## **UI eServices for Employers**



## Free, easy, and accurate!

How to create an Excel wage list in QuickBooks (desktop) and e-file with UI eServices.

1. In Quickbooks, generate the Tax form worksheet for the correct quarter.

From the main menu, choose Employees, Payroll Tax Forms & W-2's, Tax Form Worksheets in Excel. Enter the date range and click <u>Get Quickbooks Data</u>. This will take you to an Excel workbook. You may have to click "Enable Macros" if you've never used this report before.



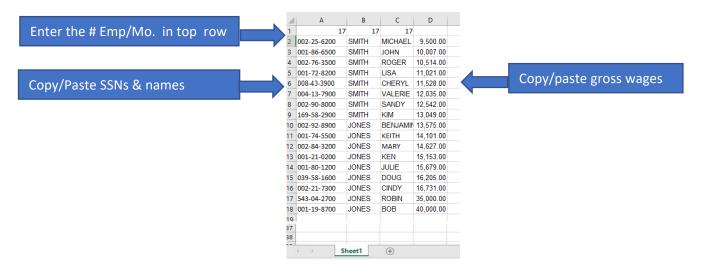
## 2. The MT - Unemployment Insurance section of the Excel report is the second section on this report.

You will copy the social security numbers, names and wages as two separate blocks as outlined below.

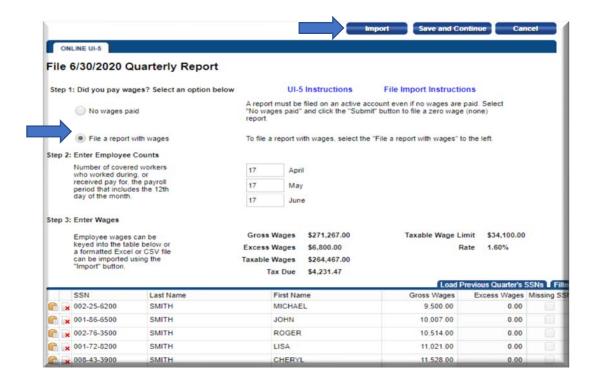
The gross wages are in the column labeled <u>ISTT</u>. Do not copy the Wage Base column as that column contains the net taxable wages per Quickbooks' calculations. UI eServices needs only the gross wage information in the upload.

	e List										
State	State Tay			Tax Tupe				1577	Wagebase	Tav	
MT	MT - Withholding	3		State Withh	olding			271,267.00	271,267.00	13,280.00	
MT	MT - Unemploym	nent Company		SUICompa	ny			271,267.00	264,467.00	2,644.67	
MT	MT - Admin. Fun			Company P	aid Other Tax			271,267.00	264,467.00	476.04	
01444		7							31070311705145-2	16,400.71	
MT - Withho			Act Control			- 100					
55W	Last Name	First Name	Sineer1	Street2	City		e DP	1577	Wagebase		Hours Worked S
002-25-6200		MICHAEL	450 MAIN ST	2225-028	HELENA	MT	59601	9,500.00	9,500.00	405.00	
001-86-6500	SMITH	JOHN	450 MAIN ST	APT. 12	HELENA	MT	59601	10,007.00	10,007.00	176.00	
002-76-3500		ROGER	450 MAIN ST		HELENA	MT	59601	10,514.00	10,514.00	0.00	
001-72-8200	SMITH	LISA	450 MAIN ST		HELENA	MT	59601	11,021.00	11,021.00	0.00	
008-43-3900		CHERYL	450 MAIN ST		HELENA	MT	59601	11,528.00	11,528.00	88.00	227.20
004-13-7900	SMITH	VALERIE	450 MAIN ST		HELENA	MT	59601	12,035.00	12,035.00	350.00	429.90
002-90-8000		SANDY	450 MAIN ST		HELENA	MT	59601	12,542.00	12,542.00	220.00	
169-58-2900		KIM	450 MAIN ST		HELENA	MT	59601	13,049.00	13,049.00	250.00	
002-92-8900		BENJAMIN	450 MAIN ST		HELENA	MT	59601	13,575.00	13,575.00	106.00	411.80
001-74-5500		KEITH	450 MAIN ST		HELENA	MT	59601	14,101.00	14,101.00	364.00	472.60
002-84-3200		MARY	450 MAIN ST		HELENA	MT	59601	14,627.00	14,627.00	452.00	
001-21-0200	JONES	KEN	450 MAIN ST	APT#4	HELENA	MT	59601	15,153.00	15,153.00	109.00	208.00
001-80-1200	JONES	JULIE	450 MAIN ST		HELENA	MT	59601	15,679.00	15,679.00	263.00	475.10
	JONES	DOUG	450 MAIN ST		HELENA	MT	59601	16,205.00	16,205.00	557.00	549.80
039-58-1600											
	JONES	CINDY	450 MAIN ST		HELENA	MT	59601	16,731.00	16,731.00	0.00	36.60
002-21-7300	JONES	CINDY	450 MAIN ST 450 MAIN ST		HELENA			16,731.00	16,731.00 35.000.00	0.00	36.60
	JONES					MT MT	59601 59601 59601			0.00 101.00 366.00	36.60 ( 193.90 (
002-21-7300 543-04-2700	JONES JONES	CINDY ROBIN BOB	450 MAIN ST 450 MAIN ST	slump in one block than	HELENA HELENA HELENA	MT	59601 59601	16,731.00 35,000.00 40,000.00 271.267,00	35,000.00	0.00 101.00	36.60 ( 193.90 ( 444.80 (
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002-21-7300 543-04-2700 001-19-8700 MT - Unemp 55W 002-25-6200	JONES JONES JONES JONES Last Name SMITH SMITH	CINDY ROBIN BOB Copy the SSN, la - or include the Fest Name MILHAEL	450 MAIN ST 450 MAIN ST ast name and first name co address columns and delte Show? 450 MAIN ST	them on your upload w Sheek2	HELENA HELENA HELENA the column und worksheet.  CRV HELENA	MT MT ler ISTT in Star MT	59601 59601 the second	16,731.00 35,000.00 40,000.00 271.267,00 d block	35,000.00 40,000.00 271,267.00 <i>Kapabasa</i> 9,500.00	0.00 101.00 366.00 3,807.00 7,80 95.00 100.07 105.14	36.60 193.90 444.80 5.756.70 Hours Worked 3 569.60 429.70
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002-21-7300 543-04-2700 001-19-8700 MT - Unemp 55W 002-25-5200 001-86-6500 002-76-3500 001-72-8200 008-43-3900	JONES	CINDY ROBIN BOB  Copy the SSN, la - or include the	450 MAIN ST 450 MAIN ST set name and first name co address columns and delte Shaw? 450 MAIN ST 450 MAIN ST 450 MAIN ST 450 MAIN ST 450 MAIN ST 450 MAIN ST 450 MAIN ST	them on your upload w Sheek2	HELENA HELENA HELENA of the column und vorksheet.  City HELENA HELENA HELENA HELENA HELENA HELENA HELENA	MT MT MT MT MT MT MT MT	59601 59601 the second 59601 59601 59601 59601	16,731.00 35,000.00 40,000.00 271.267,00 d block 5777 9,500.00 10,007.00 10,514.00 11,021.00	35,000.00 40,000.00 271,267.00 Wagnetasse 9,500.00 10,007.00 10,514.00 11,528.00	0.00 101.00 366.00 3,807.00 7av 95.00 100.07 105.14 110.21	36, 60 193, 90 444, 80 5,756, 70 Hours Worker 569, 60 429, 70 0,00 0,00 227, 20 429, 90
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002-21-7300 543-04-2700 001-19-8700 MT - Unemp SSW 002-25-6200 002-76-3500 002-76-3500 008-43-3900 004-13-7900 008-90-8000 163-58-2900	JONES	CINDY POBIN BOB  Copy the SSN, la - or include the MILHAEL JOHN ROGER LISA CHERYL VALERIE SANDY	450 MAIN ST 450 MAIN ST sst name and first name co address columns and delte Shew? 450 MAIN ST 450 MAIN ST	them on your upload w Sheek2	MELENA HELENA HELENA In the column und vorksheet.  City HELENA	MT MT ler ISTT in MT MT MT MT MT MT MT	59601 59601 the second by 23F 59601 59601 59601 59601 59601 59601 59601 59601	16,731.00 35,000.00 40,000.00 271.267,00 d block 9,500.00 10,007.00 10,514.00 11,021.00 12,035.00 12,542.00 13,049.00	35,000.00 40,000.00 271,267.00 9,500.00 10,007.00 11,021.00 11,528.00 12,035.00 12,542.00	0.00 366.00 3,807.00 3,807.00 95.00 100.07 105.14 110.21 115.28 120.35 125.42 130.49	36, 60 193, 90 444, 80 5, 756, 70 Hours Worked 569, 60 423, 70 0, 00 227, 20 429, 90 420, 90 420, 50
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- 3. Create a new Excel file, then add the wage information in the format shown below:
  - a. Enter the employee wage counts as of the 12th day of the first, second, and third month in the top row.
  - b. Copy/paste the first block of social security numbers and names on the second row from the excel export.
  - c. Copy/paste the gross wage information in the ISTT column into column D next to the names. (Excess wages will be calculated by UI-eServices).
  - d. Save the file. Do not change the name of the worksheet from Sheet1.



- 4. Now go to UI eServices, import the file and submit the report.
- a. Sign into UI e-services, click on the UI Account number, then click File Now.
- b. Select **File a report with wages**, then click **Import** to upload the file to the report. Browse and upload the file to populate the report with the employee counts and wage information.
- c. Check the totals, click **Submit**, and enter your e-signature password.
- d. A pdf version of your report will be generated to print or save for your records.



5. Make the payment on UI eServices (you can choose the due date of the report) or print a voucher for a check payment.

## Why doesn't my excess match what UI eServices has calculated?

Every year, we make corrections to reports filed electronically or by paper using other software. We have found that these are the most common reasons for excess problems/differences with other software.

- A. <u>Social Security number errors</u> The social security number of one of your employees whose wages exceeded the taxable wage base was changed or corrected during the year by you or the UI tax unit. Review the previously filed reports. If you find that one of your older reports has a different social security number for an employee, please call our office to clarify why the social security number is different. If there is an error on a previous report, you should amend that report first on UI eServices, then submit the current quarter's report and the excess will be corrected.
- B. <u>Voided check</u> In some cases, when a payroll check is voided and re-issued, software may treat the check as if it was still valid when calculating excess (even though it disregards it when generating the gross wages).
- C. <u>Irregular treatment of some payroll items</u> Sometimes a software program does not treat a certain type of payroll item as subject to SUTA when calculating the excess wages. The excess will be off by the amount in that pay type. The most common situation has occurred with bonuses and flex plans.
- D. <u>Predecessor wages</u> If your company purchased another business and a transfer of experience was done, UI law requires you to calculate excess using the wages paid by the other business during the year. This lowers the taxes of the purchaser (successor). However, many employers don't have those payroll records which is why we recommend that they utilize e-Services if they have employees who are going to earn more than the taxable wage base.

Therefore the excess wages will be higher (and your taxes will be lower) than your software's calculation. This is because your company file does not know what those predecessor wages are. If you change the organization type of a business, or have a mandatory transfer from an acquisition, the only way to correctly calculate excess (and save UI taxes) is to upload the gross wages and let eServices make the calculation. Otherwise, if the employees earn more than the taxable wage base from both employers, the excess will be wrong.

If you have any questions about these issues, please do not hesitate to contact us at (406) 444-3834, option 3.