

Dear employer,

Paid Family and Medical Leave is a new, mandatory statewide insurance program administered by the Employment Security Department. Premium collection began January 1, 2019. This letter is prompting your immediate attention to Quarter 1 (Q1) and Quarter 2 (Q2) reporting and payment requirements.

Almost every Washington employer must participate in this program, and almost everyone who works in Washington – including seasonal, temporary, full-time and part-time workers – may be eligible to receive benefits. If you are a public or private business with even one employee in Washington, including non-profits, charities and faith organizations, you'll very likely be a part of Paid Family and Medical Leave. Exceptions are self-employed people, federal workers and federally-recognized tribes, though self-employed people and tribes may opt-in. Visit paidleave.wa.gov/elective-coverage for details.

Employer reporting for Paid Family and Medical Leave is separate from reporting for Unemployment Insurance. Setting up your account and submitting your first reports and payments may require more time than reporting in future quarters.

Use the checklist below to get ready now. Begin setting up your account as early as possible in July so that you can submit your Q1 and Q2 reports and payments by the July 31 deadline.

Tip: Look for the clock icon (🕒) below for steps that may take a bit more time.

Get ready for July 1: check these off your list today

- Make sure you have a SecureAccess Washington (SAW) login (don't have one? go to secureaccess.wa.gov to create an account).
- Have your UBI number on-hand. You will need it to set up your employer account (if you don't know your UBI number, you can look it up at bls.dor.wa.gov/checkstatus.aspx).
- 🕒 Review reporting formats, requirements, and payment options at paidleave.wa.gov/reporting.
 - Decide which reporting format you will use and prepare your reports for Q1 and Q2.
 - If you choose to report via file upload, test your file format to avoid upload errors when you report in July.
- If you use an employer agent like a third-party administrator, CPA or business manager make sure they plan to submit your Q1 and Q2 reports on your behalf. More information for third-party administrators is available at paidleave.wa.gov/employer-agents.

Starting July 1: create your account, file and pay

1. To create your account, go to secureaccess.wa.gov and log-in to your SAW account.
2. Add Paid Family and Medical Leave to your services by searching by agency for the Employment Security Department.

3. **Follow the on-screen instructions to register and verify your employer or employer agent account.** Look for detailed instructions and how-to videos on paidleave.wa.gov/reporting.
 - 🕒 • **Some users will be required to verify their account using a PIN.** You will be given the option to initiate the PIN process when you first log-in, which will arrive 3-5 business days after you request it. However, you will immediately have limited access to file reports and make payments within your account before completing the verification process.
 - **Please note that the first person (SAW username) to verify the account for your business becomes the account administrator.** No one else will be able to access the account until the administrator delegates access to them.

Submit reports and payments July 1 – July 31

Filing quarterly wage reports

You will need to report Q1 and Q2 individually.

- Detailed information on reporting requirements, file formats and payment options are available at paidleave.wa.gov/reporting.
- Reporting specifications and payment options for employer agents and third-party administrators are available on our website at paidleave.wa.gov/employer-agents.

Paying premiums

Once your report has been processed you will be able to view your account balance and remit premiums.

- **Report processing does not happen instantaneously. Depending on the volume of users at a given time, it could take several minutes to a day for your account balance to be displayed.**
- Premium payments will be accepted by check, debit or credit card, or electronic funds transfer.
- Specifications for payments made on behalf of employers by employer agents are available at paidleave.wa.gov/employer-agents.

Collecting premiums

If you did not start collecting premiums from employees on January 1, there is no penalty and you can begin withholding at any time, provided you give your employees one pay-period notice in advance. However, you cannot retroactively withhold premiums from employees and you will be responsible for paying any missed premiums on their behalf. For more on premiums, go to paidleave.wa.gov/premiums.

Coming soon

ESD is continuously developing this new program and we are committed to giving you the best information as soon as it is available. For more information, subscribe to our e-newsletter, watch how-to videos, download the employer toolkit and more at paidleave.wa.gov.

Sincerely,

The Paid Family and Medical Leave Team