

Uploading Employer Quarterly Wage Reports

UPLINK Employer Self Service
Quarterly Wage Reporting

Welcome

Beginning with the first quarter 2019, employers will file one quarterly report, the Quarterly Employment and Wage Report, also known as the UC-5. This tutorial will guide you through the process for submitting a report by file upload. The file upload option for reporting wage records is the only option available for employers reporting more than 50 employees in a quarter.

If you have less than 50 employees to report you may use this option or the manual entry option. You can find instructions for that process in the Manual Wage Entry module available at in.gov/dwd, in the same location where you found the link to this tutorial.

The screenshot shows the login page for the Uplink Employer Self Service portal. At the top, there are input fields for 'username' and 'password', with links for 'Forgot Username?' and 'Forgot Password?'. There are 'Sign In' and 'Register' buttons. Below the login area is a large banner image of a diverse group of people with the 'uplink' logo and the text 'Welcome to Employer Self Service'. The main content area is divided into two sections: 'Important Information' and 'Resources'. The 'Important Information' section features a blue header 'Uplink Redesign for ESS' and a date '10/30/2018'. It contains a video player with the title 'Employer Self-Service System' and a play button. The 'Resources' section contains four blue buttons with white icons and text: 'First Time User' (person icon), 'What's New?' (lightbulb icon), 'I Need Help...' (bell icon), and 'FAQs' (speech bubble icon). Each button has a 'Learn More' link below it.

Users must have the *Administrator* or *Wage Records* role to access the wage report portal. To begin, sign in to the Employer Self Service portal.

The screenshot displays the Uplink Employer Self Service (ESS) dashboard. The top navigation bar includes the Uplink logo and a 'Dashboard' title. A message states 'Account is currently in good standing, thank you.' Below this, a 'Welcome Lola' message is followed by the question 'What Would You Like To Do Today?'. Four primary action buttons are presented: 'Make a Payment', 'File a Report', 'Change Status', and 'Manage Users'. The 'File a Report' button is highlighted with a red rectangular box. A red arrow points to the 'Wage Reports' option in the left-hand navigation menu. The 'Account Summary' section features two main cards: 'Today's Balance' showing 'You Owe \$0.00' and 'Due Date: 04/30/2019' with a progress bar indicating '55 Days Left'. At the bottom, there are three status cards: 'Status: Active', 'Total Premium: 2.5%', and 'Exp. Balance: Positive'. There are also two buttons: 'Make a Payment' and 'File a Report'.

After signing in to Uplink Employer Self Service (ESS) you will find yourself at the Employer Home Page. To begin, click on “File a Report”. You may also click on “Wage Reports” and then “File a Wage Report” from the left-hand navigation bar.

The screenshot displays the 'Wage Reporting' interface. At the top, there is a blue header with a folder icon and the text 'Wage Reporting'. Below the header, a white box contains the text: 'Fields marked with an asterisk * are required.' The main content area is divided into four numbered steps: 1. Select a Reporting Period, 2. Select a Reporting Method, 3. Enter Your Report, and 4. Confirm & Complete. Step 1 is currently active, indicated by a blue checkmark and a blue bar. In this step, there are two dropdown menus: 'Select a Year' and 'Select a Quarter'. The 'Select a Year' dropdown is open, showing the years 2019 and 2018. The 'Select a Quarter' dropdown is also open, showing 'Q4: Oct 1 - Dec 31'. A blue 'Next' button is positioned below the dropdowns.

The Wage Reporting screen will appear. From here, using the drop-down menu options, select the “Year” and “Quarter” you wish to report. Click “Next” to continue. Section one (1) will display green with a checkmark and section two (2) will open.

*Only quarters available to submit will be displayed for selection. Quarters previously submitted, in the future, under audit or that have been audited will not display.

Wage Reporting

Fields marked with an asterisk * are required.

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

2 Select a Reporting Method

Do you have more than 50 employees to report? ? Yes No

Choose your reporting method

Option Unavailable in This Context

Manual Entry

File Upload

Option Unavailable in This Context

Nothing to Report

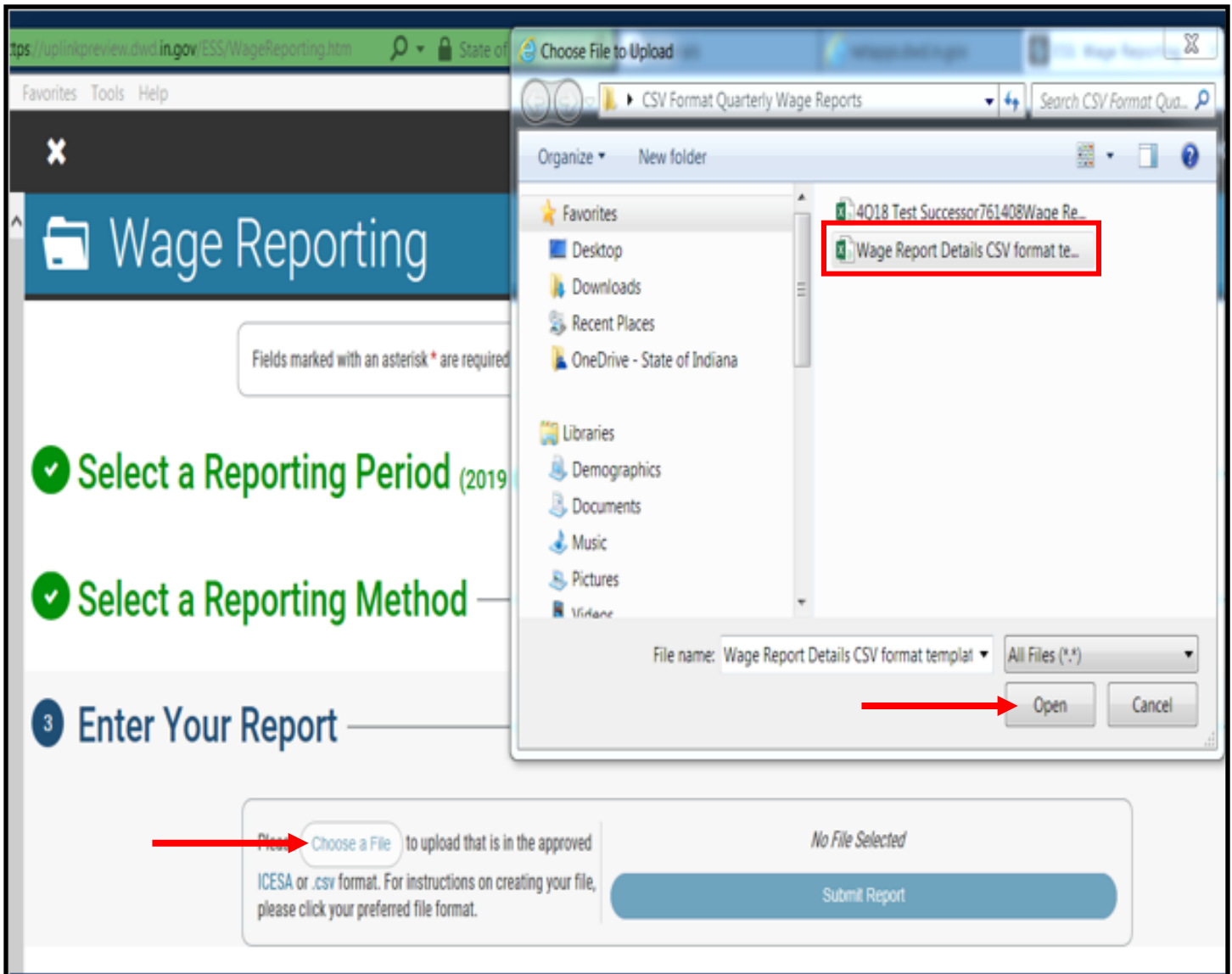
Next

3 Enter Your Report

In section two (2), you will select your reporting method.

You must answer the question, “*Do you have more than 50 employees to report?*” Employers answering “Yes” are **required** to use the “File Upload” reporting method. The system will automatically select the “File Upload” button. The “Manual Entry” and “Nothing to Report” buttons are no longer available options.

After clicking “Next,” section two (2) will display green with a checkmark to show it has been completed.



You are now ready to upload your wage report. Your file must be in the approved ICESA or .CSV format (you can find instructions for these files at in.gov/dwd in the same location as this tutorial). To begin, click “Choose a File”. Using the upload box that appears locate and select the file to upload. Then, click “Open”.

DWD will provide an excel template that matches the requirements which is in CSV format and is highly recommended by the agency. Also, users will now only be required to submit the E and S records on the ICESA file.

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 [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:\CSV Format Quarterly Wage Reports\1Q19

Submit Report

The file will now appear, and you will click the “Submit Report” button to continue the upload process. The system will check that the file type and format are valid. After the validation test, the system will check the wage records for errors and warnings. If there are no errors or warnings found, section three will display with a green checkmark to show it has been completed and section 4 will open.

If the file cannot be validated, an error message will appear. The file format parameters are available by clicking directly on the file format name, highlighted in blue. Review your data and file type and make any corrections before attempting to submit the report again. After making the corrections, click “Continue” to return to the Wage Reporting screen to begin the process again.

Wage Reporting

Fields marked with an asterisk* are required.

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

2 Select a Reporting Method

3 Enter Your Report

Please [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:\CSV Format Quarterly Wage Reports\1Q19

Submit Report

The system will display a spinning wheel to indicate the upload is in process and may take up to two (2) minutes to load.

In the case of large files, this process may take up to 24hrs and a message will display if this is the case. The user will receive an email from the agency once the report has been processed and a “Return to Homepage” button will then appear. To complete the wage report submission process, log back into ESS after receiving the notification from the agency.

Otherwise you will move to section 4.

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 = \$20,000.00 | Total Number of Employees = 1


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

After the system has validated the file and has checked the report for errors, the final step is to confirm the reported data. The total gross wages and the total number of employee records uploaded will be displayed. The user should verify this information and then select the checkbox to certify the information to be true and accurate. After checking the box, click the “I Confirm” button to complete the submission process.

Wage Reporting

Fields marked with an asterisk * are required.

- ✓ Select a Reporting Period
- ✓ Select a Reporting Method
- ✓ Enter Your Report
- 4 Confirm & Complete



Your wage report has been successfully submitted. Your confirmation # is 69519904.

• Click the button below to continue.

Continue

Total Gross Wages = \$20,000.00 | Total Number of Employees = 1

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

I Confirm

The file upload process is now complete. Note your confirmation number is now included with your successful submission. Record and save this number with your quarterly records. You can also see this number in your confirmations list under Summary Information.

Wage Report History i

Show entries Search:

Effective Date	Quarter/Year	Total Gross Wages	Taxable Wages	Rate	Contribution Assessed	Status			
07/18/2019	4 / 2017	\$5,500.00	\$2,000.00	2.5%	\$50.00	Late	Download CSV	Download PDF	View Details
07/17/2019	3 / 2017	\$3,500.00	\$3,500.00	2.5%	\$87.50	Late	Download CSV	Download PDF	View Details
07/17/2019	2 / 2017	\$3,500.00	\$3,500.00	2.5%	\$87.50	Late	Download CSV	Download PDF	View Details
07/16/2019	1 / 2017	\$2,500.00	\$2,500.00	2.5%	\$62.50	Late	Download CSV	Download PDF	View Details

To view the details including taxable wages, contribution assessments and total due go to the Summary Information section from your left hand navigation bar and then Wage Report History.

Click on View Details for the specific quarter.

Wage Report History Details i

For Quarter/Year : 4/2017

[Download CSV](#)
[Download PDF](#)
[Print](#)

Assessment Summary

	Contributions	Interest	Penalty	Other Cost	Spc Chrgs
Amount Assessed	\$50.00	\$9.00	\$5.00	\$0.00	\$0.00
Amount Paid *	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Remaining Balance	\$50.00	\$9.00	\$5.00	\$0.00	\$0.00

Showing 1 to 3 of 3 entries

* Note: Amount Paid includes all prior credits applied and money received.

Report Details

Total Gross Wages
\$5,500.00

Total Taxable Wages
\$2,000.00

Total Premium
2.500 %

Report Type
Adequate

Report Status
Late

Computed Tax
\$50.00

Total Due
\$64.00

Effective Date
07/18/2019

Adj. Effective Date
07/18/2019

Here you can see the break down of the contribution assessment and the details of the report including taxable wage amounts and the total contribution amount due. You are also able to print this information as well as download it as a CSV file and/or PDF file.

For this example we will click the Print button.

ENTERTAINMENT LLC		SUTA		Business Type : Limited Liability Company		FEIN :	
For Quarter/Year 4/2017						<input type="button" value="Print"/> <input type="button" value="Close"/>	
Assessment Summary							
	Contributions	Interest	Penalty	Other Cost	Spc Chrgs		
Amount Assessed	\$50.00	\$9.00	\$5.00	\$0.00	\$0.00		
Amount Paid *	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Remaining Balance	\$50.00	\$9.00	\$5.00	\$0.00	\$0.00		
* Note: Amount Paid includes all prior credits applied and money received.							
Report Details							
Total Gross Wages :	\$5,500.00	Total Taxable Wages :	\$2,000.00				
Total Premium :	2.50 %	Report Type :	Adequate	Report Status : Late			
Computed Tax :	\$50.00	Total Due :	\$64.00				
Effective Date :	07/18/2019	Adj. Effective Date :	07/18/2019				
Monthly Employee Count							
October :	2	November :	2	December :	2		

This is the printed version of the details of the report. To print this information click the Print button.

Representatives are also available to assist you,
 Call 1-800-891-6499, option 2, then option 3
 (Phone representatives are available between 8 a.m. and 4:30 p.m. EST)

Thank You