



Payroll Compliance Update: SOC Code Setup

Dear Valued Payroll NOW Customer,

As part of evolving state compliance requirements, several states now mandate the inclusion of **Standard Occupational Classification (SOC) codes** in payroll filings. While your organization may or may not currently have employees in these states, we strongly recommend setting up SOC codes in your payroll system to ensure you're prepared for future compliance needs.

Verify Requirements With Each State You Are Reporting In

What You Should Do:

1. **Contact your HR department** to obtain the appropriate SOC codes for each employee.
2. **Map SOC codes in Payroll NOW** using the steps below.

Mapping Your SOC Codes in Payroll NOW

Step 1: Add the SOC Job Code to the Applicable EEO Code

- Go to **Full Payroll Menu > HR Setup > EEO Codes**
 - Add the SOC job code for each EEO Code.
 - If EEO Codes are not yet set up, you will need to enter them.
-

Example:

Code	Description	SOC Job Code
01 EXECUTIVE	Executive/Senior Level Officials and Managers	11-0000
02 FIRST/MID	First/Mid-Level Officials and Manager	11-1020

Step 2: Add the EEO Code to the Position Code

- Go to **Full Payroll Menu > Position & Union Setup > Position Codes**
- Click on each position (or create new ones) and assign the default EEO Code from the dropdown.

Step 3: Assign the Position Code to Each Employee

- Go to **Full Payroll Menu > Employee Record**
- Add the appropriate position code to each employee under the **Position/Union** field.