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.”

Next Cycle Works

DOES YOUR BUSINESS HAVE A SHORTAGE OF SKILLED EMPLOYEES?

Competition for workers is fierce in Wyoming. Every industry is facing a labor shortage, and it’s not just “warm bodies” that are needed. Managers need skilled workers who can hit the ground running. Mature workers already have the skills and experience you need and attracting and keeping them is crucial in sustaining your business.

The Wyoming Department of Workforce Services recently launched the Next Cycle Works Initiative, which addresses Wyoming’s workforce shortages by showing employers how to recruit and retain the mature worker.

Eighty percent of people over the age of 50 say they want or need to work; they just don’t want to do it in a traditional way. They want to contribute their skills and knowledge in an environment that fits their lifestyle.

By hiring a mature worker, you will add a wealth of experience and a strong work ethic to your company. With the retention strategies proposed by the Next Cycle Works Initiative, you may be able to keep your best workers on the job long after they are eligible for retirement.

To learn more, log on to http://wyomingworkforce.org/nextcycleworks.

NEW – E-Registration!

E-Registration is now available (http://doe.state.wy.us/WYEREG), allowing new employers to easily register for UI and WC on the Internet instead of using a five-page paper form. This program guides the user through the registration process and securely gathers the information needed for UI and WC liability determinations. E-Registration was specifically designed to save time for employers while streamlining staff processes.

WIRE Security

Access to WIRE is controlled by the employer. If your company’s reports have been filed on WIRE and you change accountants or staff with access to WIRE, you should immediately change your WIRE Password. To do this, click on “Login” from the main WIRE screen (https://doe.state.wy.us/wire) then click on ID or Password Recovery. You will need to know your UI account number, Federal Employer Identification Number (FEIN), WC employer number and the total amount of your last payment. You do not need to know the ID or Password used in the past.

Acceptable Quarterly Reporting Forms/Methods

Wyoming quarterly reports must be submitted electronically on WIRE (https://doe.state.wy.us/wire) or on paper forms provided by the Division. Substitute forms are NOT accepted. Failure to file in an acceptable format may result in an unfiled report and additional penalty and interest costs to the employer.

Who do you turn to when you need the latest labor market information? More than 8,000 people a month turn to Research & Planning’s Labor Market Information website, http://doe.state.wy.us/LMI. These include employers, policy makers, job-seekers, career advisors, and many more – maybe even your competitors! You can also stay up to date on the latest employment data and research through our monthly publication, Wyoming Labor Force Trends. For more information about either of these options, or just for help in tracking down the labor market information you need, call us at (307) 473-3807 or e-mail us at doeerd_r&p_web@state.wy.us.

The UI Taxable Wage Base for 2008 is $20,100.00

The WC Corporate Officer/LLC Member Average Wage per quarter for 2008 is $9,360.00
Amended Report Forms

All changes to original quarterly Summary and Employee Wage Listing reports (paper or WIRE filed) must be submitted on a Joint UI/WC Amended Report Form (WYO047X). A reproducible copy of this form is available on the Internet at http://doe.state.wy.us/utd in the “download forms” link on the left of the page.

Safety Training Classes

Wyoming Workers’ Safety is offering the following safety and health training in the upcoming months. There is no charge for the training, and except for the 3-day general industry class, no pre-signup is required. To sign up for the 3-day class, call 307-777-7786. All class times are 8:00 am – 5:00 pm.

3-Day General Industry Class:
- Evanston  February 24 – 26  Dunmar Inn
- Gillette     May 5 – 7       Comfort Inn
- Casper      June 9 – 11     McMurry Training Center

10-Hour Construction Safety and Excavation Safety
- You must attend both days to receive the 10-Hour Construction Safety card. (You may attend only the Excavation Safety Training, which is presented on the second day 8:00 am – 12:00 noon.)
- Rock Springs  January 13 – 14  Santa Fe Trail
- Cody        January 27 – 28  Holiday Inn
- Sheridan    February 10 – 11  Holiday Inn
- Gillette    March 10 -11    Fire Training Hall
- Cheyenne    March 17 – 18    Cheyenne Business Center
- Casper      March 24 – 25    McMurry Training Center
- Riverton    April 7 – 8      Holiday Inn

Employer Seminars

Training/Presentation topics:
- Unemployment Insurance (UI) Tax
- Workers’ Compensation (WC) Premium
- UI & WC Claims and Appeals Information
- Labor Standards
- Risk Management
- Labor Market Information
- Office of the State Mine Inspector
- Workforce Services

Locations:
- Cody: 04/17/09
- Jackson: 05/20/09

Registration Fee: $25.00 per Attendee
Pre-registration is recommended. Register Early! Space is limited!

The seminars will start at 9 am and finish at 4:30 pm with a Continental Breakfast served at 8:30 am, and Lunch at Noon, included in the fee.

Register online for the seminar through the UW Center for Conferences at: http://outreach.uwyo.edu/conferences/employerseminars/

Or Phone 877-733-3618 or 307-766-2124 to have a registration form sent to you.

IRS Form 940 Credits for Wyoming Unemployment Insurance Taxes Paid

Only Wyoming unemployment insurance taxes can be used as a credit against Internal Revenue Service Form 940 taxes. Do not include the Wyoming Support Fund factor (0.00064 or 0.064% for 2008 of the total paid), as this is a Wyoming state tax.

2009 Tax Rate Notices

UI tax rate and WC final rate notices for calendar year 2009 will be mailed no later than December 31, 2008. These rates will be effective for wages paid on or after January 1, 2009.

If you use a payroll service or an accountant to process your quarterly reports, be sure to give them all the necessary information, such as a copy of the new tax rates, blank forms, WC class codes, etc. This information is important for the proper processing of your reports. If your payroll service or accountant uses an incorrect rate and pays less than the actual amount due on your behalf, you are responsible for the resultant interest and penalties.

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

To obtain blank “Employee Wage Listings” forms, contact us at:
- fax 307-235-3278
- or call 307-235-3217
- or http://doe.state.wy.us/utd

WYOMING NEW HIREE VES

Wyoming Statute 27-1-115 requires WY Employers report their newly hired or re-hired employees to the WY New Hire Reporting Center.

Mail:
PO Box 1408
Cheyenne, WY 82003
www.wy-newhire.com
or 1-800-970-3258
FAX 1-800-921-9651

NOTE: The New Hire report is separate from the report to the Department of Employment.