

## **WC State, Code, Attribute**

Use these procedures to create or maintain a position's Standard Occupational Classification (SOC) code on the WC State, Code, Attribute (1613) infotype.

### **TIPS:**

Beginning in January 2023, the [SOC code](#) for each employee is reported to the Employment Security Department (ESD) as part of the state's quarterly reporting requirements for unemployment insurance. Reporting the SOC of each worker is mandatory. An employer whose filing is incomplete due to failing to include SOC codes may be subject to penalty. The ESD, in coordination with the Workforce Board, will use this data to report to the Legislature and the Governor on how the collection of occupational data was used to evaluate educational investments, add, or modify existing training programs, or improve job placement.

### **Roles:**

Organizational Management Processor

### **Related Resources:**

[Employment Security Department – SOC Code Reporting Requirement](#)

[US Bureau of Labor & Statistics 2018 SOC System](#)

## WC State, Code, Attribute - Create New Record

Use this procedure to create a new WC State, Code, Attribute (1613) infotype record. Creating a new record is necessary when a position does not have an active infotype record designating the Standard Occupational Classification (SOC) code.

If the position already has a WC State, Code, Attribute (1613) infotype record, do not use this create new record procedure, use the WC State, Code, Attribute – Change Existing Record procedure instead (see page 5).

### Roles:

Organizational Management Processor

### Related Resources:

[Employment Security Department – SOC Code Reporting Requirement](#)

[US Bureau of Labor & Statistics 2018 SOC System](#)

### TIPS:

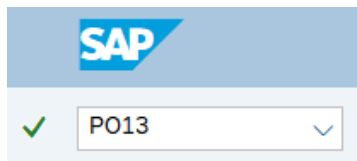
Beginning in January 2023, the [SOC code](#) is reported to Employment Security Department as part of the state’s quarterly reporting requirements for unemployment insurance.

The Standard Occupational Classification system is a federal statistical standard used to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.

For a complete list of SOC codes, titles, and definitions, refer to the [BLS 2018 Standard Occupational Classification System webpage](#).

### Step 1

Enter transaction code P013 in the command field and click the Enter button.



The screenshot shows the SAP logo at the top left. Below it is a command field with a green checkmark on the left and a dropdown arrow on the right. The text 'P013' is entered in the field.

### Step 2

Complete the following field:

- Position

Plan version	Current plan	▼
Position	70089660	MAINTENANCE TECHNICIAN 1
Abbr.	60793	

### Step 3

Click Enter to populate the position information.

### Step 4

On the Active tab, select the WC State, Code, Attribute radio button.

### Step

Click the Create button.

### Step

Complete the following fields:

The following fields are mandatory:

- Periods - Start
- Periods – End
- Workers’ Compensation State
- [Standard Occupational Code](#)

The screenshot shows a form with the following fields and values:

- Position: 71090299
- Corporate Officer Flag:
- Workers' Compensation State: WA
- Workers' Compensation Code: [empty]
- Standard Occupational Code: 11-9199
- Alaska Area Code: [empty]
- WC Title Code: [empty]

The 'Periods' table is as follows:

Start	End
> 01/09/2023	12/31/9999

### TIPS

The State of Washington does not use the Corporate Officer Flag.

The Workers’ Compensation State should be set to WA for all positions.

Enter the correct [Standard Occupational Classification \(SOC\) code](#) for the position. For a complete list of SOC codes, titles, and definitions, refer to the [BLS Standard Occupational Classification System](#).

Workers' Compensation Code, Alaska Area Code, and WC Title Code is not used by the state of Washington at this time.

**Step**

Click the Enter button to validate the information.

**Step**

Click the Save button.

## WC State, Code, Attribute - Change Existing Record

Use this procedure to maintain a WC State, Code, Attribute (1613) infotype record. Maintaining a record is necessary when a Standard Occupational Classification (SOC) code has changed.

This infotype works differently than most other infotypes. Instead of copying the record, this procedure walks you through using the delimit button to end the existing record and create a new record.

### Roles:

Organizational Management Processor

### Related Resources:

[Employment Security Department – SOC Code Reporting Requirement](#)

[US Bureau of Labor & Statistics 2018 SOC System](#)

### TIPS:

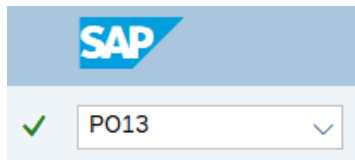
Beginning in January 2023, the [SOC code](#) is reported to Employment Security Department as part of the state's quarterly reporting requirements for unemployment insurance.

The Standard Occupational Classification system is a federal statistical standard used to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.

For a complete list of SOC codes, titles, and definitions, refer to the [BLS 2018 Standard Occupational Classification System webpage](#).

### Step 1

Enter transaction code P013 in the command field and click the Enter button.



The screenshot shows the SAP logo at the top left. Below it is a command field with a green checkmark on the left and a dropdown arrow on the right. The text 'P013' is entered in the field.

### Step 2

Complete the following field:

- Position

Plan version	Current plan	▼
Position	70089660	MAINTENANCE TECHNICIAN 1
Abbr.	60793	

### Step 3

Click Enter to populate the position information.

#### Step 4

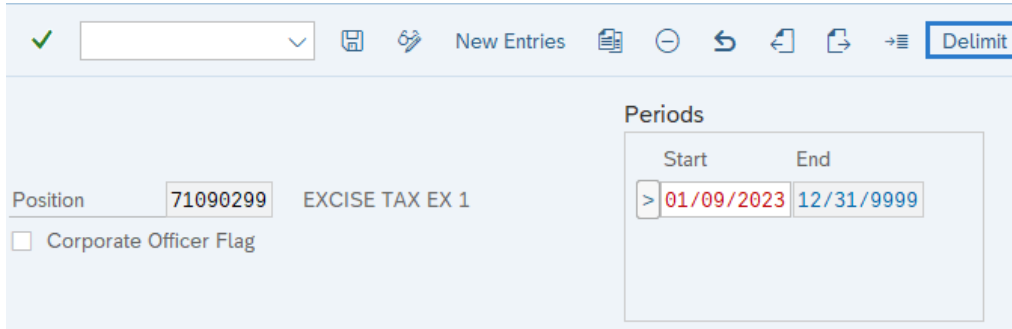
On the Active tab, select the WC State, Code, Attribute radio button.

#### Step

Click the Create button.

#### Step

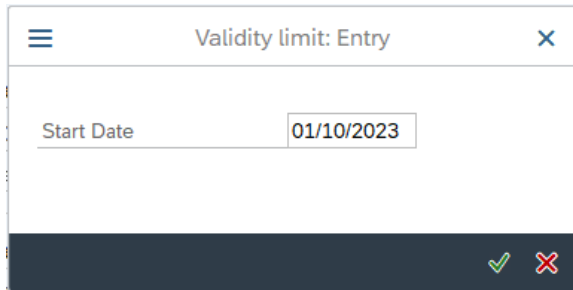
Click the Delimit button.



The screenshot shows a software interface with a toolbar at the top containing a checkmark, a dropdown menu, a save icon, a pencil icon, and a 'New Entries' button. To the right of the toolbar is a 'Delimit' button. Below the toolbar, the main area contains a 'Position' field with the value '71090299' and the text 'EXCISE TAX EX 1'. There is an unchecked checkbox labeled 'Corporate Officer Flag'. To the right, a 'Periods' table is visible with columns for 'Start' and 'End'. The 'Start' column contains a dropdown arrow and the date '01/09/2023'. The 'End' column contains the date '12/31/9999'.

#### Step

In the Validity Limit: Entry box, enter the Start Date and click the Enter button.



The screenshot shows a dialog box titled 'Validity limit: Entry' with a close button (X) in the top right corner. Inside the dialog, there is a 'Start Date' field with the value '01/10/2023'. At the bottom of the dialog, there are two buttons: a green checkmark (confirm) and a red X (cancel).

#### TIPS:

The Start Date should be the effective date of the new SOC code.

#### Step

Complete the following fields:

The following fields are mandatory:

- [Standard Occupational Code](#)

Position	71090299	EXCISE TAX EX 1
<input type="checkbox"/> Corporate Officer Flag		
Workers' Compensation State	WA	Washington
Workers' Compensation Code		
<b>For the state of Alaska</b>		
Standard Occupational Code	11-3031	Managers, All Other
Alaska Area Code		
<b>For the state of Wyoming</b>		
WC Title Code		

**Periods**

Start	End
> 01/10/2023	12/31/9999

**TIPS:**

The State of Washington does not use the Corporate Officer Flag.

The Workers' Compensation State should be set to WA for all positions.

Enter the correct [Standard Occupational Classification \(SOC\)](#) for the position. For a complete list of SOC codes, titles, and definitions, refer to the [BLS Standard Occupational Classification System](#).

**Step**

Click the Enter button to validate the information.

**Step**

Click the Save button.

**Step**

Click the Exit button.