

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL DUI 0
	DATE September 20, 2011

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 31-11

TO: STATE WORKFORCE AGENCIES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Changes to the North American Industry Classification System (NAICS)
Codes for Calendar Year 2012

1. Purpose. This Unemployment Insurance Program Letter (UIPL) provides information to state workforce agencies about changes to NAICS coding for calendar year 2012 and requests that states update industry codes on employer unemployment insurance (UI) accounts.

2. References. UIPL No. 09-01, Required Preparations for Final Implementation of the North American Industry Classification System (NAICS) Coding; Federal Register Notice, May 12, 2010, Vol. 75, No.91; Federal Register Notice, August 17, 2011, Vol. 76, No. 159.

3. Background. NAICS is a system for classifying establishments (individual business locations) by type of economic activity in Canada, Mexico and the United States. Its purposes are: (1) to facilitate the collection, tabulation, presentation, and analysis of data relating to establishments, and (2) to promote uniformity and comparability in the presentation and analysis of statistical data describing the North American economy. NAICS is used by Federal statistical agencies that collect or publish data by industry. States must have NAICS codes on their files for the Bureau of Labor Statistics' (BLS) Quarterly Census of Employment and Wages (QCEW) program, as well as for other statistical and reporting programs.

To ensure the relevance, accuracy, and timeliness of the classifications, NAICS is reviewed every five years to determine what, if any, changes are required. Such a review has recently been completed, and revisions to NAICS codes have been made for 2012. Herein the new codes are referred to as "NAICS 2012." The BLS QCEW program, also known as the ES-202, has implemented NAICS 2012 for the first quarter of 2011. Consequently, all state workforce agencies must convert NAICS codes on existing UI accounts to new NAICS 2012 codes and code new UI accounts based on NAICS 2012 codes as soon as possible in 2011.

4. Information. Prior to NAICS 2012, NAICS codes were summarized in the 2007 U.S. NAICS manual. The 2007 codes are available on the Web site for the U.S. Census Bureau at <http://www.census.gov/eos/www/naics/>.

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The 2012 NAICS United States Manual will be available in early 2012. The manual will include definitions for each industry, background information, changes between 2007 and 2012, and a comprehensive index. The Web site for the U.S. Census Bureau currently provides an Excel worksheet that summarizes NAICS 2012 codes. To access the worksheet, click “2012 NAICS Structure” at <http://www.census.gov/eos/www/naics/>. This list of codes should be used as a validation mechanism to ensure that only these codes are assigned to UI accounts for employers in state UI tax files on computer systems. NAICS codes that are not listed on the worksheet should be treated as invalid and rejected from state UI tax files.

The attachment to this UIPL, “Summary of NAICS 2012 Changes,” summarizes changes from 2007 to 2012.

5. Implementation. State Labor Market Information (LMI) staff or other state staff involved in industry classification have received NAICS 2012 codes previously and have converted all codes on LMI files for the QCEW report to NAICS 2012. States that maintain industry codes on UI tax files (as opposed to LMI files) must ensure that codes on UI tax files are NAICS 2012 and that they agree with codes on LMI files for the same employer. This means that state UI tax staff must convert existing UI accounts on tax systems to the new NAICS 2012 codes and begin coding all new UI accounts for employers on a NAICS 2012 basis as soon as possible in 2011.

State UI tax staff seeking guidance for assigning new 2012 NAICS codes should consult and work cooperatively with their state LMI office or other state staff involved in industry classification coding to ensure that the coding is consistent, accurate, and timely.

A number of states use industrial classification to establish both new and maximum employer tax rates. NAICS for 2012 includes changes that may affect the assignment of UI tax rates in these states. Therefore, states that assign tax rates based on industry coding should be cognizant of these changes.

6. Action Requested. State Administrators are requested to provide copies of this UIPL to appropriate staff.

7. Inquiries. Questions should be directed to the appropriate Regional Office.

8. Attachment. Summary of NAICS 2012 Changes