Table 1

State	Notes
Alaska (AK)	You must complete the Employee Supplemental Information window. Enter: • The employee's **Occupational Code** • The employee's **Geographic Code**

Arkansas (AR)	Complete the Employee Supplemental Information window if one or both of these conditions apply:
	
	• You have seasonal employees: select the **Seasonal Employee** checkbox
	
	• You are an employer with multiple worksite locations and choose to report multiple worksite data on diskette. To report multiple worksite data on diskette:
	
	  ▪ Select the Report Multiple Worksite Data checkbox
	
	  ▪ For each employee enter:
	
	    ○ The Establishment in the **Plant Code** field
	
	    ○ The County in the **Worksite County Code** field
	
	    ○ The **Industry Code** field
	
	When using the Payroll Quarterly Wage on Disk(ette) window, select the **Report Multiple Worksite Data** checkbox on the **Employer Info II** tab.
	
	The Arkansas **Seasonal Code** field in the Employee Supplemental Info accepts two characters. Review the Employee Supplemental Info for these employees and make any necessary changes manually. If required, enter the numeric code as 01, 02, and so on.

Arizona (AZ)	Complete the Employee Supplemental Information window if you have employees who have been assigned UI Tax-approved branch numbers. On the window, enter the Branch number in the **Plant Code** field.
California (CA)	You must complete the Employee Supplemental Information Window. Enter: • The **Wage Plan Code** field • The Branch Code in the **Plant Code** field (Optional). This is not recorded in the CSV file.
Colorado (CO)	You must complete the Employee Supplemental Information window. • For seasonal employees, select the **Seasonal Employee** checkbox • Enter the **Plant Code** When using the Quarterly Wage on Disk(ette) window, select the **Report Multiple Worksite Data** checkbox on the Employer Info II tab. The **Plant Code** field is active only if you select this checkbox and cannot be blank. You can use 000 as the default value.
Florida (FL)	Complete the Employee Supplemental Information window if you have employees who have pre-assigned unit codes for special mailing of claim information. On the window, enter the Unit Code in the Plant Code field.

State	Notes
Illinois (IL)	Complete the Employee Supplemental Information window if you have employees who have been assigned Plant Codes. On the window, enter the **Plant Code** field.

Indiana (IN)	Complete the Employee Supplemental Information window if one or both of these conditions apply:
	
	• You have seasonal employees. Select the Seasonal Employee checkbox.
	    ▪ Enter the numeric value in the Seasonal Code field for each employee.
	
	• You are an employer with multiple worksite locations and choose to report multiple worksite data on diskette. To report multiple worksite data on diskette:
	    ▪ Select the **Report Multiple Worksite Data** checkbox.
	    ▪ Enter the 3 digit location code in the Plant/Location Code field for each employee. The default is 000.
	
	When using the Payroll Quarterly Wage On Disk(ette) window, select the **Report Multiple Worksite Data** checkbox on the **Employer Info II** tab.

Louisiana (LA)	Complete the Employee Supplemental Information window if you are an employer with multiple worksite locations and choose to report BLS3020 multiple worksite data on diskette. To report BLS3020 multiple worksite data on diskette:
	
	• Select the **Report Multiple Worksite Data** checkbox.
	• For each employee, enter:
	    ▪ The Reporting Unit Number in the **Unit Number** field.
	    ▪ The **Worksite County Code** field.
	    ▪ The **Industry Code** field.
	• When using the Payroll Quarterly Wage On Disk(ette) window, select the **Report Multiple Worksite Data** checkbox on the **Employer Info II** tab.

Massachusetts (MA)	Complete the Employee Supplemental Information window if one or both of the following conditions apply: • You have employees who have a plant code. Enter it in the **Plant Code** field. • You have employees who are officers. Select the **Corporate Officer** checkbox.
Maine (ME)	Complete the Employee Supplemental Information window if one or both of these conditions apply: • You have seasonal employees. Select the **Seasonal Employee** checkbox. • You choose to report wage plan code for employees. Enter it in the **Wage Plan** field.
Michigan (MI)	Complete the Employee Supplemental Information window if you have employees who are a family member. Enter "**F**", "**Y**", or "**1**" in the **Family Status** field to indicate the employee is a family member. Enter "**N**", "**0**", or **blank** in the **Family Status** field to indicate the employee is not a family member.

State	Notes
Minnesota (MN)	Complete the Employee Supplemental Information window if one or both of these conditions apply: • You have employees who have a plant code other than **0000**. Enter it in the **Plant Code** field. • You have employees who are officers. Select the **Corporate Officer** checkbox.
Missouri (MO)	Complete the Employee Supplemental Information window if you have employees who are in probationary periods. On the window, select the **Probationary** checkbox for those employees.
North Carolina (NC)	Complete the Employee Supplemental Information window if you are reporting wages for seasonal employees during your designated seasonal period. On the window, select the **Seasonal Employee** checkbox.
New Mexico (NM)	Complete the Employee Supplemental Information window if one or both of these conditions apply: • For each employee, enter: ■ The Reporting Unit Number in the Unit Number field. ■ If you have employees who are officers. Select the **Corporate Officer** checkbox.
Ohio (OH)	Complete the Employee Supplemental Information window if you have employees who have been assigned Plant Codes. On the window, enter the **Plant Code** field.
Puerto Rico (PR)	Complete the Employee Supplemental Information window if you have employees with a second last name. On the Employee tab, enter the individual employee's second last name (or Family Name) for QWR-PR.
Texas (TX)	Complete the Employee Supplemental Information window if one or both of these conditions apply: • You are reporting a business unit number for employees. For each employee, enter the **Unit Number** in the field. • You are an employer with multiple worksite locations and choose to report BLS3020 multiple worksite data on diskette. For each employee, enter the following: ■ The Establishment ID in the **Plant Code** field. ■ The 6-digit North American Industry Classification System code (NAICS) that best describes the work site where the employee is assigned, in the **Industry Code** field. ■ Then, when using the Payroll Quarterly Wage On Disk(ette) window, select the **Report Multiple Worksite Data** checkbox on the **Employer Info II** tab.
Vermont (VT)	Complete the Employee Supplemental Information window if you have any employees who are paid on an hourly basis. On the window, select the **Hourly Employee** checkbox and enter the hourly wages of the employees in the **Hourly Wages** field.