District of Columbia

SUI

The District of Columbia (DC) Department of Employment Services updated their state unemployment (SUI) reporting requirements; employers must report worked and certain non-worked hours for all employees, including salaried employees. These hours must be reported to the agency every quarter in the quarter when they were paid.

The agency defines hours worked as: “Hour worked is any hour in which the covered employee is engaged in a work activity. The actual number of hours worked by the employee for the quarter shall include paid vacation and holiday hours. When calculating work hours, use only actual hours worked and not hours paid.”

For a list of hours you need to report, go to http://does.dc.gov/. If you have any questions about what type of hours to report, talk to your tax advisor or contact the agency directly.

- **Taxpay** - The District of Columbia Department of Employment Services has an Employer Self-Service Portal (ESSP). Employers can access their accounts using this online service and they can allow filing and payment of taxes through electronic upload. Paychex files SUI/Wage returns through this system.

The District of Columbia Department of Employment Services requires you to have an active online account and designate Paychex as your third-party administrator (TPA). You need to activate your account and designate Paychex as your agent.

As part of the DC SUI agency requirement, you must upload a Power of Attorney (POA) to the DC SUI Employer Self-Service Portal (ESSP) system before designating Paychex as your third-party agent (TPA). You must complete the POA and upload it to the agency on the same screen as the Agent Designations.

If you haven’t designated Paychex as your reporting agent and uploaded the DC SUI Power of Attorney to the agency’s Employer Self Services Portal (ESSP) we may not be able to remit your payments and returns.