

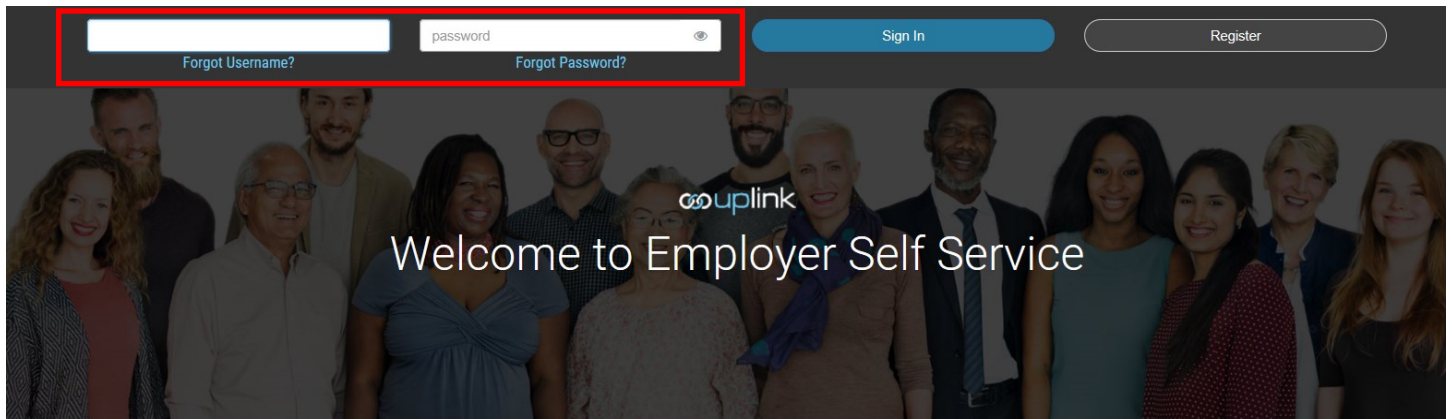
Manual Wage Entry

UPLINK Employer Self Service
Quarterly Wage Reporting

Connecting People and Employers through Engagement

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.







Important Information

Uplink Redesign for ESS

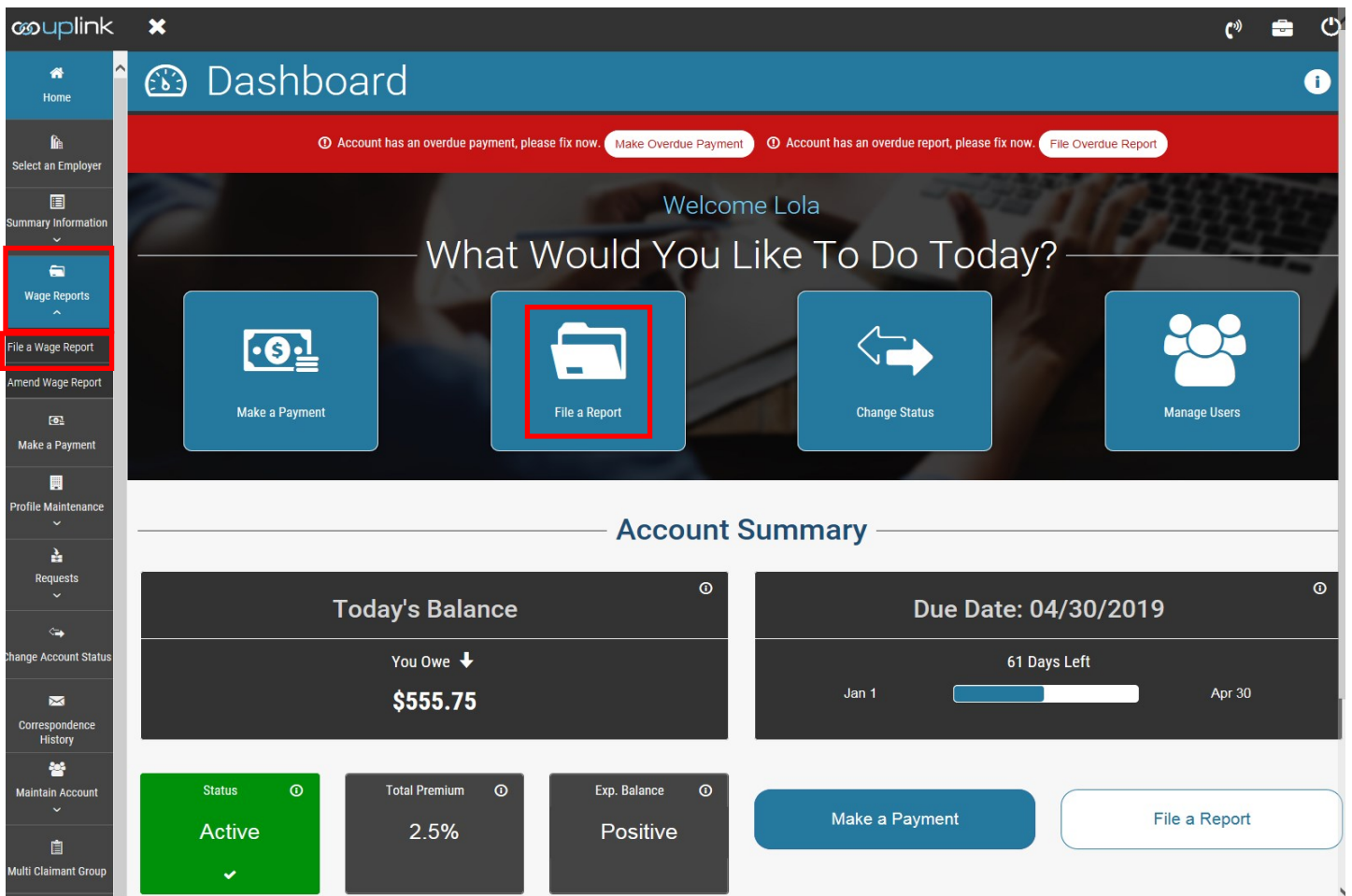
10/30/2018

A new design for the UPLINK Employer Self-Service System (ESS) is coming in the Spring of 2019. Check out this video.

Resources

 First Time User Learn More	 What's New? Learn More
 I Need Help... Learn More	 FAQs Learn More

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.



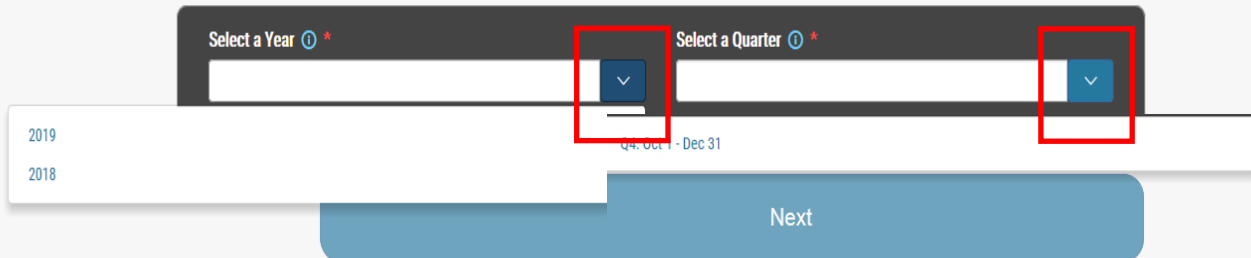
After signing in to UPLINK Employer Self Service (ESS) you will find yourself at the Employer Home Page.

Click on “File a Report “.

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

Fields marked with an asterisk* are required.

1 Select a Reporting Period



2 Select a Reporting Method

3 Enter Your Report

4 Confirm & Complete

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.

Fields marked with an asterisk * are required.

✓ Select a Reporting Period (2018 Q4: Oct 1 - Dec 31)

2 Select a Reporting Method

Do you have more than 50 employees to report? ⓘ

Yes

No

Choose your reporting method



Manual Entry



File Upload



Nothing to Report

Next

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.

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

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: 0.00 | Total Number of Employees: 0

Type to search and filter manual entries [Search]

Sort [v] | Ascending [v] | Collapse All [v] | Expand All [v] | **Add Employee** [v] | Check Report [v]

Unchecked Records

SSN: N/A | Gross Wages: 0.00

Save Progress | **Check Report** | **Submit Report**

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.

link

Add Employee Information

Clear Form

FEIN	SSN	
<input type="text" value="000000000"/>	<input type="text"/>	
First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Middle Initial	Start Date	
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	
SOC Code	Gross Wages	
<input type="text"/>	<input type="text" value="\$"/>	
Zip Code of Primary Work Location	Employment Type	
<input type="text"/>	<input type="text" value="[select an employment type]"/>	
Employed 12th Day of October?	Employed 12th Day of November?	Employed 12th Day of December?
<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>

Cancel Clear Form Close & Add Close & Done

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

Add Employee Information X

Clear Form

FEIN 191817161	SSN 234567890	
First Name BILLY	Last Name BOB	
Middle Initial B	Start Date 05/01/2018 <input type="button" value="calendar"/>	
SOC Code 51-3011	Gross Wages \$ 12345.67	
Zip Code of Primary Work Location 46225	Employment Type Full-Time <input type="button" value="v"/>	
Employed 12th Day of October? <input type="button" value="Yes"/> <input type="button" value="No"/>	Employed 12th Day of November? <input type="button" value="Yes"/> <input type="button" value="No"/>	Employed 12th Day of December? <input type="button" value="Yes"/> <input type="button" value="No"/>

Cancel Clear Form Close & Add Close & Done

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.

3 Enter Your Report

Click the Add Employee button to begin. If you have any questions about the data you are required to provide, please reference the [Wage Reporting Guide](#).

Total Gross Wages 24,691.34	Total Number of Employees 2
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type to search and filter manual entries Search

Sort Ascending Collapse All Expand All Add Employee

? 2 Unchecked Records Check Report

BILLY B BOB	SSN 234-56-7890	Gross Wages 12,345.67	[-] [+] [X]
FEIN 19-1817161	Start Date 05/01/2018	SOC Code 51-3011	ZIP Code 46225
Employment Type Full-Time	October No	November No	December No
LOLA B SMITH	SSN 123-45-6798	Gross Wages 12,345.67	[-] [+] [X]
FEIN 19-1817161	Start Date 04/16/2018	SOC Code 51-3011	ZIP Code 46225
Employment Type Part-Time	October No	November No	December No

Save Progress Check Report Submit Report

4 Confirm & Complete

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.

Wage Reporting

Fields marked with an asterisk * are required.

- ✓ Select a Reporting Period (2018 Q4: Oct 1 - Dec 31)
- ✓ Select a Reporting Method
- ✓ Enter Your Report
- 4 Confirm & Complete

Total Gross Wages = \$24,691.34 | Total Number of Employees = 2

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

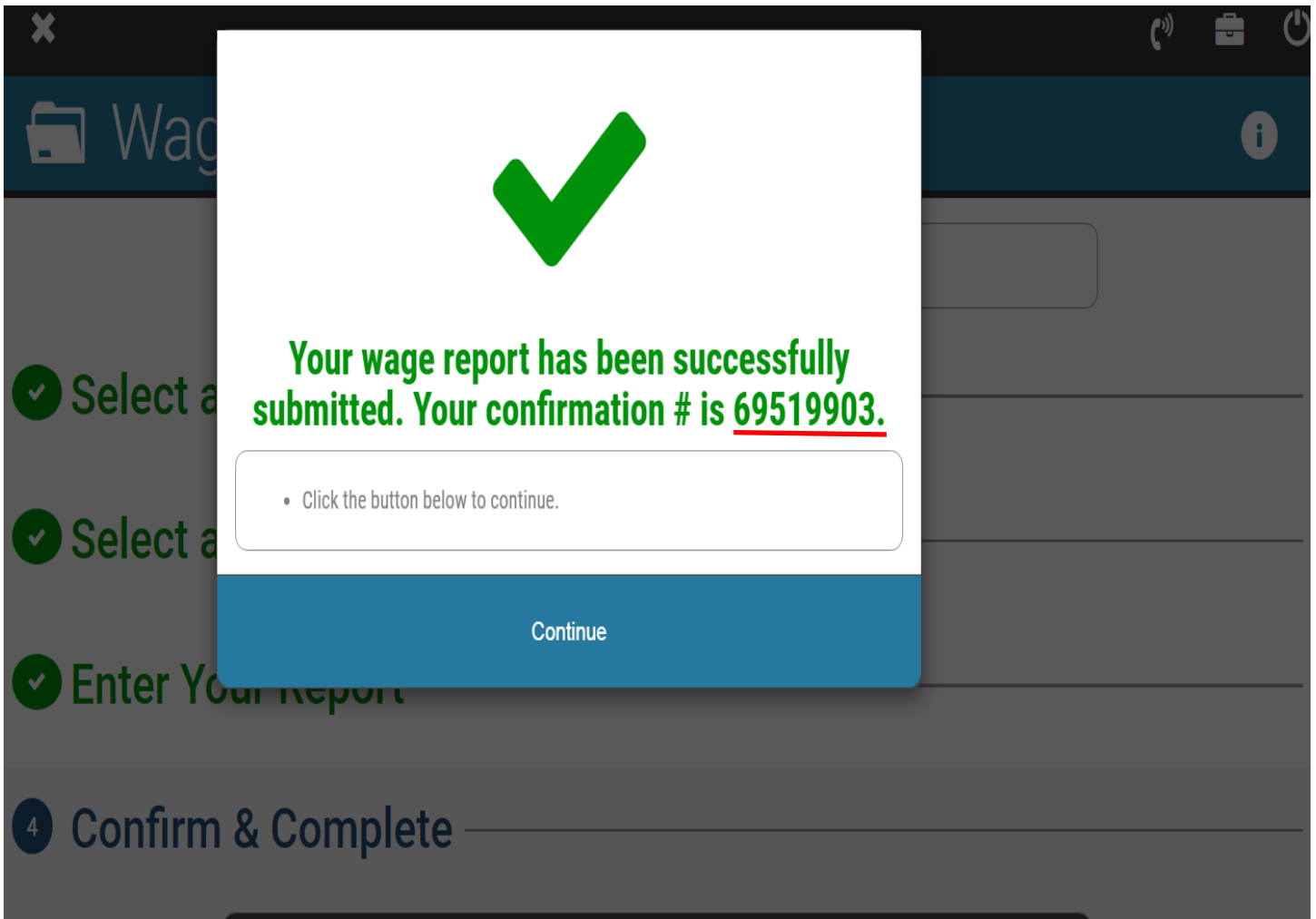
I Confirm

Questions, Concerns or Inquiries?
Contact us today at 1-800-891-6499. Open 8am - 4:30pm Monday - Friday

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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.



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

In this case we will click the Print button.

For Quarter/Year 4/2017



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
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**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