

The Quarterly Connection

YOUR LINK TO THE MOST CURRENT INFORMATION REGARDING UNEMPLOYMENT INSURANCE, WORKERS' COMPENSATION, and LABOR MARKET INFORMATION

Note: Throughout this newsletter, "UI" refers to "Unemployment Insurance" and "WC" refers to "Workers' Compensation."

From the WY Department of Homeland Security Keeping mail safe in the tumultuous times in which we live, a terrorist threat can take many forms. In recent years, the possibility of a biological threat being introduced through the mail has become a reality. Terrorists can attempt to use letters or packages to spread infectious materials which are introduced to the body through contact with the skin and/or inhalation; however, homes and businesses are not defenseless against this threat. You can significantly reduce your vulnerability to these possible attacks by taking some time to familiarize yourself with a few simple guidelines about how to recognize and deal with suspicious packages and letters.

Warning signs of suspicious letters:

- ◆ No return address
- ◆ Restrictive markings, such as personal or private
- ◆ Sealed with tape
- ◆ Misspelled words/awkward or improper use of language
- ◆ Addressed to title only with no name; such as Chief Executive Officer
- ◆ Incorrect title
- ◆ Poorly typed or written

Warning signs of suspicious packages:

- ◆ Oily stains, discoloration, or crystallization visible on wrapper
- ◆ Strange odor
- ◆ Excessive taping
- ◆ Rigid or bulky
- ◆ Lopsided or uneven

If you receive a suspicious letter or package:

- ◆ Handle with care - don't shake or bump
- ◆ Isolate the package/letter immediately
- ◆ Do not open, smell, touch or taste
- ◆ Treat it as suspect - call local law enforcement authorities immediately



W
I
R
E
Wyoming
Internet
Reporting for
Employers

[https://
doe.state.wy.us/wire](https://doe.state.wy.us/wire)

The WC Corporate
rate
Officer/LLC
Member Average
Wage per quarter for 2011 is
\$10,172.49

Department of Workforce Services

The Department of Workforce Services assists job seekers and employers by offering the following services:

- ◆ Unemployment Insurance benefits and tax
- ◆ Occupational Safety and Health Administration requirements
- ◆ Employment and Training programs
- ◆ Vocational Rehabilitation services
- ◆ Mine Inspections and Safety
- ◆ Labor Market Information
- ◆ Workers' Compensation, Benefits & Employer Services
- ◆ Labor Standards and Compliance

For more information on the Department of Workforce Services, please visit wyomingworkforce.org, call 877-WORK-WYO or find us on [Facebook](#). DWS Director Joan K. Evans (joan.evans@wyo.gov) and Deputy Director Lisa M. Osvold (lisa.osvold@wyo.gov) can be contacted directly at (307) 777-8728.



Research & Planning
Wyoming DWS

Hiring slowed but not stopped by recession

Even during the worst of the recent recession, Wyoming employers hired thousands of new workers. By surveying employers about these new hires, the Research & Planning section of the Wyoming Department of Workforce Services is able to examine which occupations were most in demand, and see specific characteristics of these hires, such as age, gender, and whether the jobs were considered to be related to energy efficiency. This information comes from a random sampling of more than 112,000 new hires made by Wyoming employers (excluding state government) over a four-quarter period (fourth quarter 2009 to third quarter 2010). To read more about this research, see <http://doe.state.wy.us/LMI/newhires.com>.

The UI Taxable
Wage
Base for 2011
is **\$22,300.00**

Work Opportunity Tax Credit (WOTC)

WOTC is federal business credit that provides employers a hiring incentive of eligible **employees in targeted group populations experiencing difficulty in finding work**. This program is jointly directed by the U.S. Department of Labor and the U.S. Department of Treasury.

- ◆ This program can provide employers a hiring incentive of up to \$2,400 per eligible employee in tax credits.
- ◆ All employers that hire individuals in the targeted group populations experiencing difficulty in finding work are eligible.

To receive the tax credit, the newly hired employee and the employer must complete the IRS form 8850 and ETA form 9061.

Reports **MUST** be filed on WIRE or Division provided Original Forms
SUBSTITUTE, PHOTOCOPIED or FAXED FORMS WILL BE RE-TURNED
 To obtain blank reporting forms (Summary and/or Employee Wage Listings), contact us at:
 fax 307-235-3278
 or call 307-235-3217
 or <http://doe.wyo.gov>

For further information contact:

Department of Workforce Services
 Beverly Bynum
 851 Werner Court, Suite 121
 Casper, WY 82601-1308
 307-233-4623
 beverly.bynum@wyo.gov



NEW HIRE REPORTING

Mail:
 PO Box 1408
 Cheyenne, WY 82003

www.wy-newhire.com

or 1-800-970-9258
 FAX 1-800-921-9651

NOTE: The New Hire report is *separate* from the report to the Department of Workforce Services. This reporting requirement is not applicable to H2A Agricultural employees without valid SSNs.

Important

September 30 UI Deadline

Unemployment Insurance: All taxes, interest, penalties and reports (both Summary Reports and Employee Wage Listings) due through the 2nd quarter of 2011 must be paid and filed by September 30, 2011, to avoid a 2% delinquent penalty on your 2012 UI tax rates. For more information, call 307-235-3217.

Employment Posters

Employers are required to post employment related information in a conspicuous location accessible to all employees. State and federal posters can be downloaded from the Internet: <http://doe.wyo.gov/employers/Pages/Posters.aspx>

Private companies often mail notices to employers informing them of federal and state requirements to post specific employee information. These companies will furnish federal and state employment posters for a fee. This same information is available at no cost to the employer at the above website.

Federal Bonding Program for Employers

Fidelity bonding is an insurance to protect an employer against employer dishonesty and covers any type of stealing by an employee: theft, forgery, larceny, and embezzlement. It provides an incentive to the employer to hire at-risk job applicants.

Fidelity bonding DOES NOT cover "liability" due to poor workmanship, job injuries, work accidents, etc. It is not a bail bond or court bond needed in adjudication. It also is not a bond needed for self-employment (contract bond, license bond or performance bond).

For further information contact:

Department of Workforce Services
 Beverly Bynum
 851 Werner Court, Suite 121
 Casper, WY 82601-1308
 307-233-4623
 beverly.bynum@wyo.gov

You must notify Employer Services in writing of **ANY** status changes. See the enclosed "Notice of Change."

Cancelling Elective LLC/Member Coverage

Cancellation of WC Owner/LLC Member/Corporate Officer coverage must be submitted in writing to the Division. The date of cancellation will be effective the last day of the month in which the written request is received by the Division. Please use the Owner Cancellation Coverage form on the website.

A written request is also needed to cancel UI LLC Member coverage. The effective date of cancellation is determined based on the date the written request is submitted. Corporate Officers cannot elect out of UI coverage.

Make checks payable to Department of Workforce Services

Correction: The FUTA credit cited in the Quarter 2, 2011 Quarterly Connection article titled "Wyoming's Unemployment Insurance Trust Fund" should be 5.4%. It was incorrectly listed as 5.2%.