

## LAWATS Employer FAQs

### Registration

#### **Will my current login information work in the new system?**

Employers and TPAs will be able to use their Log Ins, but will need to update their email addresses and enter a one-time, multi-factor authentication process for a new LAWATS account.

#### **What is Multi Factor Authentication (MFA)?**

Multi Factor Authentication is an extra layer of security for your account. After logging in, users will be sent an email to enter a temporary security code. Users are required to enroll in MFA in order to access LAWATS accounts.

### Account Management

#### **How will Third Party Administrators (TPA) gain access to employer accounts?**

Third Party Administrator (TPAs) relationships, including payroll service providers, can be added and managed inside LAWATS.

Note: Only Employer account owners can add, assign, and manage TPA access to their employer account. TPAs will not be able to perform any actions for an Employer inside LAWATS until they have been assigned to the employer account.

Employers and TPAs are required to have separate LAWATS accounts in order to maintain account ownership integrity. TPAs can be assigned permissions once the employer account has been activated.

#### **Will the new system include account information and data from the old system?**

Yes. Account history data will be available in LAWATS when the new system is live. Searchable data includes payment history, benefit charges, and more.

# Wage Reporting

## How do I file wage reports?

Employer wage reports will be uploaded inside LAWATS. File formats have not changed. Files can be submitted by .TXT; .CSV are manually entered (may only be used for reporting 99 or fewer employees).

Files uploaded inside LAWATS will be applied to the employer account immediately.

## Can I make adjustments and amendments online?

Yes. All adjustments and amendments can be made inside LAWATS. In many cases, adjustments will be implemented immediately. However, some adjustments may require staff validation before the amendment can be processed.

# UI Tax Payments

## Can I make a payment in the new system?

Yes. Users can make EFT payments inside of LAWATS. Paper checks will also be accepted when submitted with the required paper check voucher.

NOTE: Payment will be applied to the oldest quarter due.

## Why is the system changing?

The UI premium and wage reporting system has not changed in more than 40 years. Modernizing the system streamlines the way Employers and TPAs conduct business with the UI Division.