

NEBRASKA

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DEPARTMENT OF LABOR

Employer Services

NEworks User Guide

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1: Registration Overview

The Geographic Solutions Unemployment System (GUS)[®] enables employers to complete a registration for unemployment tax and benefit services. Once an employer is registered and their account has been activated, they will have access to a full range of tax and benefit services, including the ability to:

- Submit tax and wage reports and make payments to meet their tax obligations.
- View the status of Unemployment Insurance (UI) claims filed against their account, submit separation information, review employer charges, and file protests.
- Appeal tax or benefit determinations and monitor progress through hearings and decisions.

When an employer registers and creates an account, the system allows multiple user logins to use the same account. This eliminates the need for an employer to have multiple accounts in the system. Each user can be assigned different functions based on privileges granted by the primary contact. The system also allows multiple work locations and addresses, with the flexibility of assigning multiple contacts to each location.


If the employer plans to represent other employers in the system and perform tax and benefit functions on their behalf, they must create an "Agent" account. The account types available to agents may include Third Party Agents (TPAs), Professional Employer Organizations (PEOs), or the main entity of a Multi-Unit Organization (MUs). TPAs and PEOs must be authorized by the employer they wish to represent, and the employer can choose to limit the functions available to the agent.

Completing an Employer Registration

Employers must complete a new employer registration to create an on-line account and gain access to tax functionality. Employer responses to registration questions allow the agency to establish tax liability and assign the correct tax rate. Once completed, the employer registration must be reviewed by staff before the account is enabled.

The procedure below describes a standard registration procedure. Some of the pages, fields, or selection options described may differ from what you see, depending on your site setup.

As you complete the registration form, keep the following important points in mind:

- A red asterisk (*) identifies required fields. If you overlook a required field, when you click **Save** or **Next** button, alerts at the top of the page will indicate what is missing.
- You can access help information for a page or section by clicking the Information icon  (e.g., definitions of terms, descriptions of controls).
- As you work through the registration, the Progress Bar will indicate the sections you have completed and the sections that remain (see figure below).

Unemployment Tax Registration

Employer Identification Registration Unemployment Contacts Tax Profile

Business Activity Tax Documents Certification Complete

Employer Identification

*Do you have a U Number (EAN):

*Do you have a F Identification N Reason:

Registration Complete

You have successfully applied for a Nebraska Employer Number for Unemployment Insurance. Staff will now review your registration before enabling your access to the system. Until then, you will have guest access to the system. Once your information is validated by staff, you will receive an email notifying you that your UI access has been granted. This account and rate that has been issued is subject to change upon final approval from the Department. Once final approval is given to your account, you will receive another notification with the official Employer Number and Rate for your account. If further information is needed, a staff member will contact you.

[Continue](#)

Progress Bar Shows How Many Registration Sections Remain

► **To create an employer tax and benefit account:**

1. On the home page, click the **Sign In** button to start your registration, usually in the upper right corner of the page (see figure below).

NEworks

En Español [Sign In](#)

Search Jobs Job Title, Company, Occupation or Military Code City, State, County, Region or Zip Search

Enter a keyword and/or location to find jobs.

Job Seekers	Employers	Labor Market Information
Find a Job >	Find a Candidate >	Labor Market Analysis >
Create a Résumé >	Post a Job Opening >	Labor Market Facts >

Sign In Button on Sample Home Page

The Sign in/Registration Options page displays (see figure below).

Option 3 - Create a User Account

If you would like to become a fully registered user with NEworks and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

Individual 22 min(s) estimated	Employers and Agents 9 min(s) estimated	Provider 10 min(s) estimated
Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers or to file an unemployment claim.	Register as this account type if you are looking to post a job, view job applicants, to answer an unemployment claims or to view industry and labor market information. This account type also includes employers who want to pay unemployment insurance combined taxes.	Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.

Option 3 – Create a User Account – Employers and Agents Link

2. On the Sign in/Registration page, scroll down to **Option 3 – Create a User Account** and click the Employers and Agents link (see figure above).
 - a. On the Representative Type page, your registration options will depend on your site configuration (see figure below).
 - b. Select *Direct Representative of your Organization* if you are a single employer who manage their own account.
 - c. To represent other employer accounts, select one of the "Agent" registration options: *Third Party Agent (TPA)*, *Professional Employer Organization (PEO)*, or *Multi-Unit Organization (Main Entity)*.

Note: *Employers and Agents complete the same registration process but only Agents will have the ability to represent and manage other employer accounts.*

Representative Type

Please specify what type of user that you are:



Direct Representative of your Organization

This includes employees or owners of the company that is registering and will perform activities such as recruiting for jobs, unemployment insurance or pay combined taxes on behalf of their company.



Third Party Agents (TPA)

This includes agents or companies that represent one or more registered clients and will perform activities such as recruiting for jobs, unemployment insurance or pay combined taxes on behalf of their clients.



Multi Unit Organization (Main Entity)

This includes a company that serves as head of a Multi Unit Entity. It is used to enable consolidating payroll related information for tax reporting purposes.

Next >>

If you are a PEO, please read the reporting requirements of [Nebraska Employment Security Law 48-648](#) which specifies you must report under your client's UI account number

Creating an Employer Account – Representative Type Selection

3. Employers may see more than one functionality option available on the site (see figure below). Your options will depend on your site configuration.
 - a. Click the *Unemployment Tax and Benefit Services* checkbox, and then click the **Continue Registration** button.

Note: *Tax Employers cannot include other functionality such as Recruiting in their registration. You may add Recruiting functionality at any time after your account has been established.*

Please specify the functionality that you wish to access.



Recruiting

Perform labor exchange functions such a recruiting talent, posting jobs, online résumé search, applicant tracking and researching the local labor market.



Unemployment Tax and Benefit Services

Tax services include: report quarterly wages and pay associated unemployment taxes , apply for electronic funds transfer payments, review tax rates, report adjustments and appeal your tax assessments. Benefit services include: submit separation notices, view and respond to statement of potential charges, file and manage appeals, view and protest benefit charges and submit requested documentation regarding unemployment claims made by former workers.

Cancel

Continue Registration

Creating an Employer Account – Functionality Type Selection

4. On the Employer Identification page, enter your current UI Employer Account Number (EAN) and Federal Employer Identification (FEID), if available (see figure below).
 - a. If you do not have an EAN, or if you have not completed registering your account, select *No*. An EAN will be assigned as you complete your registration.

- b. If you do not have an FEID, select *No* and indicate why you do not have an FEID.

The system will assign a temporary number and you can update it later.

- c. Click the **Continue** button.

The system will verify the FEIN or EAN you entered is unique and does not match an existing account. If a match is found, an alert will display and you will not be able to continue the registration (see figure below).

Employer Identification

* Do you have a UI Employer Account Number (EAN): Yes No Please select this option if you have received an UI Employer Account Number (EAN) and need to finish registering your account.

* Do you have a Federal Employer Identification Number: Yes No

FEID


Do not enter dashes. Example 999001111

Confirm Federal ID Number

Employer Identification Page – Alert Indicates EAN Already Tied to a Registered Employer

5. The next page includes multiple sections for entering login and contact information. Complete all required fields (indicated by a red asterisk), and then click **Save**.
- a. Enter a unique User Name and Password following the blue text guidelines on screen.
 - b. Select a Security Question and enter a response that you will remember. The system may prompt you for your response before allowing you to regain access to the system after certain system events, such as resetting your password.

Login Information

 For help click the information icon.

* **User Name:** Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _)

* **Password:** **Strong!** Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +).

* **Confirm Password:**


* **Security Question:**
The response to the security question will be required if you forget your user name or password.

* **Security Question Response:**
Use Letters and numbers. Special characters are not allowed.

Employer Login Information

- c. Enter your Legal Company Name. If your Trade Name (DBA) is the same click the checkbox. Otherwise, enter your unique Trade Name (DBA).

Employer Identification

 For help click the information icon.

Check here if Legal Name and Trade Name are the same.

* **Legal Company Name:**
Company Name as registered with the State of Nebraska

* **Trade Name / Doing Business As:**

Do you have a UI Employer Account Number (EAN): No

Do you have a Federal Employer Identification Number: No

Reason: Applied For

State Withholding ID:
Do not enter dashes. Example 99900111122

Go Paperless (select checkbox to opt out of physical mail for your account):


Review Identification Information on Login Information Page

- d. If you want to opt-out of receiving paper mail, select the *Go Paperless* checkbox.
- e. Complete the Location and Contact Information sections. The individual and address entered here will become the primary contact for the account.
- i. Enter a zip code. Based on your entry, the city, state and county information automatically displays. Please verify all address information is correct.
 - ii. Enter your job title, name, and contact information.

- iii. Select your preferred notification method.

Note: The system will always send messages to your internal Message Center in addition to your selected preference. If you selected Go Paperless checkbox above, you will only see electronic formats in the drop-down.

Primary Location Information

 For help click the information icon.

* Street Address 1:

Street Address 2:

Street Address 3:

* City:


* State:

* County/Borough/Parish:

* Country:

* Zip code:

Mailing Address

 For help click the information icon.

Check here if Mailing Address is the same as the address above.

Address has NOT been standardized.

Mailing Care Of:

* Mailing Address 1:

Mailing Address 2:

* Mailing City:


* Mailing State:

* Mailing Country:

* Mailing Zip/Postal:

99999 or 99999-9999

Contact Information

 For help click the information icon.

* Job Title:

* First Name:

Middle Initial:

* Last Name:

* Primary Phone: - - Ext

Alternative Phone: - - Ext

Contact Text Message Phone Number: - -

Fax: - -

* Contact Email Address:

* Confirm Contact Email Address:

[Read Our Email Security Policy](#)

* Please select a method in which you prefer to receive your notifications:

Company Website:

e.g.(http://www.companywebsite.com)

Contact and Location Information

6. In the Company Information section, select the Industry Code (NAICS) that accurately reflects your business activity in the state. (Later in the registration, you will have space to write a description in your own words).
- a. Click the [Search for Industry Code \(NAICS\)](#) link to open your search options (see figure below).
 - i. *(Recommended)* Use the **Industries by Sector** tab to drill down and see all codes associated with each sector.
Alternatively, use the **Industries by Keyword** tab and view all matching results, or use the Look Ahead drop-down that populates as you type.
 - ii. From any tab, select the [NAICS Code](#) link that best fits your business activities. The search window will automatically close and your selection will display on the main page.
 - iii. To change your selection, click the [Search for Industry Code \(NAICS\)](#) link again.

The screenshot displays two panels. The left panel, titled 'Company Information', includes a section for selecting a NAICS code. It shows the code '561621' for 'Security Systems Services (except Locksmiths)'. Below this is the 'SIDES (State Information Data Exchange System)' section with an 'Opt-in to SIDES e-Response' checkbox checked and 'Cancel' and 'Save and Continue' buttons. The right panel shows a dropdown menu for selecting an industry sector, with a list of options including '72 - Accommodation and Food Services' and '56 - Admin., Support, Waste Mgmt., Remediation'.

NAICS Code Selection Options

7. In the SIDES section, you may opt into SIDES E-Response, a free website that allows employers and TPAs to respond to requests sent from the system. To learn more, click the [Learn about SIDES](#) link. When finished, click the **Save and Continue** button
8. Review the checkmarks in the Identify Contacts table (see figure below).
 - a. To use the contact information you already entered as both the Benefits and Unemployment Tax contact, check the *Primary Contact* checkboxes and click the **Continue** button.
 - b. To enter another contact, check the *Enter Information* checkbox for the Benefits and/or Unemployment Tax Contact, and click **Continue** (see figure below).
 - i. Complete the Contact Information detail page and click **Save and Continue**.
 - ii. Review the checkmarks in the Identify Contacts table and click the **Continue** button.

Identify Contacts

Contact Type	Use Primary	Enter Information
Benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unemployment Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Continue](#)

Tax Physical Address

* Street Address 1:

Street Address 2:

* City:

* State:

* County/Borough/Parish:

* Country:

* Zip code:

Tax Contact

For help click the information icon.

* Job Title:

* First Name:

Middle Initial:

* Last Name:

* Primary Phone: - - Ext

Alternative Phone: - - Ext

Contact Text Message Phone Number: - -

Fax: - -

* Contact Email Address:

* Confirm Contact Email Address:

[Read Our Email Security Policy](#)

[Save and Continue](#)

Tax Mailing Address

Check here if Mailing Address is the same as the address above.

Address has NOT been standardized.

Mailing Care Of:

* Mailing Address 1:

Mailing Address 2:

* Mailing City:

* Mailing State:

* Mailing Country:

* Mailing Zip/Postal:


99999 or 99999-9999

Adding a Tax Contact During Registration

9. Complete all required fields on the Employer Tax Profile page (see figure below). The information entered here will help determine your tax classification and liability.
 - a. Select the Type of Organization (e.g. *Individual – Sole Proprietorship, Limited Liability Company (LLC), Government, 501C-3*, etc.) that best defines your company.

Based on your selection, the page refreshes to display related follow-up questions.
 - b. Select Type of Employment (*Regular, Agricultural, Domestic*, etc.) that best defines your company. (Read-only response already displays for government, non-profit and other organization types selected above.)
 - c. Carefully enter the employee numbers and dates as they help define your tax liability. For example, the date you first paid (will pay) a worker in the state will be used to determine your tax liability begin date.
 - d. Enter a valid contact information for the person in charge of payroll. If the state needs to verify information entered on this page, they will use the name and phone number entered here.


Employer Tax Profile




* **Type Of Organization:**

* **How are you treated by the IRS:**


* **Type Of Employment:**

Formation date of corporation or partnership:  [Today](#)

* **Date you first employed (will employ) a worker in NE:**  [Today](#)

* **Number of employees at registration:**

* **Number of workers you have (or will have) employed in NE:**

* **Date you first paid (will pay) a worker in NE:**  [Today](#)

* **Are you presently reporting for UI purposes in another state?** Yes No

* **Will you be working in NE longer than 6 months?** Yes No

* **Name of person responsible for payroll records: (first name, last name)**

* **Phone number of person responsible for payroll records:** - -

Employer Tax Profile

10. Respond to all questions in the Tax Questionnaire section – the follow-up questions are based on the Type of Organization and Type of Employment you selected above (see figure below).
- If you have previously had an account, you must enter the EAN for the account.
 - If you have acquired another business, you will need to enter complete information on a subsequent page.
 - Based on information from the IRS, indicate whether you are liable under the Federal Unemployment Tax Act (FUTA), and if so, the date and state(s) of your liability.

Tax Questionnaire

Yes No

* Have you previously had an account with this department?

Yes No

* Have you reorganized, restructured, or had a change in ownership?

Yes No

* Have you acquired another business?

Yes No

* Are you liable under the Federal Unemployment Tax Act (FUTA)?

* Date: State:

The following questions are regarding your **Regular (all regular business) employee(s):**

* Has your organization employed or does your organization expect to employ one (1) or more individuals in Nebraska for any portion of a day within twenty (20) different weeks in a calendar year? Yes No

* Provide the date of the first week this occurred (or will occur):

* Did you or will you have total wages in a calendar quarter equal to or greater than \$1,500.00? Yes No

* Earliest Quarter: Year:

Tax Questionnaire

11. In the Officers/Officials section, you may be required to enter at least one contact. (see figure below)

Note: The number and type of contacts required is determined by your organization type and your state's business rules. For example, if you selected Partnership, you may need to enter two partners.

- a. Select the [Add Officer/Official](#) link, [Add Owner](#) link, [Add Partner](#) link, etc. (The name of link reflects your organization type.) The contact details page displays (see figure below).
 - i. After entering the contact information, verify the associated location is correct, and click **Next**.
 - ii. Select one or more contact designations such as officer, owner, partner, etc. Click **Next** again to return to the main page.
 - iii. Repeat this step to enter additional contacts.
 - iv. Click **Next** when all contacts you want to add display in the summary grid.

Officers/Officials

To sort on any column, click a column title.

Contact Name	Title	Phone	SSN	Action	Select
Kim Castor	Accountant	(445) 454-5554	***-**-5454	Edit	<input type="checkbox"/>

1 Records Found

[\[Add Officer/Official \]](#)

<< Back
Next >>

Contact Information

*** First Name:**

Middle Initial:

*** Last Name:**

*** Job Title:**

*** Social Security Number:** [Clear](#)
Do not enter dashes. Example 999001111

*** Phone:** - - Ext:

Fax: - -

Alternate Phone: - - Ext:

Text Message Cell Phone: - -

*** Email Address:**

*** Confirm Email Address:**

*** Status:** Active Inactive

Associated Location(s)

... or more

Contact Information
Contact Designations

Contact Designations

To sort on any column, click a column title.

Select	Designation
<input type="checkbox"/>	Benefits
<input type="checkbox"/>	Employee Relations/Human Resources
<input type="checkbox"/>	IT & Communications
<input type="checkbox"/>	Office Manager
<input type="checkbox"/>	Officer
<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	Owner
<input type="checkbox"/>	Partner
<input type="checkbox"/>	Payroll/Taxes
<input type="checkbox"/>	Power of Attorney
<input type="checkbox"/>	Sales
<input type="checkbox"/>	Sub-Contractor
<input type="checkbox"/>	Training/Education
<input type="checkbox"/>	Unemployment Tax

<< Back
Next >>


Contact Information and Designation when Adding an Owner

12. In the General Employment Information section, enter all required information related to your business (see figure below).

Your responses here will help the state validate the NAICS code assigned to your company.

- a.** If you use independent contractors in your business, provide specifics on the relationship. For example: What services do they provide? Do you issue 1099s?
- b.** Enter valid contact information. If the state needs to verify information on your business activities, they will use the name and phone number entered on this page.

General Employment Information



* Do you have independent contractors in your business? Yes No

How many Independent Contractors do you employ?

* Describe work relationship within entity:

* Describe, in detail, your business activity in Nebraska:

* Provide the goods or the services provided by your business in Nebraska:

* What are the most common job titles or occupations your business has hired (or plans to hire) in Nebraska:

Name and Phone number of who can provide specific information on business activities

* Name:

* Phone Number: - -

* Is the primary purpose of the employee(s) covered by this application to support other locations of your Company? Yes No

General Employment Information Section

13. To add a remote employee, click the [Add Remote Employee](#) link (see figure below).
 - a. Enter all contact information and click **Save**.
 - b. Repeat this step to enter additional remote employees.
 - c. Click **Next** when all remote employees display in the summary grid.

Remote Employees

If employees work from home on a regular basis, provide Name, Address, phone

Name	Address	Phone Number	Support Other Locations
Cosimo Coretoza	45654 King Street, Decatur, NE 68020	4565455455	True
Dave Burstein	134443 Fordham Ave, Decatur, NE 68020	6545645545	False

[[Add Remote Employee](#)]

Add Remote Employee

* Name:

* Address 1:

Address 2:

* Zip code:

* City:

* County:

* State: Nebraska

* Phone Number:

* Support Other Locations: Yes No

Save

Cancel

<< Back

Next >>

Adding All Remote Employees

14. If you indicated you had acquired a company, you must now identify the company and provide information on the acquisition.
 - a. Enter search criteria and click the **Search** button.
 - b. If no results were found, click the [Predecessor Information Not Search Results](#) link.
15. Review the Documents page (see figure below).
 - a. Documents listed in the Required Tax Documents table are based on your responses during registration and state business rules. They may be added now or after registration. (For example, if you indicated you are a Non-Profit (501C-3) you will be required to provide an IRS 501(C)3 exemption letter).
 - b. In the Uploaded Documents section, add any required or optional documents.
 - i. Click the [Add Document](#) link.
 - ii. Select a Document Type (e.g. *Power of Attorney*, etc.).
 - iii. Enter any helpful text in the Document Tags box.
 - iv. Click the **Select File** (or **Browse**) button and select the file you want to upload.
 - v. Click **Save** to upload the file. The table updates and displays your file.
 - vi. To remove a document from the table, click [Delete](#) link.

- c. To download Tax-Fillable or Tax Printable Forms, click any of the available links. You may complete the forms on paper and send them to the state at a later date.

Required Tax Documents

No records found

Uploaded Document(s)

File Name	Document Tag(s)	Document Class	Agent	Effective Date	Inactive Date	Action
Misc_Info.docx	Misc information	Other Tax Document				Delete

[[Add Document](#)]

Upload Document

* Document Type:

* Document Tag(s):

[View Supported File Formats](#)

Tax Fillable Form(s)

Fillable forms will be available from the Tax Documents tab after registration is completed

Tax Printable Form(s)

- [Power of Attorney](#)

Uploading Documents and Accessing Printable Forms

16. Finally, you must acknowledge that all the information you provided is true (see figure below).
- a. If your site requires an E-signature, the drop-down will list all contacts entered during the registration.
 - i. If you are completing the registration on your behalf and you are listed as a contact, select your name and use the cursor to sign.
 - ii. If you are completing the registration on behalf of the owner, officer, etc., select *Other* in the drop-down, enter your name and title, and then use the cursor to sign.
 - iii. Click the **Clear** button to remove the signature and try again.

Tax Registration Certification

• This is to certify that all of the information which has been entered is true and correct to the best of my knowledge:

Signature

CERTIFICATION OF UNDERSTANDING: I also understand, acknowledge, agree and certify that:

- I accept my responsibilities in the use of electronic signatures as described on this form.
- My execution of an electronic signature performed on this system is the legally binding equivalent of my traditional handwritten signature, and I am accountable and responsible for actions performed under such an electronic signature
- I may not share components of my electronic signature such that my signature could be executed by another individual. Such components may include, but are not limited to, computer passwords and/or unique identification tokens.

I'm signing as 

Acknowledgement and Signature Page

17. Click **Save** to submit the registration or use the **Back** button to return to previous pages before submitting.

Your registration is complete. Once staff have reviewed your information, you will receive an email granting you full access to your account.

Registration is complete - pending verification.

Unemployment Tax Registration

Employer Identification	Registration	Unemployment Contacts	Tax Profile
Business Activity	Tax Documents	Certification	Complete

Registration Complete

You have successfully applied for a Nebraska Employer Number for Unemployment Insurance. Staff will now review your registration before enabling your access to the system. Until then, you will have guest access to the system. Once your information is validated by staff, you will receive an email notifying you that your UI access has been granted. This account and rate that has been issued is subject to change upon final approval from the Department. Once final approval is given to your account, you will receive another notification with the official Employer Number and Rate for your account. If further information is needed, a staff member will contact you.

This link is for employers needing to file wage reports in order to establish UI Tax liability.
Non-Liable wage report filing can also be done at a later time now that your registration is completed.
[Continue to Wage Report](#)

Registration Confirmation Page

18. Click **Continue** to open your Employer Dashboard and begin exploring.

Note: *You will not have access to most account features. Agency staff must review your registration information prior to activating your account. This process usually takes between 24-48 business hours from the time you submitted this registration.*

2: Tax and Wage Reports

Any employer with active liable quarters must submit a quarterly Combined Tax Report. The Combined Tax Report is a summary of individual Wage Reports and monthly employee counts. The Wage Quarterly Reports include personal information such as SSN, Hours Paid and Job Title. In most instances, based on the entries in the Wage Report, the system automatically calculates and generates the Tax Report.

Reports and payment are due by the end of the month following each quarter end date. The tax and wage reports must both be submitted before the deadline to be considered timely. Electronically submitted wage reports will have the tax report created by the system (see *Electronic File Upload*). If a contributory employer fails to file a report timely, the total dues may include penalties and interest. Reimbursable employers that are required to file quarterly wage reports must also submit them timely to avoid any late filing penalties.

Calculating the Tax Due

After employers enter their quarterly wage report, the system calculates gross, excess, and taxable wages for each employee, and transfers the totals to the quarterly Combined Tax Report. The system then calculates the tax amount due by multiplying the taxable wages by the combined tax rate (also printed on the report).

For each quarter in a calendar year, the system applies the state's taxable wage base to each employee. Once an employee reaches their maximum taxable wage base for the calendar year, the remaining wages for the calendar year are considered excess wages and are not taxed.

For complete information how taxes are calculated, employers should refer to the annual guides issued by their state. Some common employer concerns related to tax calculations include:

- **How is my tax rate calculated?** States employ a variety of measures. Employers receive an annual tax rate notice explaining the rate calculation.
- **What is my taxable wage base?** States may not use the same maximum wage base for all employers. For example, the wage base assigned to an employer may depend on their industry classification (NAICS) where certain industries such as construction are assigned a much higher maximum wage base.
- **Will my taxes be the same throughout the year?** Because states apply a taxable wage base, employers will typically have a much higher amount of taxable wages in the first quarter. For example, if the maximum wage base was \$9,000 and an employee earned \$8,000 in wages in the first quarter, then all of their wages would be taxed for that quarter. In the second quarter, the employer would only be taxed on the first \$1,000 of wages. Having met the maximum wage base for the calendar year, no taxes would be assessed for this employee's wages in the third and fourth quarter.

Filing Tax and Wage Reports

While employers may still file their quarterly tax and wage reports by mail, online filing offers many advantages such as data entry validation and immediate confirmation of receipt. When filing online, a single employer may choose to enter their wage data manually or upload it electronically from an external

file. Employers representing multiple accounts such as Third-Party Administrators (TPAs) or Multi-Unit Organization (MUs) may use a special bulk upload option.

This chapter covers all available methods for filing reports, as summarized below:

- Manual Entry – With the option to preload employee’s from the previous quarter.
- Electronic File Upload – For single employers (CSV or 512 Byte Formats)
- Bulk File Option – For TPAs and MUs submitting reports for multiple employers (512 Byte Format Only)
- Postal Mail Delivery – Paper forms sent to the agency are input by staff.

Manual Entry

When employers enter wage reports manually, they use easy-to-use data entry tools and have easy access to past reports. Employers can leave a quarterly report unfinished and then return to the site to review and update saved information before continuing. Once submitted, the system verifies the summary and wage details balance, then moves the quarter from Pending Reports to Report Details.

[Account Summary/Status](#)
Tax/Wage Report
[Payments](#)
[Tax Rate](#)
[Tax Documents](#)

For help click the information icon next to each section.

☰ Pending Reports

Quarter Ending Date	Due Date	Action
03/31/2021	05/03/2021	File Report
06/30/2021	08/02/2021	File Report
09/30/2021	11/01/2021	File Report

Page 1 of 1 Rows: 50

[\[Upload Wage Report \]](#) | [\[Statement of Account \]](#) | [\[Transfer Wage Request \]](#) | [\[Individual Wage Search \]](#) |

Quarter ID :

[File Non Liable Quarter](#)

☰ Report Details

[Show Filter Options](#)

Quarter Ending Date	Tax Report Received Date	Wage Report Received Date	Taxable Wages	Combined Tax Amount	Penalties, Interest, & Fees	Total Amount	Outstanding Balance	Reason to Delete Wages	Action
12/31/2020	12/31/2020	12/31/2020	\$0.00	\$0.00	Total: \$0.00				Delete
09/30/2020	09/30/2020	09/30/2020	\$0.00	\$0.00	Total: \$0.00	\$0.00	\$0.00		Delete
06/30/2020	06/30/2020	06/30/2020	\$4,167.46	\$52.09	Total: \$11.35	\$63.44	\$0.00		Delete
03/31/2020	03/31/2020	03/31/2020	\$4,832.54	\$60.41	Total: \$15.90	\$76.31	\$0.00		Delete

Page 1 of 1 Rows: 50

Tax/Wage Reports Tab

► To file a wage report using keyboard for data input:

1. From the Tax Services group in the left navigation menu, click **Tax Services ► Tax/Wage Reports**.

2. In the Pending Reports table, click the [File Report](#) link for the desired quarter. Quarters with due dates in red are past due may incur penalties and interest . The Quarterly Report page displays (see figure below).

Quarterly Report

Legal / Trade Name: DM Test 01 Employer Account Number: Taxable Wage Base: \$9,000.00
(Only first \$9,000.00 per Calendar Year)

Quarter Ending Date: 3/31/2020

* Are you filing a Zero Payroll Report: Yes No

Employee Monthly Totals

(Number of covered workers who worked during or received pay for the payroll period which includes the 12th of the month.)

1st Month Total:	2nd Month Total:	3rd Month Total:

Quarter Totals	Wage Report Totals
Combined Tax Due: \$0.00	Number of Taxable Employees: 0
Interest Due: \$0.00	Total Quarterly Gross Wages: \$0.00
Penalty Due: \$0.00	Total Taxable Wages: \$0.00
	Total Excess Wages: \$0.00

[\[Import Employees From Previous Quarter\]](#)
[Add Employee\(s\)](#)

Initial Quarterly Wage Report Screen

3. Are you filing a Zero Payroll Report?
 - a. Select *No* if you have wages to enter.
 - b. Select *Yes* if you do not have wages to enter. A *Yes* response will prompt you to confirm submission of a zero dollar report and whether this will be your last report. If a zero dollar report is entered, staff may choose to inactivate the account. If staff determines you are a seasonal employer with no wages for that quarter, they will leave it alone until the account is reopened.
 - c. To file a \$0 payroll report, select *Yes*, then click the **Submit Zero Payroll Report** button. You are done!
4. For each month of the quarter, enter the number of monthly employees. The total should include all covered workers who worked during **or** received pay for the payroll period.
5. If a report has been filed previously and you would like to import the employee data from the previous quarter select the [Import Employees From Previous Quarter](#) link. The Wage Report screen displays and prepopulates with all employees from the previous quarter.
6. To begin entering employees for the Wage Report click the [Add Employee\(s\)](#) link to.
7. To enter a new employee, click the **Add new record** button.
 - a. As this is a fully editable screen, feel free to click in any cell to make changes or use the Tab key to move from one field to the next.

- b. An asterisk indicates a field is required, such as: First Name, Last Name, Social Security Number, and In-State Wages.
 - c. Optional fields include: Middle Initial, Out-of-State Wages, Hours Paid, Job Title, etc.
Note: A normal full-time employee would work 480 hours in a quarter (1,920 hours per year). Taxes are based on wages, not hours worked.
 - d. If you wish to remove a record click the X for that record.
8. Continue to use the **Add new record** button to enter all remaining employees.

Quarterly Report

Legal / Trade Name: DM Test 01 Employer Account Number: 1112223331 Taxable Wage Base: \$9,000.00
(Only first \$9,000.00 per Calendar Year)

Quarter Ending Date: 3/31/2020

Add New Employee(s)

*First Name	Middle Initial	*Last Name	Assign Pseudo SSN	*Social Security Number	Employee's Quarterly Gross Wages In-State is a required field.	Employee's Quarterly Gross Wages Out-Of-State Excess	Total Wages (Year)	Remaining Tax Amount	Hours Paid	Job Title	Remove
John		Doe		505-44-1101	6,000.00				480		x
Jane		Doe		505-44-1102	5,000.00				480		x
Bob		Ross		505-44-1103	7,000.00				480		x

+ Add new record x Cancel changes

Save
Exit

Adding Employee Wage Records

9. Click the **Save** button when all employees have been added for the quarter. The system will return you to the previous summary page for review.

Quarterly Report

Legal / Trade Name: DM Test 01 Employer Account Number: Taxable Wage Base: \$9,000.00
(Only first \$9,000.00 per Calendar Year)

Quarter Ending Date: 3/31/2020

* Are you filing a Zero Yes No

Payroll Report:

(SSNs in red are not valid)

SSN	Employee's Name	Total Wages In-State	Total Wages Out-Of-State	Excess Wages	Total Wages (Year)	Taxable Wages	Status	Wage Type	Action
***-**-1101	Doe, John	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	Pending Submission	Reported	Edit Delete
***-**-1102	Doe, Jane	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	Pending Submission	Reported	Edit Delete
***-**-1103	Ross, Bob	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	Pending Submission	Reported	Edit Delete

Page size: 10 3 items in 1 pages

Employee Monthly Totals

(Number of covered workers who worked during or received pay for the payroll period which includes the 12th of the month.)

1st Month Total: 2nd Month Total: 3rd Month Total:

Quarter Totals

Combined Tax Due: \$0.00
 Interest Due: \$0.00
 Penalty Due: \$0.00

Wage Report Totals

Number of Taxable Employees: 3
 Total Quarterly Gross Wages: \$18,000.00
 Total Taxable Wages: \$18,000.00
 Total Excess Wages: \$0.00

[\[Import Employees From Previous Quarter\]](#)

[Add Employee\(s\)](#)

Submit Quarterly Wages

Viewing the Completed Quarter Before Submission

10. To edit or delete an employee use the [Edit](#) and [Delete](#) links.
11. Click the **Submit Quarterly Wages** button. The system calculates total wages and tax amounts.
 - a. Review the confirmation screen to see the Combined Tax Due, penalties, and interest (see figure below).

Wage Submission Confirmation 2020/1

Confirmation Number : 201100222	Total Wages : \$18,000.00
Employer Name : DM Test 01	Less Excess Wages : \$0.00
Employer Account Number : 1112223331	Net Taxable Wages : \$18,000.00
Reporting Quarter & Year : 1st Quarter 2020	Combined Tax Due : \$486.00
Due Date : April 30 2020	Interest Due : \$124.11
Date Report Submitted : September 30 2021	Penalty Due : \$25.00
Time Report Submitted : 03:55 PM	Outstanding Debit or Credit : \$0.00
Submitted By : Staff, GSI (Staff Member)	Total Due : \$635.11
Rate : 2.70%	

Number of Covered Workers

1st 3	2nd 3	3rd 3
Month:	Month:	Month:

[| [Print Report](#)]

Return to Tax/Wage Reports

Wage Submission Confirmation for YYYY/Q

- 12.** Click Return to Tax/Wage Reports to return to the Tax/Wage Reports tab.
 - a.** Confirm the quarterly report just submitted has moved from the Pending Reports table to the Report Details table.
 - b.** Notice the Tax Report Received Date matches the date of the Wage Report submitted. This is always the case when using this report filing method since the Tax Report is created from the Wage Report.
 - c.** Review the total tax amounts due.
 - d.** The Wage Report Received Date determines whether the employer has filed timely or not. If the employer only submits a Tax Report it doesn't count until the Wage Report is submitted, and sometimes those can be submitted at different times. With this manual electronic report entry method, they will always be submitted at the same time.
 - e.** If penalties, interest or fees have been assessed, the total will display in the window. Click the drop-down to see a breakdown of each. The total is added to the computed Combined Tax Amount to calculate the Total Amount due for the quarter. The Outstanding Balance includes the totals due for all unpaid quarters/reports.
 - f.** To review details of a report, select the Quarter Ending Date link. The system opens the selected quarterly Wage Report in detail view.

[Account Status Summary](#)
Tax/Wage Reports
[Payments](#)
[Delinquencies](#)
[Collections](#)
[Tax Rates](#)
[Tax Audits](#)

Tax Summary

[DM Test 04](#) UI Employer Account Number (EAN): 1112223334 FEIN: 123321444 Tax Rate: 1.250% Balance Due: N/A Phone: (555) 555-5555 Active, Contributory

Employer Communication Other

▣ Pending Reports

Quarter Ending Date	Due Date	Liable Employer	Action	Tax Report Only
06/30/2020	07/31/2020	DM Test 04	File Report	Manual Entry
09/30/2020	11/02/2020	DM Test 04	File Report	Manual Entry
12/31/2020	02/01/2021	DM Test 04	File Report	Manual Entry
03/31/2021	05/03/2021	DM Test 04	File Report	Manual Entry
06/30/2021	08/02/2021	DM Test 04	File Report	Manual Entry
09/30/2021	11/01/2021	DM Test 04	File Report	Manual Entry
12/31/2021	01/31/2022	DM Test 04	File Report	Manual Entry

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[\[Upload Wage Report \]](#) | [\[Statement of Account \]](#) | [\[Transfer Wage Request \]](#) | [\[Individual Wage Search \]](#) | [\[Receive Paper Reports: Yes \]](#)

Quarter ID :

[File Non Liabile Quarter](#)

▣ Report Details

[Show Filter Options](#)

Quarter Ending Date	Liable Employer	Tax Report Received Date	Wage Report Received Date	Taxable Wages	Combined Tax Amount	Penalties, Interest, & Fees	Total Amount	Outstanding Balance	Reason to Delete Wages	Action
03/31/2020	DM Test 04	03/31/2020	03/31/2020	\$4,832.54	\$60.41	Total: \$15.90	\$76.31	\$0.00		Delete

Page 1 of 1 Rows: 50

[\[Review Wage Amendments \]](#)

Report Details Table Reflecting Wage Report Has Been Received for Q1

Electronic File Upload

The Electronic File Upload method allows employers to enter a large number of employees into the system quickly. It accommodates submitting multiple quarters at once which is useful if there is a large backlog of reports. This process will verify the quarter being submitted is liable and has the correct account number. Additional validation checks are made so the file can be corrected and resubmitted. Employers can use either a 512 Byte file or a CSV file.

► To file a Wage Report using Electronic File Upload:

1. From the Tax Services group in the left navigation menu, click **Tax Services ► Tax/Wage Reports**.
2. Click [Upload Wage Report](#) below the Pending Reports table. The Wage Report Upload page displays (see figure below).

Please make sure your file is properly formatted in one of the two allowed formats. Step 4 gives you the opportunity to review data for errors prior to submission. If data contains any errors, please correct the file and re-upload. Once submitted, data can only be amended.

Wage Report Upload

Step 1: Choose format Formatting Instructions
1. [CSV File Format](#)
2. [512 Byte Format](#)

Step 2: Select file

Step 3: Upload selected file [[Upload](#)]

Step 4: Verify uploaded data

No records found

Step 5: Submit Wages []

Wage Report Upload

3. If you have already prepared the file for upload, proceed to the next step.
 - a. To see complete instructions on how to create a file for upload, click the [CSV File Format](#) and [512 Byte Format](#) links (see figure below). While most users will be able to create a CSV file manually, the 512 Byte format is typically created by Tax Preparation Software such as Intuit and uses a format that was designed by the SSA (Social Security Administration).
4. Both file formats will require no special syntax for the filename.

1. DOL extracts information from the RA, RE, RS, RT and RF records only. A file containing any other record types will be rejected.
2. DOL file layout is the Combines MMREF (512 Byte) format.
3. Type 'A' fields must be left justified and blank filled to the right. Type 'N' fields must be right justified and zero filled to the left. Filler area can be any character.
4. Required entry of data in the following fields on the RA Record are:

(The RA Record is the first Record in the file. It identifies the entity submitting the file.)

RA Position:	Field Name:	Length:	Type:	Field Specifications:
1-2	Record Identifier	2	A	Constant "RA"
3-11	Submitter's Employer Identification Number (EIN)	9	N	Enter the submitter's EIN.
12-31	Blank	20		
32-216	Blank	185		
217-273	Submitter Name	57		
274-315	Blank	42		
316-512	Blank	197		

CSV File Format

Description: Plain .csv format file, no heading, no totals and no delimiters. All columns should be formatted to category **General**.

	Columns	Field Description
REQUIRED	EAN	Employer Account Number (Leading zeroes not required)
REQUIRED	Filing Quarter	Year YYYY and Quarter Q
REQUIRED	SSN	Social Security Number, 9 numerical characters (No dashes)
REQUIRED	Name	First Name
REQUIRED	MI	Middle Initial (Can be NULL)
REQUIRED	Name	Last Name
REQUIRED	Wages	Gross Wages (Include a decimal point for cents)
OPTIONAL	Hours Paid	Total Hours Paid this Qtr. (Regular, Vacation, Sick, PTO)
OPTIONAL	Job Title	Primary position held during this Qtr.
REQUIRED	1 st Month Employee Count	Number of Employees that worked or received pay the 1st month of this Qtr.
REQUIRED	2 nd Month Employee Count	Number of Employees that worked or received pay the 2nd month of this Qtr.
REQUIRED	3 rd Month Employee Count	Number of Employees that worked or received pay the 3rd month of this Qtr.

File Sample:

	A	B	C	D	E	F	G	H	I	J	K	L
1	11111	20213	111221212	Employee	A	One	25000	480	Manager	5	5	5
2	11111	20213	11122323	Employee	Y	Two	18735.42	480	Sales	5	5	5
3	11111	20213	111223434	Employee	J	Three	16518.56	480	Accounting	5	5	5
4	11111	20213	111224545	Employee	G	Four	15324.16	480	Buyer	5	5	5
5	11111	20213	111225656	Employee	V	Five	8514.37	480	Warehouse	5	5	5

512 Byte and CSV File Format Instructions

5. Follow these steps to upload the prepared file.
 - a. Select your desired format from the **Choose format** drop-down list that displays.
 - b. Click the **Select File** button and browse to select the file.
6. The name of the file now displays in the Selected File field displaying a green dot when ready.
 - a. Click the Upload link.
 - b. The system processes the file.

If errors are found, they will display in red in the Error(s) field and the Submit link will be disabled.

If the uploaded report is for a quarter that already has a report in the system, a validation error will display and the Submit link will be disabled.
 - c. To make changes to the file and re-upload, click the Select New File link and repeat the previous two steps.
7. Review the Wage Report table that resulted from the uploaded file (see figure below).

Please make sure your file is properly formatted in one of the two allowed formats. Step 4 gives you the opportunity to review data for errors prior to submission. If data contains any errors, please correct the file and re-upload. Once submitted, data can only be amended.

Wage Report Upload

Step 1: Choose format

Formatting Instructions

1. [CSV File Format](#)
2. [512 Byte Format](#)

Step 2: Selected file

ThirdEmployerNewNewFileTryingEmployeeCounts.csv [[Select New File](#)]

Step 3: Upload selected file

[Upload]

Step 4: Verify uploaded data

File Line	UI Employer Account Number (EAN)	Quarter Ending Date	Social Security Number	First Name	Middle Initial	Last Name	Employee's Quarterly Gross Wages In-State	Hours Paid	Job Description	1st Month Total	2nd Month Total	3rd Month Total	Error(s)
1	1112223333	06/30/2020	***-**-0001	Joe		Johnson	\$6,000.01	480	Manager	3	3	3	
2	1112223333	06/30/2020	***-**-0002	Lisa		Smith	\$5,000.02	480	Clerk	3	3	3	
3	1112223333	06/30/2020	***-**-0003	Gary		Jet	\$7,000.03	480	Secretary	3	3	3	
4	1112223333	09/30/2020	***-**-0001	Joe		Johnson	\$6,000.01	480	Manager	3	3	3	
5	1112223333	09/30/2020	***-**-0002	Lisa		Smith	\$5,000.02	480	Clerk	3	3	3	
6	1112223333	09/30/2020	***-**-0003	Gary		Jet	\$7,000.03	480	Secretary	3	3	3	

Page 1 of 1

Rows: 100

Step 5: Submit Wages

[[Submit](#)]

Review the Wage Report Before Submission

8. Click the [Submit](#) link. The system processes the report and returns to the **Tax/Wage Reports** tab.
9. Confirm that the quarters submitted in the uploaded file moved from the Pending Reports table to the Report Details table. Tax and wage data from both uploaded quarters now display in the Report Details table (see figure below).
10. To review details of a report, select the [Quarter Ending Date](#) link. The system opens the selected quarterly Wage Report in detail view.

Account Summary/Status **Tax/Wage Report** Payments Tax Rate Tax Documents

For help click the information icon next to each section.

Pending Reports

Quarter Ending Date	Due Date	Action
12/31/2020	02/01/2021	File Report
03/31/2021	05/03/2021	File Report
06/30/2021	08/02/2021	File Report
09/30/2021	11/01/2021	File Report

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[\[Upload Wage Report | Statement of Account | Transfer Wage Request | Individual Wage Search | \]](#)

Quarter ID :

[File Non Liable Quarter](#)

Report Details

[Show Filter Options](#)

Quarter Ending Date	Tax Report Received Date	Wage Report Received Date	Taxable Wages	Combined Tax Amount	Penalties, Interest, & Fees	Total Amount	Outstanding Balance	Reason to Delete Wages	Action
09/30/2020	10/27/2021	10/27/2021	\$0.00	\$0.00	Total: \$25.00	\$25.00	\$17.31		Delete
06/30/2020	10/27/2021	10/27/2021	\$12,000.00	\$150.00	Total: \$50.07	\$175.07	(\$24.93)		Delete
03/31/2020	03/31/2020	03/31/2020	\$15,000.00	\$187.50	Total: \$49.36	\$236.86	(\$39.42)		Delete

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System Reflecting Two New Reports Submitted from One CSV Under Report Details Table

Postal Mail

Once an employer has an active liable account established, they may submit paper reports by mail if their payroll doesn't exceed \$100,000 in either of the two previous years. Employers with a payroll exceeding \$100,000 in either of the two previous years are expected to file reports and pay electronically.

As long as an employer has not chosen to opt-out of paper reports, their quarterly Combined Tax Report and Wage Report (forms UI-11T and UI-11W) will be mailed to them automatically at the end of each calendar quarter. They may use the paper report to file their combined tax report by mail.

Bulk File Option for TPAs and MUs

Employers representing multiple accounts such as Third-Party Administrators (TPAs) or Multi-Unit Organization (MUs) must file electronically. This function allows many reports to be entered into the system quickly. It accommodates submitting multiple employers and employees for the same quarter. The system can process bulk contribution reports and provides a special Bulk File tool for TPAs and MUs to submit these bulk contribution reports. The only file format supported for this function is a 512 Byte file, not a CSV file. When a TPA or MU uploads and submits the report, they will be asked to correct any file structure validation errors and resubmit if found.

After the TPA or MU submits the file, staff will enter into the process and review before finalizing the reports. If changes are necessary staff will manually reach out to the TPA or MU before making any edits to the report created from the 512 Byte file.

► To perform bulk file option for TPAs and MUs:

1. From the Services for Employers group in the left navigation menu, click **Bulk File Wage Upload**. The Bulk File Wage Upload screen displays (see figure below).

The screenshot shows the 'Bulk Wage File Upload' interface. The top section, titled 'Bulk Wage File Upload', includes a 'Choose format:' dropdown set to '512 Byte Format' with a link to 'Formatting instructions' and another link to '512 Byte Format'. Below this is a 'Select file:' input field with a 'Select File' button. At the bottom of this section, it says 'Upload selected file: [Upload]'.

The bottom section, titled 'Batch Queue', features an 'Export Check Report' button and a dropdown menu showing '20211106002 - New Batch'. A 'Create New Batch' button is also present. Below these elements is a table with the following data:

Batch Number	Status	Date Created	Date Complete	Action
20211027030	Wage Report Submitted	10/27/2021 2:55:48 PM		Edit Delete
20211020034	Wage Report Submitted	7/19/2021 11:44:27 AM		Edit Delete

At the bottom of the table, there are navigation controls: 'Page size: 10' and '2 items in 1 pages'.

Bulk File Wage Upload Screen

2. Click the **Select File** button and browse to select the file.

Note: This procedure will be completed in the next edition.

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