

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; 9:30 A.M.

Place of Meeting:

Live Meeting:

Comfort Suites

Conference Room

800 Mesa Drive

Fernley, NV 89408

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

1 OLSON: Good morning. 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 Fernley, 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 to improve the operations of the UI Program, and
13 hopefully the customer service experience of 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 today. Agenda
19 Item 6 will proceed Item 5. In this order, you will first hear a
20 brief 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 another
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 your comments and recommendations into the record during the
5 Public Comment periods indicated. Please remember to silence your
6 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 the information and comments we receive here today.
10 We are also happy to accept any written comments you wish to
11 provide to staff. There are several sessions scheduled
12 throughout the State and we welcome additional comments and
13 suggestions at any time.

14 With that, I will go to Agenda Item No. 2, and open the
15 meeting with the first session for public comment. We will have
16 another opportunity for public comment at the end of the meeting
17 as well. Seeing nobody coming forward for public comment, I will
18 move on to Agenda Item No. 3, Confirmation of Posting. Mr.
19 Markovic, was proper notice provided for this meeting pursuant to
20 Nevada's Open Meeting Law, NRS241.020?

21 MARKOVIC: Marko Markovic for the record, Management
22 Analysis with the Employment Security Division. Yes. Proper
23 notice was provided according to NRS241.020.

24

25

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

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

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

9 FRISCHMANN: Good Morning. My name is Jeffrey
10 Frischmann, I am the Deputy Administrator of the Employment
11 Security Division of the Department of Employment, Training and
12 Rehabilitation. I would like to thank each of you for attending
13 this Listening Session and I look forward to hearing your
14 feedback.

15 In September of 2015, the UI Program implemented the final
16 phase for a new state-of-the-art computer system that boasts a
17 secured, user-friendly, self-service portal. Currently,
18 approximately 62 percent of Nevada employers are taking advantage
19 of the self-service portal and are regularly filing their
20 quarterly reports electronically. Approximately 81 percent of
21 the paper reports received are from employers with less than 10
22 employees. The purpose of the regulations is to mandate
23 electronic filing which will ultimately make the filing process
24 more efficient, cost effective, and improve accuracy.

1 In the three-years since implementing the new system, we
2 have regularly received positive feedback from the 62 percent of
3 employers that voluntarily file electronically. This is not
4 unlike individuals that file their personal federal income tax
5 returns electronically, where studies show that almost 75 percent
6 of tax payers voluntarily elect to file their personal income tax
7 returns online.

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

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

1 to complete initial registration and pay through the self-service
2 portal.

3 Currently, employers are permitted to register with UI
4 Contributions using a paper Registration Form. When the
5 Registration Form is received by the Division, staff are required
6 to manually enter the information into the system. Consideration
7 is being given to draft a future regulation requiring employers
8 to register online, effectively eliminating paper registration.
9 Approximately 78 percent of all monies collected by the Division
10 is through an electronic transfer, either ACH Credit, or ACH
11 Debit. Consideration is being given to draft a future regulation
12 requiring employers to pay through an electronic transfer.

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

23 OLSON: Thank you, Jeff. Renee Olson for the
24 record. Amy, before you get started, I would just like to
25 clarify on the record that we are now moving back now to Agenda

1 Item 5, Presentation of Unemployment Insurance Employer Self-
2 Service. So, give us just a second, Amy, and then we will get
3 you started.

4 YUKISH: Good morning. My name is Amy Yukish, I am
5 a Business Process Analysis of the Employment Security Division.
6 Employer Self-Service Electronic Filing can be satisfied in one
7 of three ways. Enter Report using UINV as manual data entry of
8 the Contribution Report and Wage Report. Electronic Filing W2-
9 EFW2, is a file upload containing both the Contribution Report
10 and Wage Report. Comma or tagged delaminated files contain Wage
11 Records only. If this file upload is performed, the Contribution
12 Report will need to be entered using E-Filing Option, and to
13 Report using UINV.

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

20 I am now just logging in to my Employer Account. I am
21 entering in my User ID and now my password. With test
22 environments, sometimes you have to enter in the information more
23 than once. We are just waiting to get into the system. It is a
24 test environment. Now as you can see, the Employer Summary
25 Screen alerts employers of all Contribution and Wage Reports due.

1 I am now going to file the first quarter of 2017 Report, using
2 Option, using Enter Report, using UINV, and click the, Next
3 Button. As you can see, the employee's SSNs and names have been
4 pre-populated to assist with the completion of the report. The
5 system will automatically load the employees listed on the last
6 Wage Report filed with the Division. I am going to remove three
7 employees that did not work for the employer during the quarter,
8 and click, Delete. The employees have now been removed. To add
9 new employees, simply click the Add Button, enter in the Social
10 Security Number, name, gross wages, and any tips for the employee
11 during the quarter, and click, Add. Now all you need to do is
12 simply fill out the gross and tips for the remaining employees.
13 I am typing in the gross wages for first employee and tips, gross
14 wages for the second employee, and gross wages for the third.
15 Now that I have completed all of the wages, I am going to click
16 Next. The system will automatically populate the gross wages and
17 taxable wages based on the Wage Report previously entered. If
18 the figures match, the employer will fill out how many employees
19 per month during the quarter and click, Next. The employer needs
20 to certify that the information given is accurate and complete.
21 It is similar to an electronic signature. The employer will then
22 click, Submit. As you can see by the demonstration, the E-
23 filing method is user-friendly and can be completed in less than
24 five minutes. Back to you.

1 OLSON: Okay. Thank you, Amy. I'm going to now
2 move on to our final Public Comment Session for the meeting.
3 Please come forward. As I don't see anybody here to provide
4 public comment, I will then close this Public Comment Session.
5 Thank you, everybody. I would like to thank everyone who
6 participated today. If you later find that you would like to
7 offer additional comments or suggestions, you can forward those
8 comments to CMGUZMAN, CMGUZMAN@NVDETR.org. You can submit written
9 comments and inquiries to my attention at 500 East Third Street,
10 Carson City, Nevada, 89713. Future sessions and pertinent
11 documents are posted to the DETR website. With that, I will
12 adjourn this meeting.

13 [end of meeting]

14
15
16
17
18
19
20
21
22
23
24
25