

# How to report the SOC codes for employees?

## Manual Entry

In the SUITS portal's wage submission wizard, only changes made have been to the second screen of the Wage Submission Wizard containing the Employment information. Here you will enter the following details:

- A. Total number of employees at the 12<sup>th</sup> of the month for each month of the quarter
- B. the Total Hours worked for the quarter- this number must be three digits, no greater than 999.
- C. Select the proper employee /officer code
- D. report the SOC Code for each employee, the full 6-digit code including the hyphen after the first two digits.

Employer Wage Submission \* X ← →

Report Year/Quarter: 2022-1  
Gross Wages: \$5.00

Submission Type: Original  
Count of Wage Details: 5

Select Submission Type

Submit Wages

**Employment Information**

Enter the number of employees in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Total Employed Month # 1: \*

Total Employed Month # 2: \*

Total Employed Month # 3: \*

Enter total hours the employee worked during the quarter in the Hours Worked column.

SSN	Last Name	First Name	MI	Hours Worked	Employee/Officer	SOC Code
441-15-2386		Alexander			Employee	
662-31-7896		Henry			Employee	
905-83-4215		Gabriella			Employee	
472-23-5919		Nora			Employee	
600-04-4101		Carter			Employee	

Save and Exit

Previous Next Finish

If you do not know the SOC code, click on the magnifying glass found next to the SOC Code field to bring up the internal SOC code lookup. Once you find an appropriate code, click the SOC Code Hyperlink to populate the code into the SOC Code field for your employee. You will not have to change it again unless the employee changes their job.

Report Year/Quarter: 2021-1  
Gross Wages: \$4,800.00

Submission Type: Original  
Count of Wage Details: 4

**Employment Information**

Number of employees in this pay group who worked or received pay for any part of the pay period that includes the 12th of the month.

Total Employed Month # 1: \*

Total Employed Month # 2: \*

Total Employed Month # 3: \*

Enter total hours the employee worked during the quarter in the Hours Worked column.

SSN	Last Name	First Name	MI	Hours Worked	Employee/Officer	SOC Code
154	Smith	James	999	999	Employee	
131	Jones	Fredrick			Employee	
199	Williams	Carl			Employee	
199	Williams	Allen			Employee	

Save and Exit

Previous Next Finish

## Copy from Prior Quarter

In the SUITS portal using the 'Copy from previous quarter' option prepopulates employee information from the quarter selected. You will need to enter the wages for each employee, the hours worked for the quarter for each employee and the total number of employees for each month. All fields are editable at this time to add codes for new employees, remove former employees and update codes for any employees who changed occupations from the previous quarter.

Please note, if the user selects to copy from a quarter in which no SOC code information was provided for the system will show a blank field under SOC Code.

Using the 'Copy from Previous Quarter' feature pre-populates the following information based on the quarter selected: **SSN, Last Name, First Name, Middle Initial and SOC Code**

## How can I find occupation codes for my employees?

To find each of your employee's occupation code you can use our occupation coder tool available on the Employment Information screen within the SUITS wage submission wizard or you can access the external Occucoder tool found on the DEW website.

Click the Magnifying Glass in the SOC Code Column to bring up the SOC Code Lookup. Here you can search a single code or multiple codes at one time.



Each Lookup allows you to store your search criteria for future use by selecting the 'Store Search' button'.

Once you find the appropriate code, click the hyperlinked SOC Code to populate the code into the Employee's SOC Code field on the Employment Information screen. You are only able to enter one code for each employee.

**Multiple SOC Search:** Enter up to 5 descriptions under the Multiple SOC Search to view several description types at one time.

**SOC Code Value Lookup**

[ 11 Records met the search criteria. ]

**Criteria**

Single SOC Search **Multiple SOC Search**

SOC Description 1:

SOC Description 2:

SOC Description 3:

SOC Description 4:

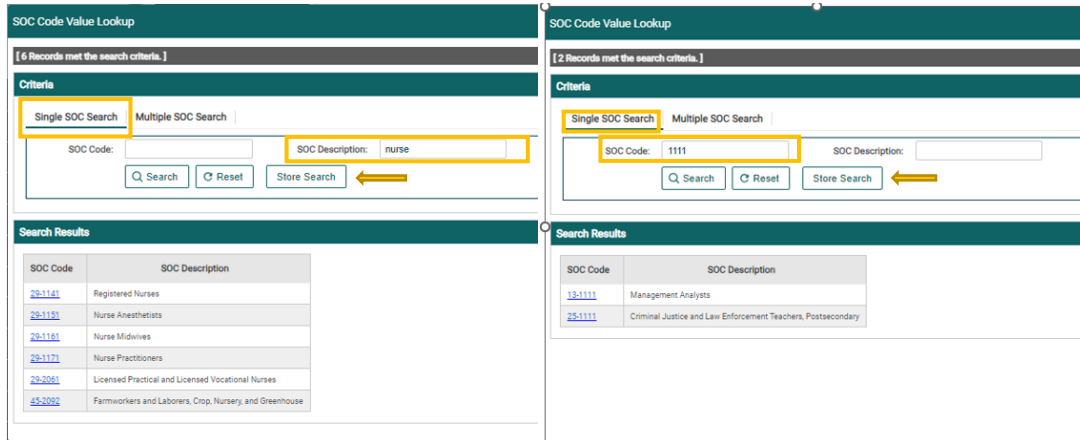
SOC Description 5:

**Search Results**

Page 1 of 2 | Results 1 - 10 of 11

SOC Code	SOC Description
<a href="#">35-1011</a>	Chefs and Head Cooks
<a href="#">35-2011</a>	Cooks, Fast Food
<a href="#">35-2012</a>	Cooks, Institution and Cafeteria
<a href="#">35-2013</a>	Cooks, Private Household
<a href="#">35-2014</a>	Cooks, Restaurant
<a href="#">35-2015</a>	Cooks, Short Order
<a href="#">35-2019</a>	Cooks, All Other
<a href="#">35-9021</a>	Dishwashers
<a href="#">51-3011</a>	Bakers
<a href="#">51-3021</a>	Butchers and Meat Cutters

**Single SOC Search:** Enter the employee’s job title to find occupation codes associated with that job title or search by partial SOC code.



## I report via Wage file upload, how do I report the SOC Code and Hours worked?

In both Agent and Employer wage files the SOC Code and Number of Hours worked is found in the Employee wage record. See below for the respective placement for the Hours worked and SOC Code based on wage file type.

To view all specifications, please see the Wage File and Payment Specification Document found at <http://www.dew.sc.gov/about-us/forms>

**ICESA:** In both Agent ICESA and Employer ICESA wage files the Number of Hours worked and the SOC Code is found in the Employee record or the ‘S’ Record.

Location	Contents of Field	Field Length	Description	Required?
132 - 134	Number of Hours Worked	3	The number of hours the employee worked in the reporting period Right justify if the number is less than three (3) characters and pad with zeros (0)	Yes
135-141	SOC Code	7	SOC code of the employee Ex. 11-0000	Yes

Sample ICESA file highlighting the ‘S Record’ locations for Hours Worked and SOC Code.

```

3 S Green Stella K45 0000000367903 03913-1111 10155199
4 S Gonzalez Addison K45 0000000394263 48625-1111 10155199
5 S Perez Christopher K45 0000000505345 40435-2015 10155199
6 S Henderson Benjamin K45 0000000230595 27035-2019 10155199
7 S Gonzales Violet K45 0000000447203 12035-2011 10155199

```

Normal text file length: 2,493 lines: 10 Ln: 3 Col: 132 Pos: 686 Windows (CR LF) UTF-8 INS

Line 3: highlights the Hours worked in location 132-134.

Line 4: highlights the SOC Code in location 135-141.

**CSV:** In both the Agent and Employer CSV wage file, the Number of Hours worked and the SOC code is found in the Wage Record or the '2' Records.

Position	Field Name	Field Specifications	Required
J3	Hours worked	Include hours worked during the quarter for the employee	Yes
R3	SOC code of the employee	SOC code of the employee Ex. 11-0000	Yes

Sample CSV file highlights the '2 Record' positions for Number of Hours worked and SOC Code.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
3	2	10155199	92021		Cooper		Campbell	569286	0	380	1	1	1	0	0			35-2011
4	2	10155199	92021		Cameron		Carter	452001	0	456	1	1	1	0	0			13-1111
5	2	10155199	92021		Dominic		Hall	246867	0	430	1	1	1	0	0			35-2019
6	2	10155199	92021		Maria		Campbell	203253	0	330	1	1	1	0	0			35-2015
7	2	10155199	92021		Elizabeth		Martin	919298	0	384	1	1	1	0	0			25-1111

Line 3: Highlights the Number Hours worked in column J

Line 4: Highlights the SOC Code in Column R

**EFW2:** In both the Agent and Employer EFW2 wage files, the Number of Hours worked and the SOC code is found in the Employee record or the 'RW' record.

Location	Contents of Field	Field Length	Description	Required?
342-344	Number of Hours Worked	3	The number of hours worked during reporting period	Yes
345-375	Adjustment reason. Other explanation	31	Include the reason for adjustment if adjustment code = Ten (10) Left justify and fill with spaces Refer Section <a href="#">12.2 Adjustment Reason Codes</a> for valid reason codes	Not Only if adj. reason = Ten (10) or fill with spaces
376-382	SOC Code	7	SOC code of the employee Ex. 11-0000	Yes
383-512	Not used	130	Fill with spaces	Fill with spaces

Sample EFW2 file highlighting the 'RW record' locations for Number of Hours worked and SOC Code.

```

3 032021.....818026.....10155199.....451.....1110416.....11-1111
4 032021.....179789.....10155199.....451.....1110221.....35-1111
5 032021.....731645.....10155199.....451.....1110290.....25-1111
6 032021.....686678.....10155199.....451.....1110327.....35-2014
7 032021.....866841.....10155199.....451.....1110302.....35-2015
  
```

Line 3: highlights the Number of Hours worked in location 342-344.

Line 4: highlights the SOC Code in location 376-382.

**XML:** Both Agent and Employer XML wage files place the Number of Hours worked and SOC Code between the <Location> Field and the <Owner Relationship> field.

Field Name	Description	Validation
<Location>	Employer location/Unit Right justify and fill with spaces If blank, defaulted to primary location < Location >1</ Location >	No
<HrsWkd>	This field will contain the hours worked by the worker in the reporting period <HrsWkd>150</HrsWkd>	Yes
<SOCCode>	SOC code of the employee Ex. 11-0000	Yes
<OwnerRel>	Include the owner/officer relationship of the worker <OwnerRel>0</OwnerRel>	Required

**Sample XML file highlighting the field name placement for Number of Hours worked and SOC Code.**

```

3 <MI><StateGrossWages>515047</StateGrossWages><OutOfStateTaxableWages>0</OutOfStateTaxableWages><Location></Location><HrsWkd>157</HrsWkd><SOCCode>11-1111</SOCCode><OwnerRel>0</OwnerRel><EmployMon1>1</EmployMon1><StateGrossWages>164977</StateGrossWages><OutOfStateTaxableWages>0</OutOfStateTaxableWages><Location></Location><HrsWkd>159</HrsWkd><SOCCode>35-1111</SOCCode><OwnerRel>0</OwnerRel><EmployMon1>1</EmployMon1><StateGrossWages>828890</StateGrossWages><OutOfStateTaxableWages>0</OutOfStateTaxableWages><Location></Location><HrsWkd>358</HrsWkd><SOCCode>25-1111</SOCCode><OwnerRel>0</OwnerRel><EmployMon1>1</EmployMon1><StateGrossWages>332737</StateGrossWages><OutOfStateTaxableWages>0</OutOfStateTaxableWages><Location></Location><HrsWkd>265</HrsWkd><SOCCode>35-2015</SOCCode><OwnerRel>0</OwnerRel><EmployMon1>1</EmployMon1><StateGrossWages>593063</StateGrossWages><OutOfStateTaxableWages>0</OutOfStateTaxableWages><Location></Location><HrsWkd>421</HrsWkd><SOCCode>35-2014</SOCCode><OwnerRel>0</OwnerRel><EmployMon1>1</EmployMon1>

```

**Line 4: highlights the Hours worked placement.**

**Line 5: highlights the SOC Code placement.**