



**Employment Security Department**  
WASHINGTON STATE

# **Read Me First: Support Materials for the New EAMS System**

Version 1.8

February 1, 2022

## Table of Contents

1. Welcome and thanks! .....	3
2. “New EAMS” is a production system .....	3
3. Filing schedule.....	5
4. Filing amendments.....	6
5. Support contacts.....	7

## 1. Welcome and thanks!

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Thank you so much for using the new version of the Employment Security Department's (ESD's) Employment Account Management System (New EAMS).

We recommend that you review this document and the following materials before logging into New EAMS:


- New EAMS User's Guide
- New EAMS Data Validations

- **New EAMS**

While you may be viewing New EAMS for the first time, it is important to understand that the data you enter will be saved in ESD's production environment. *Do not enter "test" (made-up) data!*

Please:

- Enter only real, accurate, and complete Unemployment Insurance data in your quarterly filing for all your employees
- Submit each quarter's Unemployment Insurance data into New EAMS only once
- If you submit your Unemployment Insurance data via New EAMS, do not also submit it to the Employment Security Department via the legacy EAMS system
- Remember that normal late-filing and late-payment penalties will apply if you fail to file and pay your quarterly Unemployment Insurance taxes on time
- Washington State employers must submit data each quarter to ESD for both Unemployment Insurance and Paid Family and Medical Leave through their respective systems (EAMS and PFML). Paid Family and Medical Leave data cannot be entered using the 'Start / resume unemployment quarterly report original filing' link, but there is a link, labeled 'Submit paid family and medical leave reporting', on the State Unemployment Insurance Available Services screen (the EAMS home page) that you can use to access PFML. The Pay Taxes link on the State Unemployment Insurance Available Services screen is for paying only your Unemployment Insurance taxes and fees. Additional feature has been added to look up Standard Occupational codes, which are optional starting in fourth quarter 2021 and mandatory starting in fourth quarter 2022.

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Employer Account Management System (EAMS) ?

Select an employer

+ Add

Unmask data

User Feedback

User Logout

This is the TEST environment for EAMS. Nothing done here counts in production. Please use this environment only if instructed to.

### State Unemployment Insurance available services

**Administrative**

- Frequently asked questions
- My user profile
- Terms of Use

**Quarterly reporting**

- Tax and wage reporting
- Standard Occupational Classification code lookup

**Payment**

- Pay taxes

**Business account**

- Check tax rates for a business

**Other services**

- Submit paid family and medical leave reporting

NEW

NEW

Privacy Notice · Equal Opportunity & Americans with Disabilities Act Information

## 2. Filing schedule

Most employers are required by Washington State law to file their unemployment tax and wage reports and pay their related taxes by the last day of the month following the last day of each quarter. (The exception is reimbursable [non-profit] employers, for whom payments are due a month after the taxable-account schedule.)

Quarter	Last Day of Quarter	EAMS permits filing for current quarter	Due Date for Filing Report and Paying Taxes – Taxable Employers	Due Date for Paying Taxes – Reimbursable Employers
<b>Fall (4<sup>th</sup> qtr) 2021</b>	December 31, 2021	December 17, 2021	January 31, 2022	February 29, 2022
<b>Winter (1<sup>st</sup> qtr) 2021</b>	March 31, 2022	March 17, 2022	April 30, 2022	May 31, 2022
<b>Spring (2<sup>nd</sup> qtr) 2022</b>	June 30, 2022	June 17, 2022	July 31, 2022	August 31, 2022
<b>Summer (3<sup>rd</sup> qtr) 2022</b>	September 30, 2022	September 16, 2022	October 31, 2022	November 30, 2022
<b>Fall (4<sup>th</sup> qtr) 2022</b>	December 31, 2022	December 16, 2022	January 31, 2023	February 28, 2023

If you file a late report or make a late payment, ESD will charge you a penalty. When a due date falls on a weekend or state holiday, your report or payment may be postmarked the following business day.

Beginning with the fourth quarter of 2021, New EAMS will permit filing two weeks before the last day of the quarter.

In order to minimize the risk of being unable to file on time due to unforeseen problems with EAMS or your SAW account, we highly recommend that you create your SAW account, log into EAMS, and file and pay for your Unemployment Insurance taxes as soon as you can.

### 3. Filing amendments

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If you need to file an amendment to your quarterly Unemployment Insurance tax filing, you'll need to do so in the legacy EAMS system. Legacy EAMS can be accessed via your SAW account. Regardless of how you submitted your filing — via legacy EAMS or EAMS — legacy EAMS will contain your data, and will support your ability to amend that information.

We plan to add a capacity to create amendments in EAMS in 2022

## 4. Support contacts

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For help with SecureAccess Washington (SAW) access:

- Complete the SAW Help form at: <https://dev-secureaccess.wa.gov/public/saw/pub/help.do>.

For technical help with EAMS, to report a suspected bug, or to suggest a system improvement:

- Email [UIFTSSupport@esd.wa.gov](mailto:UIFTSSupport@esd.wa.gov)

For questions about Standard Occupational codes (SOC):

- Email [socreporting@esd.wa.gov](mailto:socreporting@esd.wa.gov)

For questions about unemployment tax policies and rules:

- Email [OlympiaAMC@esd.wa.gov](mailto:OlympiaAMC@esd.wa.gov)
- Phone (855) 829-9243 during regular business hours

For information about your tax account, voluntary coverage, Power of Attorney, PEO, change of address or other business updates:

- Email [status@esd.wa.gov](mailto:status@esd.wa.gov)
- Phone (855) 829-9243, option 4

For benefit charging/tax rate requests:

- Email [esdexperiancerating@esd.wa.gov](mailto:esdexperiancerating@esd.wa.gov)
- Phone (855) 829-9243, option 3

For questions about Paid Family and Medical Leave:

- Email [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov)
- Phone (833) 717-2273
- Website: [PaidLeave.wa.gov](http://PaidLeave.wa.gov)