

Amended Wage Reporting

Quarterly Employment & Wage Reports

May 2019

Connecting People and Employers through Engagement

Welcome to the DWD video tutorial on Amended Wage Reporting.

Requests to amend previously submitted Quarterly Employment and Wage Reports can now be submitted electronically through UPLINK ESS. This is done by submitting a new wage file with corrected and complete wage data, either by manual entry or file upload, for review by DWD. This tutorial will guide you through the process.

Welcome Lola

What Would You Like To Do Today?



Make a Payment



File a Report



Change Status



Manage Users

Wage Reports

File a Wage Report

Amend Wage Report

Make a Payment

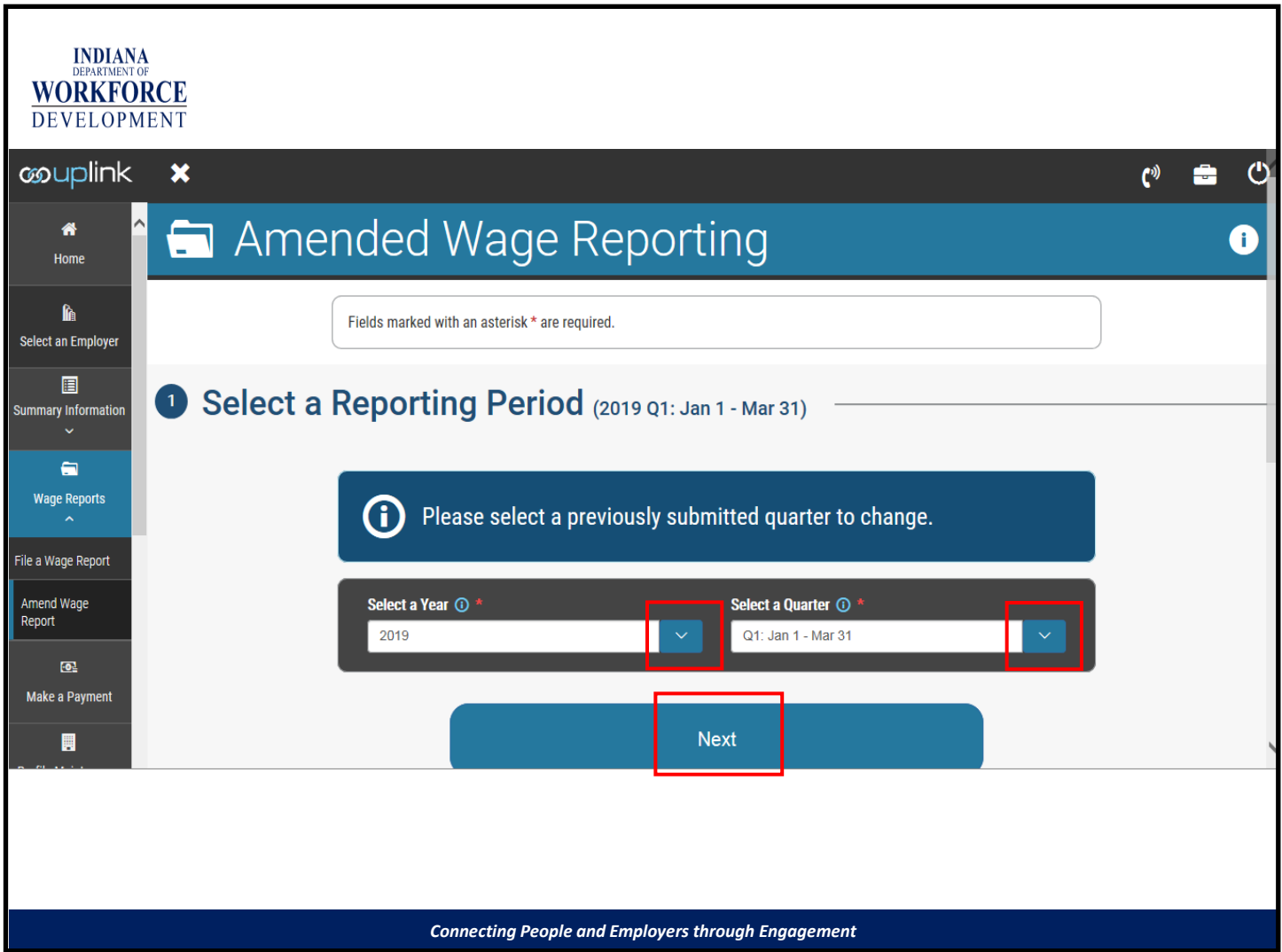
Profile Maintenance

Account Summary

Today's Balance ⓘ

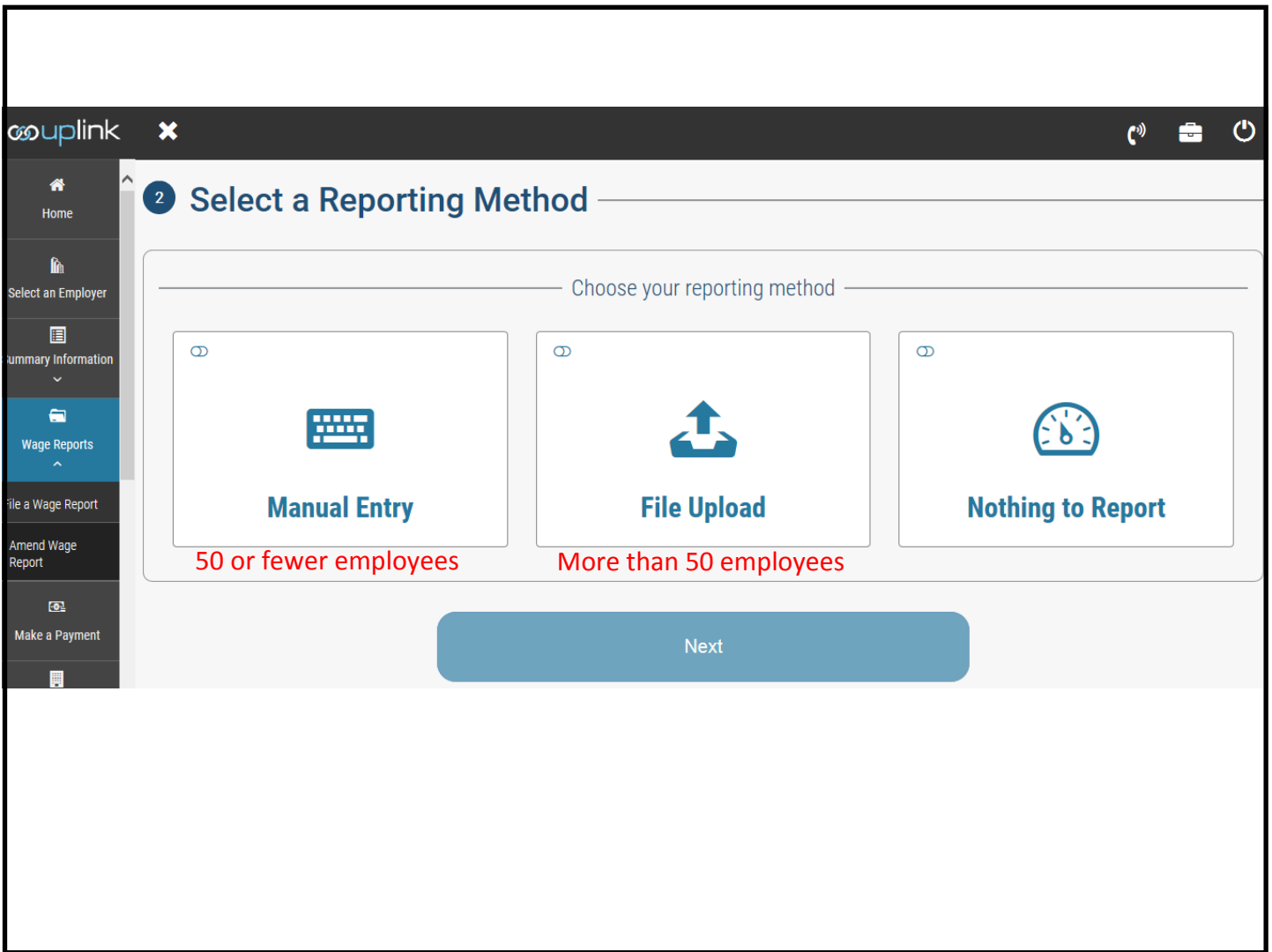
Due Date: 04/30/2019 ⓘ

To submit your updated wage report, click “Wage Reports”, then “Amend Wage Report”, from the left-hand navigation bar.



The *Amended Wage Reporting* screen will appear. From here, using the drop-down menu options, select the “Year” and “Quarter” to change. Click “Next” to continue.

*Only quarters within the statute of limitations and available for amendment will be displayed for selection. Quarters not previously submitted, currently under audit or that have been audited will not display. Users cannot submit multiple requests for the same quarter where an amended wage report request is still pending.



Quarterly Wage and Employment Reports can be amended by **manual entry** or **file upload**.

Amending a prior quarterly wage report by manual entry is completed by editing individual wage records, adding a new wage record or deleting a previously reported wage record. Amending wage reports by manual entry may be done provided that the previously submitted report and the amended report contain 50 or fewer employees. Select “Manual Entry” to amend the report by this method.

Select “File Upload” to amend wage reports with more than 50 employees. Amending a prior quarterly wage report by file upload is completed by uploading a **new** wage file with corrected and complete wage data.

The screenshot displays the Uplink ESS interface. At the top left is the Indiana Department of Workforce Development logo. The main header area says "Welcome" followed by a greyed-out name. Below this is a large heading "What Would You Like To Do Today?" with four blue buttons: "Make a Payment" (with a dollar sign icon), "File a Report" (with a folder icon), "Change Status" (with a double-headed arrow icon), and "Manage Users" (with a group of people icon). Below these buttons is an "Account Summary" section with two dark grey boxes: "Today's Balance" and "Due Date: 04/30/2019". On the left side, there is a vertical navigation menu with items: Home, Select an Employer, Summary Information (highlighted with a red box), Wage Report History (highlighted with a red box), Liabilities, Payments, Rate History, Confirmations, and Wage Reports. At the bottom of the page is a dark blue footer with the text "Connecting People and Employers through Engagement".

Before submitting a request to amend the wage report via file upload, the amended wage file must be in a valid format, either ICESA+ or .CSV (Comma-Separated Value). Users can download and save previously filed wage reports in the .CSV format through UPLINK ESS. These can then be used to update the wage records and submit an amended wage report for review.

To download a copy of the initial wage report, using the left-hand navigation bar, select “Summary Information” and then “Wage Report History”.

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Wage Report History

Date Submitted	Quarter/Year	Total Gross Wages	Taxable Wages	Rate	Contribution Assessed	Status	
03/31/2019	1 / 2019	\$109,500.00	\$62,000.00	2.5%	\$1,550.00	Timely	Download
03/21/2019	4 / 2018	\$57,000.00	\$57,000.00	2.5%	\$1,425.00	Late	Download
03/25/2019	3 / 2018	\$19,000.00	\$19,000.00	2.5%	\$475.00	Late	Download
03/25/2019	3 / 2017	\$9,500.00	\$9,500.00	2.5%	\$237.50	Late	Download
03/20/2019	2 / 2017	\$49,000.00	\$15,000.00	2.5%	\$375.00	Late	Download
03/15/2019	1 / 2017	\$49,000.00	\$33,000.00	2.5%	\$825.00	Late	Download
03/20/2019	2 / 2016	\$9,500.00	\$9,500.00	2.5%	\$237.50	Late	Download

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The *Wage Report History* screen will appear. The most up-to-date wage reports previously posted to the account will display. Click “Download”, located to the far right-hand side of the *Quarter/Year* wage report to be amended. Click “Open” to view the details of the report.

1	Row Type	Reporting F	Reporting State	Unemp	FEIN	SSN	Last Name	First Name	Middle	Start Date	SOC Code	Zip Code	c Full Time/	Gross Wage	Employed	Employed	Employed 12th
2	H	1/2/3/ or 4	YYYY	0	0 0		Sample	Sample	A	00/00/0000	0	0	FT/PT or 0	0	Y/N	Y/N	Y/N
3	S	1	2019	123456	01-2345678	001-23-4567	BROWN	SAMUEL	B	9/7/2015	272011	46204	FT	25000	Y	Y	Y
4	S	1	2019	123456	01-2345678	002-34-5678	DOUGLAS	ANN	C	11/23/2015	272011	46204	FT	26000	Y	Y	Y
5	S	1	2019	123456	01-2345678	012-34-5678	SCOTT	CHARLIE	D	10/30/2015	273043	46204	FT	5000	Y	N	N
6	S	1	2019	123456	01-2345678	123-45-6789	REDDING	WINNIE	E	12/24/2015	519061	46204	PT	9500	Y	Y	Y
7	S	1	2019	123456	01-2345678	234-56-7789	WHITE	SARA	F	12/21/2015	372012	46204	FT	9500	Y	Y	Y
8	S	1	2019	123456	01-2345678	111-11-1111	SMITH	MARY	G	3/16/2015	211012	46204	FT	9500	Y	Y	Y
9	S	1	2019	123456	01-2345678	034-55-5555	ADAMS	WILLY	H	6/30/2016	513092	46204	PT	25000	N	N	Y
10																	

The selected report will download & open in .CSV format. Amend the wage report as needed. Any missing data can be entered at this time as well. Make sure that you do not hit the space bar here otherwise it will not pass error checking.

In this example, the gross wages for Willy Adams should have been \$2,500 rather than \$25,000 as originally filed. The wage file will be amended to reflect the correct amount.

The screenshot shows the Microsoft Excel interface with the 'DATA' tab selected. A 'Sort' dialog box is open, showing the following settings:

- Add Level
- Delete Level
- Copy Level
- My data has headers
- Sort by: Row Type (Values) A to Z
- Then by: SSN (Values) A to Z

The background spreadsheet shows a table with columns: Row Type, Reporting f, Reporting State, Unempl FEIN, SSN, Last Name, First Name, Middle, Start Date, SOC Code, Zip Code, Full Time/ or 0, Gross Wage, Employed, and three additional 'Employed' columns. The data is sorted by Row Type and then by SSN.

It may be helpful to sort the wage record data if you have a large file to be amended. To sort the data, click the green arrow immediately to the left of column A. The complete worksheet will change to gray to show it has been selected. This will ensure that all wage record data is retained within the correct row and column.

This example will be sorted by SSN. Click the "Data" tab at the top of the spreadsheet, then click "Sort". A dialogue box will appear. In order for the file to upload, rows 1 and 2 must always remain in the same location as shown in this image. (Row 1 = Headers and Row 2 = Sample) To ensure that the file uploads in the correct format, sort by multiple levels and be sure that the box "My data has headers" is checked. To add a level, click "Add Level". Then, using the drop-down arrows, choose Sort by "Row Type", "A to Z" and then choose "SSN", "A to Z". Rows 1 and 2 will remain in the same location within the file and the wage data will be sorted numerically by social security numbers.

Users may prefer to use a find command to quickly locate data in the worksheet to be amended. To find specific data, press "Ctrl+F". Enter the text or value you want to locate and then click "Enter" to start the search.

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Row	Type	Reporting f	Reporting State	Unemp	FEIN	SSN	Last Name	First Name	Middle	Start Date	SOC Code	Zip Code	cFull Time/	Gross Wage	Employed	Employed	Employed
2	H	1/2/3/ or 4	YYYY	0	0	0	Sample	Sample	A	00/00/0000	0	0	FT/PT or 0	0	Y/N	Y/N	Y/N
3	S	1	2019	123456	01-2345678	001-23-4567	BROWN	SAMUEL	B	9/7/2015	272011	46204	FT	25000	Y	Y	Y
4	S	1	2019	123456	01-2345678	002-34-5678	DOUGLAS	ANN	C	11/23/2015	272011	46204	FT	26000	Y	Y	Y
5	S	1	2019	123456	01-2345678	012-34-5678	SCOTT	CHARLIE	D	10/30/2015	273043	46204	FT	5000	Y	N	N
6	S	1	2019	123456	01-2345678	034-55-5555	ADAMS	WILLY	H	6/30/2016	513092	46204	PT	25000	N	N	Y
7	S	1	2019	123456	01-2345678	111-11-1111	SMITH	MARY	G	3/16/2015	211012	46204	FT	9500	Y	Y	Y
8	S	1	2019	123456	01-2345678	123-45-6789	REDDING	WINNIE	E	12/24/2015	519061	46204	PT	9500	Y	Y	Y
9	S	1	2019	123456	01-2345678	234-56-7789	WHITE	SARA	F	12/21/2015	372012	46204	FT	9500	Y	Y	Y

Save As

CSV Format Quarterly Wage Reports

Organize New folder

File name: Amended 1Q2019 123456 WageReportDetails (1).csv

Save as type: CSV

Save Cancel

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We suggest saving the amended report as a .CSV file by selecting “File”, “Save As”, using the drop-down select *Save as type* “CSV (Comma delimited) (*.csv)” and then select “Save”. You may wish to change the file name before saving.

When saving your file in .CSV format, informational text will appear regarding the .CSV file type. The system will ask if you want to keep using the .CSV format. **ALWAYS** answer this question “Yes”. This ensures your file is saved in the correct format for file upload. **Do not close the file** until it has uploaded successfully.

Amended Wage Reporting

Fields marked with an asterisk * are required.

✓ **Select a Reporting Period** (2019 Q1: Jan 1 - Mar 31)

✓ **Select a Reporting Method**

3 **Enter Your Report**

Please upload your full wage report file with corrected employee records. **Choose a File** to upload that is in the approved ICESA or .CSV format. For instructions on creating your file, please click your preferred file format.

C:\Users\LStainbrook\Desktop\CSV Format Quarterly Wage Reports\Amended 1Q2019 123456 WageReportDetails (1).csv

Upload Replacement File

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Here, file upload was chosen as the reporting method for the amended wage report. To begin, click “Choose a File”. Using the upload box that appears, locate and select your amended wage file for upload. Then, click “Open.”

The file selected for upload will appear directly above the “Upload Replacement File” button. To continue, click “Upload Replacement File”. The system will perform the same validation & error checks as occur during the initial wage record submission process. If the amended report has errors, the system will display the errors and the severity in the same manner as the initial wage record submission process.

Fields marked with an asterisk * are required.

✓ Select a Reporting Period (2018 Q3: Jul 1 - Sep 30)

✓ Select a Reporting Method

3 Enter Your Report

INSTRUCTIONS

- Save progress often using the "Save Progress" button below
- Click the pen icon (✎) to change an existing record
- There is a 50 record maximum for manual entry
- See a [video](#) or [guide](#) for manual reporting

Total Gross Wages: 19,000.00 | Total Number of Employees: 2

type to search and filter manual entries Search

Sort Ascending Collapse All Expand All Add Employee +

? 2 Unchecked Records Check Report

Employee Name	SSN	Gross Wages	Actions
FIRST EMPLOYEE	001-11-1111	9,500.00	[Dropdown] [Pencil] [Trash]
SECOND EMPLOYEE	002-22-2222	9,500.00	[Dropdown] [Pencil] [Trash]

Save Progress Check Report Submit Report

When Manual Entry is selected, the wage record panels from the initial report will display and populate. Click the pencil icon to the right of the record to be edited.

After all changes have been made click "Submit Report". The system will perform the same validation & error checks as occur during the initial wage record submission process. If the amended report has errors, the system will display the errors and the severity in the same manner as the initial wage record submission process.

The screenshot shows a web browser window with the URL 'https://in.gov' and a tab titled 'ESS: Amended Wage Repor... X'. The main content is a modal window titled 'Add Employee Information' with a 'Clear Form' link at the top. The form is organized into two columns:

- FEIN:** 01-1111111
- SSN:** 001-11-1111
- First Name:** FIRST
- Last Name:** EMPLOYEE
- Middle Initial:** A
- Start Date:** 01/01/1990
- SOC Code:** 00-0000
- Gross Wages:** \$ 9,500.00
- Zip Code of Primary Work Location:** 00000
- Employment Type:** A dropdown menu is open, showing 'Full-Time' and 'Part-Time' options.
- Employed 12th Day of January?** Yes (selected), No
- Employed 12th Day of February?** Yes, No

At the bottom of the modal, there are four buttons: 'Cancel', 'Clear Form', 'Close & Add', and 'Close & Done'. The 'Close & Done' button is highlighted with a red rectangular box.

The wage panel will re-open to allow corrections to the selected wage record data. Once the corrections have been made click “Close & Done” to return to the previous screen and to select the next wage record to be edited. A new panel will open for each wage record selected for editing.

After all changes have been made click “Close & Done” to return to the “Amended Wage Reporting” screen to submit the amended report.

Amended Wage Reporting

Fields marked with an asterisk* are required.

✓ Select a Reporting Period (2019 Q1: Jan 1 - Mar 31)

✓ Select a Reporting Method

✓ Enter Your Report

4 Confirm & Complete

Total Gross Wages = \$87,000.00

Total Number of Employees = 7



I certify, under penalty of perjury, that this report is true and complete to the best of my knowledge.

I Confirm

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The final step in the process is to confirm the amended wage record data regardless of the reporting method. The total gross wages and the total number of employee records to be reported will be displayed. Users should verify this information and then select the checkbox to certify the information to be true and accurate. Click “I Confirm” to complete the submission process.

Additional instructions can be found in the File Upload, Manual Wage Entry and Wage Reporting Errors modules all of which are available at in.gov/dwd, in the same location where you found the link to this tutorial.

The screenshot displays a web interface for submitting an amended wage report. At the top left, the Indiana Department of Workforce Development logo is visible. The main content area shows a progress bar with four steps: 'Select a Reporting Period', 'Select a Reporting Method', 'Enter Your Report', and 'Confirm & Complete'. The 'Enter Your Report' step is currently active, indicated by a green checkmark. A large white modal window is centered on the screen, featuring a green checkmark icon and the text: 'Your wage report has been successfully submitted. These changes may not appear immediately on your account.' Below this text is a small instruction: 'Click the button below to continue.' A blue 'Continue' button is located at the bottom right of the modal, highlighted with a red rectangular border. The background of the page is dark blue with white text, and the footer contains the slogan 'Connecting People and Employers through Engagement'.

The amended quarterly report will be available for review by DWD after it has been successfully submitted. The request to amend the quarterly wage report will be reviewed by DWD to ensure it meets eligibility and validity requirements. Once approved, the request will be processed accordingly. Click “Continue” to return to the Homepage.

For additional information regarding ESS
and wage report submission see

https://www.in.gov/dwd/ess_faq.htm

See <https://www.in.gov/dwd/3296.htm>
for technical specifications for these file types

Call 1-800-891-6499

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If you have any questions about the data you are required to provide, please reference the Wage Reporting Guide. Phone representatives are also available by calling 1-800-891-6499, option #2.

Thank You