

How to Report South Carolina (SC) Standard Occupational Classification (SOC) Codes

1. To find valid SC SOC codes, use the [Occucoder](#) or the [SOC Code Descriptions Page](#) on [SC DEW](#) to find the *most precise code for each employee*.
2. Log in to [Paychex Flex®](#). *Don't have an account?* [Sign up](#) today.
3. Use the instructions below to enter the SOC codes in Paychex Flex as (6-digit numbers with no dashes.)
 - Go to **Company Directory**
 - Select the **employee** from the active employee listing
 - Select **Employee Overview**
 - Go to **Taxes | South Carolina**, select **Edit**
 - Enter the **Occupational Code**
 - Select **Save**

State Unemployment Tax Detail

The screenshot shows a web form titled "South Carolina State Unemployment". At the top right are "Cancel" and "Save" buttons. The form is divided into two main sections. The first section, "Unemployment", contains two fields: "SUI Assigned To" with a dropdown menu showing "South Carolina", and "Taxability" with the text "Employee is taxable. Contact Paychex to modify taxability." The second section contains two fields: "Worksite Code" with an information icon and the text "Enter Value", and "Occupational Code" with the value "123456".

South Carolina State Unemployment	
Unemployment	
SUI Assigned To South Carolina	Taxability Employee is taxable. Contact Paychex to modify taxability.
Worksite Code ⓘ Enter Value	Occupational Code 123456

For additional information about entering SOC codes in Paychex Flex, refer to the following Help Center articles:

- For individual employees: [Add a person's Standard Occupational Classification \(SOC\) code.](#)
- For groups of employees: [Bulk Update Standard Occupational Classification \(SOC\) codes.](#)

To avoid additional penalties from the SC DEW, report the SOC codes as soon as possible.

Invalid SOC Codes

Review your most recent SC unemployment tax and wage report for employees who may have invalid SOC codes. The best way to ensure you're reporting valid codes is to use the tools available on [SC DEW](#).

Paychex makes it simple.