

Each state has its own rules and regulations related to employment. Employers must follow the laws in the state where employee are performing work. As you consider hiring employees in a new state, please keep the following information in mind.

Workers' Compensation

- For clients participating in Helpside's Zurich workers' compensation program, your Payroll Specialist will collect the information needed to set up coverage in the new state as a part of the employee set up process.
 - Please note that work comp coverage is put in place either on the employee's start date or the date the employee is reported to Helpside, whichever is later. Zurich is not able to backdate coverage in many states, so if you don't report new employees to us prior to or on their first day of work, they may be left without work comp coverage for a time.
- For clients not on Helpside's Zurich program, you will need to add the new state to your work comp policy and provide a certificate of insurance to Helpside showing that the state has been added for coverage before payroll can be run for that state.
 - Please note the following states (AZ, GA, HI, KS, MA, MI, MN, MT, WV, and WI) require work comp coverage be provided through the PEO carrier. Helpside's carrier will not provide work comp coverage on a one-off basis, meaning that Helpside's carrier would need to provide coverage for all employees in all states. Please contact Helpside's Risk Management Department so we can ensure Zurich will write coverage for your industry and if so, work on getting you a quote for coverage.
- The following states (WY, WA, ND, and OH) are monopolistic states meaning work comp coverage must be obtained through the state and cannot be obtained through a private carrier. In all these states except Wyoming, Helpside can aid you in obtaining coverage including applying for coverage in that state (fees apply).

Employee Benefits

- The Helpside Medical Plan provider network outside the state of Utah is Aetna. You can verify availability of network providers in the area by visiting www.emihealth.com.
 - Please note the Helpside Employee Medical Plan is not available in Hawaii or South Carolina. We do have an alternative coverage option in Hawaii. Please reach out to the Benefits Department for additional information.
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Payroll

- If you have employees in one of the following states (AL, AZ, IN, IA, KY, LA, ME, MA, MI, NC, ND, OK, SD, TN, TX, UT, WA, WI) you can require employees to receive their pay via direct deposit.
- Overtime laws vary by state. As you hire employees in new states, your Payroll Specialist will walk you through applicable overtime calculation laws.

State Unemployment (SUTA)

- Clients who have employees working in the following states will have SUTA reported under Helpside's account: AL, AZ, CA, CO, DC, FL, HI, IL, IN, MD, MT, NH, NJ, NM, NY, NC, OK, OR, TX, UT
 - Helpside will file the tax returns and make the SUTA payments. Everything will be reported under Helpside's SUTA account.
- Clients who have employees working in the following states must have their own SUTA account: AK, AR, CT, DE, GA, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, NE, NV, ND, OH, PA, SC, SD, TN, VT, VA, WA, and WI.
 - Once you have completed registering for your SUTA account, please provide your account (i.e. I.D. number and rate) and login information as soon as possible to Helpside (tax@helpside.com). Helpside will file your SUTA returns and remit your SUTA payments to these client reporting states accordingly.
- If you have employees working in **Idaho**, you have the option of using Helpside's SUTA account or registering for your own SUTA account. Please see the instructions above if you elect to setup your own SUTA account.
- If you have employees working in **Wyoming**, you are responsible to file your own combined SUTA and Workers Compensation return each quarter. Helpside will provide you with the necessary reports and data to complete your returns.

Human Resources

- Please note that by law, the I-9 must be completed within three days of an employee's start date. Please complete the online Helpside onboarding process for a new employee in a new state prior to or on their first day of work.
 - Final paycheck laws vary by state. Please reach out to Helpside's human resources department prior to terminating or letting an employee go so we can walk you through the state's specific laws.
 - Additional laws relating to employee leave (including paid time off) also vary by state. Your Payroll Specialist and our HR Team can help you navigate these employment laws.
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