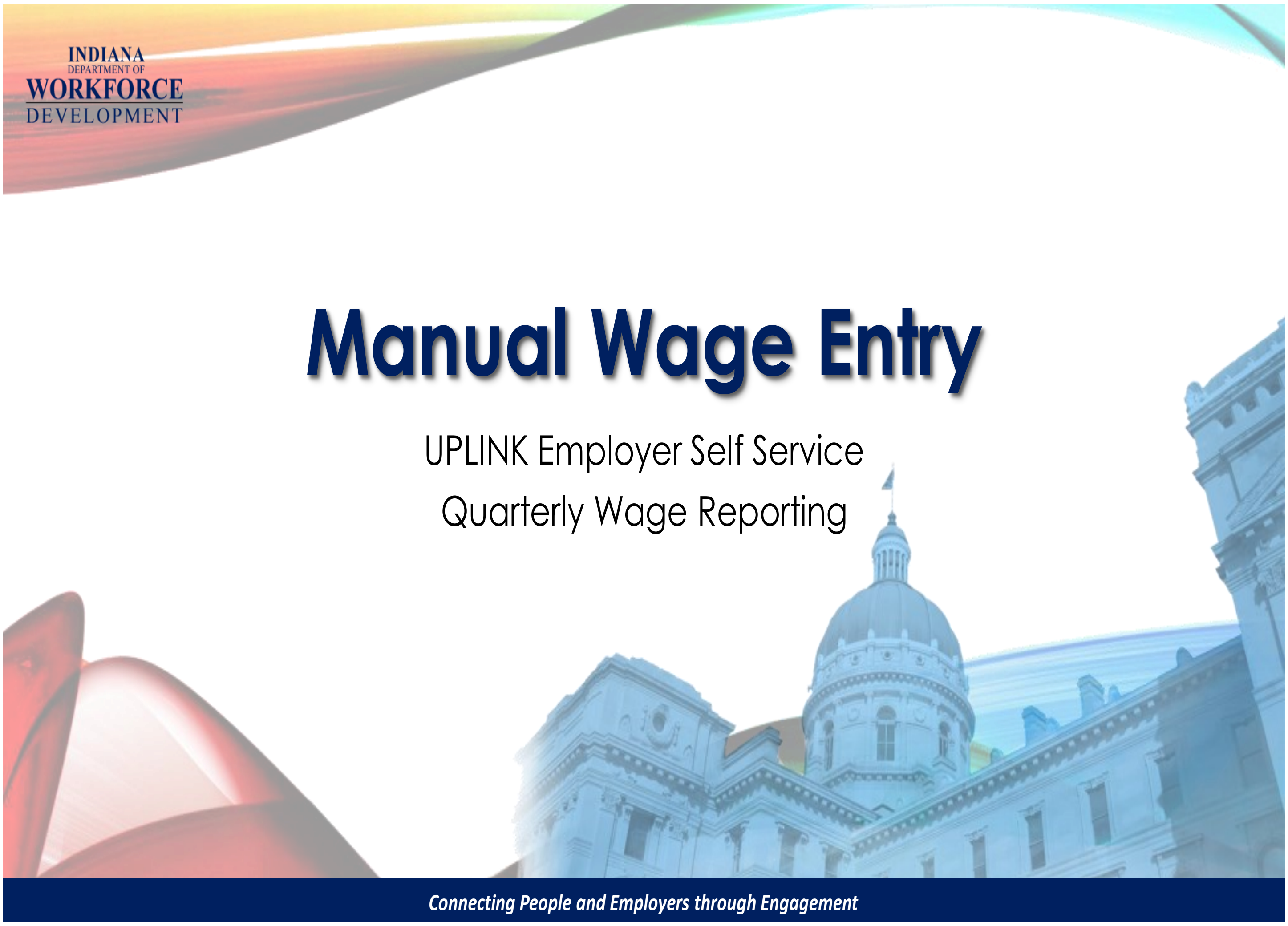
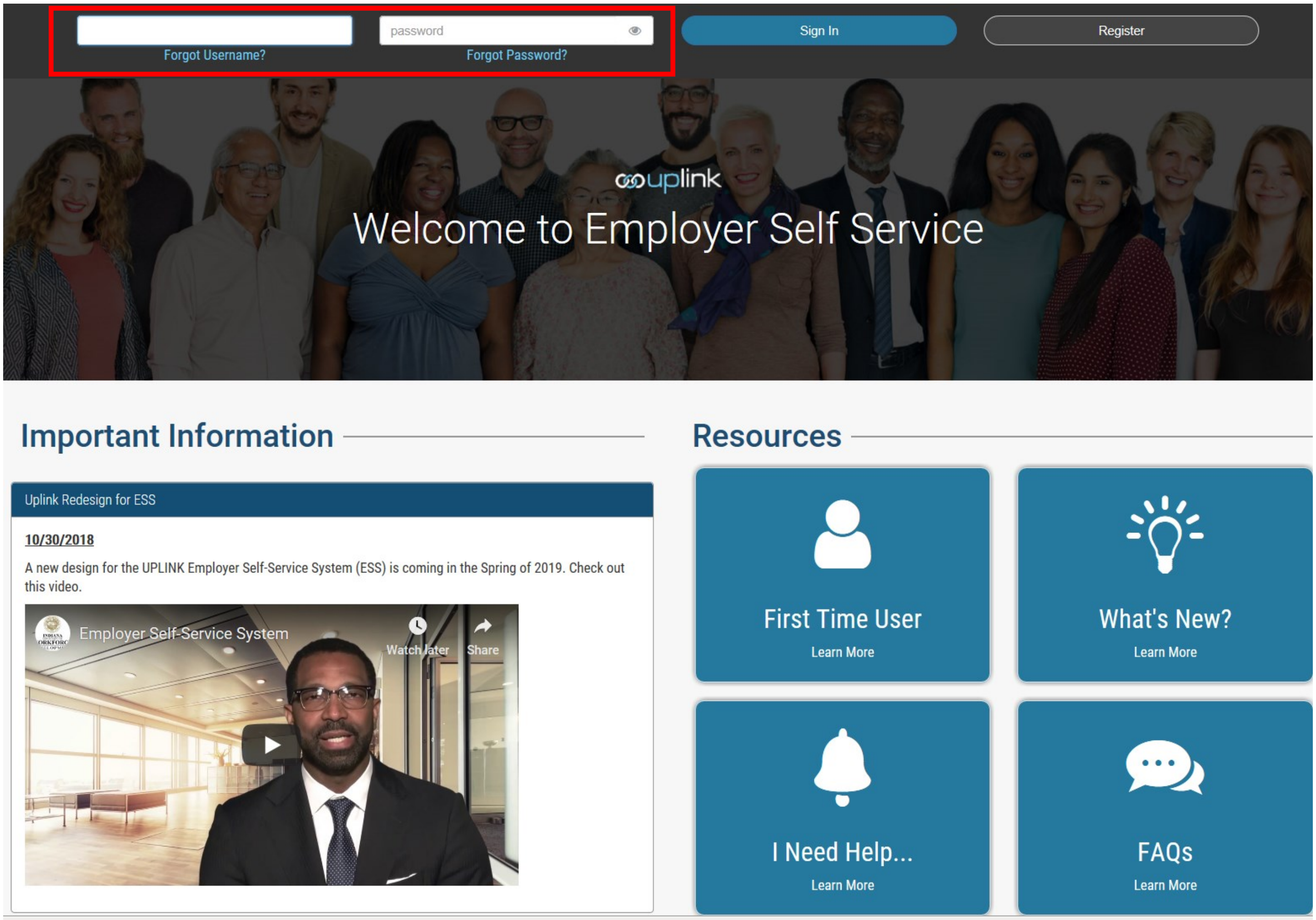


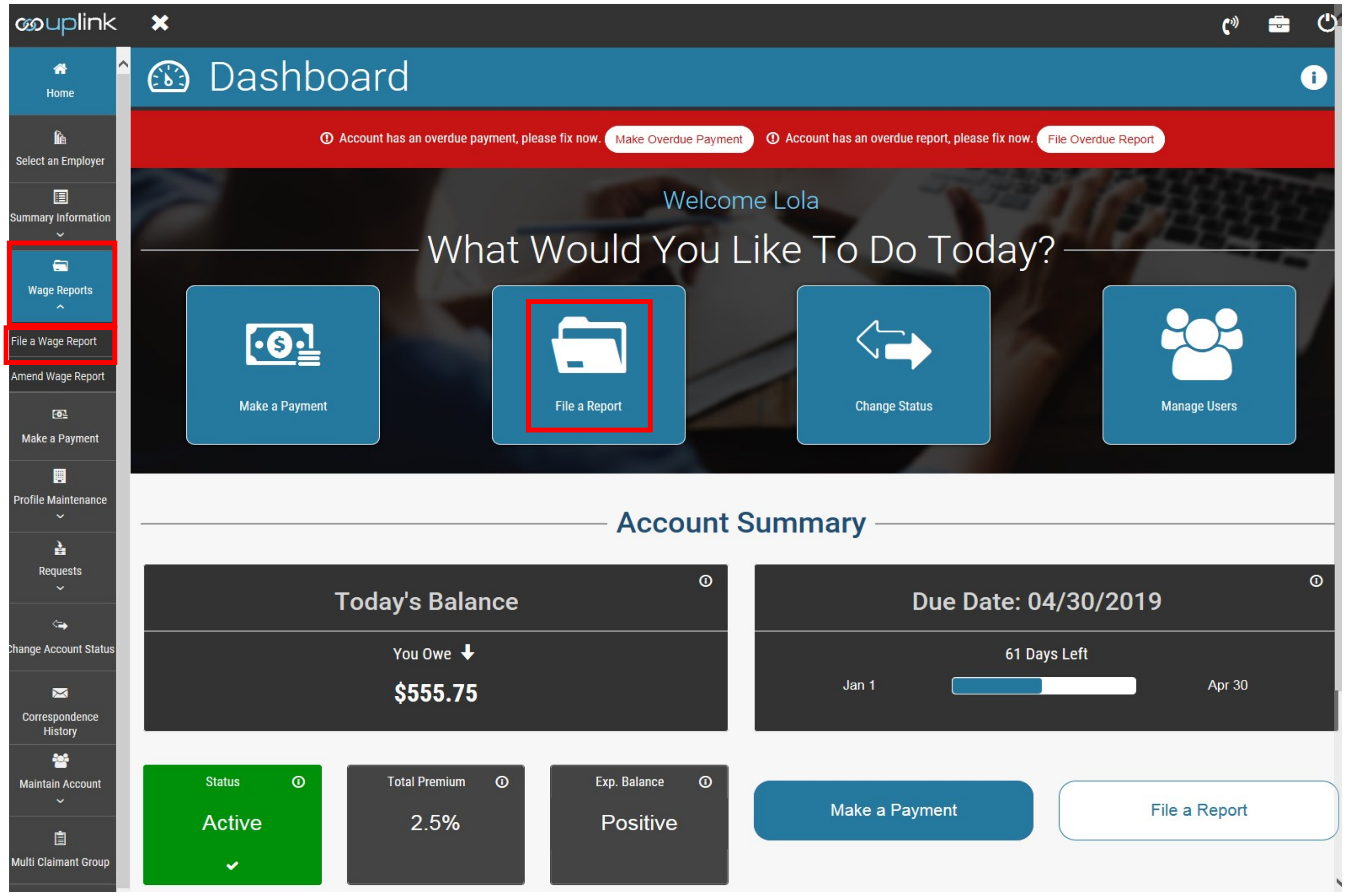
Welcome to our DWD video tutorial on Manual Wage Entry.

Beginning with 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 manual entry of quarterly wages. Manual wage entry is allowed for employers with 50 or fewer wage records. Reporting more than 50 wage records must be done using the File Upload functionality. You can find instructions for that process in the File Upload module available at in.gov/dwd, in the same location where you found the link to this tutorial.

Connecting People and Employers through Engagement



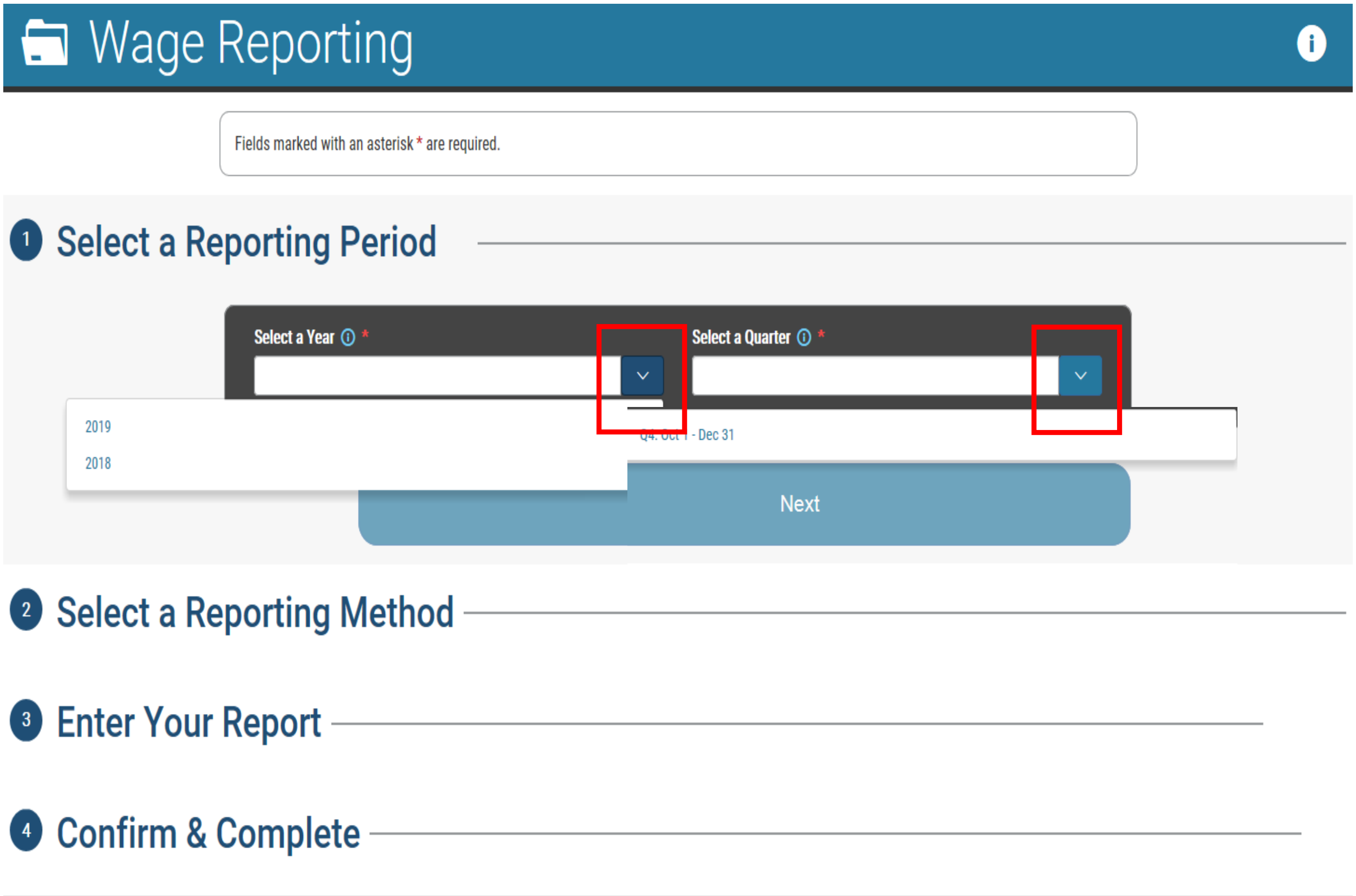
Users must have the *Administrator* or *Wage Records* role to access the wage report portal. To begin, sign in to the Employer Self Service portal.



After signing in to UPLINK Employer Self Service (ESS) you will find yourself at the Employer Home Page.

Click on “File a Report “.

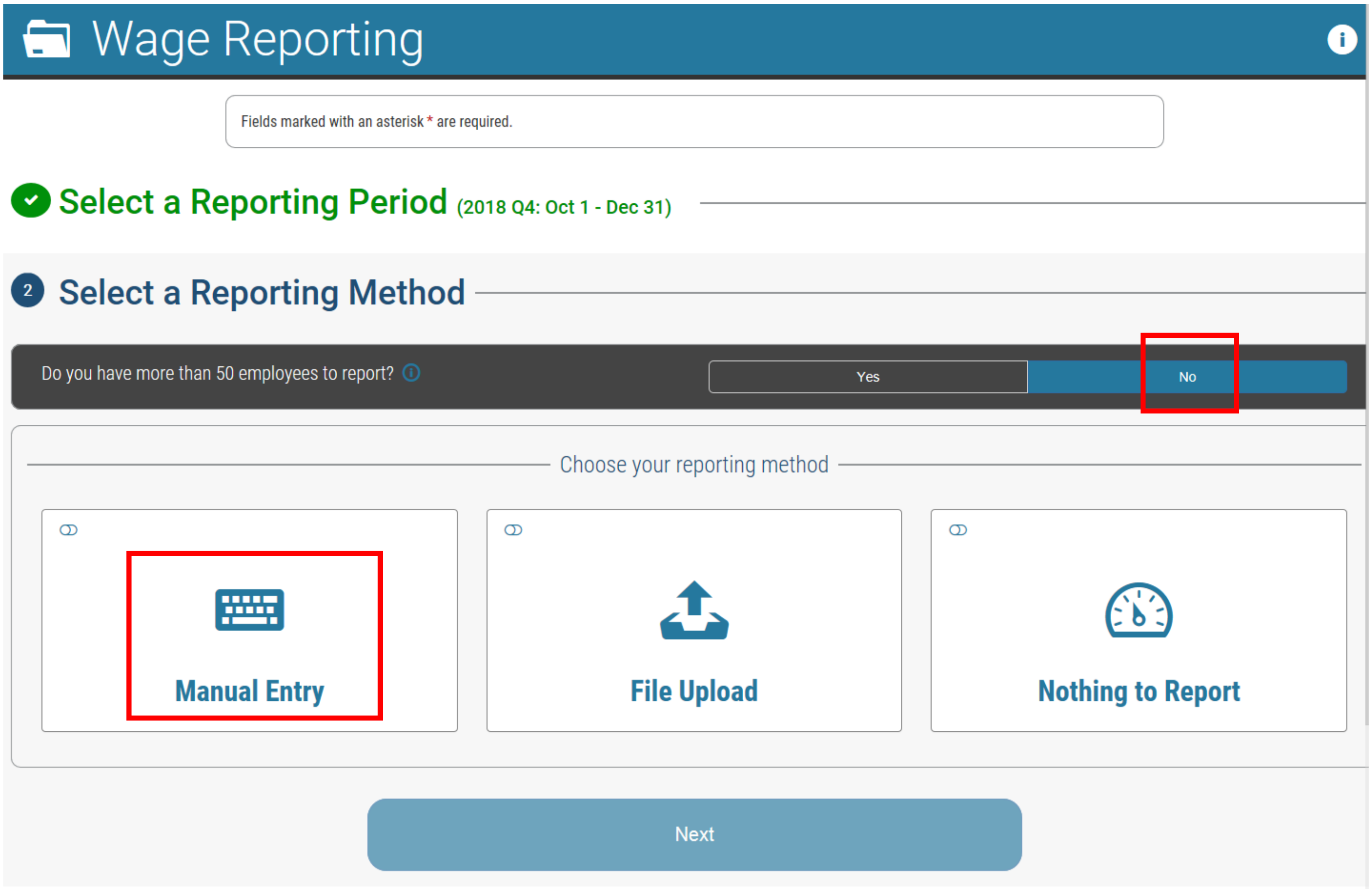
You may also click on “Wage Reports” and then “File a Wage Report” from the left -hand navigation bar.



The *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.

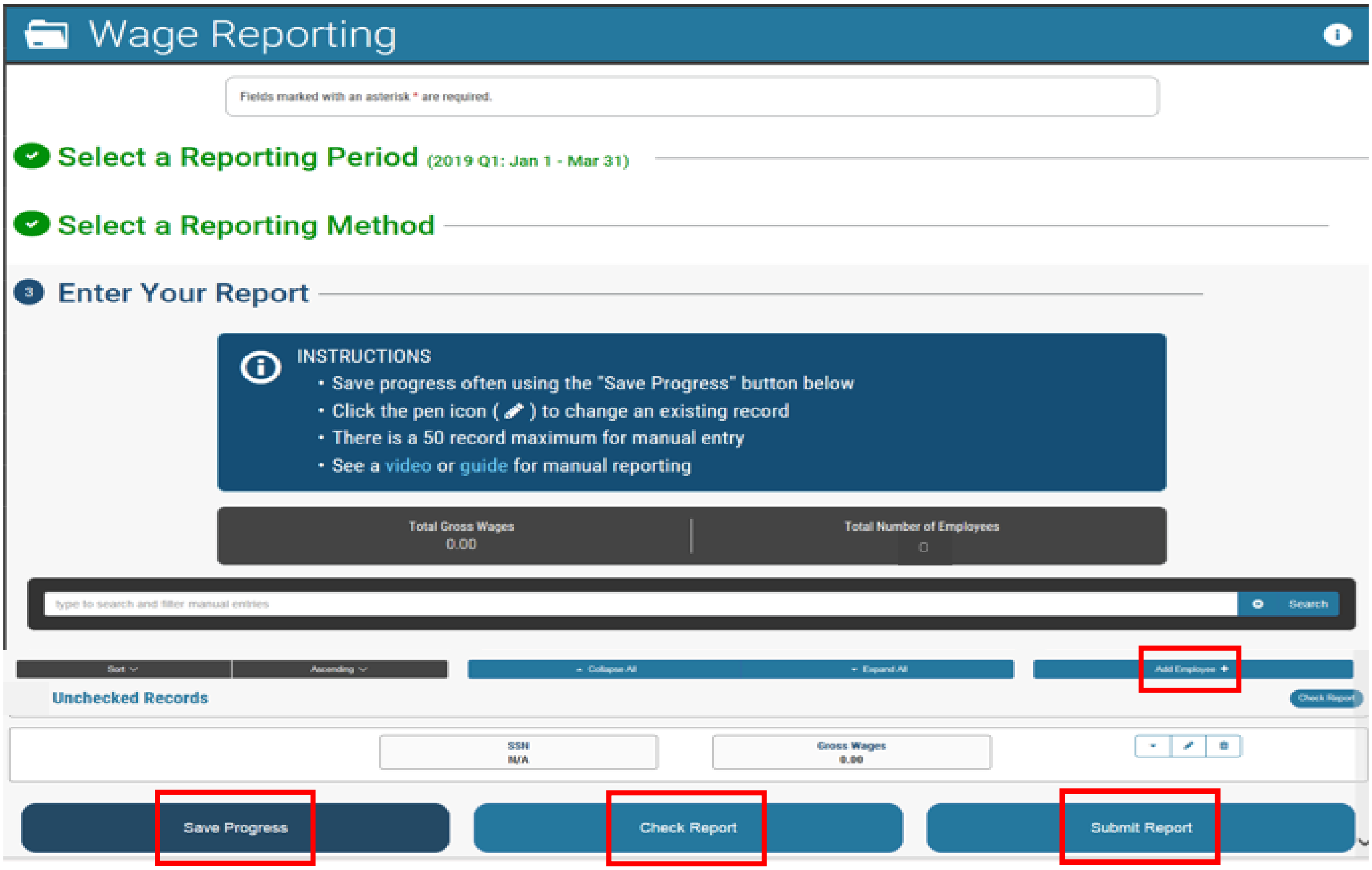
If you are attempting to change a report that has already been submitted, you must access the *Amended Wage Reporting* screen which can also be found under the "Wage Reports" section in the left hand navigation bar.



After selecting the reporting period, section one (1) now displays with a green checkmark to show it has been completed.

In section two (2), you will select your reporting method. In the event that you paid no employees during the quarter you are reporting, you may select "Nothing to Report." Otherwise, select that you do not have more than 50 employees to report and then select "Manual Entry."

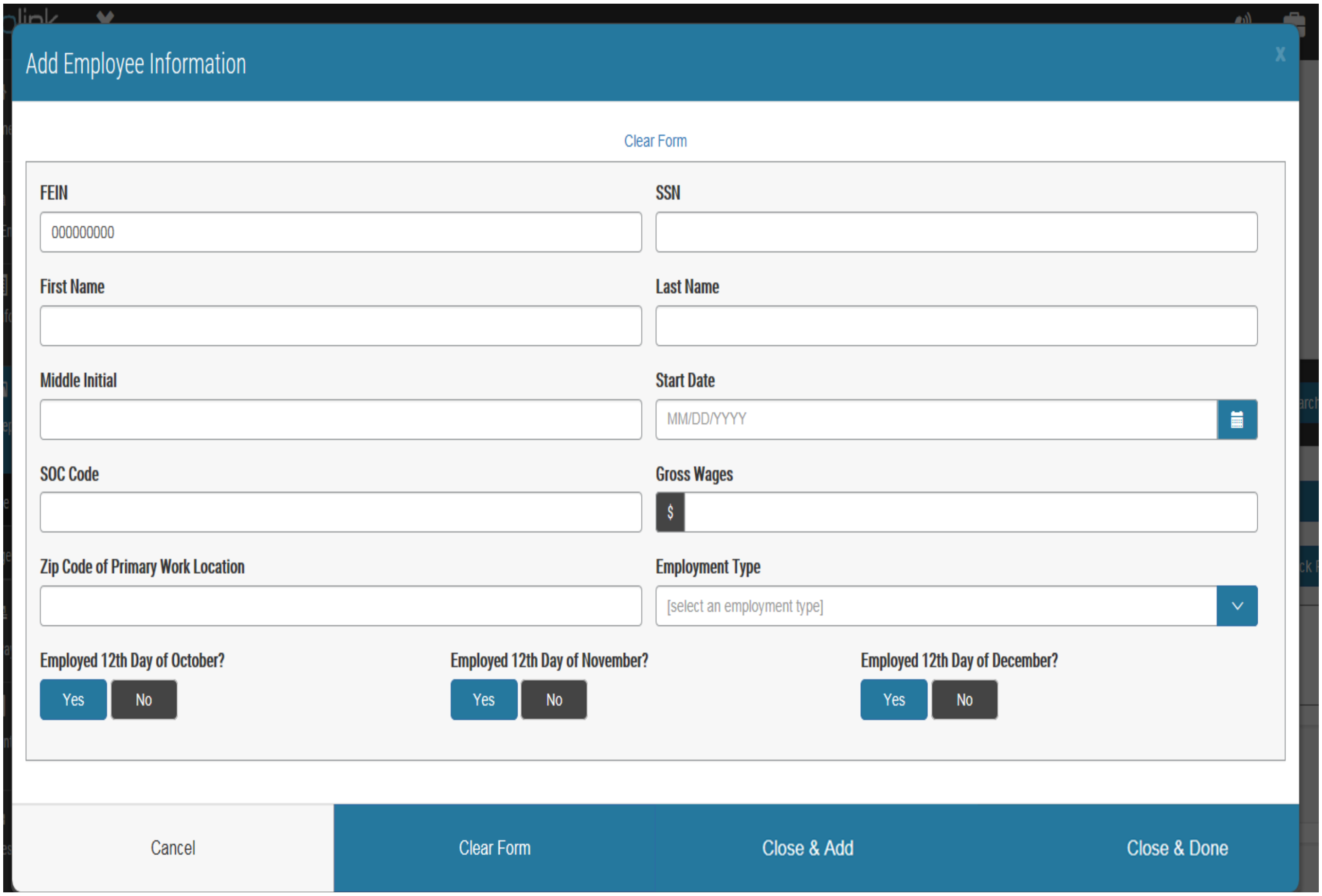
After clicking "Next," section two (2) will display green with a checkmark to show it has been completed.



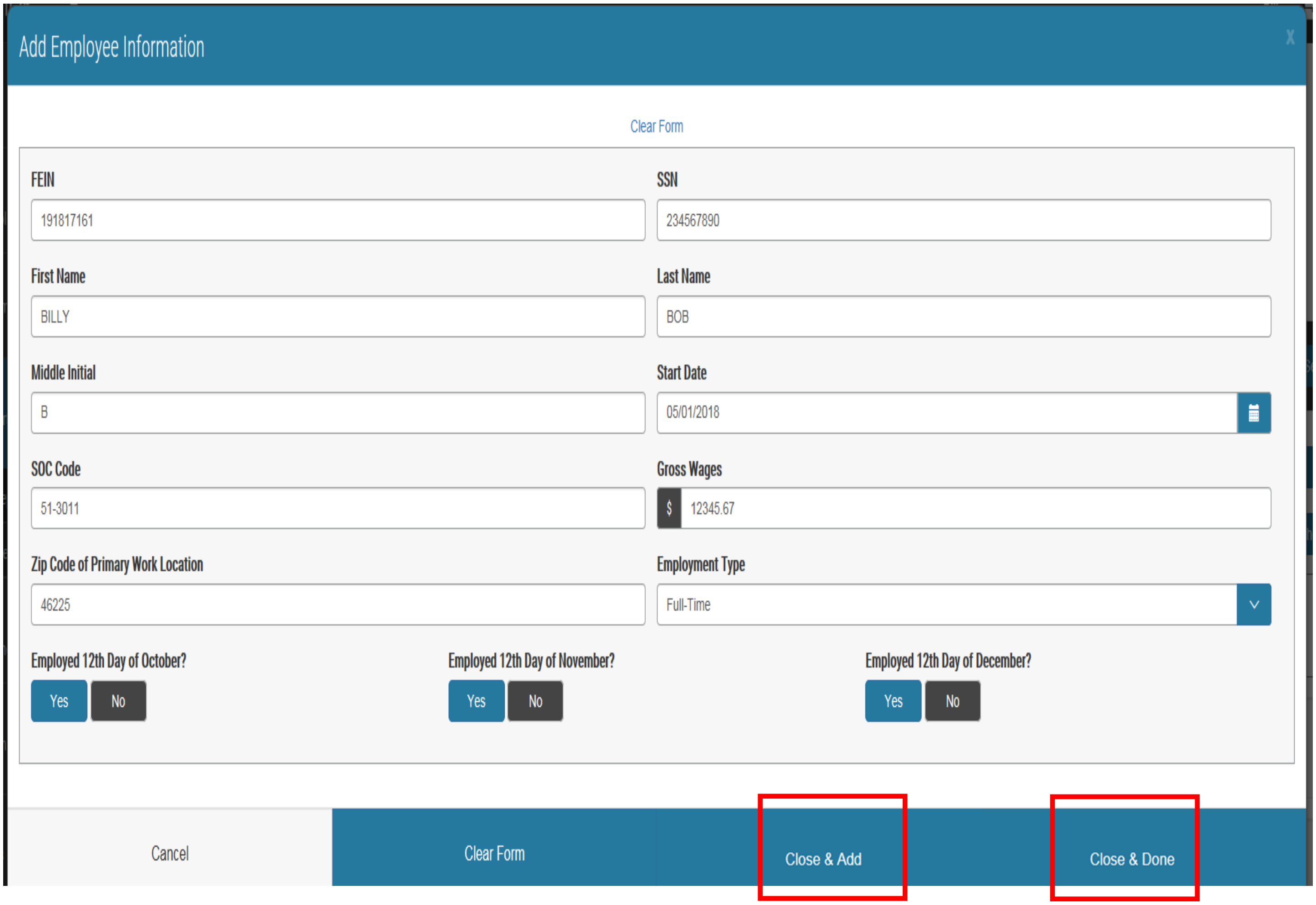
You are now ready to enter your wage report. You may see existing employee records if you reported in the prior quarter. We will cover working with existing employee records in a moment.

Important: The “Save Progress,” Check Report,” and “Submit Report” buttons will each save the records you’ve entered. To ensure you don’t lose your data, it is a good idea to use the “Save Progress” button regularly, especially if you have a large number of records to enter.

If you need to add a new employee, or you have no existing records, click “Add Employee” to begin.



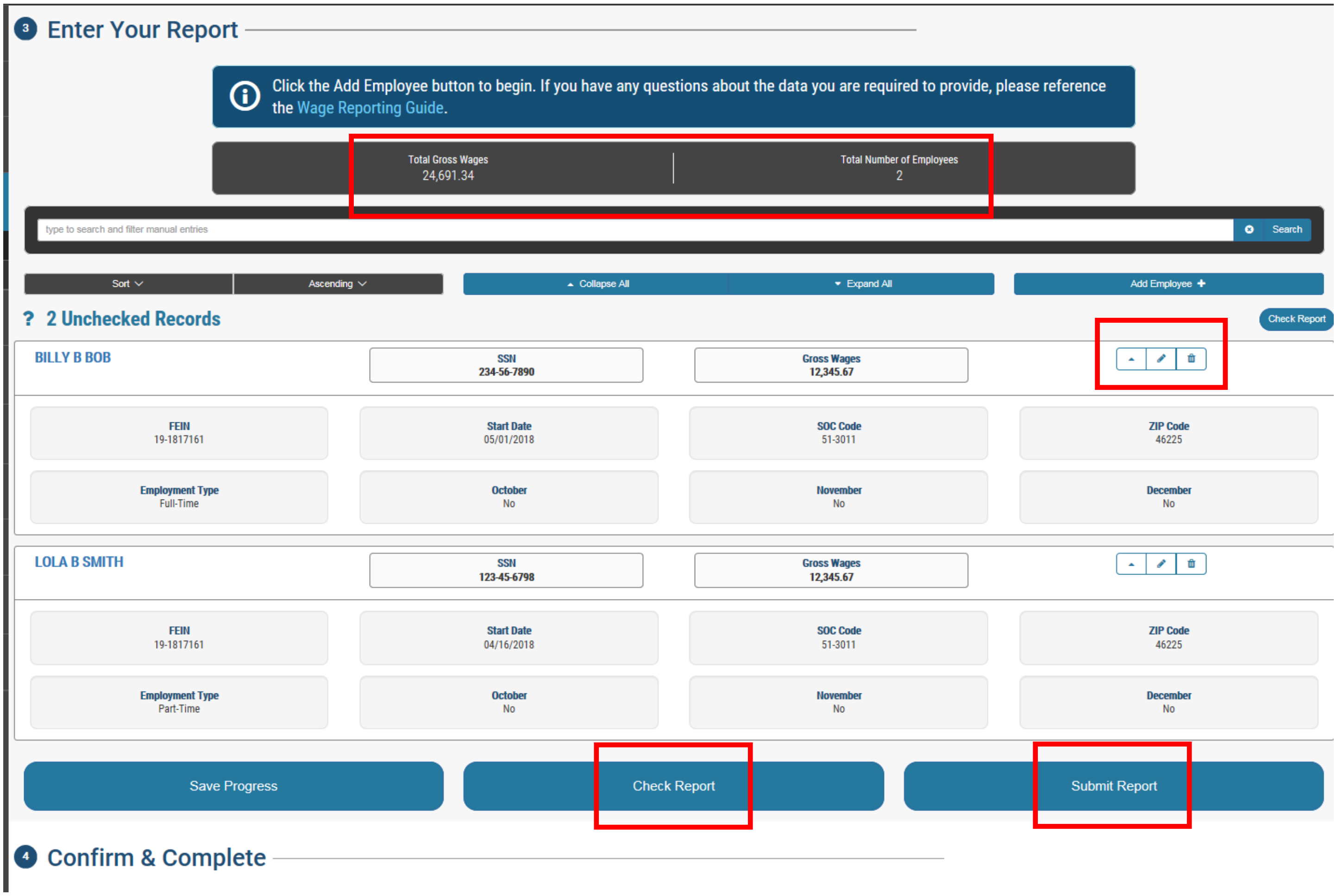
A blank panel will appear. Enter the information associated with the employee you are reporting.



After all fields have been completed with the requested information click "Close & Add" if you have another employee to report that you haven't yet added.

If this is the only or last employee to add to your record, click "Close & Done" to return to the *Enter Your Report* screen.

You must add or edit a panel for each employee that you are reporting for the selected quarter.



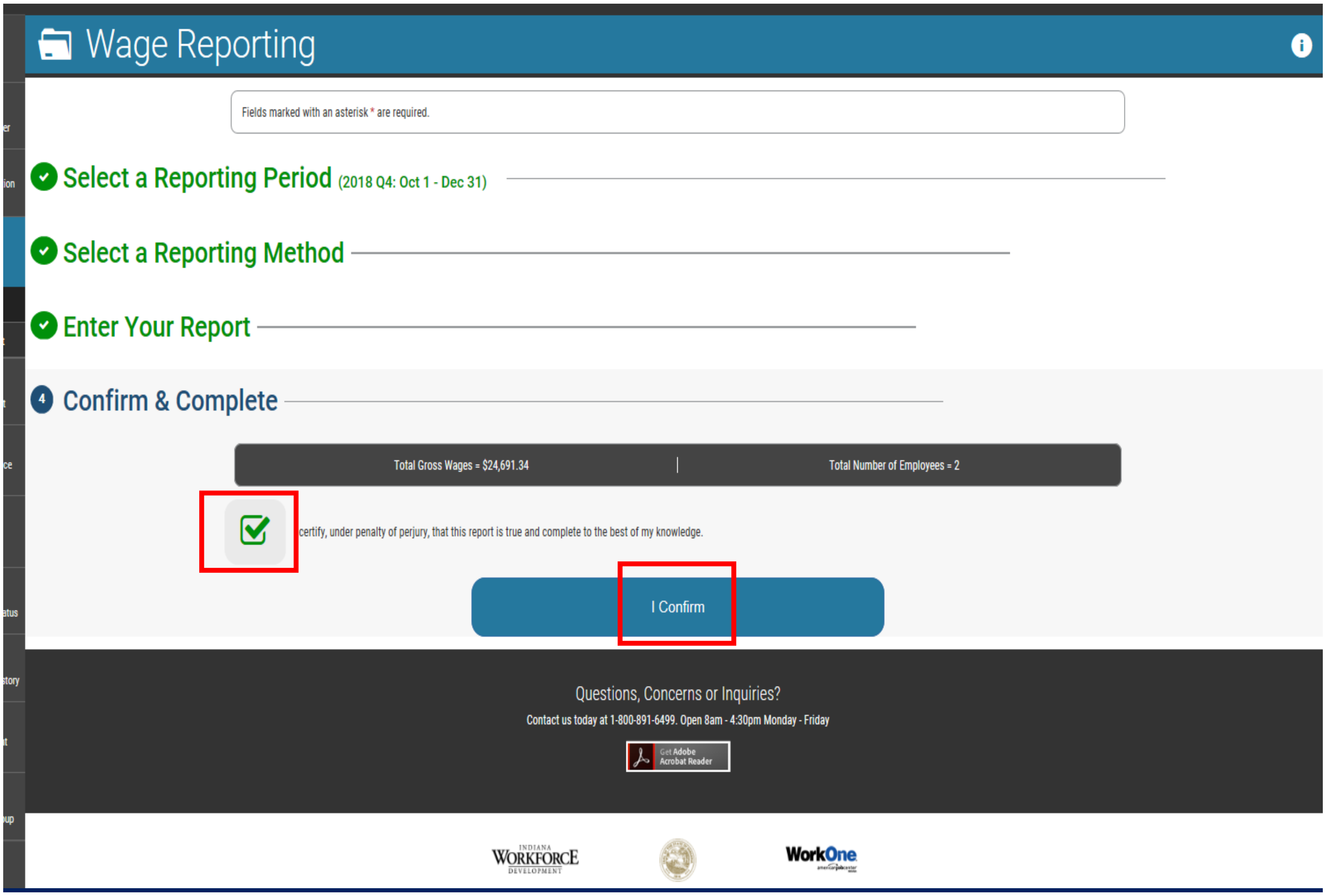
The system will add each panel's gross wages together as new panels are added. The total number of employee records entered will also be displayed.

Users may choose to edit or delete a wage record from this screen. Additionally, users may collapse or expand wage record panels as needed.

If you had existing employee records at the beginning of step three, you will need to add gross wages and whether the employee worked in the first, second, or third month of the quarter for each employee that received pay during the quarter.

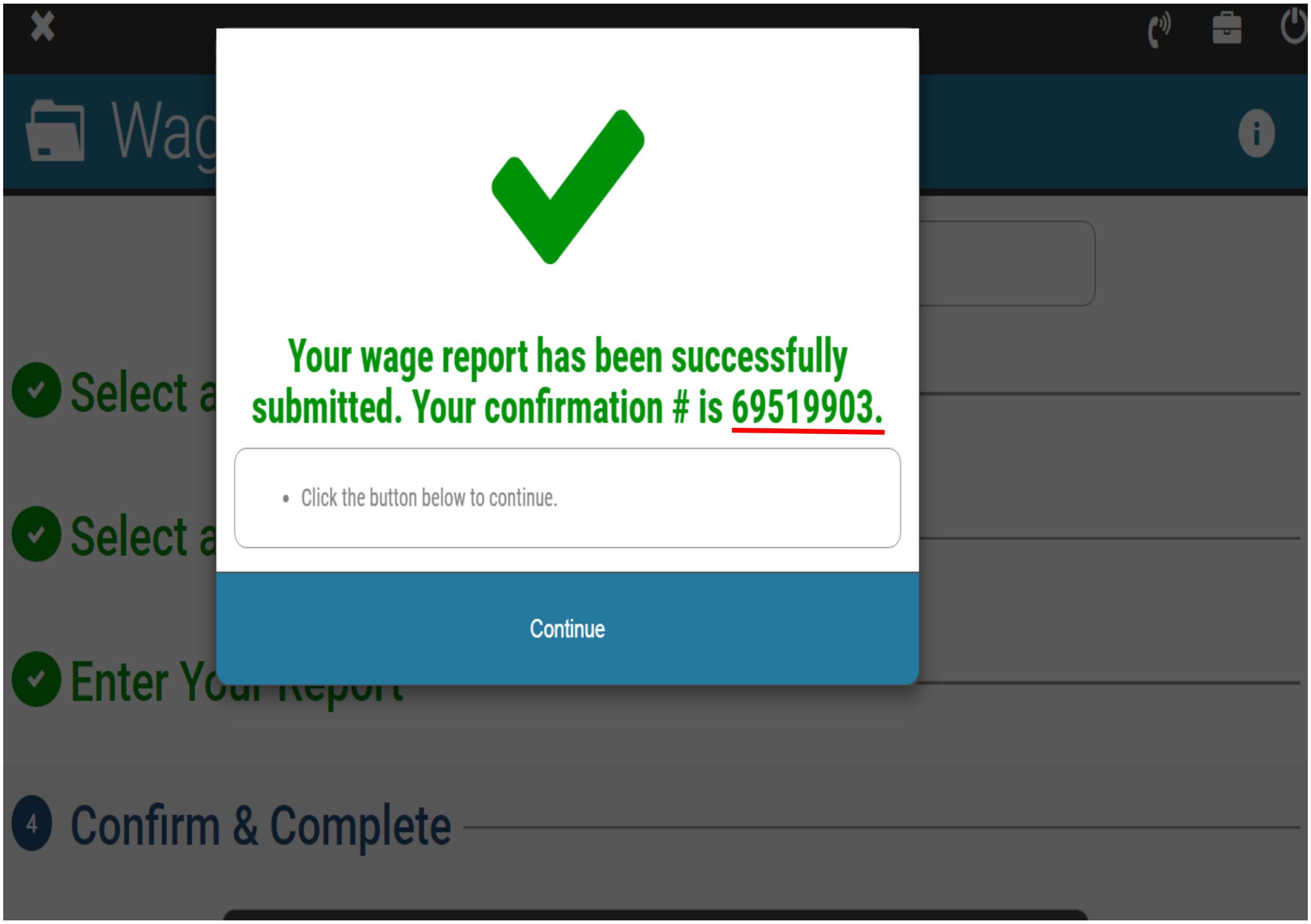
After all quarterly wage record data has been entered, click "Submit Report". You may also click "Check Report" at any time to check existing records for errors. Remember that any of the three buttons at the bottom will save your progress.

You can find instructions for error handling in the Errors module available at in.gov/dwd, in the same location where you found the link to this tutorial.



The final step in the wage reporting process is to confirm the reported data.

Select the checkbox to certify the information to be true and accurate, then click "I Confirm" to complete the submission process.



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.

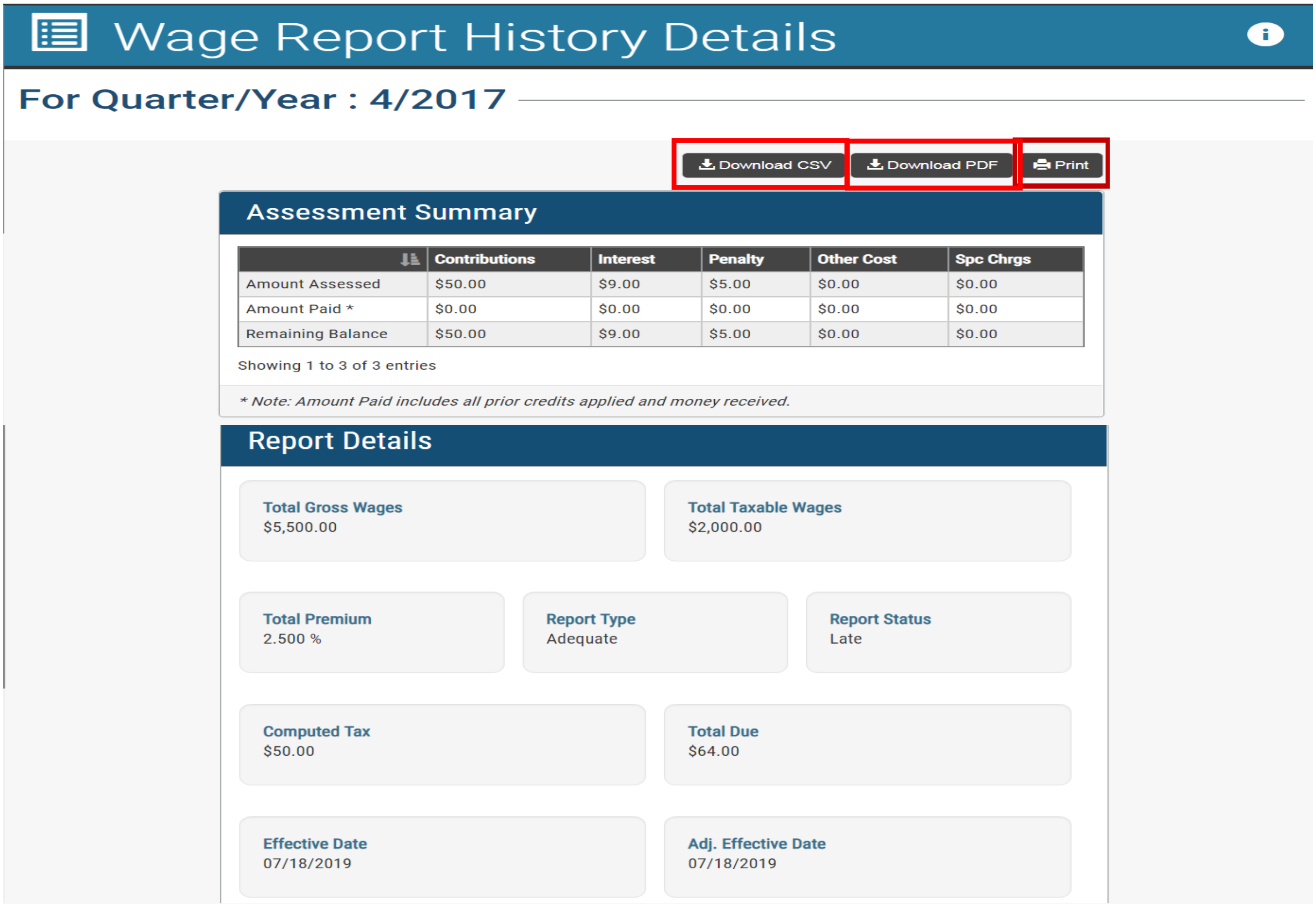
Wage Report History

Show 10 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 into Summary Information from your left hand navigation bar and then Wage Report History.

Click on View Details for the specific quarter.



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 a .CSV file, a PDF, or to place in your quarterly files.

In this case we will click the Print button.

State of Indiana [US] | https://uplinkqatb.dwd.in.gov/ESS/ESSContributionReportDetails.htm?_st=&reportingQuarter=4&reportingYear=...

BOTTOMS UP ENTERTAINMENT LLC **SUTA** 767864 **Business Type :** Limited Liability Company **FEIN :** 55-7654321

For Quarter/Year 4/2017

Print 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

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)

This is the printed version of the details of the report. Click the print button.

If you have any questions phone representatives are available by calling 1-800-891 -6499, choose option #2, and then choose option #3.

Thank you