
Washington Quarterly Report SOC Codes

Washington Quarterly Report filing now requires the inclusion of Standard Occupational Classification (SOC) codes for each employee. These instructions will cover how to create the SOC codes and assign them to Employees.

Note: In the past, when generating the Washington UI Quarterly file, Datatech software prompted you to select either the Old or New EAMS report file. Now that all Washington Employers will need to use the new system, Datatech software will *only* generate the new file.

If you have not upgraded to the new EAMS reporting system,

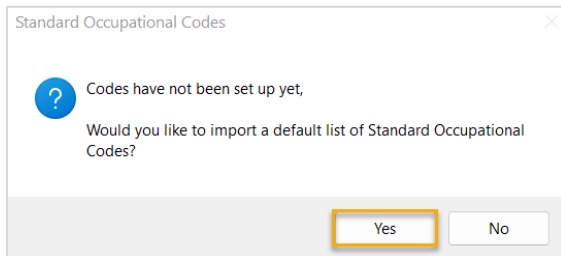
[Click here for instructions on upgrading to the latest version of EAMS.](#)

(or go to <https://www.esd.wa.gov/newsroom/alerts/eams-upgrade>.)

Create SOC List

1. To create the SOC codes, go to **Payroll > Setup > Standard Occupational Classifications**.

When you open the window for the first time, no codes will be set up. The program will prompt you to import a default list.



2. Select **Yes** if you would like the following list created for you:

Code	Group Description	Description
119013	Farmers, Ranchers, and Other Agricultural Managers	Farmers, Ranchers, and Other Agricultural Managers
131074	Human Resources Workers	Farm Labor Contractors
373012	Grounds Maintenance Workers	Pesticide Handlers, Sprayers, and Applicators, Vegetation
411012	First-Line Supervisors of Sales Workers	First-Line Supervisors of Non-Retail Sales Workers
414012	Sales Representatives, Wholesale and Manufacturing	Sales Representatives, Wholesale and Manufacturing, Ex...
431011	Supervisors of Office and Administrative Support Work...	First-Line Supervisors of Office and Administrative Supp...
436011	Secretaries and Administrative Assistants	Executive Secretaries and Executive Administrative Assis...
439021	Data Entry and Information Processing Workers	Data Entry Keyers
439061	Office Clerks, General	Office Clerks, General
451011	Supervisors of Farming, Fishing, and Forestry Workers	First-Line Supervisors of Farming, Fishing, and Forestry ...
452011	Agricultural Workers	Agricultural Inspectors
452021	Agricultural Workers	Graders and Sorters, Agricultural Products
452091	Agricultural Workers	Agricultural Equipment Operators
452092	Agricultural Workers	Farmworkers and Laborers, Crop, Nursery, and Greenho...
452093	Agricultural Workers	Farmworkers, Farm, Ranch, and Aquacultural Animals
452099	Agricultural Workers	Agricultural Workers, All Other
453031	Fishing and Hunting Workers	Fishing and Hunting Workers
454011	Forest, Conservation, and Logging Workers	Forest and Conservation Workers
454021	Logging Workers	Fallers
454022	Logging Workers	Logging Equipment Operators
454023	Logging Workers	Log Graders and Scalers
454029	Logging Workers	Logging Workers, All Other
493041	Heavy Vehicle and Mobile Equipment Service Technicia...	Farm Equipment Mechanics and Service Technicians
513021	Butchers and Other Meat, Poultry, and Fish Processing ...	Butchers and Meat Cutters
513022	Butchers and Other Meat, Poultry, and Fish Processing ...	Meat, Poultry, and Fish Cutters and Trimmers
513023	Butchers and Other Meat, Poultry, and Fish Processing ...	Slaughterers and Meat Packers
533031	Driver/Sales Workers and Truck Drivers	Driver/Sales Workers
533032	Driver/Sales Workers and Truck Drivers	Heavy and Tractor-Trailer Truck Drivers
533033	Driver/Sales Workers and Truck Drivers	Light Truck Drivers

List Set Default BLS Code Info

Note: The default list of SOC codes does not include all SOC codes defined by the BLS. However, it should cover most employee classifications for the majority of our customers in Washington.

If you do not see a classification that would apply to your workers, check the official list at https://www.bls.gov/oes/current/oes_stru.htm. You can **add** any codes that you need to this list. Of course, you can also **delete** codes that you may never use from the default list.

- To delete an SOC code, right-click on the line and select **Delete** (or press the **Shift + F2**.)

493041	Heavy Vehicle and Mobile Equipment Service Technicia...	Farm Equipment Mechanics and Service Technicians
513021	Butchers and Other Meat, Poultry, and Fish Processing ...	Butchers and Meat Cutters
513022	Butchers and Other Meat, Poultry, and Fish Processing ...	Meat, Poultry, and Fish Cutters and Trimmers
513023	Butchers and Other Meat, Poultry, and Fish Processing ...	Slaughterers and Meat Packers
533031	Driver/Sales Workers and Truck Drivers	Driver/Sales Workers
533032	Driver/Sales Workers and Truck Drivers	Heavy and Tractor-Trailer Truck Drivers
533033	Driver/Sales Workers and Truck Drivers	Light Truck Drivers

BLS Code Info

Prompt F4
 Next F8
 Previous F7
 Clear/Add F5
 Clear all Ctrl+F5
 Save F2
Delete Shift+F2

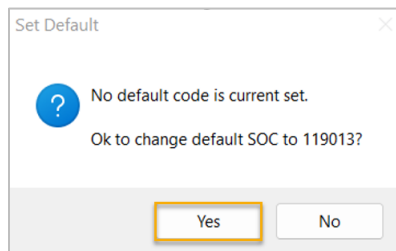
Create Default SOC Code and Assign to Employees

1. Select the SOC you want to be set as the Default code. (When you enter new employees, it will default to this code.)
2. Click **Set Default**.

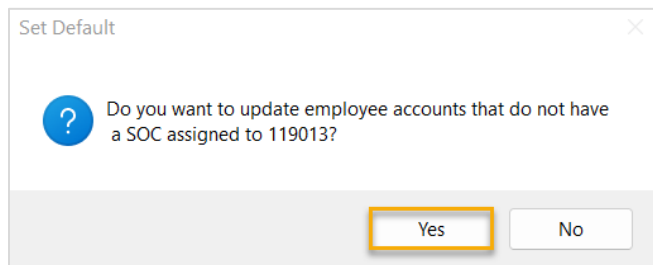
533031	Driver/Sales Workers and Truck Drivers
533032	Driver/Sales Workers and Truck Drivers
533033	Driver/Sales Workers and Truck Drivers

List ▼ Set Default

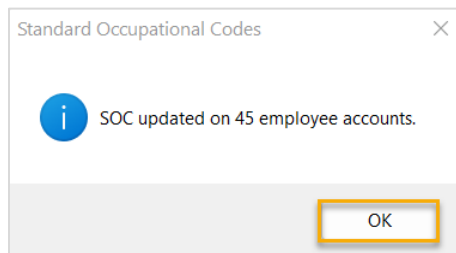
3. Click **Yes** to confirm this will be the default SOC.



4. Next, the program will ask you if you want to assign this SOC to employee accounts that do not have a SOC assigned. Click **Yes** to begin.



5. The program will display the number of accounts updated when finished, click **OK**.



Editing the SOC

1. To edit the SOC for a specific employee, open the employee's file.

- In the *Employment Information* section, you can edit the **SOC** entry for this employee.

The screenshot shows the 'Employees' window with the 'Employment Information' section active. The 'SOC' field is highlighted with a yellow box. The window includes fields for Account #, Name Key, S.S. #, e-Verified, Active, and PIN. The 'Employment Information' section contains fields for Crew ID, Department, Advance G/L #, Chk. Stub Language, W/C Class Code, and SOC. There are also checkboxes for H-2A and ACA Seasonal, and fields for Hours Offered, Passport #, Visa #, and Exp. Date. Buttons for Terminate, Rehire, Print, Save, Clear, and Delete are visible at the bottom.

Importing Employees with SOC

The *Employee Import* will include the SOC field. If a code is included in the import file that does not exist in Datatech, the software will create an entry in the SOC file with the description "Imported SOC":

Code	Group Description	Description
119013	Farmers, Ranchers, and Other Agricultural Managers	Farmers, Ranchers, and Other Agricultural Managers
123456	Imported SOC	
131074	Human Resources Workers	Farm Labor Contractors

You can edit the descriptions to the correct categories. The program does not validate the code, so if it is incorrect, you will need to manually fix any employee records that were imported with an incorrect code.

If the import file does not have a SOC column, the designated default SOC code will be assigned to employees that are imported. It can be changed on the employee entry window after import if necessary.