

Filing Quarterly [Contribution and Wage] Reports Online

Background

Employers or authorized Reporting Services can file employer's quarterly reports (Contribution Reports and Wage Reports) using Employer Self Service (ESS) by manually entering report information using the ESS screens. This online process replaces completing the 2 page paper report sent in the mail.

Note the following regarding Wage Reports:

- If a previous Wage Report has been submitted, the system reduces data entry by pre-populating the employee SSN and name fields. Enter the wages and tips for the quarter, add new workers, and delete workers no longer employed.
- The system automatically calculates each employee's taxable wage amount based on the Gross Wages entered and Nevada's taxable wage base for the specific year. However, it is possible to override this amount for any particular employee for a specific reason (e.g., for predecessor-successor and out-of-state wage situations).

Note the following regarding Contribution Reports:

- When filing both a Contribution Report and Wage Report at the same time, the system begins with the Wage Report which automatically calculates the amounts due on the Contribution Report.

Instructions:

1. Log into ESS or navigate to the **Employer Summary** screen. Click on **File Reports** from the left hand menu. Then select **Reporting Options** to advance to the **Quarterly Reporting Options** screen.

EMPLOYER SUMMARY

ACH DEBIT PAYMENT 040015056

Doing Business As : Ach Debit Payment Business Type : Proprietorship FEIN : 86-6461121

Profile Information		Smart Links	
Primary Address	500 E 3RD ST CARSON CITY, NV 89713 - 0001 Ph: 775-999-9999	Wage Report Due: Q3Y2016	
		Wage Report Due: Q2Y2016	
		Wage Report Due: Q1Y2016	
		Payments Due	
Recent Payments			
Payment Date	Payment Amount	Payment Type	
11/18/2016	\$ 1,176.95	ACH Debit	
11/18/2016	\$ 823.05	ACH Debit	

Employer Requests				
Req Type	Req Date	Status	Sts Date	Req Amt

2. On the **Quarterly Reporting Options** screen:

- Select **Enter Report using UInv.**
- Select the appropriate **Reporting Quarter** and **Reporting Year.**
- Click the **Search** button and screen will expand to show **Employer Options** section (next page).

Note: Employers not using the paper forms may opt out of receiving the mailings. From this screen select **Do Not Send**, click the **Important Information** checkbox, and click the **Save** button.

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QUARTERLY REPORTING OPTIONS

ACH DEBIT PAYMENT 040015056

Doing Business As : Ach Debit Payment Business Type : Proprietorship FEIN : 86-6461121

Fields marked with an asterisk * are required.

Enter Report using UInv
 Upload Report Using File

* Reporting Quarter * Reporting Year

Quarterly Employer Packet

Your account is set to either receive or not receive a quarterly reporting packet in the mail. If you wish to change this setting, please make the appropriate change below.

Send Do Not Send

Important Information

By selecting "Do NOT Send" I understand that the Nevada Department of Employment, Training and Rehabilitation will stop sending paper forms used for filing quarterly contribution and wage reports to my address of record. I understand that because I will no longer receive paper forms for reporting, I must log into UInv each quarter and electronically file my contribution and wage reports online. I understand that I may withdraw my consent to no longer receive paper forms by logging into UInv and updating my reporting options. If my

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Select **Both Contribution and Wage Reports** under the **Employer Options** section. (This selection is necessary to correctly report each quarter and replaces filing the paper forms sent in the mail.)

- If selecting **No Wages to Report**, the system will advance to the **Certification** screen.
- Click the **Next** button to complete both reports and the screen will advance to **Wage Report Details** screen.

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QUARTERLY REPORTING OPTIONS

ACH DEBIT PAYMENT 040015056

Doing Business As : Ach Debit Payment Business Type : Proprietorship FEIN : 86-6461121

Fields marked with an asterisk * are required.

Enter Report using UInv
 Upload Report Using File

* Reporting Quarter * Reporting Year

Employer Options

Both Contribution and Wage Reports
 Contribution Report Only
 No Wages to Report
 Wage Report Only

Quarterly Employer Packet

Your account is set to either receive or not receive a quarterly reporting packet in the mail. If you wish to change this setting, please make the appropriate change below.

Send Do Not Send

Important Information

By selecting "Do NOT Send" I understand that the Nevada Department of Employment, Training and Rehabilitation will stop sending paper forms used for filing quarterly contribution and wage reports to my address of record. I understand that because I will no longer receive paper forms for reporting, I must log into UInv each quarter and electronically file my contribution and wage reports online. I understand that I may withdraw my consent to no longer receive paper forms by logging into UInv and updating my reporting options. If my

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- When filing both a Contribution and Wage Report for the current quarter, first file the Wage Report.

Note: If a Wage Report was reported for a past quarter, those employees (names and SSNs) will be pre-populated on this screen.

- To add any new employees, or when entering the first Wage Report, click the **Add** button from this screen to advance to the **Add Wage Details** screen (next page).
- For pre-populated employees (those carried over from the past quarter) that have wages for this period, fill in the Gross Wages (and Tip Amounts if applicable) for this period.
- For pre-populated employees that don't have wages for this period (e.g., terminated employees, those on leave, etc.), place a check mark in the corresponding box and click the **Delete** button. (The system will not allow employees without wages to be included on the Wage Report.)

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WAGE REPORT DETAILS

ACH DEBIT PAYMENT 040015056

Doing Business As : Ach Debit Payment Business Type : Proprietorship FEIN : 86-6461121

Wage Details for Quarter/Year 3/2016

Important Information

Please select the Add button to enter new SSN, name, and wage information for each employee paid during the quarter.

Employee Wages

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4. From the **Add Wage Details** screen, complete a row for each employee.
 - Leave the **Location** field blank. It is not being used at this time.
 - For single-name individuals (e.g., Cher), enter the single-name (e.g., Cher) in the **Last Name** field and enter the first letter of the name (C) in the **First Name** field.
 - For hyphenated last names (e.g., Jane Smith-Jones), enter the entire hyphenated last name (e.g., Smith-Jones) in the **Last Name** field.
 - If the employee did not receive any tips, leave the **Tip Amount** blank (it is not necessary to enter "0").
 - The **Taxable Wages** field is used only to override the system's calculated amount, in which case provide an **Override Reason**. In most cases leave this field blank to accept the system's calculated amount, which is based on the **Gross Wages** entered and Nevada's taxable wage base for the specific year (this amount is not displayed until the next screen).
 - When all new employees have been entered, click the **Add** button. The screen will return to the **Wage Report Details** screen (next page).

ADD WAGE DETAILS

ACH DEBIT PAYMENT 040015056
 Doing Business As : Ach Debit Payment Business Type : Proprietorship FEIN : 86-6461121
 Wage Details for Quarter/Year 3/2016
 Employee Wages

Home Fields marked with an asterisk * are required.

Row	Location	SSN *	Last Name *	First Name *	MI	Gross Wages *	Tip Amount	Taxable Wages	Override Reason	Override Tax Wage calc?
1		55555555	James	Bond		2000.00				<input type="checkbox"/>
2										<input type="checkbox"/>
3										<input type="checkbox"/>
4										<input type="checkbox"/>
5										<input type="checkbox"/>
6										<input type="checkbox"/>
7										<input type="checkbox"/>
8										<input type="checkbox"/>
9										<input type="checkbox"/>
10										<input type="checkbox"/>
11										<input type="checkbox"/>
12										<input type="checkbox"/>
13										<input type="checkbox"/>
..										<input type="checkbox"/>

Add Cancel

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5. The **Wage Report Details** screen shows the comprehensive list of employees and the wages being filed for this period (those employees carried over from the past period, minus any employees without wages, plus any new employees). Verify the information on this screen is correct.

- If corrections are needed, make the changes on this screen and click the **Update** button to apply. (Note that by clicking **Update**, the **Taxable Wage** amounts will be calculated and filled in.)
- If any employees need to be removed, place a check mark in the corresponding box, and click the **Delete** button.
- After verifying the information on this screen, click the **Next** button which completes the Wage Report and the system will advance to the **Contribution Report Details** screen (next page).

Note: The system will allow an override of the Taxable Wage calculation (e.g., for predecessor-successor and out-of-state wage situations).

The screenshot displays the 'WAGE REPORT DETAILS' interface. At the top, it shows account information: 'ACH DEBIT PAYMENT 040015056', 'Doing Business As: Ach Debit Payment', 'Business Type: Proprietorship', and 'FEIN: 86-6461121'. The report is for 'Quarter/Year 3/2016'. A sidebar on the left contains navigation links such as 'Home', 'Summary Information', 'File Reports', 'Make Payments', 'Profile Maintenance', 'Submit a Request', 'Change Account Status', 'Appeal Information', 'My Documents', 'Maintain Users', 'Benefits Information', 'Multi Claimant Group', and 'Payments'. The main area features an 'Important Information' section with instructions to use 'Add', 'Update', and 'Next' buttons. Below this is a table titled 'Employee Wages' with columns for 'Row', 'Sel', 'Location', 'SSN', 'Last Name', 'First Name', 'MI', 'Gross Wages', 'Tip Amount', 'Taxable Wages', 'Override Reason', and 'Override Tax Wage calc?'. A single row is visible for employee 'James Bond' with a gross wage of 2000.00 and taxable wage of 2000.00. At the bottom, there are buttons for 'Update', 'Delete', 'Next', and 'Cancel'.

Row	Sel	Location	SSN *	Last Name *	First Name *	MI	Gross Wages *	Tip Amount	Taxable Wages	Override Reason	Override Tax Wage calc?
1	<input type="checkbox"/>	1	555-55-5555	James	Bond		2000.00	0.00	2000.00		<input type="checkbox"/>

6. Complete the fields on the **Contribution Report Details** screen.

- Notice that the **Total Gross Wages** and the calculated **Total Taxable Wages** automatically carry forward from the Wage Report.
- **Excess Wages** is the total amount of wages that exceed the annual taxable wage limit for individual employees (this is not a required field).
- Enter the number of employees by month that are being reported. When all required information has been entered, click the **Next** button which advances to the **Certification** screen (next page).

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CONTRIBUTION REPORT DETAILS

ACH DEBIT PAYMENT 040015056

Doing Business As : Ach Debit Payment Business Type : Proprietorship FEIN : 86-6461121

Contribution Report entry for 3/2016

Total Gross Wages*	<input type="text" value="2000.00"/>
Excess Wages	<input type="text"/>
Total Taxable Wages *	<input type="text" value="2000.00"/>

Please enter the Number of covered employees who received pay for any part of the payroll period including the 12th of each month of the quarter.

July*	<input type="text" value="1"/>
August*	<input type="text" value="1"/>
September*	<input type="text" value="1"/>

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7. Review the information on the **Certification** screen (this screen may look a little different depending on which report(s) are being submitted).
 - To update any of the information, click the **Edit** button in the appropriate section.
 - BEFORE submitting the report(s), it is recommended to print the report information using the **Print** button.
 - After verifying that the information is correct, check the **Certification** box and then click the **Submit** button, which files both reports in real time (Pacific Time) to determine timeliness of reporting.
 - The system will advance to the **Confirmation** screen.


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CERTIFICATION

ACH DEBIT PAYMENT 040015056

Doing Business As : Ach Debit Payment
Business Type : Proprietorship
FEIN : 86-6461121

Certification

I, James Bond, certify that the information provided on these forms is correct and true to the best of my knowledge.

Submit
Cancel

Report Summary for Quarter/Year 3/2016

Print

Legal Business Name	ACH DEBIT PAYMENT	Business Type	Proprietorship
		FEIN	86-6461121

Number of Covered Employees	July: 1	August: 1	September: 1	Edit
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Total Gross Wages:	\$2,000.00	Contribution:	\$59.00
Total Taxable Wages:	\$2,000.00	Interest:	\$0.59
Excess Wages:	\$0.00	Penalty:	\$7.00
Tax Rate:	2.95%	Special Charge:	\$0.00
Total Amount Due:	\$67.59	CEP:	\$1.00

Employee Wages

Edit

1	Location	SSN	Last Name	First Name	MI	Gross Wages	Tip Amount	Taxable Wages	Override Reason
1		555-55-5555	James	Bond		\$2,000.00	\$0.00	\$2,000.00	

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8. A confirmation number is provided. Click **Print** and keep for business records purposes.

UINV
Unemployment Insurance

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CONFIRMATION

ACH DEBIT PAYMENT 040015056

Doing Business As : Ach Debit Payment Business Type : Proprietorship FEIN : 86-6461121

Confirmation Page Print

Congratulations! You have successfully submitted your Contribution and Wage report with the Nevada Department of Employment, Training & Rehabilitation
Your confirmation number is 5725751

Account:	040015056
Legal Name:	ACH DEBIT PAYMENT
Report Quarter:	3
Report Year:	2016
Number of Records:	1
Total Gross Wages:	\$2,000.00
Total Taxable Wages:	\$2,000.00
Report Amount Due:	\$67.59
Date/Time:	Friday, November 18, 2016 12:40:49 PM

Please print this page and keep for your records.

[Home](#)

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