

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**

Wednesday, July 19, 2017; 9:30 A.M.

**Place of Meeting:**

**Live Meeting:**

Washoe County Manager’s Office  
Commission Chambers  
1001 E. Ninth Street, Building A  
Reno, NV 89512

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

Renee Olson, Employment Security Division (ESD) Administrator

Jeffrey Frischmann, Employment Security Division (ESD) Deputy Administrator

Christina Guzman, ESD/DETR

Amy Yukish, ESD/DETR

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

None

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1           OLSON:                Maybe we will wait an extra couple of  
2 minutes.

3           YUKISH:               Okay. It is 9:30. We'll wait another  
4 minute.

5           OLSON:                Are we recording? Good Morning. My name  
6 is Renee Olson. I serve as the Administrator of the Employment  
7 Security Division of the Department of Employment, Training and  
8 Rehabilitation. I would like to call this meeting to order and  
9 welcome you to today's Listening Session regarding Employer Self-  
10 Service and Electronic Filing of Unemployment Insurance  
11 Contribution and Wage Reports.

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

22           I will be taking Agenda Item 6 out of order. Agenda Item 6  
23 will proceed Item 5. In this order, you will first hear a brief  
24 explanation of the purposed regulation, and then we will be  
25 giving a demonstration of the system, tools, and options

1 available to employers that will enable compliance with the  
2 purposed regulation.

3       Our Agenda today is extensive and we want to provide ample  
4 time to hear from you today. We have two opportunities for  
5 public comment, one at the beginning of our meeting and another  
6 at the end. Please allow us to work our way through the  
7 information we have prepared for you today, and then we will take  
8 all of your comments and recommendations into the record during  
9 the Public Comment periods indicated on the agenda. Please  
10 remember to silence your electronics, and use the microphone when  
11 you speak.

12       We are recording today's Listening Session and will  
13 transcribe the meeting so that we can accurately track and  
14 consider all the information and comments we receive here today.  
15 We are also happy to accept any written comments you wish to  
16 provide to staff. There are several sessions scheduled  
17 throughout the State and we welcome additional comments and  
18 suggestions at any time.

19       With that, I will go to Agenda Item No. 2, and open the  
20 meeting with the first session for public comment. I see nobody  
21 to provide public comment at this time. With that, I will move  
22 on to Agenda Item No. 3, Confirmation of Posting. Ms. Guzman,  
23 was proper notice provided for this meeting pursuant to Nevada's  
24 Open Meeting Law, NRS241.020?

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1           GUZMAN:           Christina Guzman for the record, Management  
2 Analysis with the Employment Security Division. Yes. Proper  
3 notice was provided for this meeting pursuant to Nevada's Open  
4 Meeting Law, NRS241.020.

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

8           GUZMAN:           Christina Guzman again for the record. No  
9 written comments were received.

10          OLSON:           Thank you. We will now move on to Agenda  
11 Item 6, Discussion of Purposed Regulation, this will be presented  
12 by Mr. Jeffrey Frischmann.

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

19           In September of 2015, the UI Program implemented the final  
20 phase for a new state-of-the-art computer system that boasts a  
21 secured, user-friendly, self-service portal. Currently,  
22 approximately 62 percent of Nevada employers are taking advantage  
23 of the self-service portal and are regularly filing their  
24 quarterly reports electronically. Approximately 81 percent of  
25 the paper reports received are from employers with less than 10

1 employees. The purpose of the regulations is to mandate  
2 electronic filing which will ultimately make the filing process  
3 more efficient, cost effective, and improve accuracy.

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

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

19 The purposed regulation will not become effective until  
20 July of 2018, allowing sufficient time for employers that are not  
21 currently filing electronically to comply. The purposed  
22 regulation also allows for employers to request a waiver in  
23 instances where electronic filing could cause a hardship. We  
24 have included two additional topics for today's session, self-  
25 service registration and electronic payment of UI Contributions.

1 Although we have not drafted a regulation for either of these  
2 items, we're in the process of evaluating and analyzing the  
3 possibility of crafting a similar regulation to mandate employers  
4 to complete initial registration and pay through the self-service  
5 portal.

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

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

1           OLSON:           Thank you, Jeff. Renee Olson for the  
2 record. Amy, before you get started, just to clarify on the  
3 record that we are now moving back now to Agenda Item 5,  
4 Presentation of Unemployment Insurance Employer Self-Service.

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

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

21           So, now I am logging in to Employer Self Service as my  
22 Employer. [Inaudible] I do apologize. We are running into  
23 technical difficulties.

24           FRISCHMANN:           Is the caps lock on?  
25

1 YUKISH: I know, but you can tell that it's not  
2 recognizing my answers because it's not giving my security code.

3 FRISCHMANN: Got you. Just talk through it.

4 YUKISH: Okay. So, filing Contribution and  
5 Wage Report, you would choose the Report and enter UINV. It would  
6 choose Contribution and Wage Report, and you would click Next.  
7 For any employee movement, you would simply delete the Wage  
8 Records. You would new employees that worked for you during the  
9 quarter, and you would complete the gross wages and tips for the  
10 remaining employees. As soon as you are done completing the Wage  
11 Records, you would click Next. The system will automatically  
12 populate the gross wages and excess wages based on the Wage  
13 Report that was entered. Employers are required to confirm that  
14 those Wage Records do match their records. An electronic  
15 signature is required prior to submitting the Contribution and  
16 Wage Report. The employer is also encouraged to print the  
17 reports for their records. As you can see, if the demonstration  
18 worked, the E-filing method is user-friendly and can be completed  
19 in less than five minutes.

20 OLSON: Okay. Thank you. With that, we're going  
21 to move on to Closing Public Comment. Seeing no one coming  
22 forward for public comment, we will close that agenda item.  
23 Moving on to adjournment, I would like to thank everyone who  
24 participated today. If later you find that you would like to  
25 offer additional comments or suggestions, you can forward those



1 comments to Christina Guzman at, [CMGUZMAN@NVDETR.org](mailto:CMGUZMAN@NVDETR.org). You can  
2 submit written comments and inquiries to my attention at 500 East  
3 Third Street, Carson City, Nevada, 89713. Future sessions and  
4 pertinent documents are posted to the DETR website. With that,  
5 we will adjourn this meeting. Thank you.

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