

STATE OF NEVADA
EMPLOYMENT SECURITY DIVISION (ESD)

LISTENING SESSION TO SOLICIT PUBLIC COMMENTS
ON PROPOSED REGULATION AMENDMENT TO NAC
612

EMPLOYER SELF SERVICES (ESS) AND ELECTRONIC FILING OF
UNEMPLOYMENT INSURANCE CONTRIBUTION AND WAGE REPORTS

Thursday, July 20, 2017; 2:30 P.M.

Place of Meeting:

Live Meeting:

Churchill County

Commissioners Chambers

155 N. Taylor St. Suite 145

Fallon, NV 89406

Department of Employment, Training and Rehabilitation (DETR) Staff Present

Renee Olson, Employment Security Division (ESD) Administrator

Jeffrey Frischmann, Employment Security Division (ESD) Deputy Administrator

Amy Yukish, ESD/DETR

Marko Markovic, ESD/DETR

Members of the Public, Media and Other Agencies Present

None

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1 OLSON: Good afternoon. My name is Renee Olson. I
2 serve as the Administrator of the Employment Security Division of
3 the Department of Employment, Training and Rehabilitation. I
4 would like to call this meeting to order and welcome you to
5 today's Listening Session in Fallon, regarding Employer Self-
6 Service and Electronic Filing of Unemployment Insurance
7 Contribution and Wage Reports.

8 The purpose of this session is for us to hear your
9 thoughts, ideas, and suggestions about the regulation that we are
10 purposing to adopt next year. This will help us to craft
11 effective and appropriate public policy that is well thought out
12 and helps us improve the operations of the UI Program, and
13 hopefully the customer service experience for our clients and
14 customers. This regulation would require employers to submit
15 quarterly Contribution and Wage reports electronically. Copies
16 of the purposed regulations were posted to our website and we
17 have provided copies here for your convenience.

18 I will be taking Agenda Item 6 out of order. Agenda Item 6
19 will proceed Item 5. In this order, you will first hear a brief
20 explanation of the purposed regulation, and then we will be
21 giving a demonstration of the system, tools, and options
22 available to employers that will enable compliance with the
23 purposed regulation.

24 Our Agenda today is extensive and we want to provide ample
25 time to hear from you today. We have two opportunities for

1 public comment, one at the beginning of our meeting and the other
2 at the end. Please allow us to work our way through the
3 information we have prepared for you today, and then we will take
4 all of your comments and recommendations into the record during
5 the Public Comment periods indicated on the agenda. Please
6 remember to silence your electronics, and use the microphone.

7 We are recording today's Listening Session and will
8 transcribe the meeting so that we can accurately track and
9 consider all information and comments we receive here today. We
10 are happy to accept any written comments you wish to provide to
11 staff. There are several sessions scheduled throughout the State
12 and we welcome additional comments and suggestions at any time.

13 With that, I will move to Agenda Item No. 2, and open the
14 meeting with the first session for public comment. Seeing no one
15 approaching to make public comment, I will close Agenda Item No.
16 2, and move to Agenda Item No. 3, Confirmation of Posting. Mr.
17 Markovic, was proper notice provided for this meeting pursuant to
18 Nevada's Open Meeting Law, NRS241.020?

19 MARKOVIC: Marko Markovic for the record, Management
20 Analysis with the Employment Security Division. Yes. The proper
21 notice was provided pursuant to NRS241.020.

22 OLSON: Thank you. Under Agenda Item 4, Review of
23 Written Comments. Mr. Markovic, were any written comments
24 received? If so, please read them into the record.

1 MARKOVIC: Mark Markovic for the record. Again, no
2 written comments have been received.

3 OLSON: Okay. Thank you. We will now move on to
4 Agenda Item 6, Discussion of the Purposed Regulation, and this
5 will be presented by Mr. Jeffrey Frischmann.

6 FRISCHMANN: Good Morning. My name is Jeffrey
7 Frischmann, I am the Deputy Administrator for the Employment
8 Security Division of the Department of Employment, Training and
9 Rehabilitation. In September of 2015, the UI Program implemented
10 the final phase for a new state-of-the-art computer system that
11 boasts a secured, user-friendly, self-service portal. Currently,
12 approximately 62 percent of Nevada employers are taking advantage
13 of the self-service portal and are regularly filing their
14 quarterly reports electronically. Approximately 81 percent of
15 the paper reports received are from employers with less than 10
16 employees. The purpose of the regulations is to mandate
17 electronic filing which will ultimately make the filing process
18 more efficient, cost effective, and improve accuracy.

19 In the three-years since implementing the new system, we
20 have regularly received positive feedback from the 62 percent of
21 employers that voluntarily file electronically. This is not
22 unlike individuals that file their personal federal income tax
23 returns electronically, where studies show that almost 75 percent
24 of tax payers voluntarily elect to file their personal income tax
25 returns online.

1 This approach is currently being used successfully in a
2 number of states that have recently modernized their systems.
3 Those states have shifted staffing resources to focus on customer
4 service to assist in educating employers on electronic filing,
5 opposed to rekeying information from paper forms into the system.
6 In the long term, it has benefited both the State and the
7 employer community and has created a win-win situation for all of
8 the stakeholders.

9 The purposed regulation will not become effective until
10 July of 2018, allowing sufficient time for employers that are not
11 currently filing electronically to comply. The purposed
12 regulation also allows for employers to request a waiver in
13 instances where electronic filing could pose a hardship. We have
14 included two additional topics for today's session, self-service
15 registration and electronic payment of UI Contributions.
16 Although we have not drafted a regulation for either of these
17 items, we're in the process of evaluating and analyzing the
18 possibility of crafting a similar regulation to mandate employers
19 to complete initial registration and pay through the self-service
20 portal.

21 Currently, employers are permitted to register with UI
22 Contributions using a paper Registration Form. When the
23 Registration Form is received by the Division, staff are required
24 to manually enter the information into the system. Consideration
25 is being given to draft a future regulation requiring employers

1 to register online, effectively eliminating paper registration.
2 Approximately 78 percent of all monies collected by the Division
3 is through an electronic transfer, either ACH Credit, or ACH
4 Debit. Consideration is being given to draft a future regulation
5 requiring employers to pay through an electronic transfer.

6 While we are here to primarily focus on the purposed
7 regulation to require electronic filing, if you have any initial
8 thoughts regarding electronic payment or electronic registration,
9 please feel free to share your thoughts. I would like to
10 introduce Amy Yukish, she will provide a quick demonstration of
11 the self-service portal and will file a Quarterly Report online.
12 We will then ask for public comment. We decided to conduct this
13 as a Listening Session rather than a question and answer, so that
14 we can listen to what you, our customer, have to tell us.

15 OLSON: Thank you, Jeff. Amy, before you get
16 started, to clarify the record, we are now moving back now to
17 Agenda Item 5, Presentation of Unemployment Insurance Employer
18 Self-Service.

19 YUKISH: Good afternoon. My name is Amy Yukish, I
20 am a Business Process Analysis of the Employment Security
21 Division. Employer Self-Service Electronic Filing can be
22 satisfied in one of three ways. Enter Report using UINV as
23 manual data entry of the Contribution Report and Wage Report.
24 Electronic Filing W2-EFW2, is a file upload containing both the
25 Contribution Report and Wage Report. Comma or tagged delaminated

1 files contain Wage Records only. If this file upload is
2 performed, the Contribution Report will need to be entered using
3 E-Filing Option, and to Report using UINV.

4 As Jeff Frischmann mentioned, approximately 81 percent of
5 employers filing paper returns have less than 10 employees. At
6 this time, I would like to demonstrate the recommended E-Filing
7 method for these employers, showing exactly how efficient and
8 easy it is to submit to the Contribution and Wage Report through
9 ESS.

10 I am now going to login. The Employer Summary alerts
11 employers of all Contribution and Wage Reports due. I am now
12 going to file the first quarter of 2017 Report, using Enter
13 Report, using UINV, and click search. I am in [Inaudible] and
14 Contribution and Wage Reports, and click next. For any employee
15 movement, you would simply select the employees who did not work
16 for you during the quarter. I am going to delete three
17 employees—or, select three employees and click, delete. For any
18 new employees, you would click the Add Button, enter in the
19 Social Security Number, last name, first name, and gross wages
20 made during the quarter, and any tips. Once you have added all
21 of the new employees, you would select, Add. You will now simply
22 fill out the gross wages and tips for the remaining employees. I
23 am filling in gross wages for Employee 2, gross wages for
24 Employee 3 and tips, gross wages for Employee 4, and gross wages
25 for the last Employee. Once all of these records have been

1 entered, you would select, Next. Total gross wages and total
2 taxable wages will be populated by the system based on the Wage
3 Records just entered. Employers should validate these figures
4 next to their records, and fill out how many employees per month
5 in the quarter, and click, Next. The Employer will need to
6 certify that all of the information is correct. It's in the form
7 of an electronic signature. The Employer can also edit the
8 Contribution Report or Wage Records from this page and click
9 print. Once they are completed, they would hit, Submit. As you
10 can see by the demonstration, E-filing method is user-friendly
11 and can be completed in less than five minutes.

12 OLSON: Okay. Thank you, Amy. With that, we will
13 close that Agenda Item and move on to the final closing Public
14 Comment under Agenda Item No. 7. Seeing no one here to make
15 public comment, with that, I will close that Agenda Item, close
16 Public Comment. I would like to thank everyone who participated
17 today. If you later find that you would like to offer additional
18 comments or suggestions, you can forward those comments to
19 CMGUZMAN@NVDETR.org, You can submit written comments and
20 inquiries to my attention at 500 East Third Street, Carson City,
21 Nevada, 89713. Future sessions and pertinent documents are
22 posted to the DETR website. With that, this meeting is
23 adjourned.

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