

Better Data. Better Decisions. Better Outcomes.

SOC Code Fields Available Now to Prepare for Required Reporting by April 2024.

New data to give South Carolina businesses the advantage in hiring and building their workforce.

Once again South Carolina leads the way in workforce innovation and research, and the state's businesses will benefit for years to come.

Standard Occupational Classification codes or SOC codes and number of hours worked are two fields that are being added to the quarterly wage reports that are completed in the S.C. Department of Employment and Workforce's tax system, SUITS.

This information will be required on the 1st quarter 2024 wage reports, due by April 30, 2024. DEW encourages employers to begin entering SOC codes in fourth quarter 2023 since that information will be saved in SUITS for future quarters.



Here Is a Quick Breakdown of the SOC Code Addition and What to Expect:

What are Standard Occupational Classification (SOC) codes?

SOC codes are the federal standard used to classify workers into the specific category that best matches their job.

Why was this new reporting requirement important and necessary?

This began as a national push to create a uniform way to identify specific gaps in, and share information about, the workers needed now and in the future. **The first step is to better understand the exact make-up of our workforce and how it needs to grow.** Then the state can determine how to support the right jobs in the right places.

To benefit quickly from this effort, **South Carolina passed the Statewide Education and Workforce Development Act** on May 19, 2023, which will **improve the effectiveness of South Carolina's workforce development and the state's responsiveness to industry needs** by providing detailed real-time workforce information and analysis to decision-makers and the public.

We are among the first states to implement these measures. Collecting SOC codes for every South Carolina employee will improve data, decisions, and outcomes for employers, jobseekers, and the economy.

Don't we already know how many people are working in South Carolina businesses?

With existing data, we can identify how many people are working

with different employers and in different industries. For example, we might know that 5,000 people work in healthcare.

However, we are not able to determine how many of those 5,000 employees work in HR or finance, as a medical doctor, a hospital receptionist, in the I.T. department, or as part of the facilities team.

Our current data lacks critical information needed to effectively educate, train, and prepare our state workforce to meet the needs of our businesses.

How will the information be used?

DEW will use this data to create an Education and Workforce Portal that will provide public access to workforce services and detailed labor market data and analysis. Some of the people who use this data are industry, parents and students considering career paths, jobseekers, career and employment counselors, educational institutions, and employers planning to set salary scales or locate a new business.

Don't worry, **DEW will not disclose any information that identifies your business or any of your workers.**

When will I be required to enter SOC codes?

While employers can submit SOC codes and hours worked with their 4th quarter 2023 wage reports, **the first required reporting is for the first quarter of 2024, due by April 30, 2024.**

When you enter an employee's SOC code, it can be saved to your account from quarter to quarter. Once you complete the initial

requirement, the only new entries a business will need to make each quarter is for personnel changes.

If I want to start entering SOC codes now, how can I look up the codes?

1. Users can look up SOC codes within the SUITS system when entering in wage reports.
2. The DEW OccuCoder, a job code-matching application, will be available on DEW's website.
3. DEW has a dedicated page on its website with helpful SOC code information, tools, and guides at <https://dew.sc.gov/employers/SOC>.
4. The Bureau of Labor Statistics Manual is a PDF format that allows a search for keywords or numerical look-up. A link to this manual can be found on DEW's SOC codes resource page.

Will help be available?

You can schedule an appointment with one of our Labor Market Information experts who can help you identify the right SOC codes for your employees.

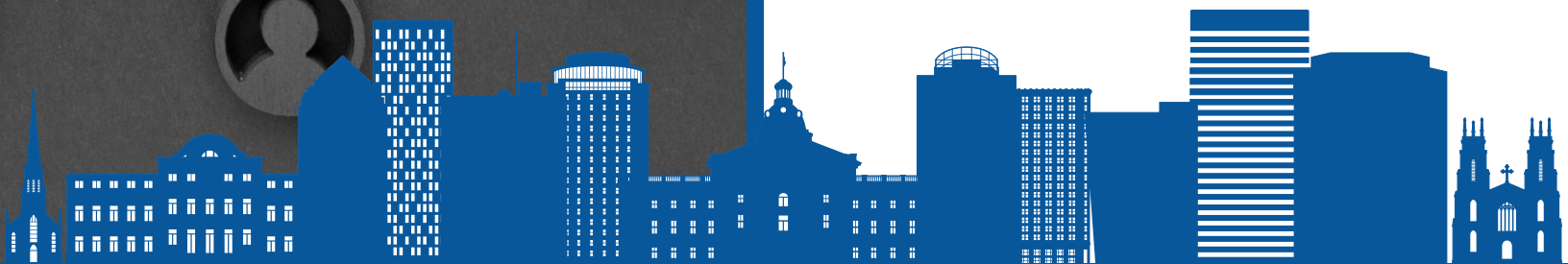
Visit <https://dew.sc.gov/employers/SOC> to request an appointment.



IMPORTANT TO NOTE: ELECTRONIC FILING

To ensure efficient and accurate data collection, **employers with ten or more employees will be required to file their quarterly wage reports electronically** through the SUITS system starting with the first quarter of 2024.

Employers with ten or more employees will also be required to respond to unemployment insurance claims electronically **starting March 1, 2024.**



The state's economy is strengthened when workers find jobs with a family-sustaining wage and employers fill open positions with prepared workers. Employers are making an investment in their ability to find the workers they need and in a jobseeker's ability to build a successful career in South Carolina.

For Frequently Asked Questions and Ongoing Updates, Visit:
<https://dew.sc.gov/employers/SOC>