Workplace posters: What is required?

Workplace posters are important because they inform workers and employers of their rights and responsibilities.

Employers have a legal obligation to display several workplace posters, and those required by Employment Security are available free of charge on our website. Go to www.esd.wa.gov and type “posters” in the search box.

You should display required posters where employees can easily see and read them. Areas where you might consider displaying the posters include the employee break room, employee bulletin board, or the area where time cards are kept.

Below are some commonly asked questions about posters.

What ESD posters am I required to display?
All employers with employees must display the unemployment-benefits poster. This poster tells workers about unemployment benefits if they lose their jobs. It’s also available in Spanish.

Are churches and religious organizations required to display posters?
Yes. Churches and religious organizations must display both the unemployment-benefits poster and the church and religious organization’s poster.

Am I required to post the Spanish version of the posters?
No, but we encourage you to display both the English and Spanish posters if you have Spanish-speaking employees, even if they are bilingual.

Does a construction company have to display the posters at every job site?
The key consideration is where the employees report for work. If your employees report to a central office, posting in the office is fine. If they report to a job shack, post them there. You are not required to post them in work trucks.

Are there other required posters?
Yes. Washington Department of Labor & Industries and U.S. Department of Labor posters are required if you have employees. Depending on your industry, other state and federal posters may be required. You will find a checklist on our website with the most commonly required posters for employers.

EAMS: Online tax tools for businesses
The Employer Account Management Services (EAMS) offers you a quick and easy way to manage your Employment Security account. Using the tools in EAMS allows you to file and pay your unemployment taxes online. Authorized users are able to amend quarterly reports, upload previously reported data to the current period and calculate excess wages. You also can check tax rates, cancel pending payments and view a complete payment history or account balance.

For more details, visit www.esd.wa.gov/file-taxes.
**New video walks you through the appeal process**
We recently posted a video on our website to help employers and claimants appeal decisions we've made.

The 32-minute instructional video, created by the Office of Administrative Hearings, will help you prepare for an appeal hearing.

This video and several other instructional videos are available at [www.esd.wa.gov](http://www.esd.wa.gov). Type “videos” in the search box.

**Your thoughts needed for computer-system upgrade**
We're working on a project to upgrade our tax computer system to serve you better. The project requires us to add three digits to your account number and change how you report out-of-state wages. You'll receive complete details well before these changes take place in two years.

In the meantime, we'd like to hear how your business might be affected so we can help you prepare. You're invited to participate in a quick three-minute survey through July 31 at: [SurveyMonkey.com/s/ESDEmployers](http://SurveyMonkey.com/s/ESDEmployers)

**Timely employer input key to our decision-making process**
Employer responses to our requests for information are critical to preventing claimants from receiving or keeping unemployment benefits to which they are not entitled and preventing employers’ tax rates from increasing unnecessarily.

When we notice a discrepancy between what an unemployment claimant tells us and what a claimant’s former employer tells us, or if we simply need more information to make an informed decision about benefit eligibility, we reach out to employers to get more information.

Timely response from employers helps us make the right decisions about whether to grant or deny benefits, or how much an individual claimant should receive.

**Protect your tax rate for 2012**
You can avoid a delinquent-tax rate in 2012 if you pay all current and past-due unemployment taxes, penalties and interest by Sept. 30, 2011.

Delinquent employers receive a 1 percent increase in their experience-based tax rate the first year they are delinquent and a 2 percent increase if they are late a second consecutive year. All delinquent employers also pay the maximum social-cost tax rate.

Employers having difficulty paying their taxes on time should call their local tax office as soon as possible to work out a payment agreement.

**Training/workshop schedule**
Attend a local workshop to learn more about unemployment taxes and state services, such as tax requirements for various types of businesses, how to report and pay state taxes properly, requirements for reporting new employees and the services that are available through WorkSource.

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<th>Topic</th>
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<td>Employer workshop</td>
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<td>Contractor training day</td>
<td>Edmonds</td>
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The Employment Security Department is an equal-opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTD) for hearing or speech-impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge in order to conduct business with the department.