



Reporting timeline frequently asked questions

Q: When do I report?

A: Reporting for the first quarter of 2019 will now take place between July 1 and July 31, 2019 instead of in April.

Q: Where do I report?

A: Employers will log in to their Paid Family and Medical Leave customer account through SecureAccessWashington (SAW). Detailed instructions for reporting will be available soon.

Q: Do I file one report or two?

A: Starting July 1, you will file two reports—one for Q1 and one for Q2.

Q: What are my options for reporting?

A: Most employers will file their reports online using either manually entry (for up to 50 employees) or single employer filing using a CSV file to upload many employees at once. There will also be a bulk filing option for employer agents. Find more information on filing methods on our website at paidleave.wa.gov/reporting.

Q: How will I know if my business is considered a small business for Paid Family and Medical Leave?

A: Your business size will still be calculated based on the Q1 employee headcount. If you have employed fewer than 50 people in Q1 2019, you do not need to pay the employer portion of the premium for either Q1 or Q2 when you report in July, even if you hired more people in Q2.

Q: Does this affect reporting for Unemployment Insurance?

A: This information applies to Paid Family and Medical Leave only - reporting timelines for Unemployment Insurance are unaffected. For more info on Unemployment Insurance reporting, go to esd.wa.gov

Q: What do I tell my accountant or payroll company?

A: We are doing our best to alert accountants, payroll companies and other employer agents, but it is still a good idea to forward them this information. Details specific to employer agents are available on our website at paidleave.wa.gov/employer-agents.



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Q: Will this affect when employees can use paid family or medical leave benefits?

A: This change in the reporting timeline will not affect benefits and eligible employees can begin applying for benefits on Jan. 1, 2020. You may download our paystub insert to share information about the program with your employees. It's available in twelve languages at paidleave.wa.gov/paystub.