Long-Term Services and Supports (LTSS or WaCares) and Paid Family Medical Leave (PFML) premiums, wages, hours and exemptions reported by the Office of Financial Management (OFM) to the Employment Security Department.

### Related Procedures:

[PFML Quarterly Wages Premiums & Hours Report](#)

### Authorized Roles:

[Financial Reporting Processor](#)

[Payroll Processor](#)

### TIPS:

PFML Employer costs are also available on the following reports:

- Payroll Posting Report (ZHR\_RPTY126)
- Wage Type Reporter (PC00\_M99\_CWTR)
- PFML Quarterly Wages Premiums & Hours Report

**The report does not retain historical data.** Once a new quarter is generated, the previous quarter will no longer be available. You will need to download and save a report you wish to retain before it is replaced with the new quarter data. New reports are generated on the day following the last day of the quarter (for example, the Quarter 1 report will be available until the Quarter 2 report is generated on July 1).

Beginning with the October 2023 quarterly report to ESD, OFM reports the wages and hours from technical wage type /7B3 RE EE WA Cares Fund LTC T. Prior to October 2023, technical wage type /787 EE Family Leave Insurance was used.

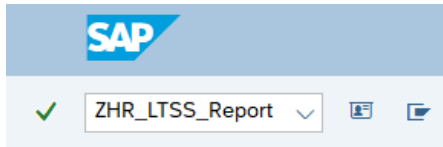
Since only one wage type amount and hours will be sent to ESD (wage type /7B3) for both LTSS and PFML, it is extremely important that agencies accurately code any PFML and LTSS exemptions in HRMS. Refer to the following resources to assist:

- [Other Taxes \(US\) user procedures](#)
- [Employer Long Term Services and Supports FAQ](#)
- [Employer LTSS & PFML IT0235 Decision Matrix](#)

This report includes tax wage types for Washington LTSS/PFML only; employees localized to another state are not included. Agencies are responsible for all required reporting of out-of-state employees. Refer to [Additional Steps for Out-of-State Employees](#) for more information.

### Step 1

Enter transaction code ZHR\_LTSS\_REPORT in the command field and click the Enter button.



## Step 2

Complete the Report Options section.

The following fields are optional:

- Personnel Number
- Personnel Area
- Reporting Tax Company
- ALV Variant

Report Options				
Personnel Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Personnel Area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Reporting Tax Company	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
ALV Variant	<input type="text"/>			

### TIPS:

The Report Options section will assist in getting only the information needed. A selection is not required for each field.

## Step 3

Complete the Wage Types to be Used section.

The following fields will default:

- Gross Wages – Wage Type: /7B3
- LTSS EE Premiums: /4B3
- PFML ER Premiums: /4A0
- PFML EE Premiums: /487 and /499

Wage Types to be Used			
Gross Wages - Wage Type	<input type="text" value="/7B3"/>		<input type="button" value="→"/>
LTSS EE Premiums	<input type="text" value="/4B3"/>		<input type="button" value="→"/>
PFML ER Premiums	<input type="text" value="/4A0"/>		<input type="button" value="→"/>
PFML EE Premiums	<input type="text" value="/487"/>		<input type="button" value="→"/>

### TIPS:

The Gross Wages – Wage Type field is mandatory; however, processors may update or add to the selected wage type:

- Gross Wages – Wage Type: This selection defaults to provide the taxable LTSS wages (/7B3) used for reporting to the Employment Security Department. This selection can be updated to report the EE Family Leave Insurance (/787) wage type in addition to or instead of /7B3.

The remaining defaulted selection fields are mandatory and cannot be updated or removed prior to executing the report:

- LTSS EE Premiums: This selection provides the employee premium amount for LTSS (/4B3).
- PFML ER Premiums: This selection provides the employer premium amount for PFML (/4A0).
- PFML EE Premiums: This selection provides the combined employee premium for PFML (/487 and /499).

#### Step 4

Click the Execute button.

Sample report results:

State of Washington - HRMS												
LTSS PFML Quarterly Wages Prem												
Report ID: ZHR_RPTY168												
User: LISAB												
Run Date: 09/29/2023												
.....												
LTSS PFML Quarterly Wages Premiums & Hours Report												
Pers.No.	Tax co.	Pers.area	In-Period	For-period	EE subgrp	Payroll Ty	Empl. %	LTSS Wages	LTSS EE Pr	PFML ER Pr	PFML EE Pr	LTSS Hours
1050	1050	1050	202313	202313	01	N	100.00	4,946.55	28.69	10.78	28.79	85.60
/226 Hrs	Weeks/Prd	Avg. Hrs/P	OT HOURS	LTSS ESD E	Last name	First name	Mid. name	DOB	SSN	Non Rep EE	Emp. Count	
80.00	2.14	40.00	0.00					01XXXXXX	XXXXXXXX50	Y	1	