Please do not use staples on quarterly forms, WIRE remittances and checks. Paper clips are acceptable but not necessary. The Division has processes that ensure checks are recorded with the appropriate forms, when the documents arrive in the same envelope.

Some employers have asked about private UI. The UI program is a federal/state partnership required under the Federal Unemployment Tax Act (FUTA) and operated by each state. Private insurers cannot replace the Wyoming UI coverage; if your company is liable for UI, you must register with the Division and submit wages and payments quarterly.

If you have questions about this, please send an e-mail to wtyson@state.wy.us.

Wyoming Department of Employment

The newly released publication, Wyoming Wage Survey 2010 contains estimates for total employment and average wages for hundreds of occupations in the state. Whether you want to know the average hourly wage for construction managers in Cheyenne or the annual average wage for cashiers in the northwest part of the state, it’s in the book. Compiled from approximately 900 Wyoming employers’ participation in the Occupational Employment Statistics (OES) survey, this publication shows occupational data at the state level, for Wyoming’s four regions and its two metropolitan statistical areas, Casper and Cheyenne. View the publication [pdf] online at http://doe.state.wy.us/LMI/oes2010/oes10.pdf. Remember, Research & Planning’s website [http://doe.state.wy.us/LMI] is the source for labor market information in Wyoming.

Note: Throughout this newsletter, “UI” refers to “Unemployment Insurance” and “WC” refers to “Workers’ Compensation.”
Geared Towards Employers: Wyoming Career Readiness Certificates (CRCs)

The Wyoming Department of Workforce Services (DWS) issues Wyoming Career Readiness Certificates (CRCs) to job seekers and employees. To be certified, an individual must achieve certain scores on WorkKeys®, a workplace skills assessment developed by ACT, Inc®. WorkKeys® measures a person’s vocational skills in Reading for Information (RI), Locating Information (LI), and Applied Mathematics (AM). Requesting a CRC from applicants benefits the employer in several ways:

* Provides a uniform measure of skills – a “common language” that can be applied to all jobseekers across the US.
* Provides an easy-to-read summary of the applicant’s literacy, numeracy, and problem-solving skills.
* Shows that the applicant can apply knowledge in a workplace setting.
* Helps to determine if hiring the applicant would be a wise investment.
* Helps target training funds more efficiently.
* Provides information for decisions about internal promotions and compensation.
* Helps reduce turnover by ensuring that the right employee is hired.

For more information, please contact Amelia Kelso, Career Readiness Program Manager at (307) 777-6882 or visit: [http://www.wyomingworkforce.org/crc/](http://www.wyomingworkforce.org/crc/).

**UI Reimbursable Employers**

Government entities and certain non-profit organizations can elect to reimburse UI for claims costs paid, in lieu of remitting quarterly taxes. This affects the method, amount and time of payments; these employers are still required to submit quarterly reports, including employee wage records.

Reimbursable employers receive quarterly statements when claims costs are incurred on their accounts. UI statutes give reimbursable employers 30 days from the date on the statement to remit payment. Interest is charged on late payments.

Effective with the second quarter 2010 reports and payments, reimbursable employers will be converted to liable (quarterly tax payments based on total wages) employers if they fail to make required payments (including interest and penalties) within 90 days of receipt of a bill.

Department of Employment - 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

Register online for the seminar through the Department of Employment at: [doe.state.wy.us/employerseminars](http://doe.state.wy.us/employerseminars)

or Phone 307-777-3581 or 307-777-7672 to have a registration form sent to you.