NEBRASKA
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DEPARTMENT OF LABOR

# Unemployment Tax **Account Instructions**

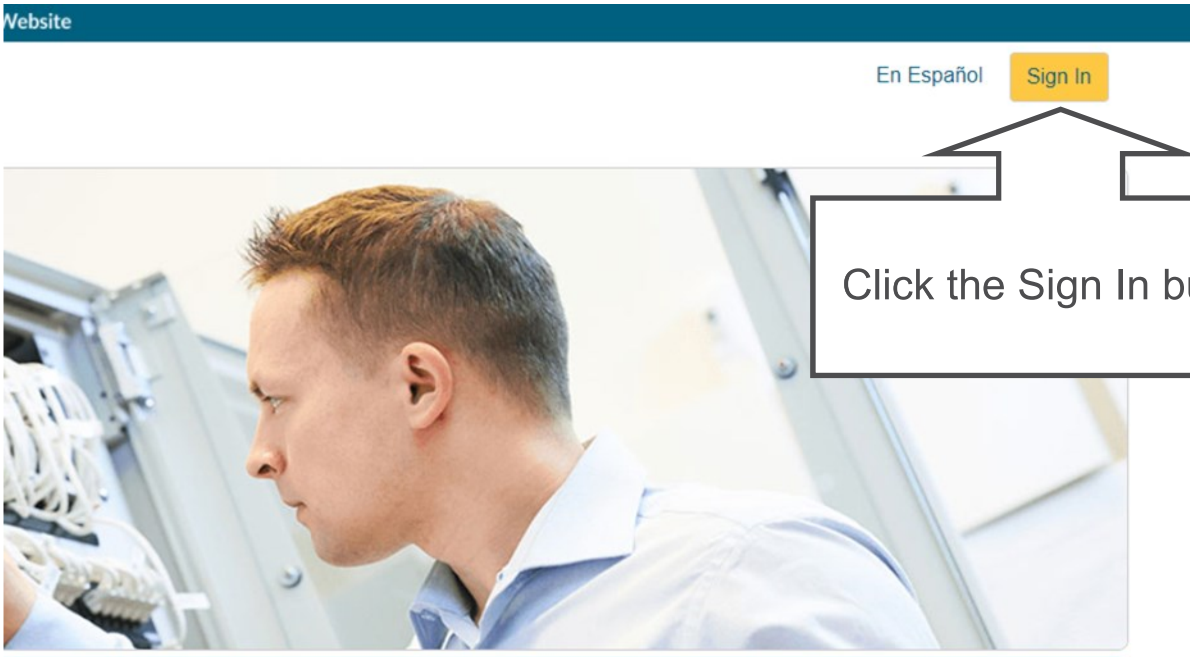


Revised 11/16/2021

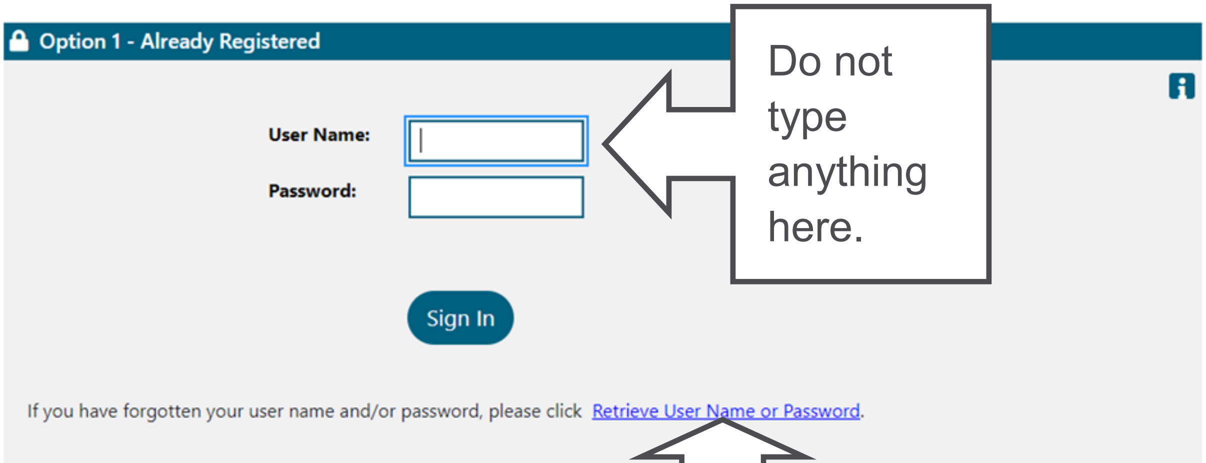
# Contents

# How to Reset Your Password in NEworks

NEBRASKA
DEPARTMENT OF LABOR

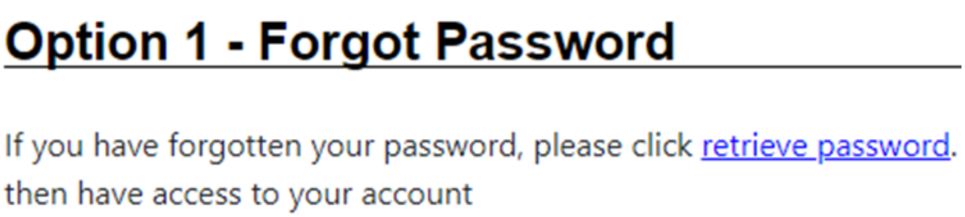



Click the Sign In button




Do not type anything here.

Click this link instead.




Click the link to retrieve your password.

Your new User Name is 00003 followed by your User ID previously used on UIconnect.

Type your **NEW** user name here.

* **User Name**

* **Did you register as**

Select the Employer Option

**Individual**

**Employer**

**Analyst**

**Provider**

**Staff**

* Indicates required fields.

## Your Information

We must verify some additional account information in order to retrieve your

This information must match what we have on file for your company's contact person.

* **Zip code:**

* **Phone Number:**

Submit

Click here and then establish a new password.

# Employer Services

# NEworks User Guide



Revised 11/16/2021

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# Contents

# 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.

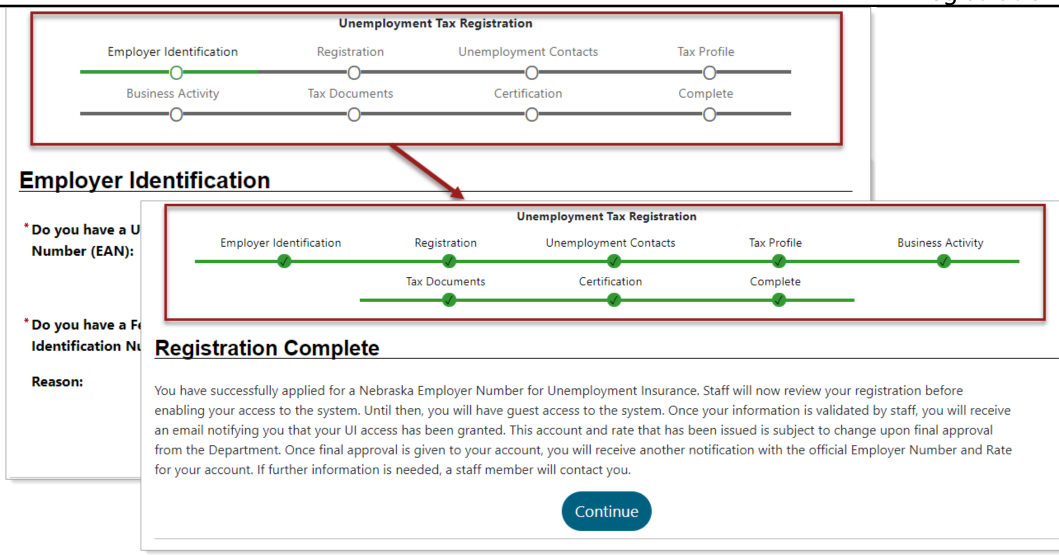
## Completing an Employer Registration

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:

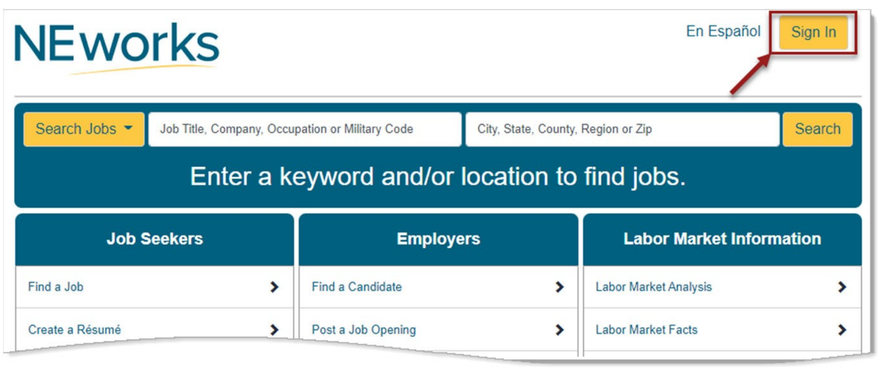
- A red asterisk (*) identifies required fields. If you overlook a required field, when you click **Save** or **Next** button, alerts at the top of the page will indicate what is missing.
- You can access help information for a page or section by clicking the Information icon (e.g., definitions of terms, 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).




*Progress Bar Shows How Many Registration Sections Remain*

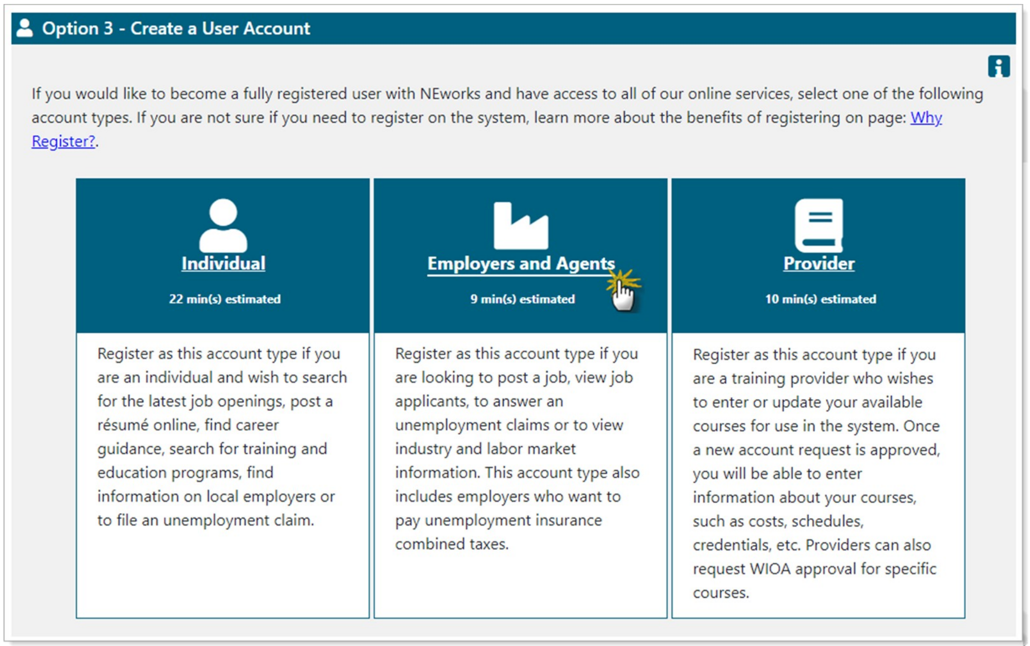
▶ **To create an employer tax and benefit account:**

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).




*Sign In Button on Sample Home Page*

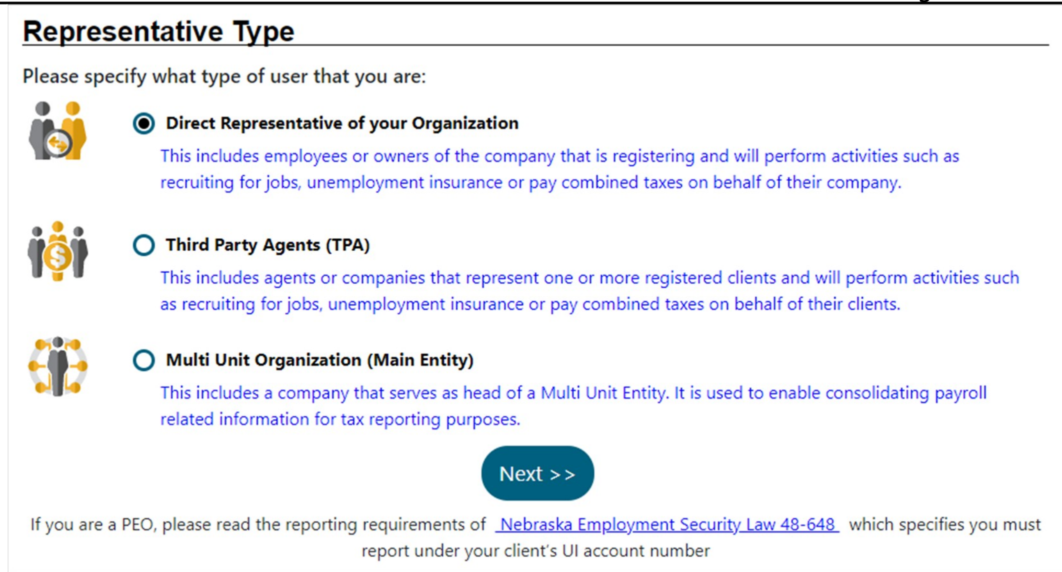
The Sign in/Registration Options page displays (see figure below).




*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.*

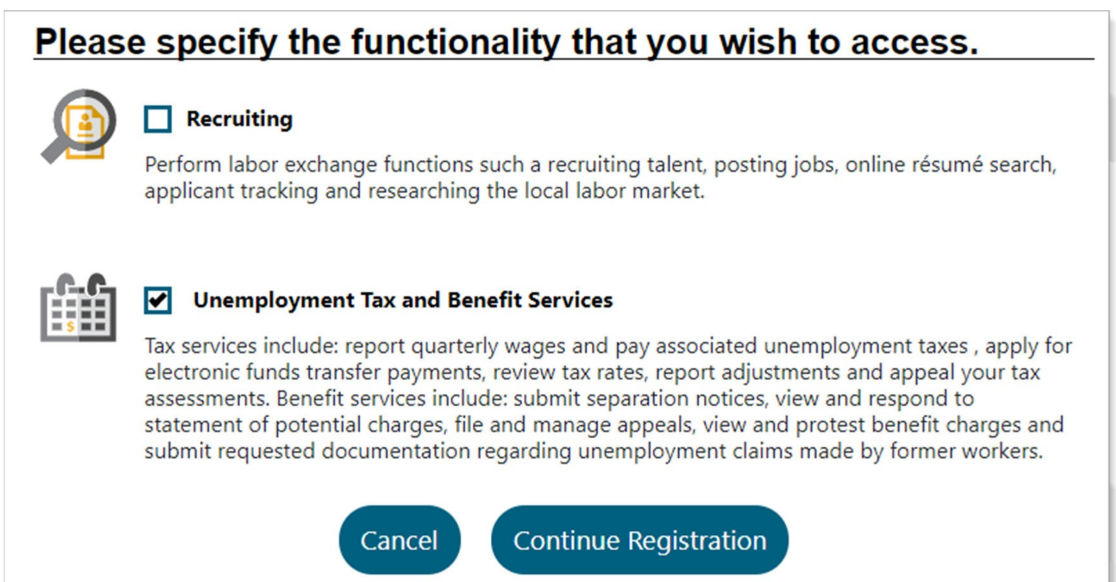



*Creating an Employer Account – Representative Type Selection*

**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.*




*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).

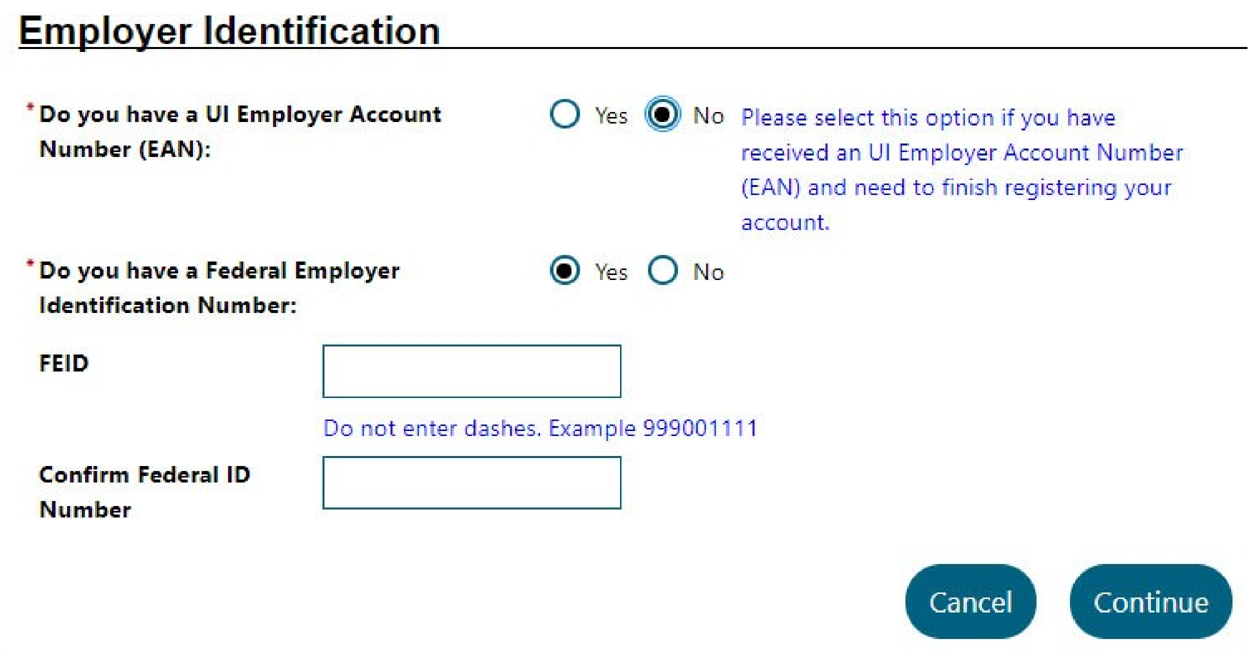
**a.** If you do not have an EAN, or if you have not completed registering your account, select *No*. An EAN will be assigned as you complete your registration.

**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).

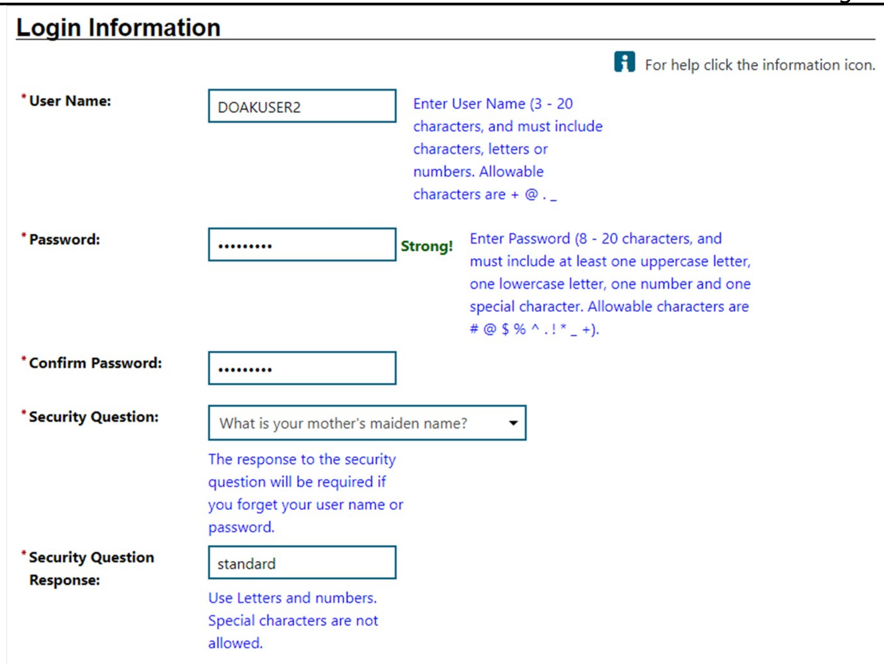



*Employer Identification Page – Alert Indicates EAN Already Tied to a Registered Employer*

**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.



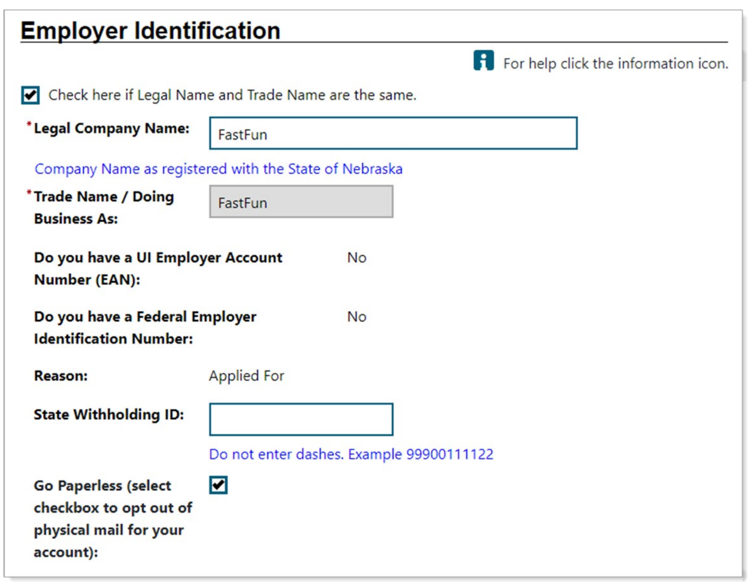
**Login Information**

For help click the information icon.

| | | |
|---|---|---|
| *User Name: | DOAKUSER2 | 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: | What is your mother's maiden name? The response to the security question will be required if you forget your user name or password. | |
| *Security Question Response: | standard 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: | FastFun<br>Company Name as registered with the State of Nebraska |
| *Trade Name / Doing Business As: | FastFun |
| 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.

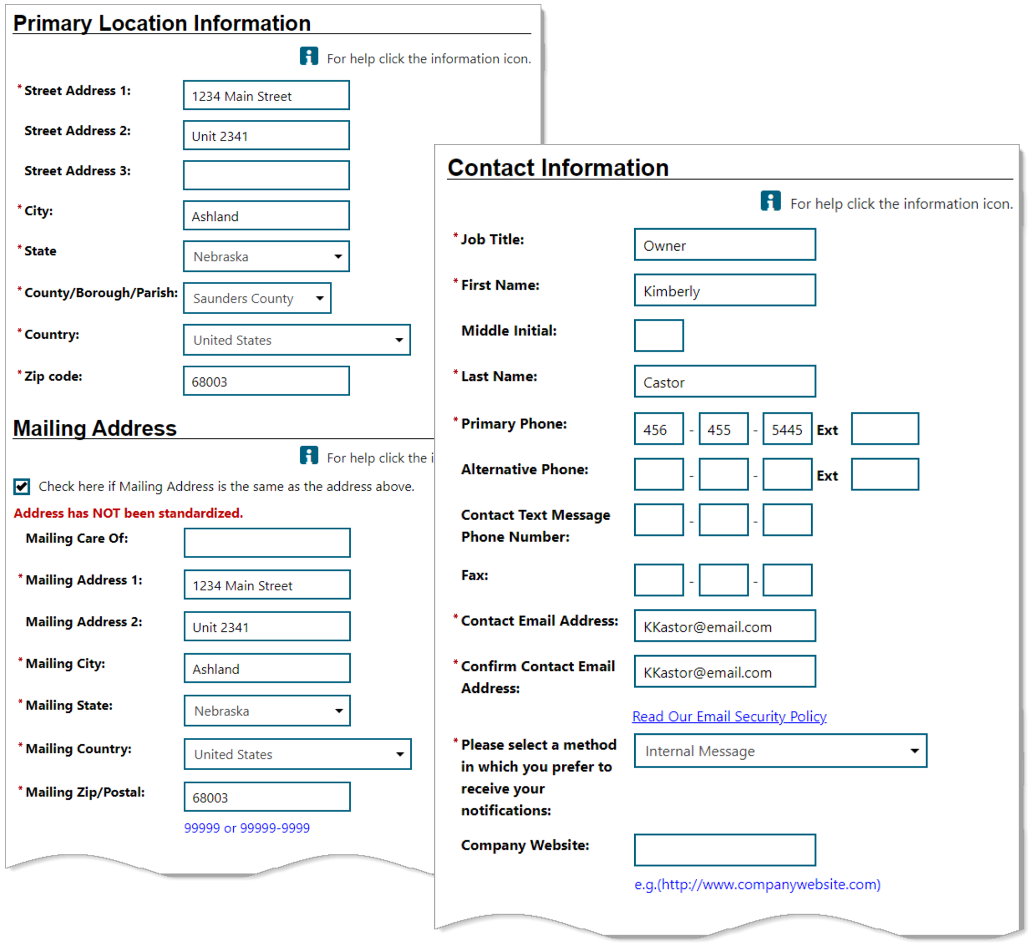
**e.** Complete the Location and Contact Information sections. The individual and address entered here will become the primary contact for the account.

**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, your will only see electronic formats in the drop-down.*




*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).

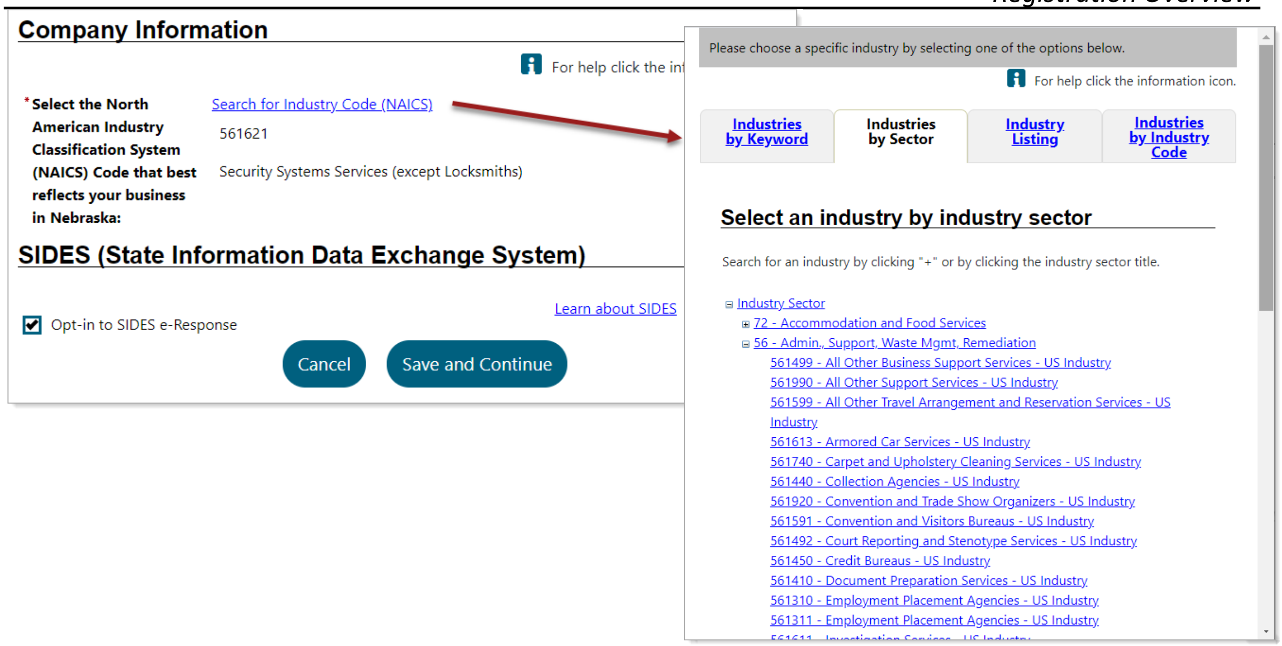
**a.** Click the Search for Industry Code (NAICS) link to open your search options (see figure below).

**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 will 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.




*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

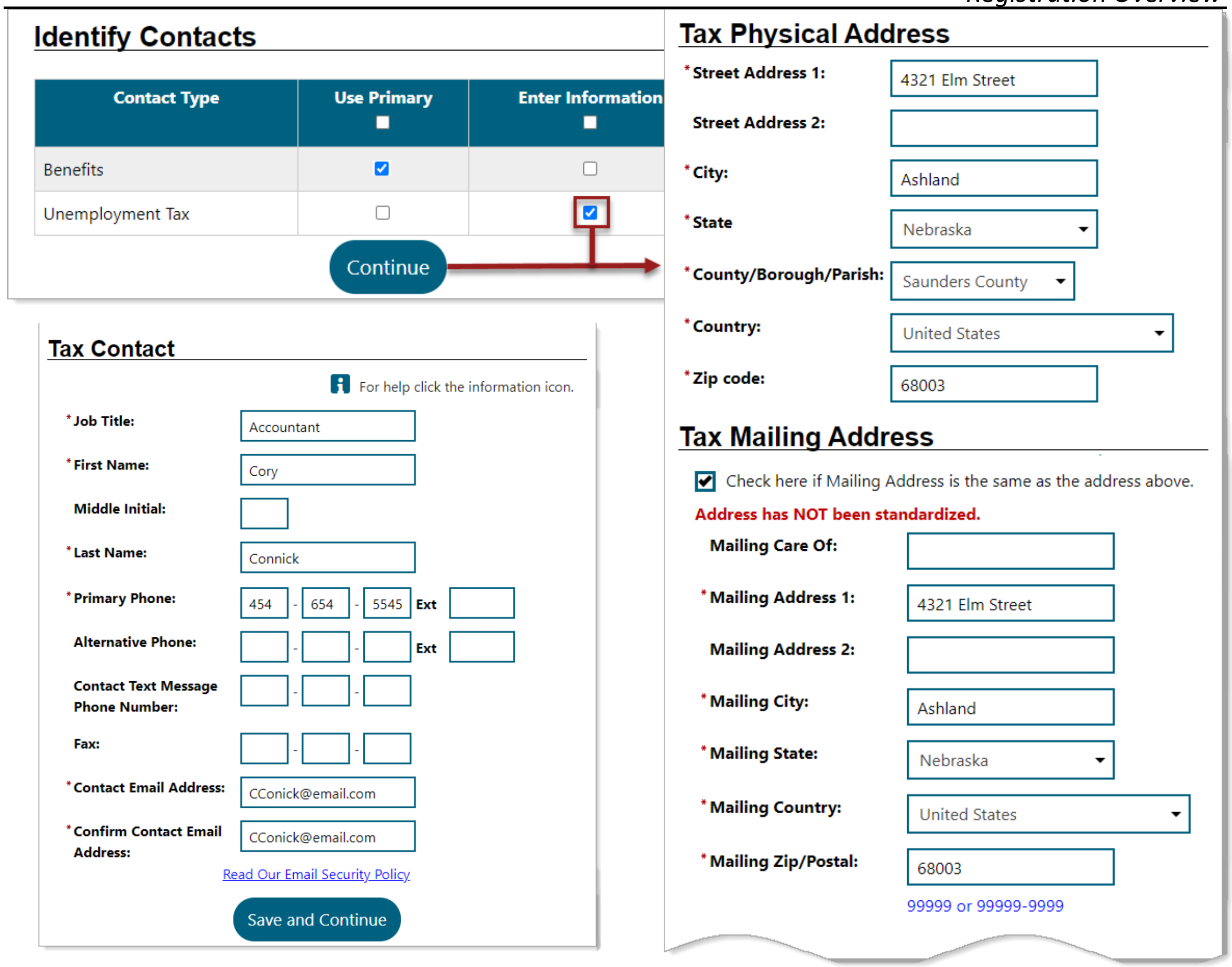
8. Review the checkmarks in the Identify Contacts table (see figure below).

   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.




*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.

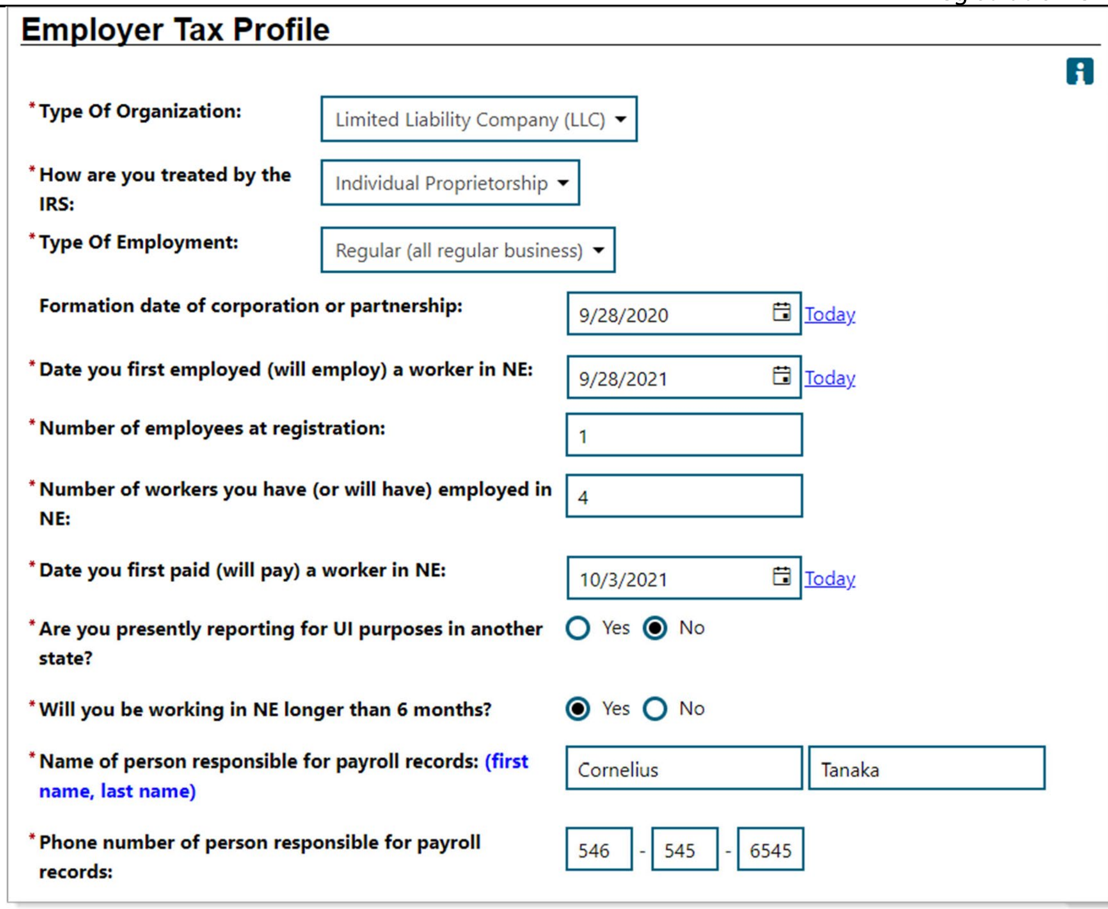
   a. Select the Type of Organization (e.g. *Individual – Sole Proprietorship, Limited Liability Company (LLC)*, *Government*, *501C-3*, etc.) that best defines your company.

      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.



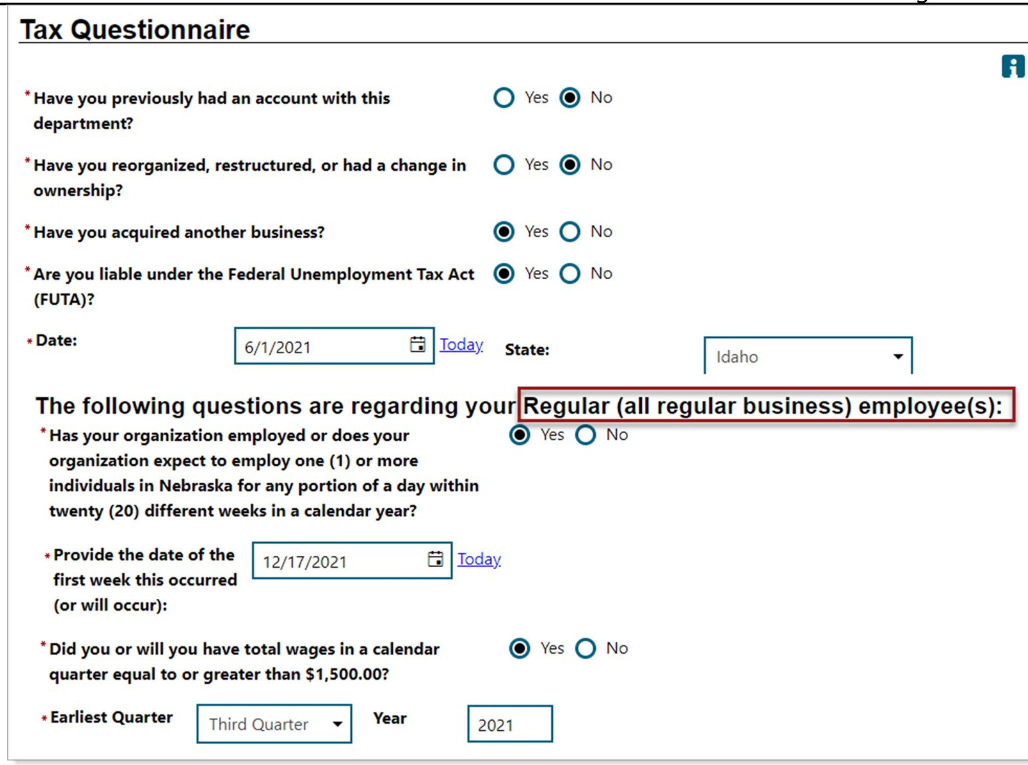

*Employer Tax Profile*

**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).

   **a.** If you have previously had an account, you must enter the EAN for the account.

   **b.** If you have acquired another business, you will need to enter complete information on a subsequent page.

   **c.** 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*

**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.*

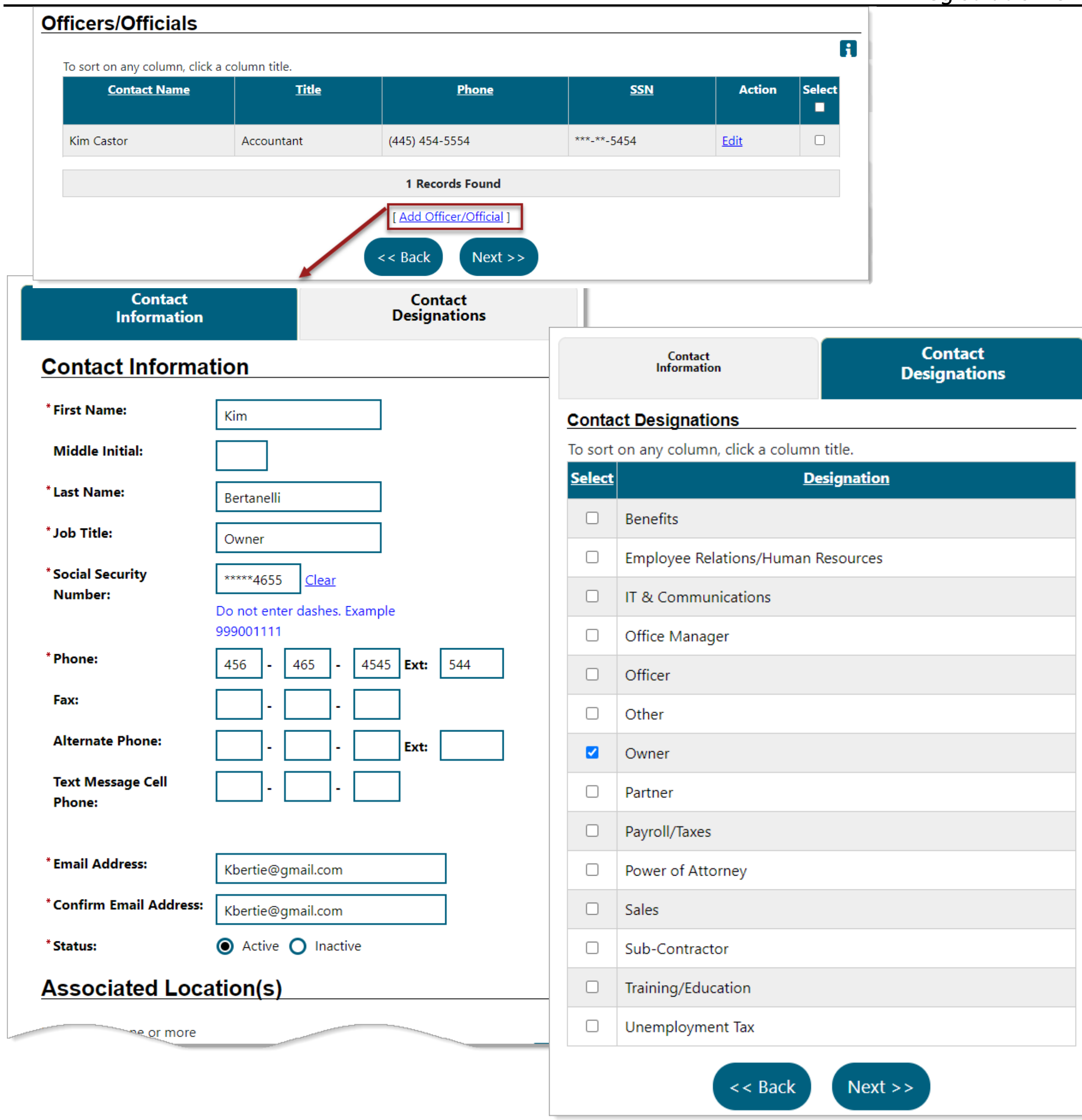
**a.** Select the Add Officer/Official link, Add Owner link, Add Partner link, etc. (The name of link reflects your organization type.) The contact details page displays (see figure below).

**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.



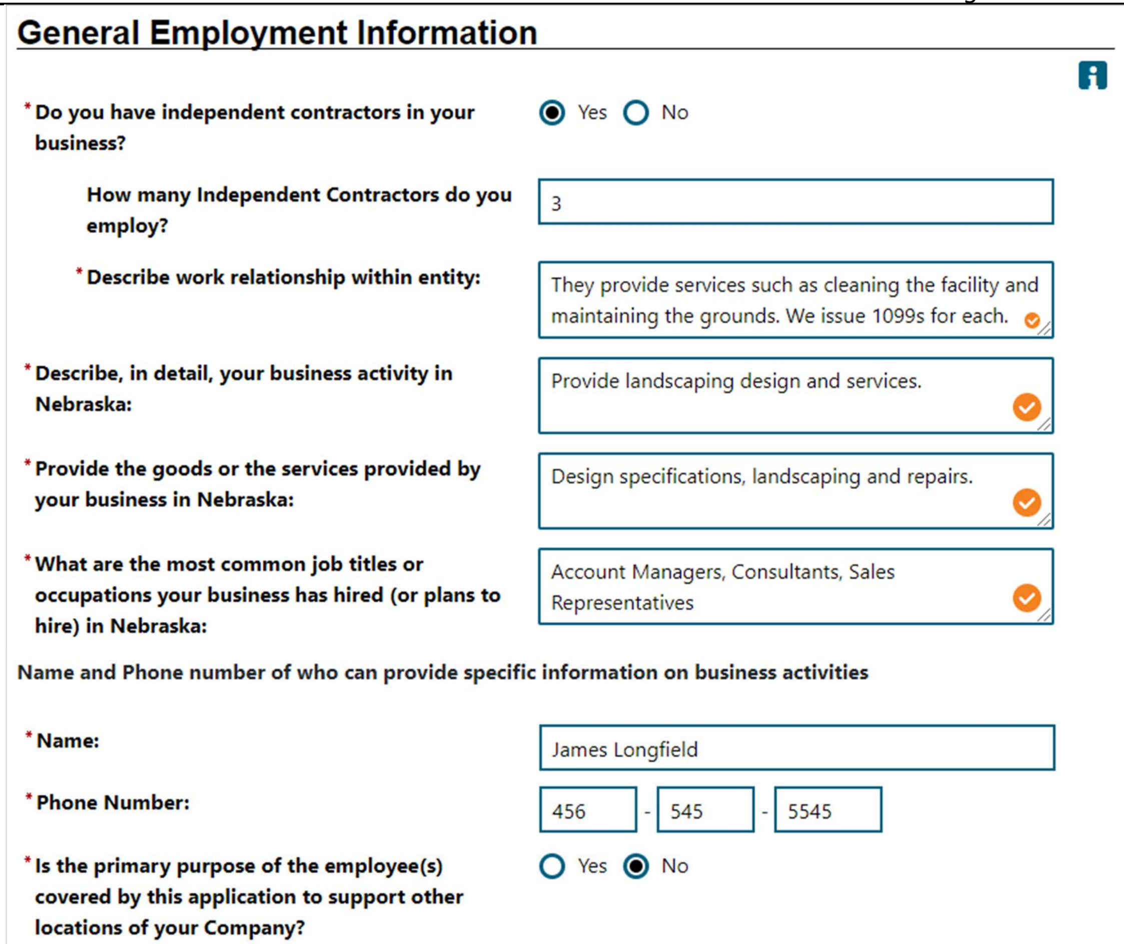

*Contact Information and Designation when Adding an Owner*

**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? 3

*Describe work relationship within entity: They provide services such as cleaning the facility and maintaining the grounds. We issue 1099s for each.

*Describe, in detail, your business activity in Nebraska: Provide landscaping design and services.

*Provide the goods or the services provided by your business in Nebraska: Design specifications, landscaping and repairs.

*What are the most common job titles or occupations your business has hired (or plans to hire) in Nebraska: Account Managers, Consultants, Sales Representatives

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

*Name: James Longfield

*Phone Number: 456 - 545 - 5545

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

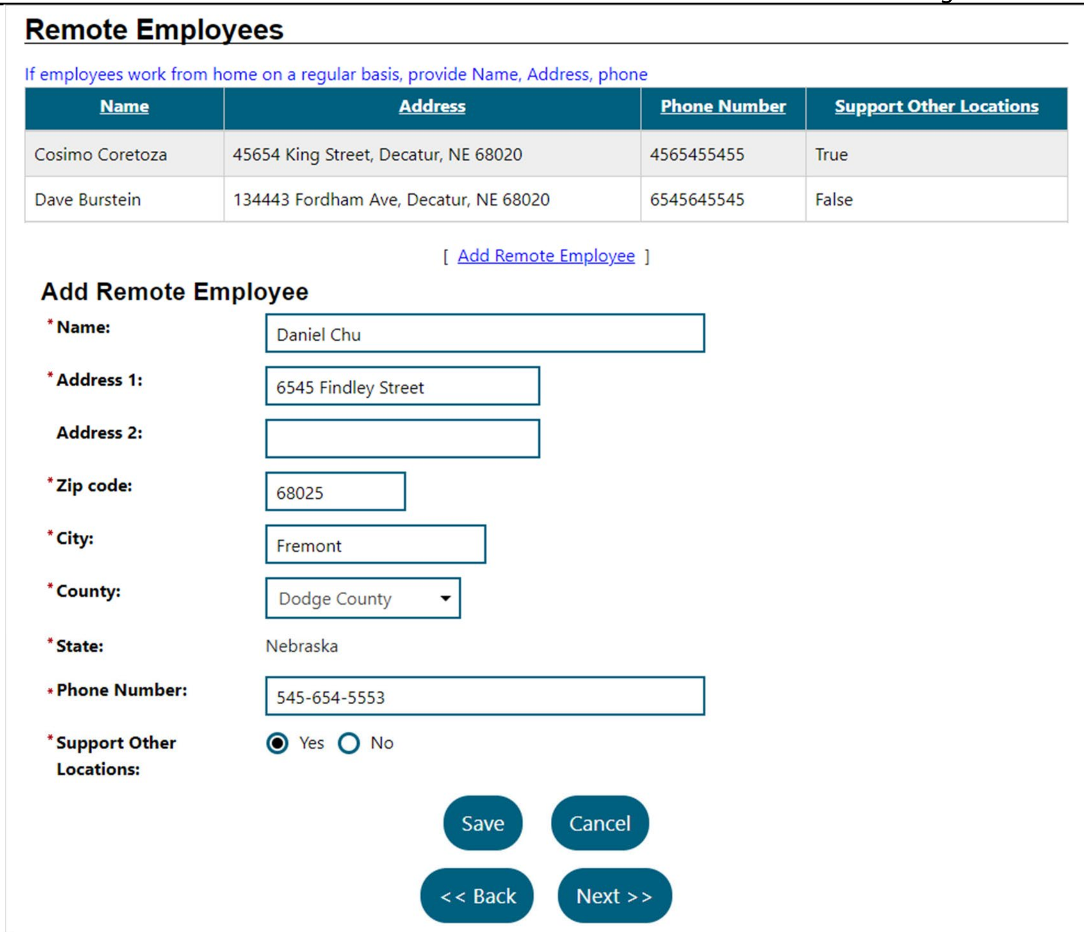
*General Employment Information Section*

**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.

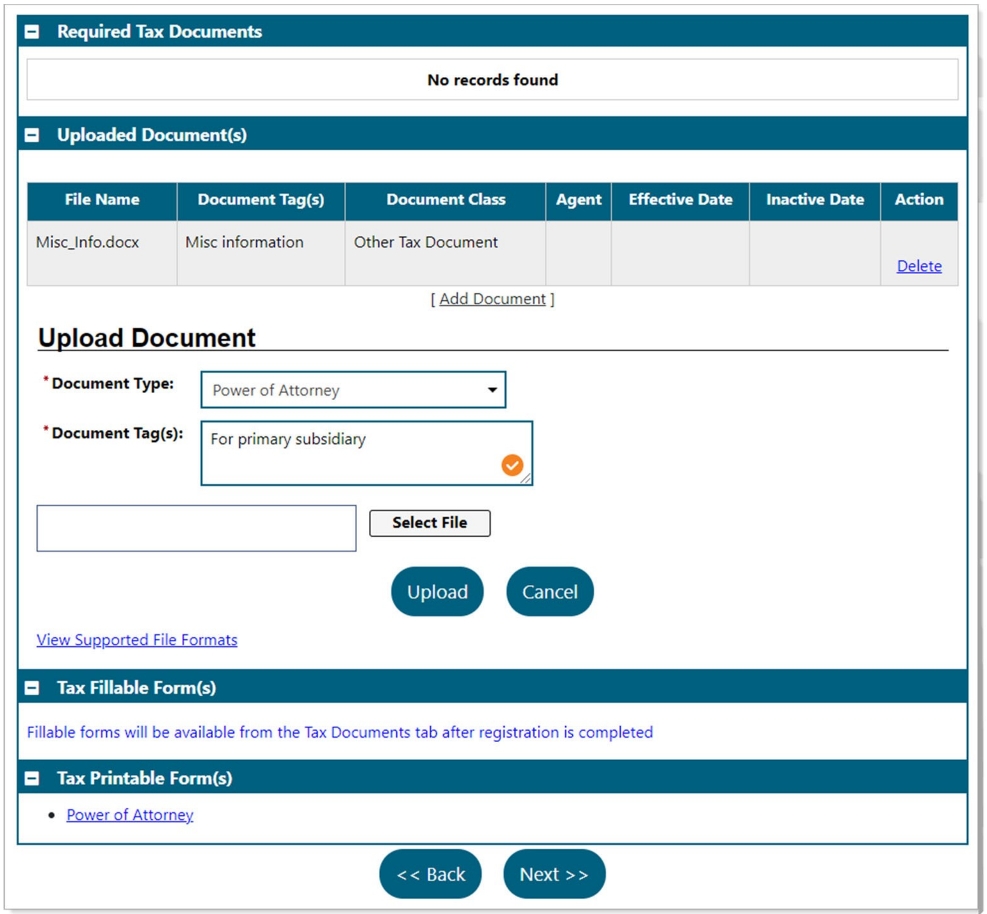
   **c.** Click **Next** when all remote employees display in the summary grid.




*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.




*Uploading Documents and Accessing Printable Forms*

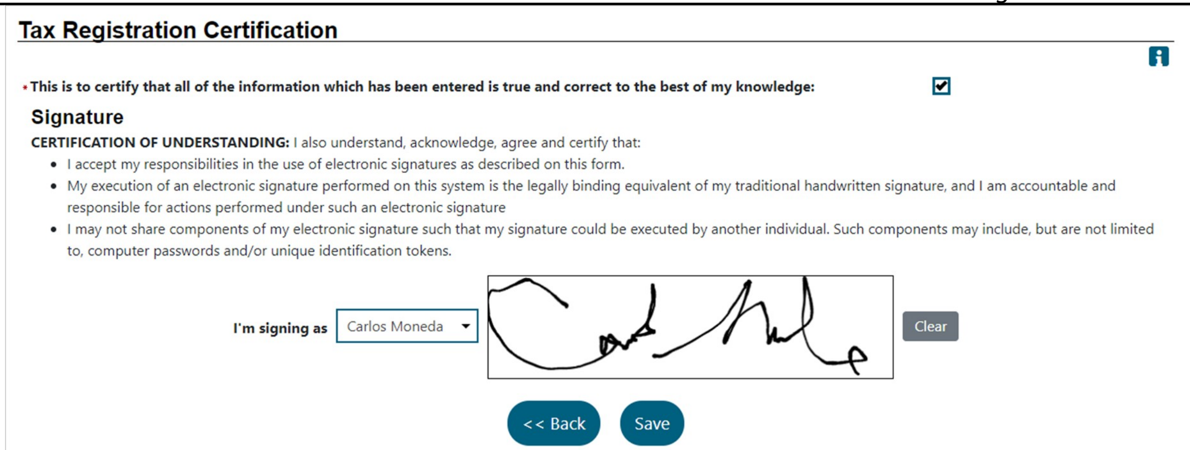
16. Finally, you must acknowledge that all the information you provided is true (see figure below).

    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.

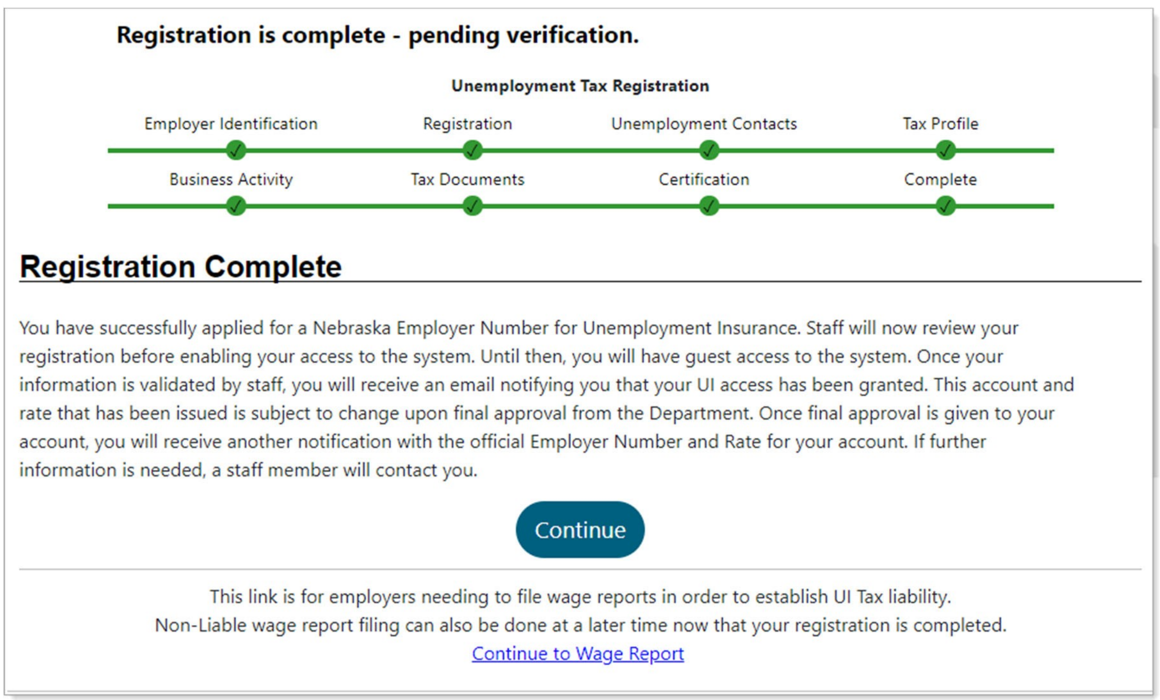
        iii. Click the **Clear** button to remove the signature and try again.




*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 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

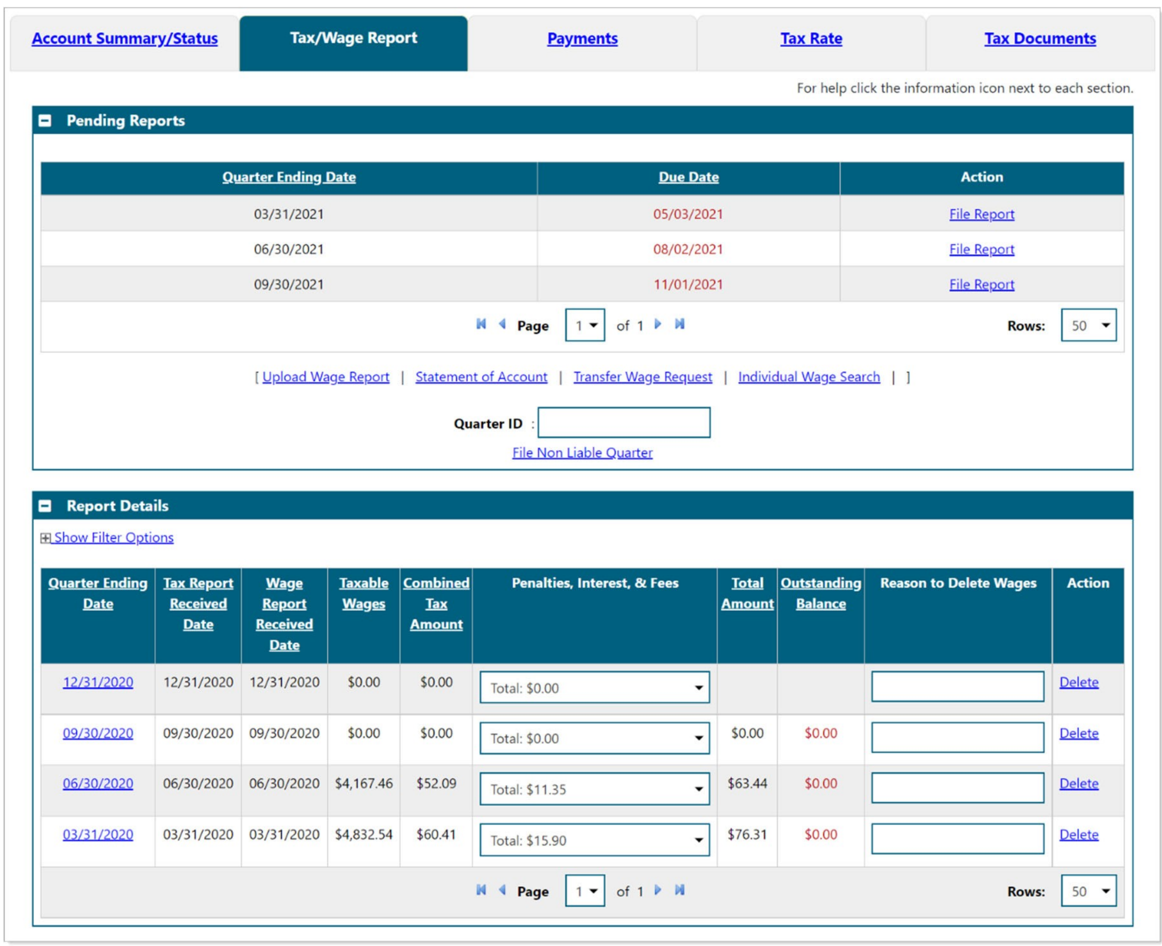
While employers may still file their quarterly tax and wage reports by mail, online filing offers many advantages such as data entry validation and immediate confirmation of receipt. When filing online, a single employer may choose to enter their wage data manually or upload it electronically from an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

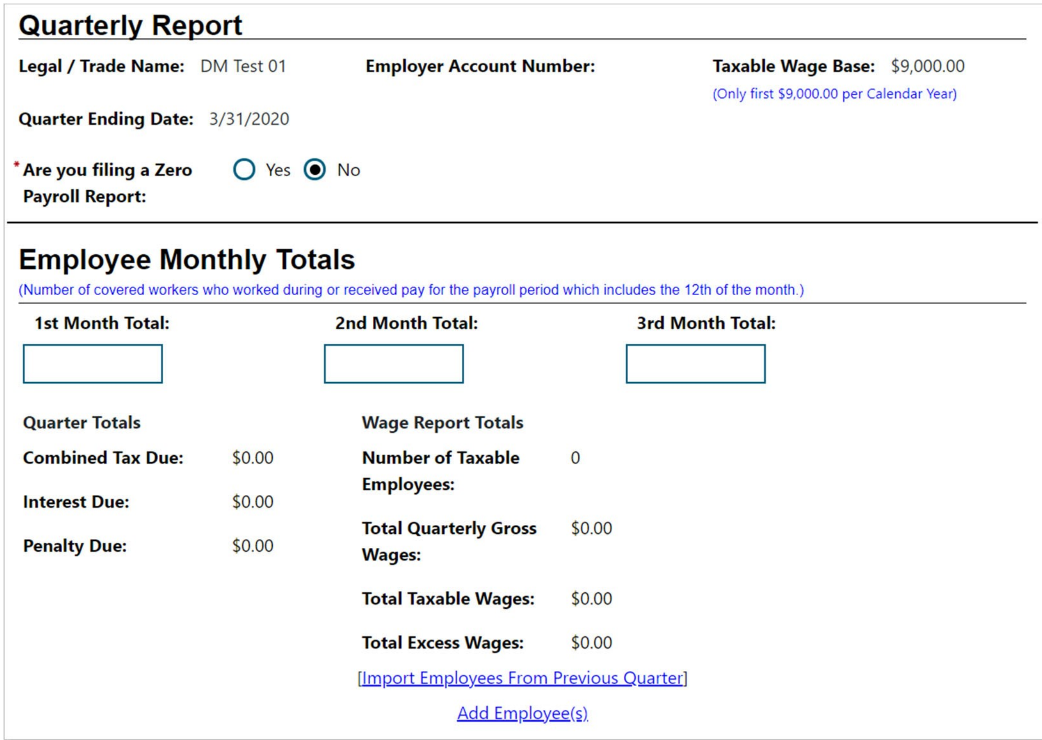



*Tax/Wage Reports Tab*

**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).




*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.

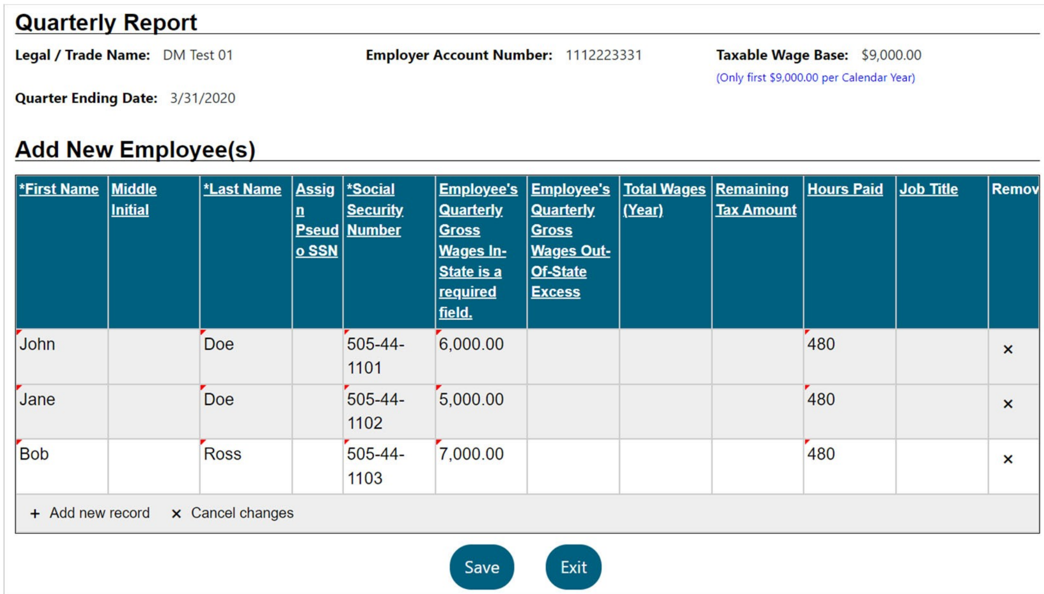
**b.** An asterisk indicates a field is required, such as: First Name, Last Name, Social Security Number, and In-State Wages.

**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)

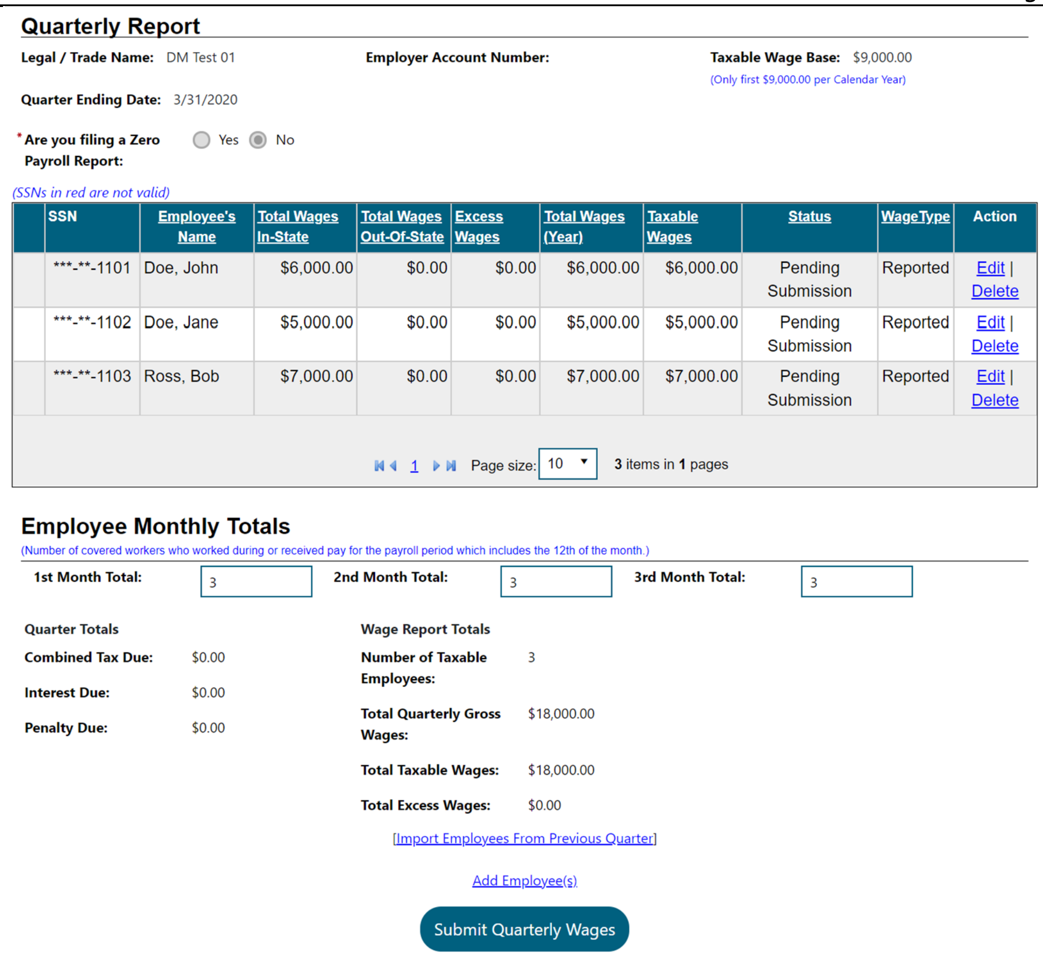
| *First Name | Middle Initial | *Last Name | Assign Pseudo SSN | *Social Security Number | Employee's Quarterly Gross Wages In-State is a required field. | Employee's Quarterly Gross Wages Out-Of-State Excess | Total Wages (Year) | Remaining Tax Amount | Hours Paid | Job Title | Remov |
|---|---|---|---|---|---|---|---|---|---|---|---|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

+ Add new record × 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 Payroll Report:** Yes No

*(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 | WageType | 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 |

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

**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)

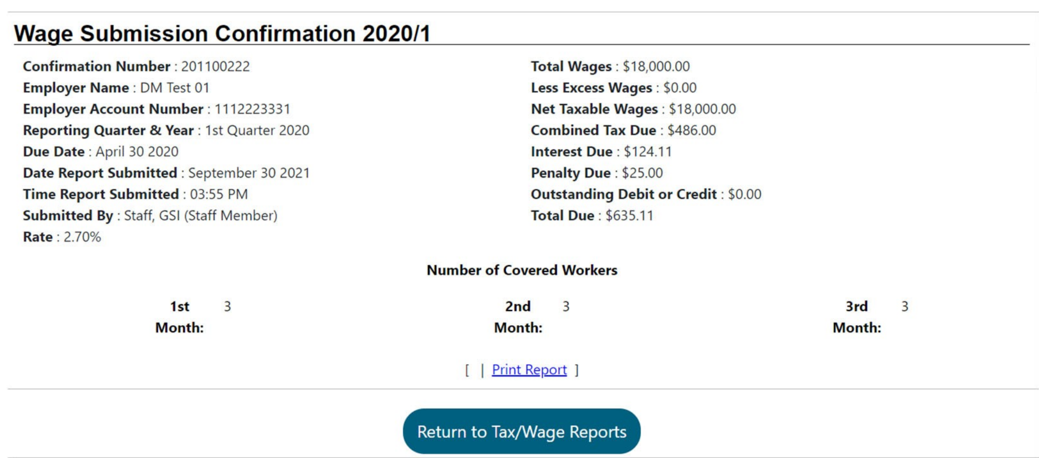
Submit Quarterly Wages

*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
**Employer Name** : DM Test 01
**Employer Account Number** : 1112223331
**Reporting Quarter & Year** : 1st Quarter 2020
**Due Date** : April 30 2020
**Date Report Submitted** : September 30 2021
**Time Report Submitted** : 03:55 PM
**Submitted By** : Staff, GSI (Staff Member)
**Rate** : 2.70%

**Total Wages** : $18,000.00
**Less Excess Wages** : $0.00
**Net Taxable Wages** : $18,000.00
**Combined Tax Due** : $486.00
**Interest Due** : $124.11
**Penalty Due** : $25.00
**Outstanding Debit or Credit** : $0.00
**Total Due** : $635.11

**Number of Covered Workers**

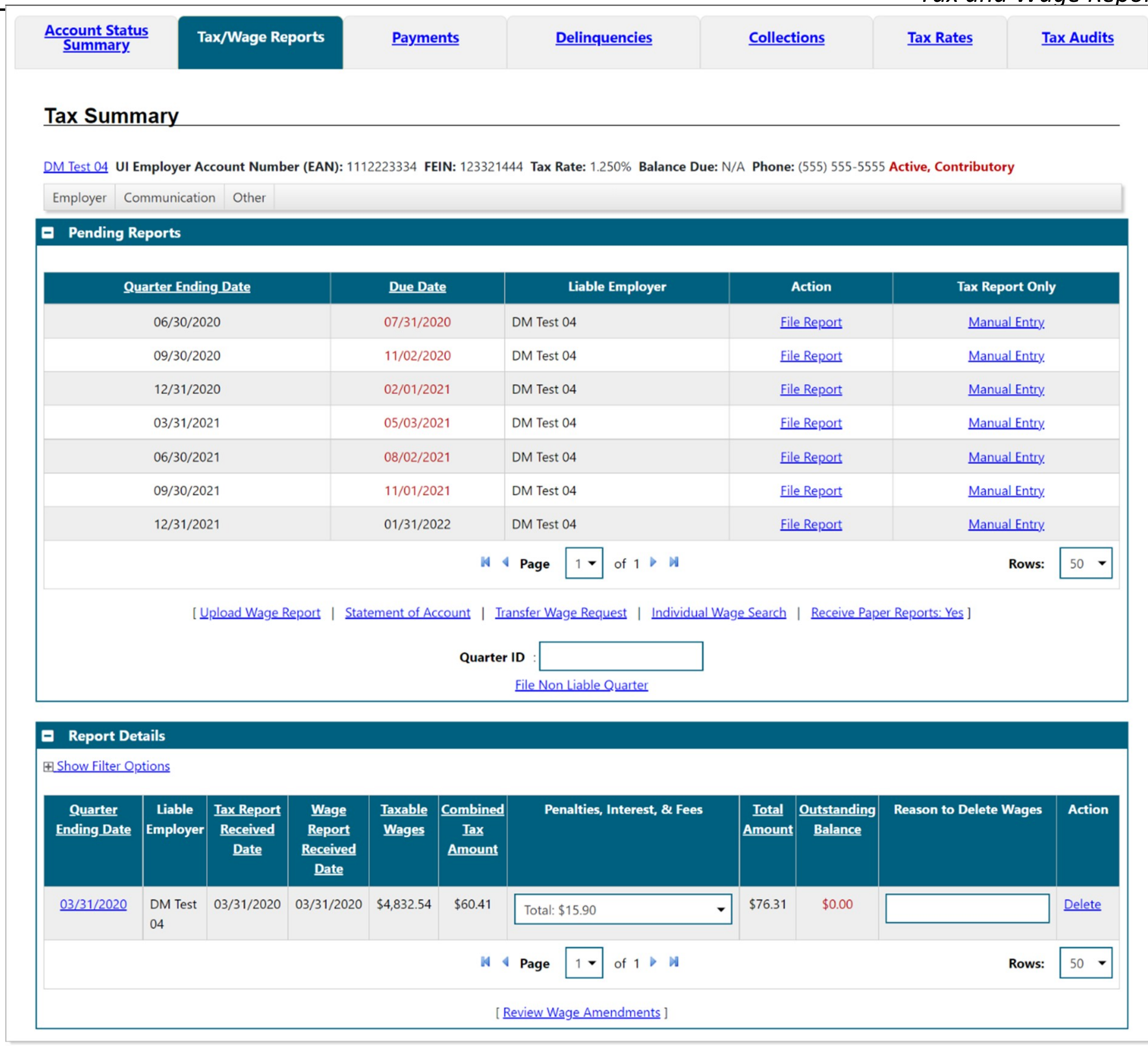
**1st Month:** 3 **2nd Month:** 3 **3rd Month:** 3

[ | 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.



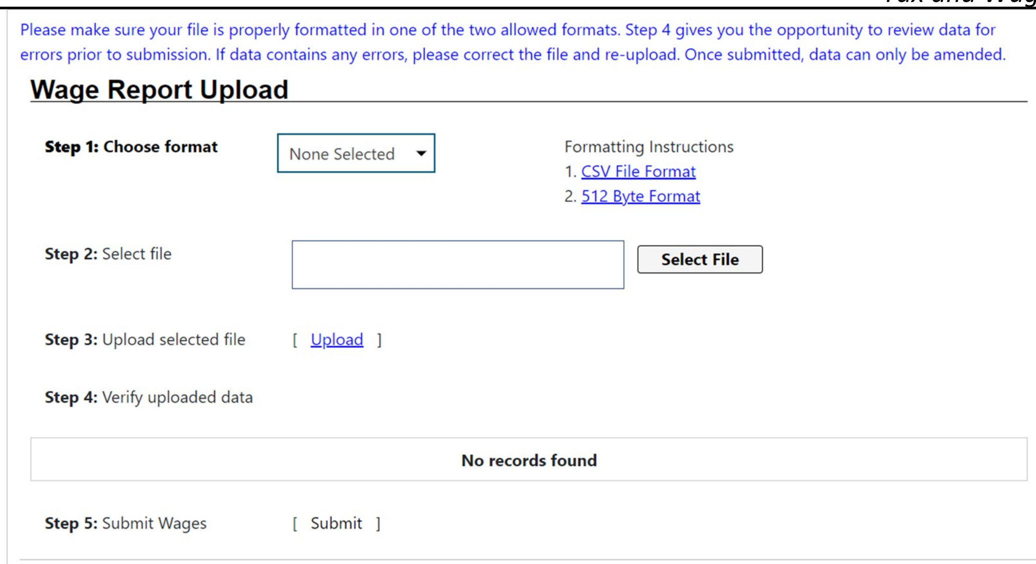

*Report Details Table Reflecting Wage Report Has Been Received for Q1*

## *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.

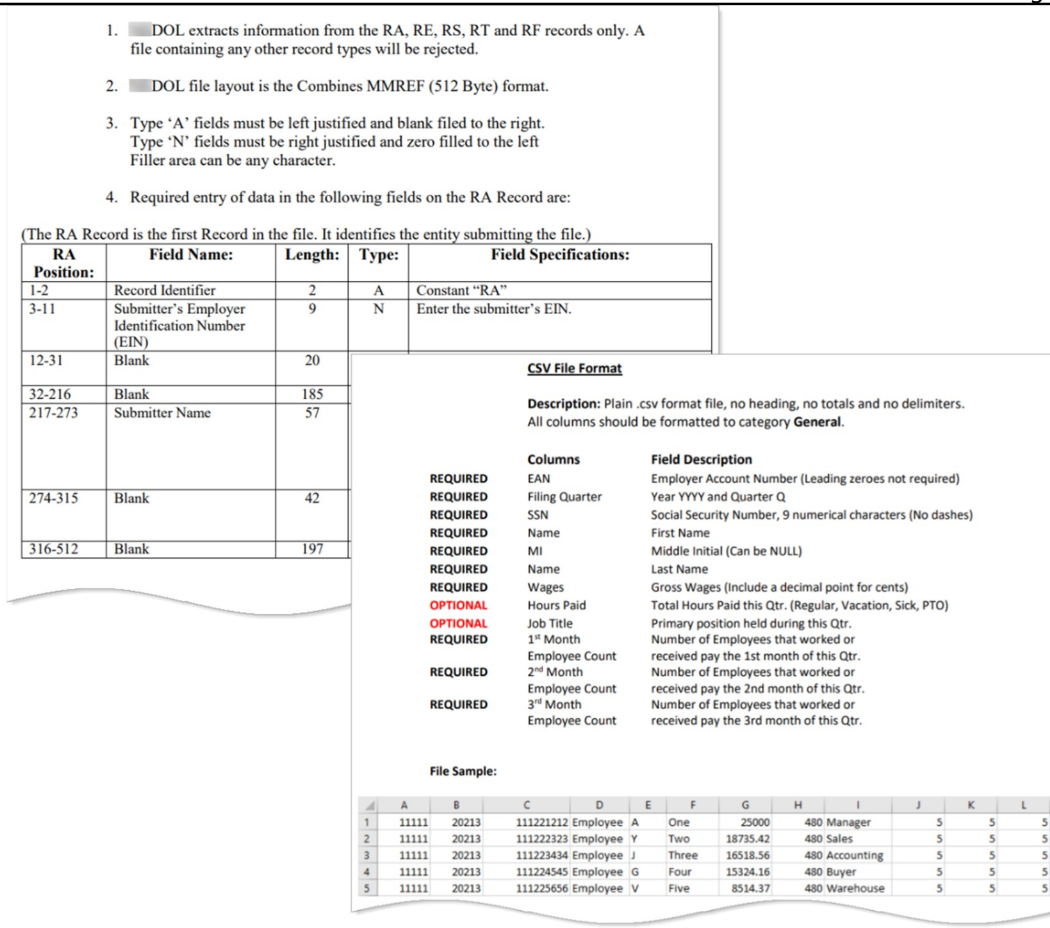
▶ **To file a Wage Report using Electronic File Upload:**

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).




*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 filed 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 | 1st Month Employee Count | Number of Employees that worked or received pay the 1st month of this Qtr. |
| REQUIRED | 2nd Month Employee Count | Number of Employees that worked or received pay the 2nd month of this Qtr. |
| REQUIRED | 3rd Month Employee Count | Number of Employees that worked or received pay the 3rd month of this Qtr. |

**File Sample:**

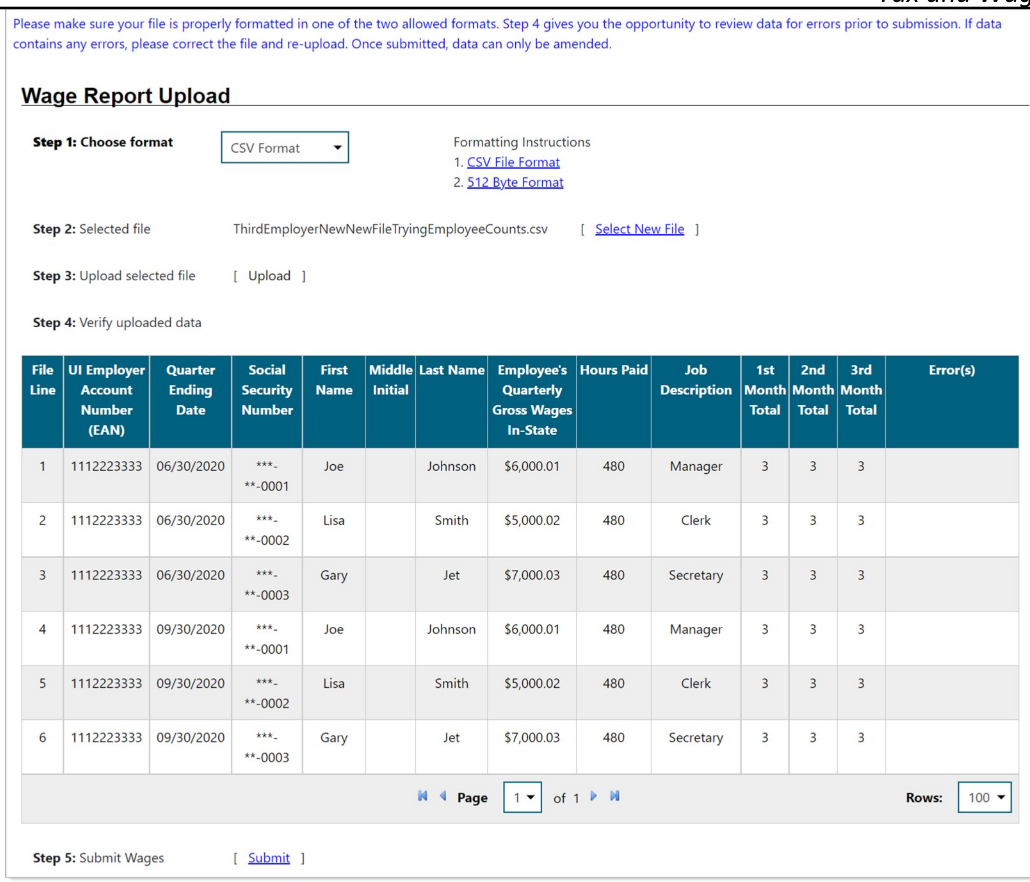
| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 11111 | 20213 | 111221212 | Employee | A | One | 25000 | 480 | Manager | 5 | 5 | 5 |
| 2 | 11111 | 20213 | 111222323 | Employee | Y | Two | 18735.42 | 480 | Sales | 5 | 5 | 5 |
| 3 | 11111 | 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** CSV 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

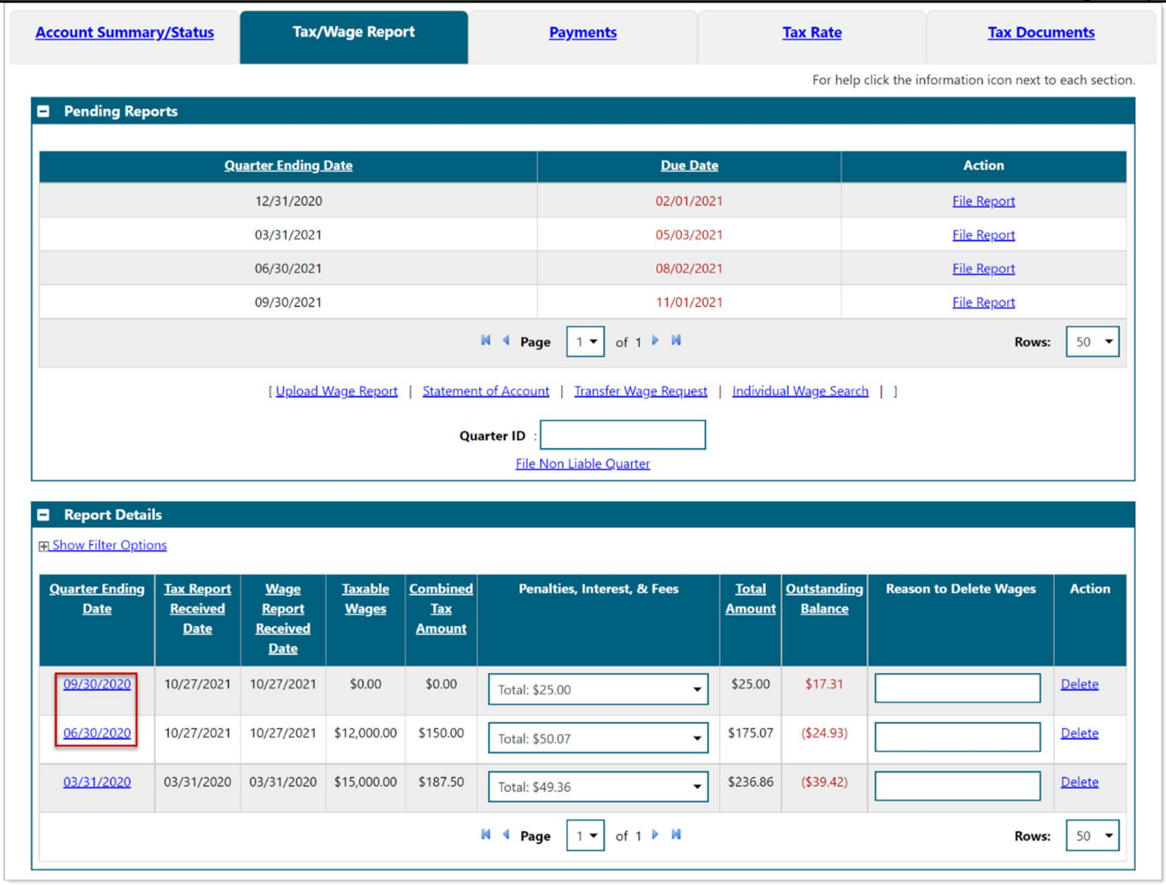
| File Line | UI Employer Account Number (EAN) | Quarter Ending Date | Social Security Number | First Name | Middle Initial | Last Name | Employee's Quarterly Gross Wages In-State | Hours Paid | Job Description | 1st Month Total | 2nd Month Total | 3rd Month Total | Error(s) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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.




*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.

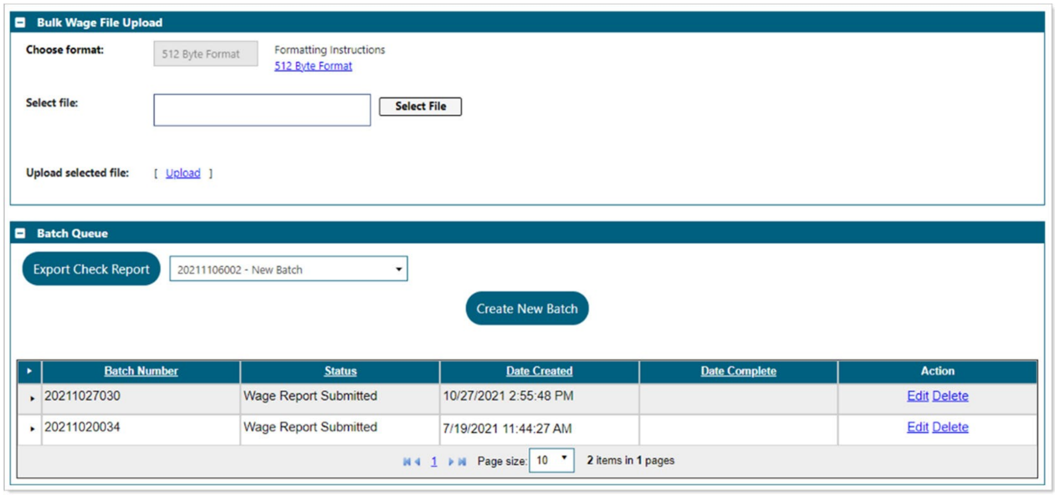
## Bulk File Option for TPAs and MUs

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).




*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.*

DEPARTMENT OF LABOR

# Employer Services

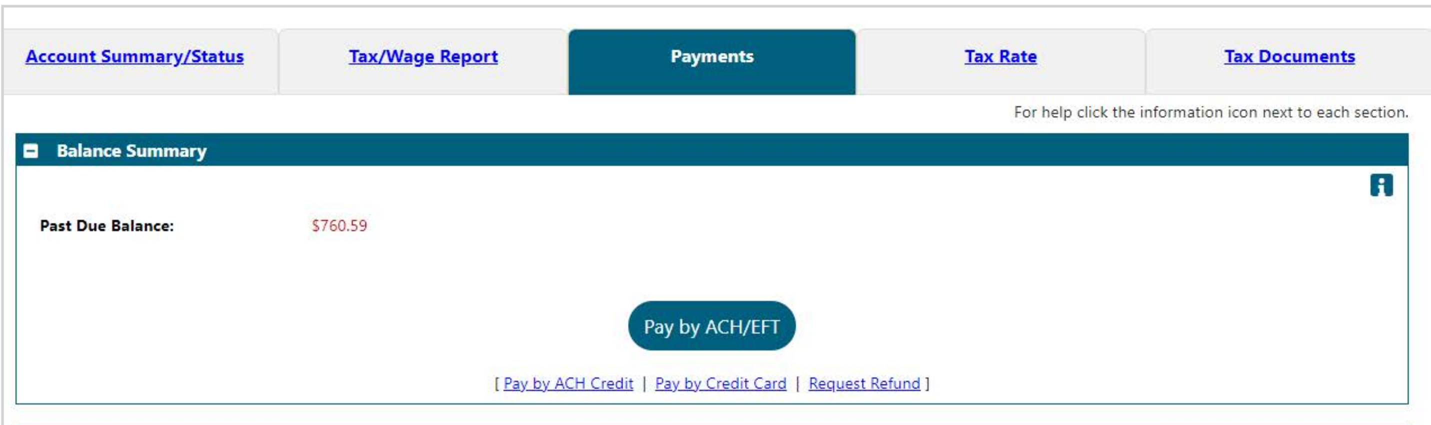
# NEworks User Payment Guide

Equal Opportunity Program/Employer TDD/TTY: 800.833.7352
Auxiliary aids and services are available upon request to individuals with disabilities

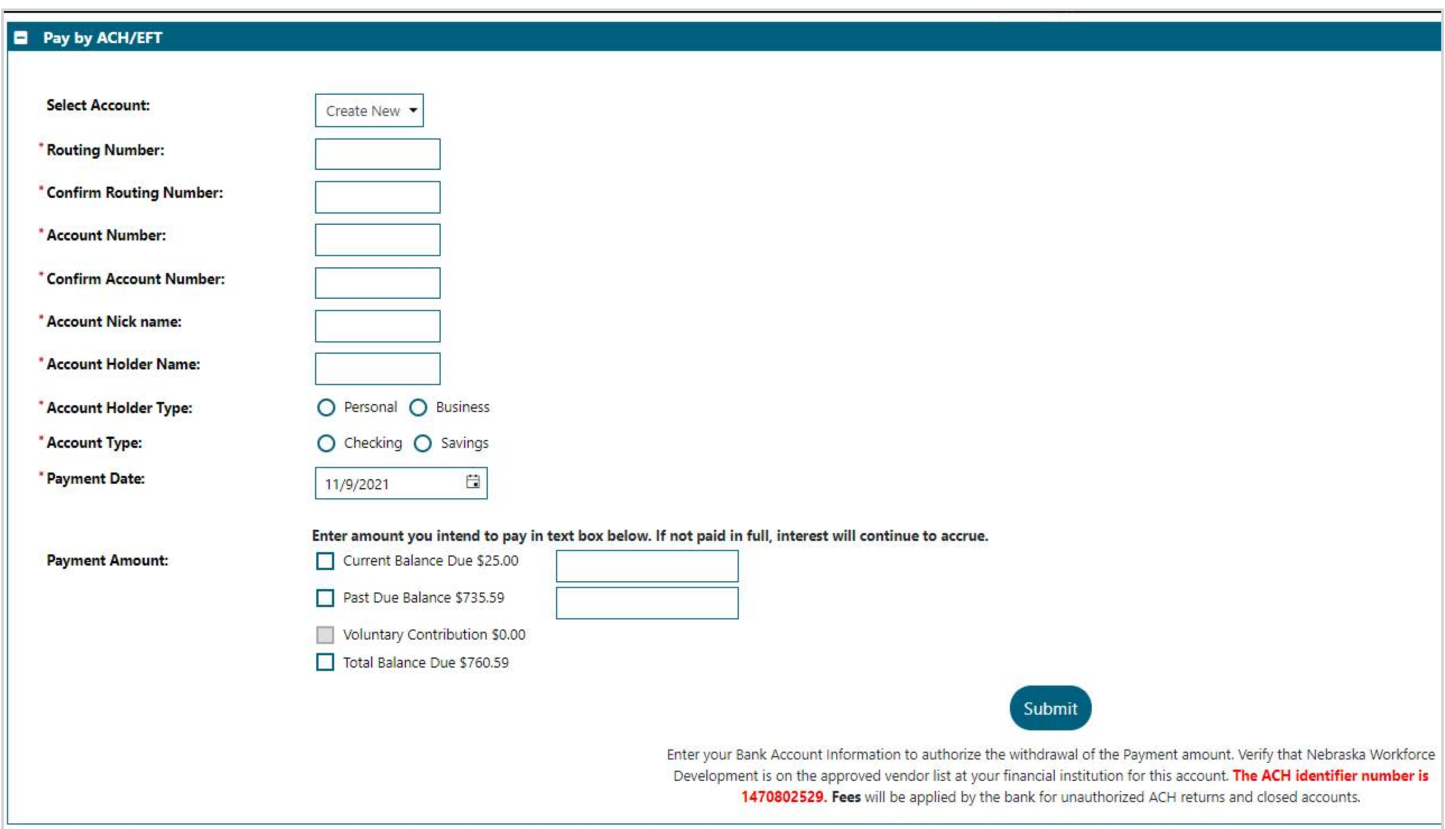
Revised 11/17/2021

# Making Payments

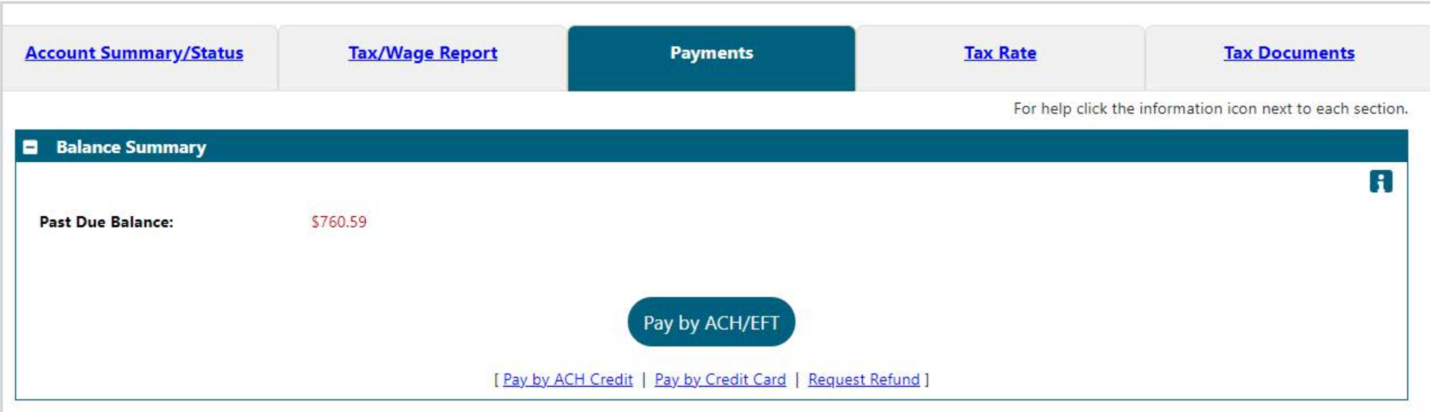
- To submit a payment following the submission of a combined tax report
  - From the **Tax/Wage Reports** Tab click on the **Payments** Tab.
  - The **Balance Summary** will show the overall balance due.
    - Past due amounts are listed in red. Unpaid current due amounts are listed in black.
      - Past and current due amounts will be listed separately.
      - Credit on the account will be listed in parenthesis.



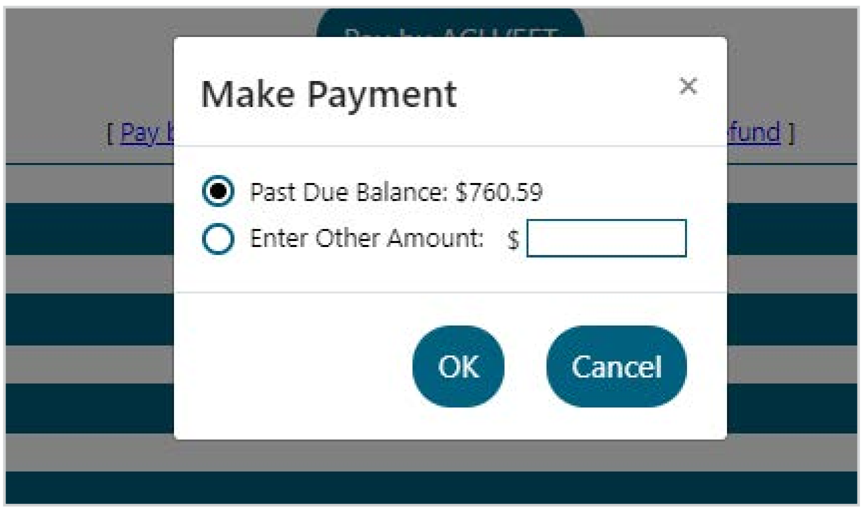

- **Option 1:** Click Pay by **ACH/EFT** to make an Electronic Funds Transfer. Enter your banking information:



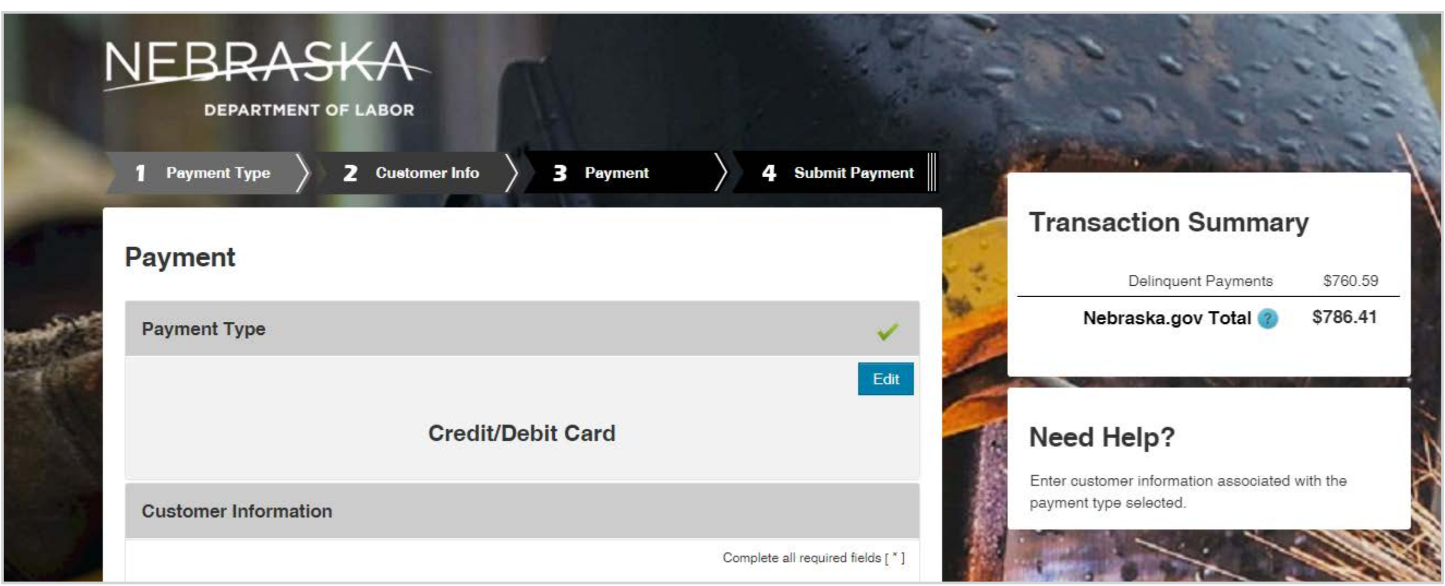
- **Option 2:** Click on **Pay by ACH Credit Card** to payment using credit card:




- Select the amount you would like to pay:




- Complete the required section and submit your payment through the NIC portal:



- Confirm your payment under **Balance Detail** and **Accounting Transaction Audit History** of the **Payments** tab: