

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

Friday, July 21, 2017; 11:00 A.M.

**Place of Meeting:**

**Live Meeting:**

Yerington Library

Meeting Room

20 Nevin Way

Yerington, NV 89447

**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

Christina Guzman, ESD/DETR

**Members of the Public, Media and Other Agencies Present**

None

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1           OLSON:           Great. Thank you. Good morning. My name  
2 is Renee Olson. I serve as the Administrator of the Employment  
3 Security Division of the Department of Employment, Training and  
4 Rehabilitation. I would like to call this meeting to order and  
5 welcome you to today's Listening Session 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 for our clients and  
14 customers. This proposed regulation would require Employers to  
15 submit quarterly Contribution and Wage reports electronically.  
16 Copies of the proposed regulations were posted to our website and  
17 we 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 proposed 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 proposed 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 the 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 the information and comments we receive here today.  
10 We are also happy to accept any written comments you wish to  
11 provide for staff. There are several sessions scheduled  
12 throughout the State and we welcome additional comments and  
13 suggestions at any time.

14 So, with that, I will move to Agenda Item 2, Public  
15 Comment. Seeing nobody here to provide public comment, I will  
16 close Agenda Item No. 2 and move on to Agenda Item No. 3,  
17 Confirmation of Posing. Ms. Guzman, was proper notice provided  
18 for this meeting pursuant to Nevada's Open Meeting Law,  
19 NRS241.020?

20 GUZMAN: Christina Guzman for the record, Management  
21 Analysis at Employment Security Division. Yes. Proper notice was  
22 provided for this meeting pursuant to Nevada's Open Meeting Law,  
23 NRS241.020.

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

4           GUZMAN:           Christina Guzman again for the record.  No  
5 written comments were received.

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

23           In the three-years since implementing the new system, we  
24 have regularly received positive feedback from the 62 percent of  
25 employers that voluntarily file electronically.  This is not

1 unlike individuals that file their personal federal income tax  
2 returns electronically, where studies show almost 75 percent of  
3 tax payers voluntarily elect to file their personal income tax  
4 returns online.

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

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

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

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

21           OLSON:           Thank you, Jeff. Renee Olson for the record  
22 again. Amy, before you get started, just to clarify on the  
23 record that we are now moving back now to Agenda Item 5,  
24 Presentation of Unemployment Insurance Employer Self-Service. So,  
25 take it from there, Amy.

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

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

17           So, now I am going to enter in my User ID and my password.  
18 Please keep in mind that I am logging in to our test environment,  
19 so sometimes we may encounter some performance issues. The  
20 Employer Summary Screen alerts employers of all Contribution and  
21 Wage Reports due. I am going to file the first quarter of 2017  
22 report using the option, Enter Report, using UINV. I click the  
23 Search Button, and I am going to file both the Contribution  
24 Report and Wage Report. Please take notice that the employees  
25 SSN and names have been pre-populated to assist with the

1 completion of the report. The system will automatically load the  
2 employees listed on the last Wage Report filed with the Division.  
3 For any employee movement during the quarter, you would simply  
4 select the employees who did not work during the quarter and  
5 click the Delete Button. To add any new employees, you would  
6 click the Add Button, enter in the Social Security Number, the  
7 name, and gross wages and tips for the employees, and click Add.  
8 Now all you need to do to finish the report is fill out the gross  
9 wages and the tips for the remaining employees. I am entering in  
10 the gross wages for those employees. Then, you would click the  
11 Next Button. The gross wages and taxable wages are pre-populated  
12 based on the Wage Report that you previously entered. The  
13 employer will then enter in how many employees per month, and  
14 click the Next Button. The employer needs to certify that the  
15 information that they are submitting is correct. It's like an  
16 electronic signature. They can edit the Contribution Report or  
17 Wage Report from this screen, and also print the reports for  
18 their records. After they're done confirming the information is  
19 correct, they will click the Submit Button. As you can see by  
20 the demonstration, the E-Filing method is user-friendly and can  
21 be completed in less than five minutes.

22 OLSON: Okay. Thank you. With that, we'll close  
23 Agenda Item No. 5 and move on to Agenda Item No. 7, Closing  
24 Public Comment. Seeing nobody here for public comment, I will  
25 close public comment and move to Agenda Item 8, Adjournment. I



1 would like to thank everyone who participated today. If later  
2 you find that you would like to offer additional comments or  
3 suggestions, you can forward those comments to,  
4 [CMGUZMAN@NVDETR.org](mailto:CMGUZMAN@NVDETR.org). You can submit written comments and  
5 inquiries to my attention at 500 East Third Street, Carson City,  
6 Nevada, 89713. Future sessions and pertinent documents are  
7 posted to the DETR website. With that, I will adjourn this  
8 meeting. Thank you.

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