

## Act now: Agricultural employers and Paid Leave

Minnesota Paid Leave is a new state government program that will provide paid time off for workers during some of life's most important moments – like welcoming a child, recovering from a serious illness, or caring for a loved one.

Paid Leave will be funded through premiums paid by employers and workers. These premiums will be collected as a percent of wages paid to your W2 employees.

If you have any W2 employees, they are likely covered by Paid Leave – even if they are not covered by programs like Unemployment Insurance.

## What do agricultural employers need to do?

If you have employees whose wages you report via a W2 and you do not already have an Unemployment Insurance account:

1. Register for an online account in the joint Unemployment Insurance – Paid Leave employer system. The registration process is simple, but we have attached some tips specifically for agricultural employers.
2. Use your employer account to submit quarterly wage detail reports and pay Paid Leave premiums (as well as Unemployment Insurance taxes, if your farm is covered by Unemployment Insurance).

## How can agricultural employers get help?

For more information on Minnesota Paid Leave, visit <http://mn.gov/deed/paidleave>.

For more information about submitting wage detail reports, paying Paid Leave premiums, and other employer responsibilities, visit <https://www.uimn.org/employers/paid-leave/>.

You can also contact our Customer Service Center at 651-296-6141 (press 4 to speak to a representative). We are available from 8:00 a.m. to 4:30 p.m., Monday – Friday.

## Register for an employer account

1. Go to [www.uimn.org/employers](http://www.uimn.org/employers).
2. Under *I Need To...Register for an Account*, select **Employers**.
3. Follow the prompts to complete the registration.

## Registration tips for agricultural employers

Below are some tips agricultural employers have said they found helpful when registering. Providing accurate information during the registration process will help us set up your employer account correctly.

### Has the employer paid wages in Minnesota?

\* Has the employer paid wages in Minnesota?

- ☒ Yes, the employer already paid wages in Minnesota
- ☐ No, the employer plans to pay wages in the future

Answer “yes” if you have paid any compensation for employment. This includes the cash value of room and board, commodities, and other non-cash wages (if these were provided in exchange for services).

### What date were wages first paid?

\* What date were wages first paid?

/  /   
(mm/dd/yyyy)

Provide the actual date if you know it. If it was a long time ago and you don’t know the actual date, do the best you can.

## Legal entity type and subtype

**Employer identification** \* Indicates required field

ENTER EMPLOYER DEFINE EMPLOYER CHOOSE INDUSTRY OWNER/OFFICER COMPLETE

Please provide the primary mailing address and other contact information about the employer to be registered.  
Please make your selections carefully.  
Changes cannot be made until you have completed the entire registration process.

\* FEIN -----

\* Legal Entity Type

\* Legal Name

DBA

\* Address:

\* City

\* State

\* ZIP/Postal Code

\* Country

\* Phone

Fax

e-mail

S Corporation  
C Corporation  
LLC - 1 Member  
LLC - Multi-Member  
Sole Proprietorship  
Partnership  
Non-Profit Corporation  
Non-Profit Organization  
Estate/Trust (Fiduciary)  
Cooperative  
Governmental Entity

Agricultural employers are typically sole proprietorships, partnerships, limited liability companies (LLCs), or corporations (either S corporations or C corporation). There are numerous subtypes of each of these categories. Consult with your tax or financial advisor if you are unsure how your farm should be registered.

## Business type

**Business/organization information** \* Indicates required field

ENTER EMPLOYER DEFINE EMPLOYER CHOOSE INDUSTRY OWNER/OFFICER COMPLETE

**Employer information**

The following questions help us determine if your business/organization is covered by Unemployment Insurance and/or Paid Leave and if so, the effective date of that coverage. Please read the choices in the dropdown lists and make your selections carefully.

Legal entity type **LLC - 1 Member**

\* Legal entity subtype Reporting to IRS as Sole Proprietor

\* Business type

\* FEIN

\* Do you have workers whom you consider to be independent contractors?

\* Did you acquire or merge with (buy or combine with) any part of an existing MN business?

Agricultural employment (Ag)  
Domestic (Household) employment  
Only owner/officers employed with this employer (Not Ag or Domestic)  
All other employment (Not Ag or Domestic)

Select “Agricultural employment (Ag)” as your business type.

# Business/organization information - Agricultural Business

Business/organization information - Agricultural Business

\* Indicates required field

ENTER EMPLOYER

DEFINE EMPLOYER

CHOOSE INDUSTRY

OWNER/OFFICER

COMPLETE

Select which of the following scenarios applies and supply the date when it occurred.

Legal Name

Test entity

☒ Have you paid 10 employees for 20 weeks, including family farm officers and workers age 16 and under?

If yes, please provide the date this occurred

/

/

☐ Have you paid \$20,000 cash wages in a quarter, including wages to family farm officers & workers age 16 and under?

If yes, please provide the date this occurred

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☐ Have you paid 4 employees for 20 weeks, excluding family farm officers and workers age 16 and under?

If yes, please provide the date this occurred

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/

☐ Have you paid \$20,000 cash and non-cash wages in a quarter, excluding wages to family farm officers and workers age 16 and under?

If yes, please provide the date this occurred

/

/

☐ None of the above

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We need a little more information for agricultural employers to determine whether you only need a Paid Leave account or a Joint Unemployment Insurance Account.

## Type of industry

### Your industry

\* Indicates required field

ENTER EMPLOYER

DEFINE EMPLOYER

CHOOSE INDUSTRY

OWNER/OFFICER

COMPLETE

We need to identify the industry for this business. There are 5 steps. Each step defines the industry in greater detail.

**Step 1:**

\* Select the industry that best describes this business:

- ☒ Agriculture, Forestry, Fishing and Hunting
- ☐ Mining, Quarrying, and Oil and Gas Extraction
- ☐ Utilities
- ☐ Construction
- ☐ Manufacturing
- ☐ Wholesale Trade
- ☐ Retail Trade
- ☐ Transportation and Warehousing
- ☐ Information
- ☐ Finance and Insurance
- ☐ Real Estate and Rental and Leasing
- ☐ Professional, Scientific, and Technical Services
- ☐ Management of Companies and Enterprises
- ☐ Administrative and Support and Waste Management and Remediation Services
- ☐ Educational Services
- ☐ Health Care and Social Assistance
- ☐ Arts, Entertainment, and Recreation
- ☐ Accommodation and Food Services
- ☐ Other Services (except Public Administration)
- ☐ Public Administration

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 If you have questions, call UI [Customer Service](#) at 651-296-6141, option 4. Available: Monday - Friday 8:00 a.m. to 4:30 p.m.

We need to assign your business/organization an industry code under the North American Industrial Classification System (NAICS). There will be five steps. Each step defines the industry in greater detail, moving from a broad sweep to a narrow definition of your industry. Select the choice that fits your organization best.

## Owner/officer information

Total owner/officer ownership must add up to 100 percent. If your business is owned by:

- Individuals (an owner, officer(s), board members, or persons responsible): enter their personal information – name, home address, phone number, Social Security number, and percentage of ownership.
- Another business: enter the information of the business that owns the business you are registering - legal name, FEIN, business address, and percentage of ownership.

## After you register

### Temporary passwords

When registering for a new employer account, you can exit before completing the registration process. If you must exit, be sure to click Save. Your temporary User ID and password will be displayed.

The temporary User ID and password allows you to log in again at a later time by clicking the link Returning Employer; it can also be used to submit your first wage detail report after completing registration. The temporary User ID and password assigned to your account is only used until your permanent User ID and password is received in the mail.

### Permanent user ID and password

For security reasons, access to all functions of the Minnesota Unemployment Insurance online Employer Self-Service System is possible only with the permanent User ID. Payments to your employer account cannot be made with a temporary User ID and password. A permanent User ID and password will be mailed to you after successful completion of the registration process.

### Designate a Paid Leave Administrator

After you have registered your employer account, you should designate a Paid Leave Administrator. The Paid Leave Administrator will be your main point of contact with Minnesota Paid Leave. Designating this role early ensures the right person at your organization is notified when one of your employees applies for leave. You can choose one person for this role, or several.

To designate a Paid Leave Administrator, log into your new employer account at [uimn.org/employers](http://uimn.org/employers), go to *Paid Leave Information* and select *Paid Leave System Roles*.