Department of Workforce Services

# Unemployment Insurance (UI) Employer Contribution Report Online Filing System

Updated March 2015

Department of Workforce Services

# Overview

- Accessing the System
- Creating an Account and Adding an Existing Business to the User Account
- Filing the UI Contribution Report (Form 33H): Preparing and Uploading an Excel file *OR* Manually Entering Wages
- Making a Payment
- Printing a Copy of the Report for Your Records
- Other Helpful Information

Department of Workforce Services

# Accessing the System

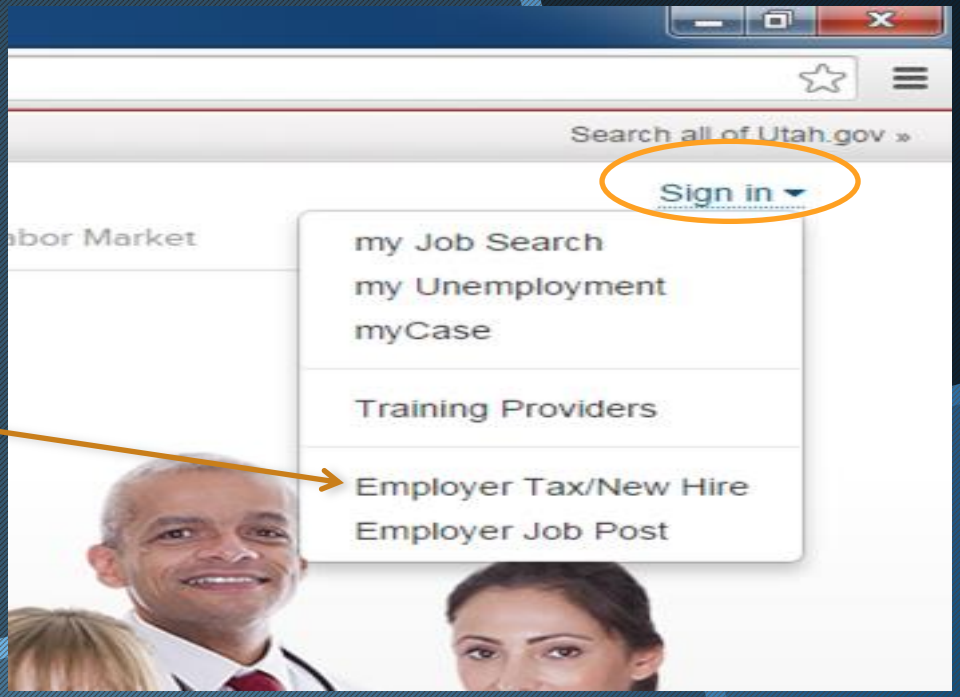
## Option 1: Go directly to Employer Page

jobs.utah.gov/ui/employer

## Option 2: Navigate from main DWS Page

jobs.utah.gov

**Click Employer Tax/New Hire**



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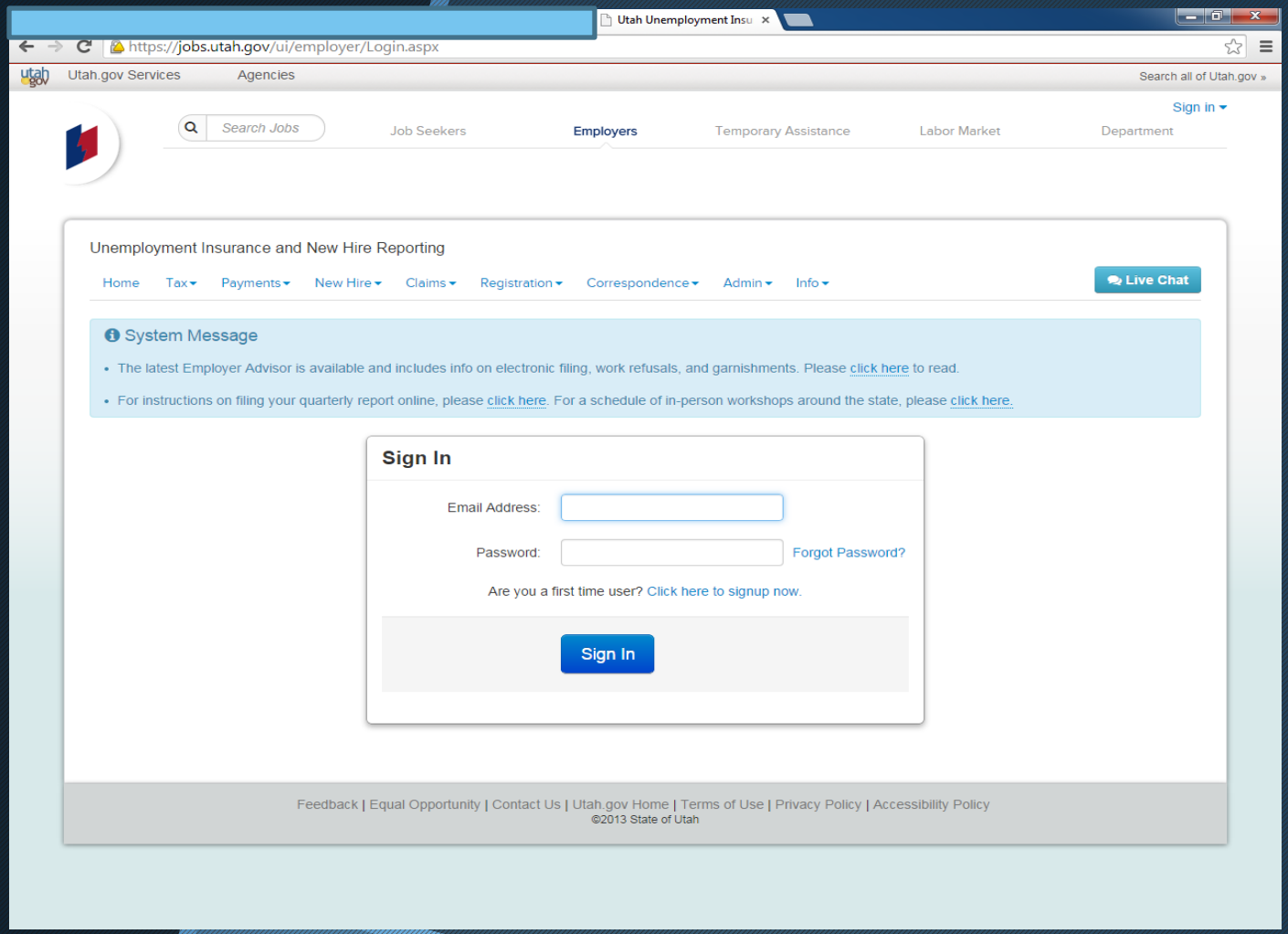
# Accessing the System



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# Accessing the System continued

Unemployment Insurance and New Hire Reporting

Hello,

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

**System Message**

- The latest Employer Advisor is available and includes info on electronic filing, work refusals, and garnishments. Please click here to read.
- For instructions on filing your quarterly report online, please click here. For a schedule of in-person workshops around the state, please click here.

## Tax Reporting

Oct 31 — Current Filing Qtr: 2014 Q3
Due: October 31, 2014

**Other Options**

- View or amend past reports
- Get employer account PIN
- View tax forms
- View all tax reporting options

File Tax Report

## Payments

Make a Payment Now >

**Other Options**

- View/edit EFT payments
- View all payment options

## New Hire Reporting

File a New Hire Report Now

**Other Options**

- View past new hire reports
- View all new hire options

File New Hire Report

## Correspondence

View Correspondence Now >

**Other Options**

- View all correspondence options

## Business Registration

Create a New UI Account For a Business >

**Other Options**

- Add an existing business to my user account

## Claims

File a Form 606 Now >

File a Wage Audit (613) Now >

**Other Options**

- View history of 606 responses
- View history of 613 responses
- View all claims options

## Account Admin

**Most Popular Admin Options**

- View account profile
- Display benefit costs
- Rate notice (Form 45)
- Update address information
- File an appeal
- Information for appeals
- Print IRS form 940C
- Close or reopen an account

**Other Options**

- View all account admin options

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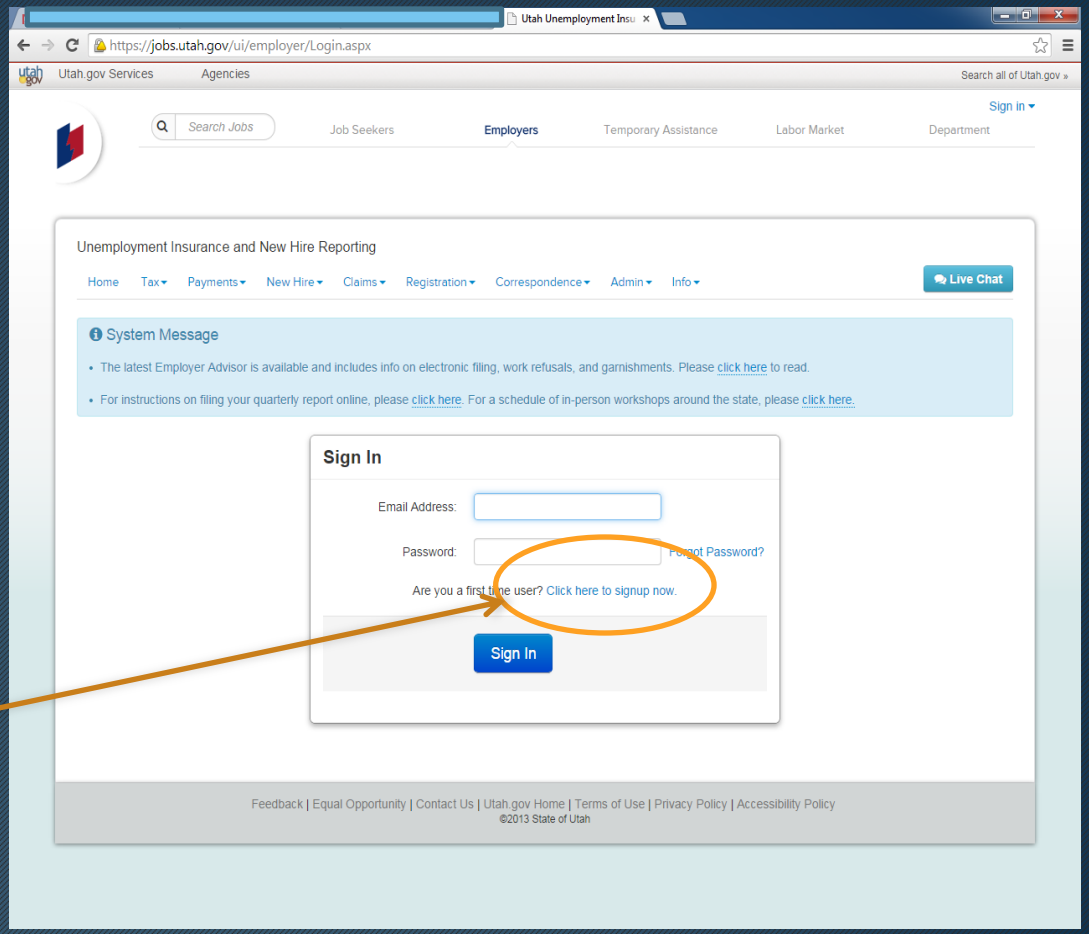
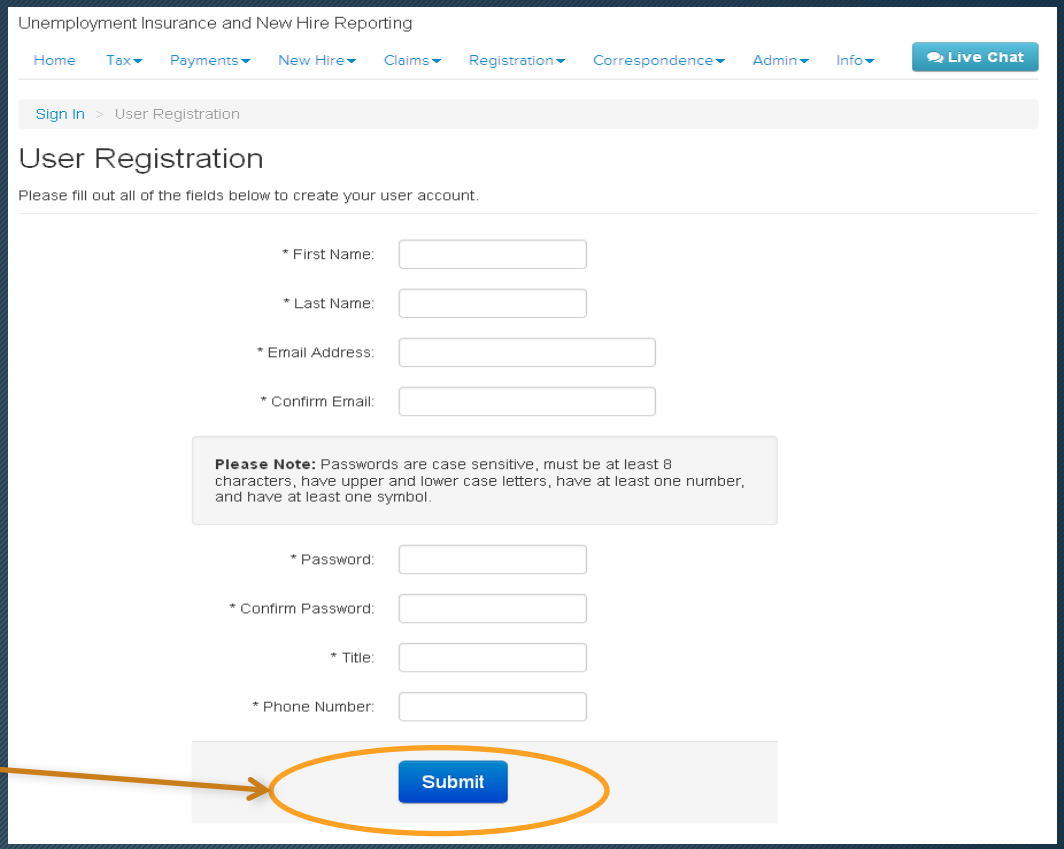
# Creating or Adding a Business User Account




**Click here if it is your first time**

Department of Workforce Services

# Creating / Adding a User Business Account continued




**After entering the information, click submit**

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# Verify User Account Information

Utah Unemployment Insu

https://jobs.utah.gov/ui/Employer/UserSetup/EmailVerification.aspx?email=E050zmm5AVEZrYEoOKIsOxBW4zd6%2f4JET%2bYc2DQHXOQ%3d&newuser=

Utah.gov Services | Agencies | Search all of Utah.gov »

Sign in

Search Jobs | Job Seekers | Employers | Temporary Assistance | Labor Market | Department

Business Development | Unemployment Insurance | Economic Data | Human Resources | Employment Law

Unemployment Insurance and New Hire Reporting

Hello. Click here to sign in.

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info

Live Chat

## Verify Email Address

**We just sent a confirmation email t[redacted]om.** Please follow the instructions in that email to complete your account registration.

Please Note: Depending on your email settings, you may need to check your "Junk" or "Spam" email folder.

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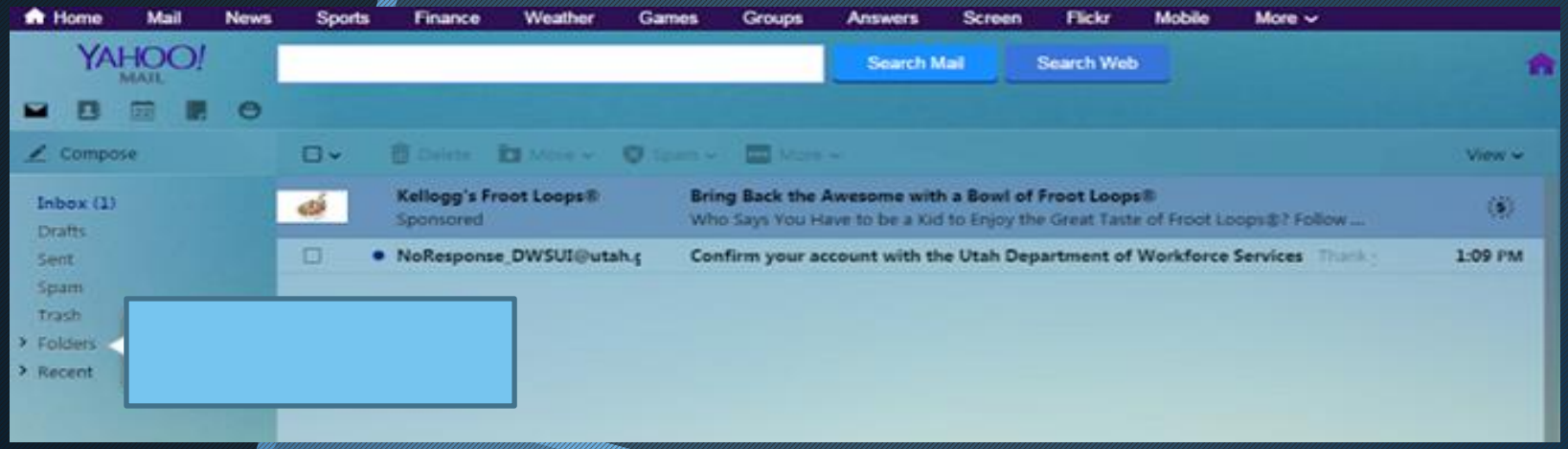
# Verifying User Account continued

Click here to finish the registration process



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# Adding an Existing Business

## Add An Existing Business To My User Account

Advanced access requires a Utah Employer ID and the PIN. If the employer does not have a Utah Employer ID, you can register the employer here.

If you are a tax preparer, and you have a TP Code or a Filing Code, you can click here to enter the code now. If you file for five or more employer accounts, you can click here to request a TP Code.

### Advanced Access

**Advanced** access enables you to:

- File Tax Reports
- View / Amend Tax Reports
- View Account Profile
- Make a Payment on an Account
- View UI Benefit Costs
- Print an IRS 940C Form
- File New Hire Reports
- View Past New Hire Reports
- Update Account Addresses
- Update Account Contacts
- Request FEIN Change
- Close / Reopen Account
- File an Appeal
- View Electronic Correspondence

* Utah Employer ID:

* PIN: I need my PIN

Submit Advanced Access

Unemployment Insurance and New Hire Reporting

Hello.

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

**System Message**

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File Tax Report

**Payments**

Make a Payment Now >

Other Options

- View/edit EFT payments
- View all payment options

**New Hire Reporting**

File a New Hire Report Now

Other Options

- View past new hire reports
- View all new hire options

File New Hire Report

**Correspondence**

View Correspondence Now >

Other Options

- View all correspondence options

**Business Registration**

Create a New Or Account For a Business >

Other Options

- Add an existing business to my user account

**Claims**

File a Form 606 Now >

File a Wage Audit (613) Now >

Other Options

- View history of 606 responses
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**Account Admin**

Most Popular Admin Options

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- Print IRS form 940C
- Close or reopen an account

Other Options

- View all account admin options

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# Requesting a PIN (Personal Identification Number)

Unemployment Insurance and New Hire Reporting

Hello, r[redacted]

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

Account Admin > Request Employer Account PIN

## Request Employer Account PIN

If you need to recover your employer account PIN, please start by entering your Employer ID. You will then be required to answer a series of questions.

* Utah Employer ID:

Submit

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# Filing the UI Contribution Report (Form 33H)

Unemployment Insurance and New Hire Reporting

Hello,

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

System Message

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Other Options
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**New Hire Reporting**

File a New Hire Report Now

Other Options
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File New Hire Report

**Correspondence**

View Correspondence Now

Other Options
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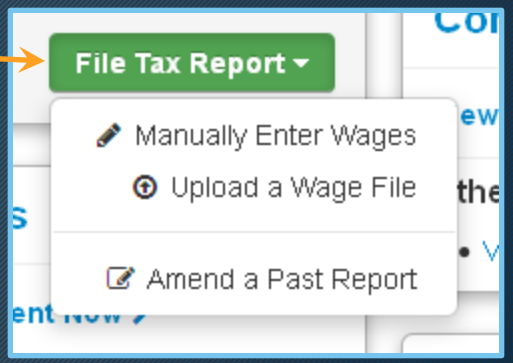

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# Preparing an Excel File

**Five Columns**

First Name

Middle Initial

Last Name

Social Security Number

Quarterly Wage Total

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Test | A | Employee | 000000000 | $10,542.32 | |
| 2 | Test | B | Employee | 000000001 | $45,000.00 | |
| 3 | Test | C | Employee | 000000002 | $80,142.28 | |
| 4 | Test | D | Employee | 000000003 | $14,253.52 | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |

Sheet1

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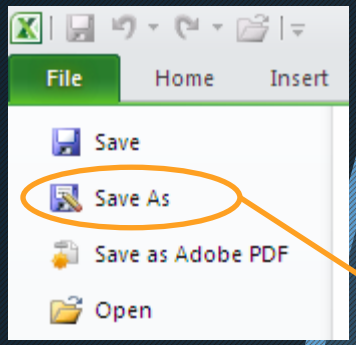
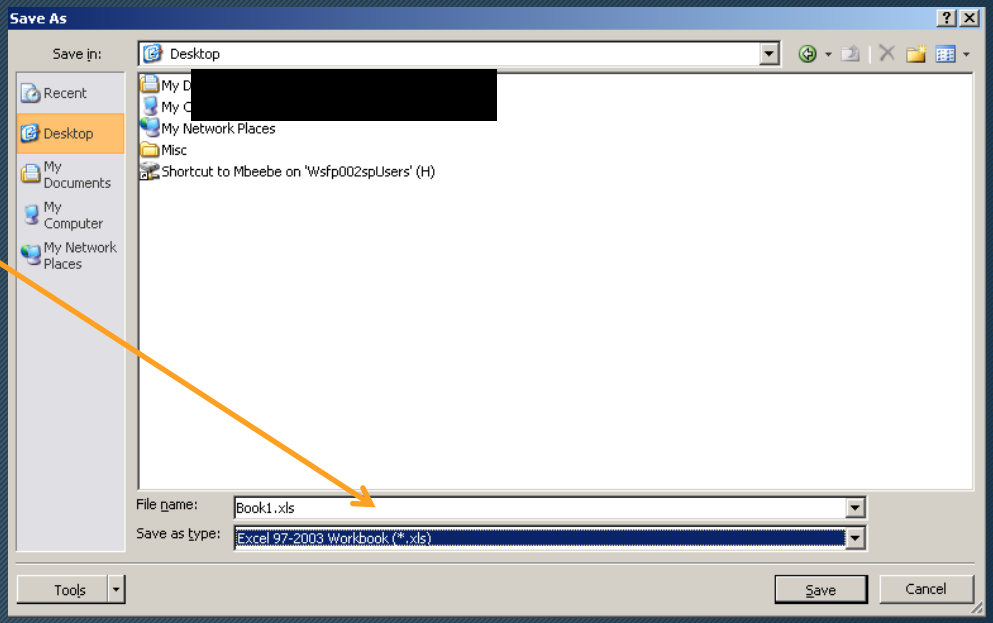
# Preparing an Excel File continued



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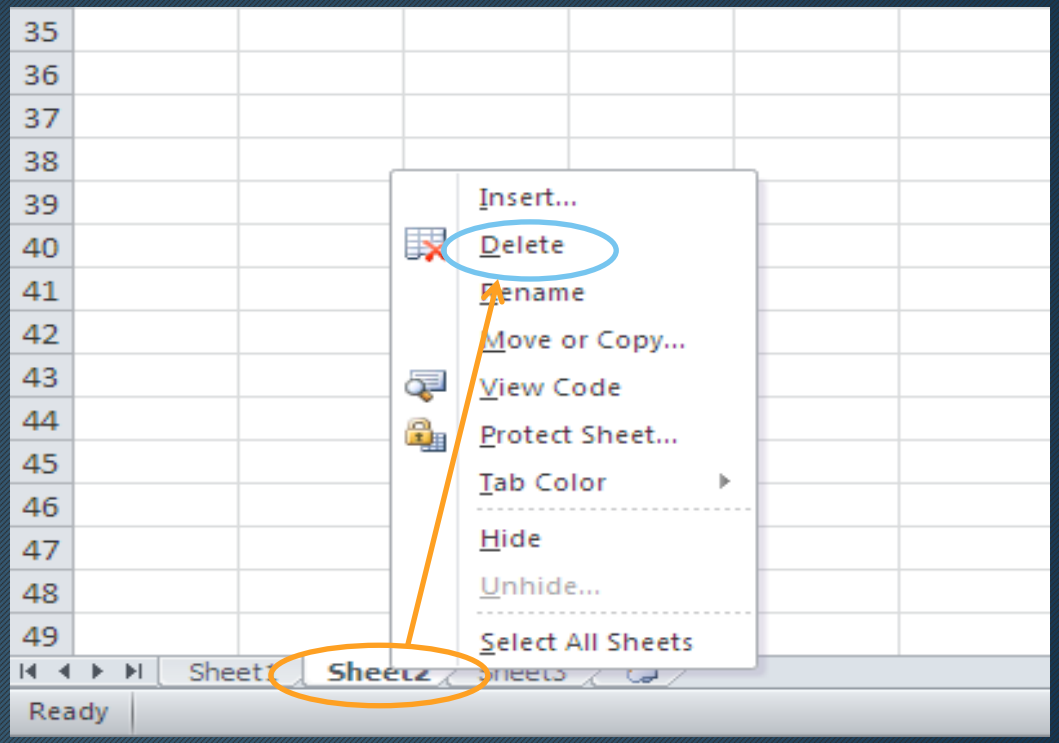
# Preparing an Excel File continued



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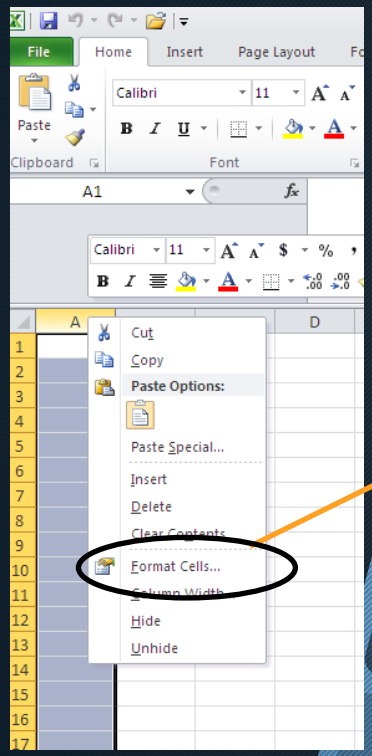
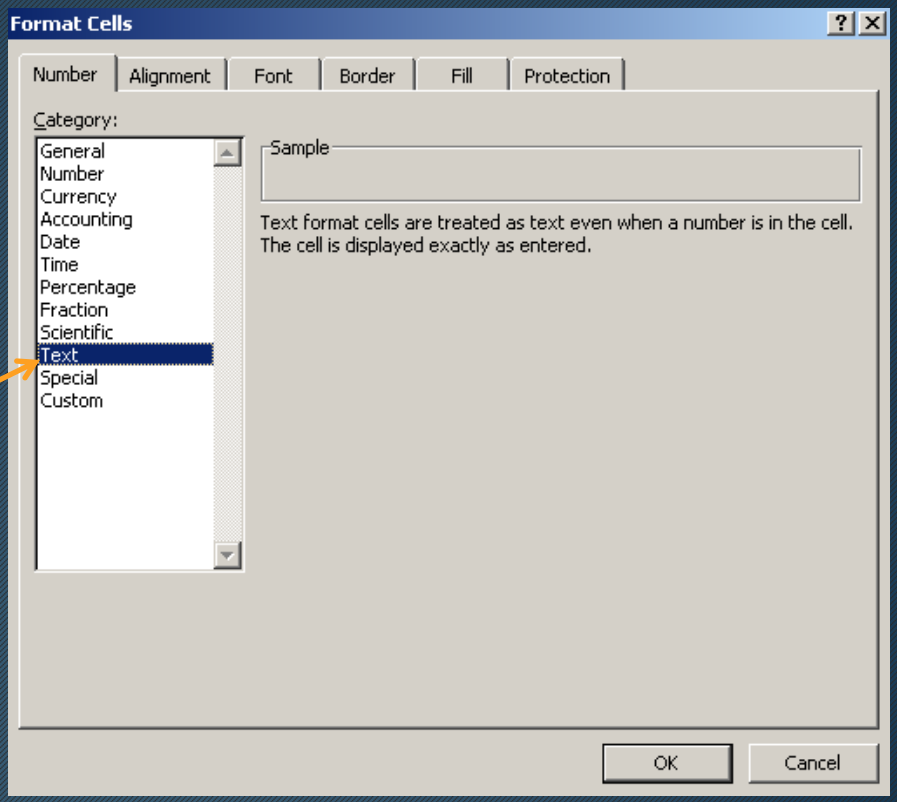
# Preparing an Excel File continued



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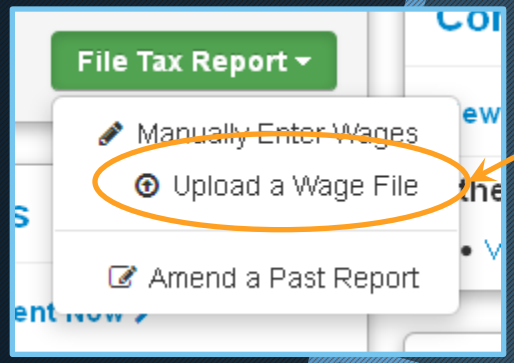
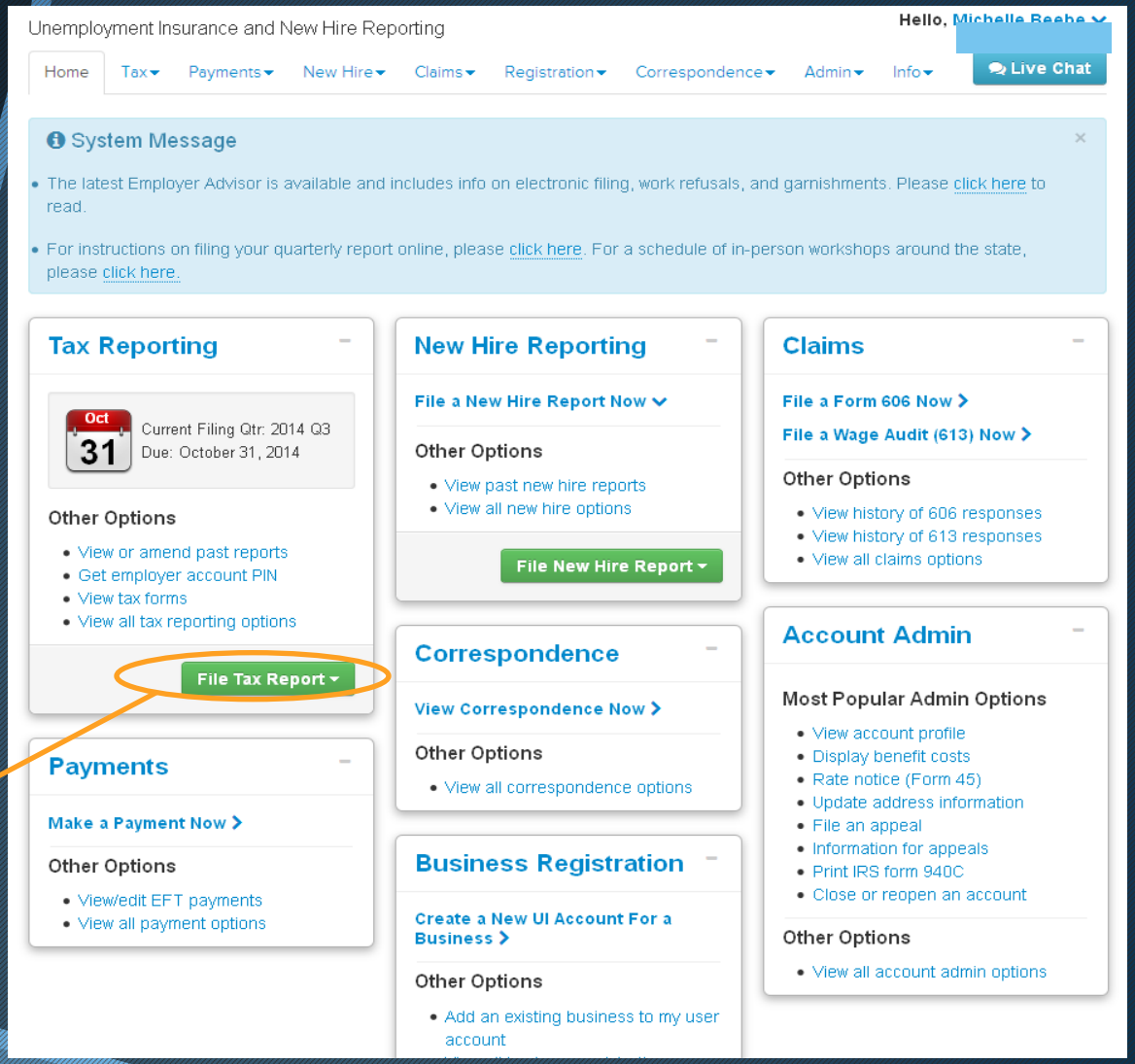
# Uploading an Excel Wage File



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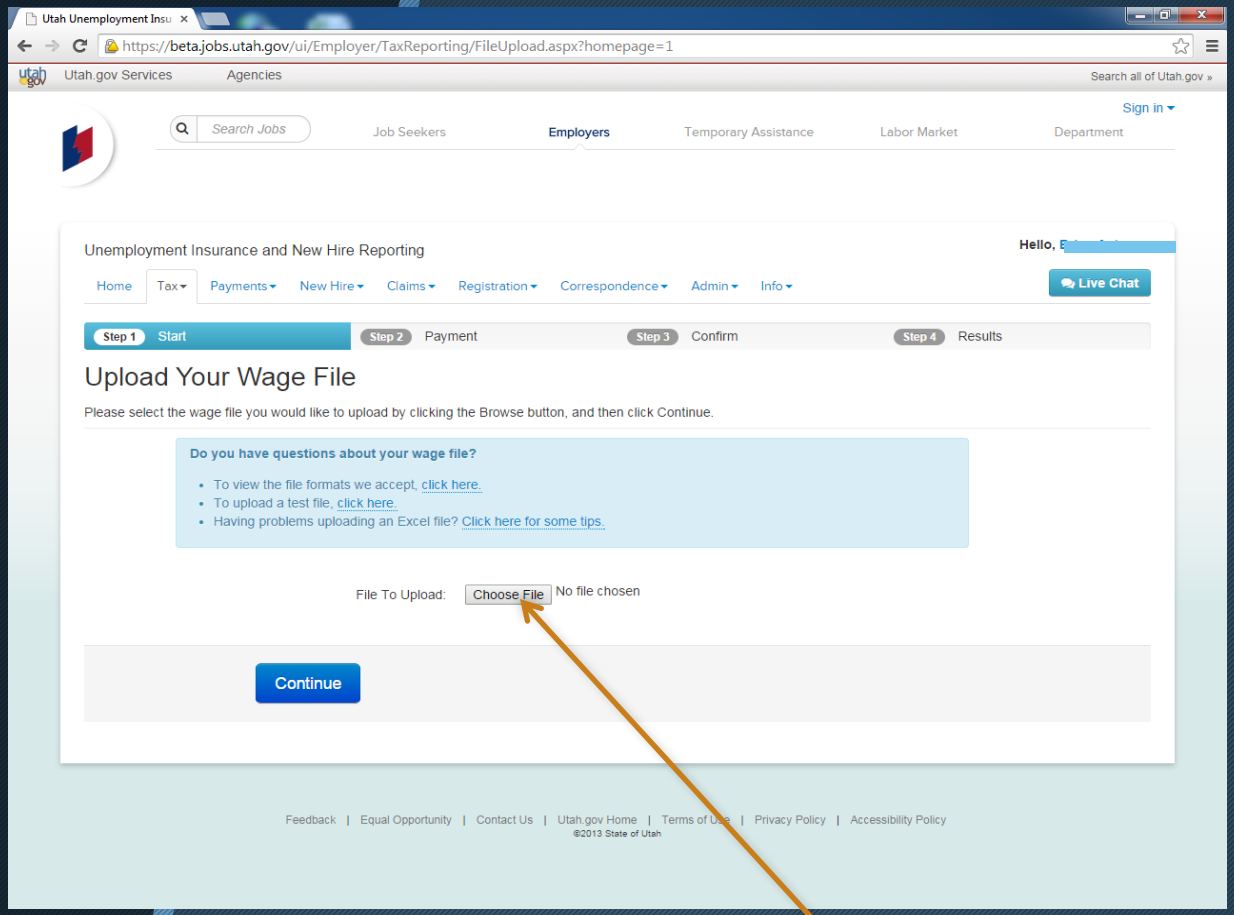
# Uploading an Excel Wage File continued




**Click Choose File**

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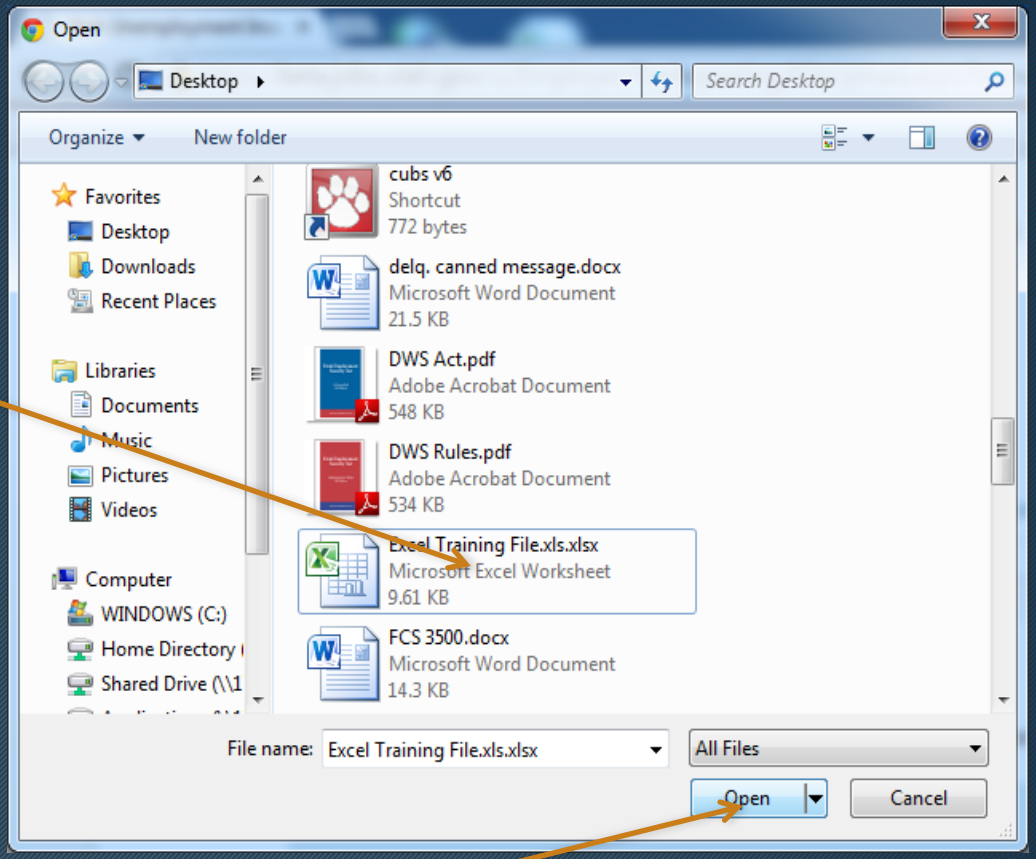
# Uploading an Excel Wage File continued

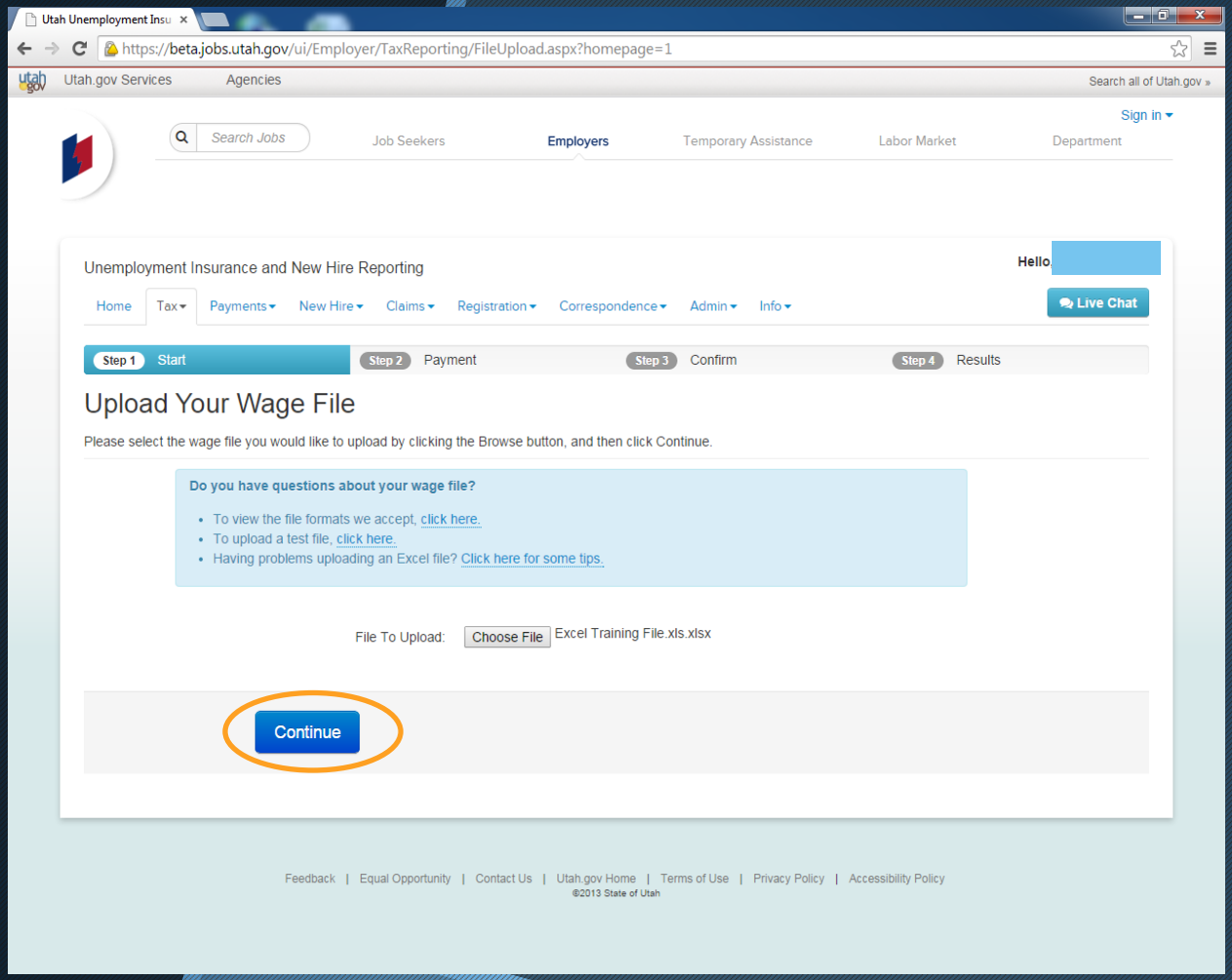
**First, find the file you want to use and click on it**




**Then click Open**

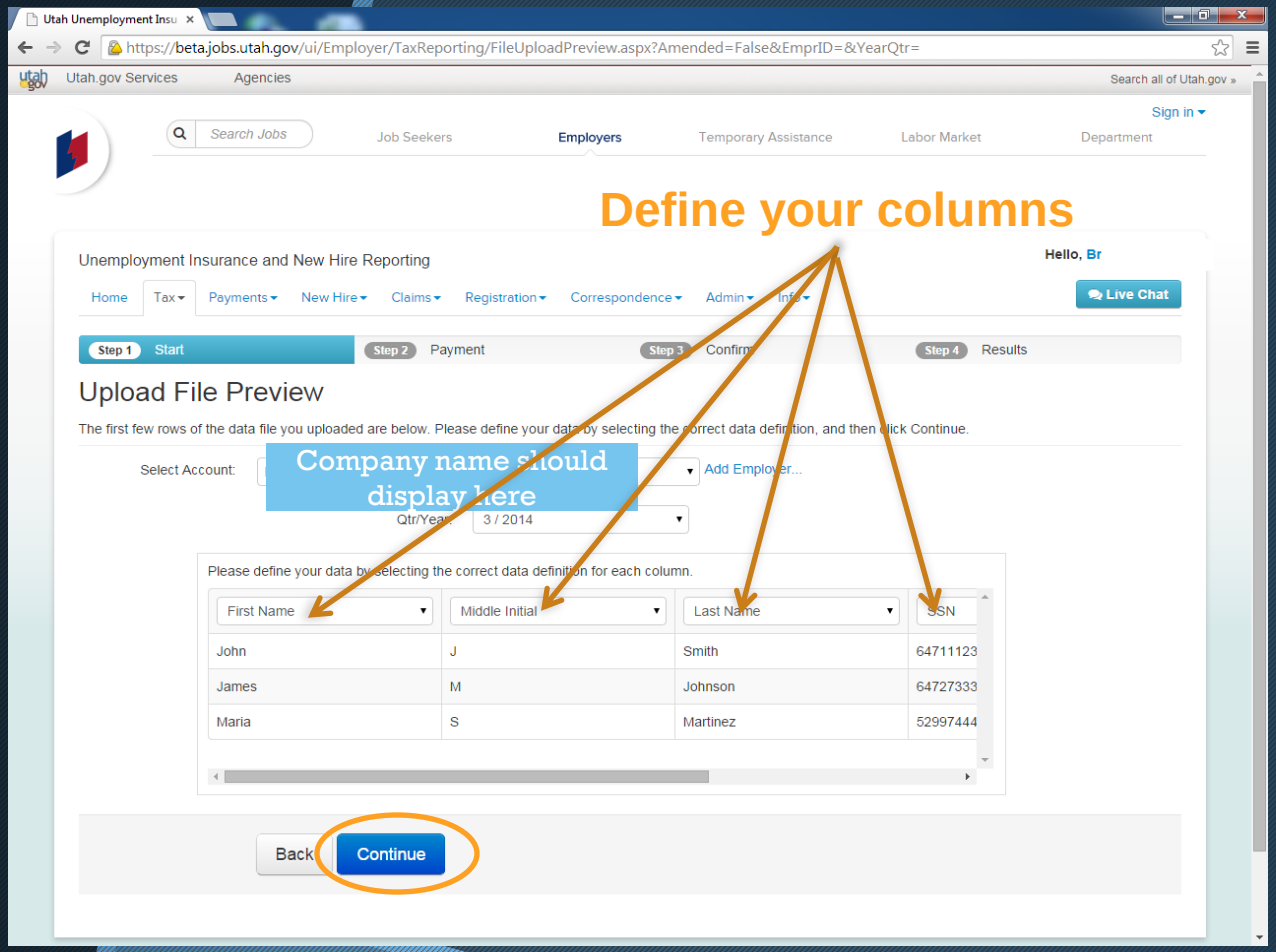
Department of Workforce Services

# Uploading an Excel Wage File continued



Department of Workforce Services

# Uploading an Excel Wage File continued



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# Manually Entering Wages

Utah Unemployment Insu

https://beta.jobs.utah.gov/ui/Employer/TaxReporting/TaxWorksheet.aspx?EmprID=7243940&YearQtr=20143&amended=False

Unemployment Insurance and New Hire Reporting

Hello, E

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

Step 1 Start | Step 2 Select | Step 3 Payment | Step 4 Confirm | Step 5 Results

Tax Worksheet For Company name will display here

Sort By:

Employee Wage List

| Modify Employee | Soc. Security Number | Employee Name First | Mid | Last | 2014 Wages Jan 1 - Jun 30 | 2014 Wages Jul 1 - Sep 30 | Excess Wages Jul 1 - Sep 30 |
|---|---|---|---|---|---|---|---|
| 1 edit \| del | *****4444 | MARIA | S | NEZ | $0 | 10384.00 | $0 |
| 2 edit \| del | *****1234 | JOHN | J | | $0 | 6062.00 | $0 |
| 3 edit \| del | *****3333 | JAMES | M | ON | | 12960.00 | $0 |

Add Employee

Contribution Report

| | 1st Month | 2nd Month | 3rd Month |
|---|---|---|---|
| * Number of Employees | 3 | 3 | 3 |
| Total Wages Paid During Quarter | $ 29,406.00 | (* If total wages are incorrect, click here) | |
| Wages in Excess of $30,800.00 | $ 0.00 | | |
| Wages Subject to Contribution | $ 29,406.00 | | |
| Contribution Rate | 0.074 | | |
| Contribution Due | $ 2,176.04 | | |
| Total Payment Due | $ 2,176.04 | | |

Click here to start the report over >>>

Back | Continue

Department of Workforce Services

# Verifying Wage Information

Utah Unemployment Insu

https://beta.jobs.utah.gov/ui/Employer/TaxReporting/TaxWorksheet.aspx?EmprID=7243940&YearQtr=20143&amended=False

Unemployment Insurance and New Hire Reporting

Hello,

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info

Live Chat

Step 1 Start | Step 2 Select | Step 3 Payment | Step 4 Confirm | Step 5 Results

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| Modify Employee | Soc. Security Number | Employee Name First | Mid | Last | 2014 Wages Jan 1 - Jun | 2014 Wages Jul 1 - Sep | Excess Wages Jul 1 - Sep 30 |
|---|---|---|---|---|---|---|---|
| 1 edit \| del | *****4444 | MARIA | S | MARTINEZ | | 103 | |
| 2 edit \| del | *****1234 | JOHN | J | SMITH | | 60 | |
| 3 edit \| del | *****3333 | JAMES | M | JOHNSON | | 129 | |

Add Employee

Contribution Report

| | 1st Month | 2nd Month | 3rd Month |
|---|---|---|---|
| * Number of Employees | 3 | 3 | 3 |
| Total Wages Paid During Quarter | $ 29,406.00 (* If total wages are incorrect, click here) | | |
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| Contribution Due | $ 2,176.04 | | |
| Total Payment Due | $ 2,176.04 | | |

Click here to start the report over >>>

Back | Continue

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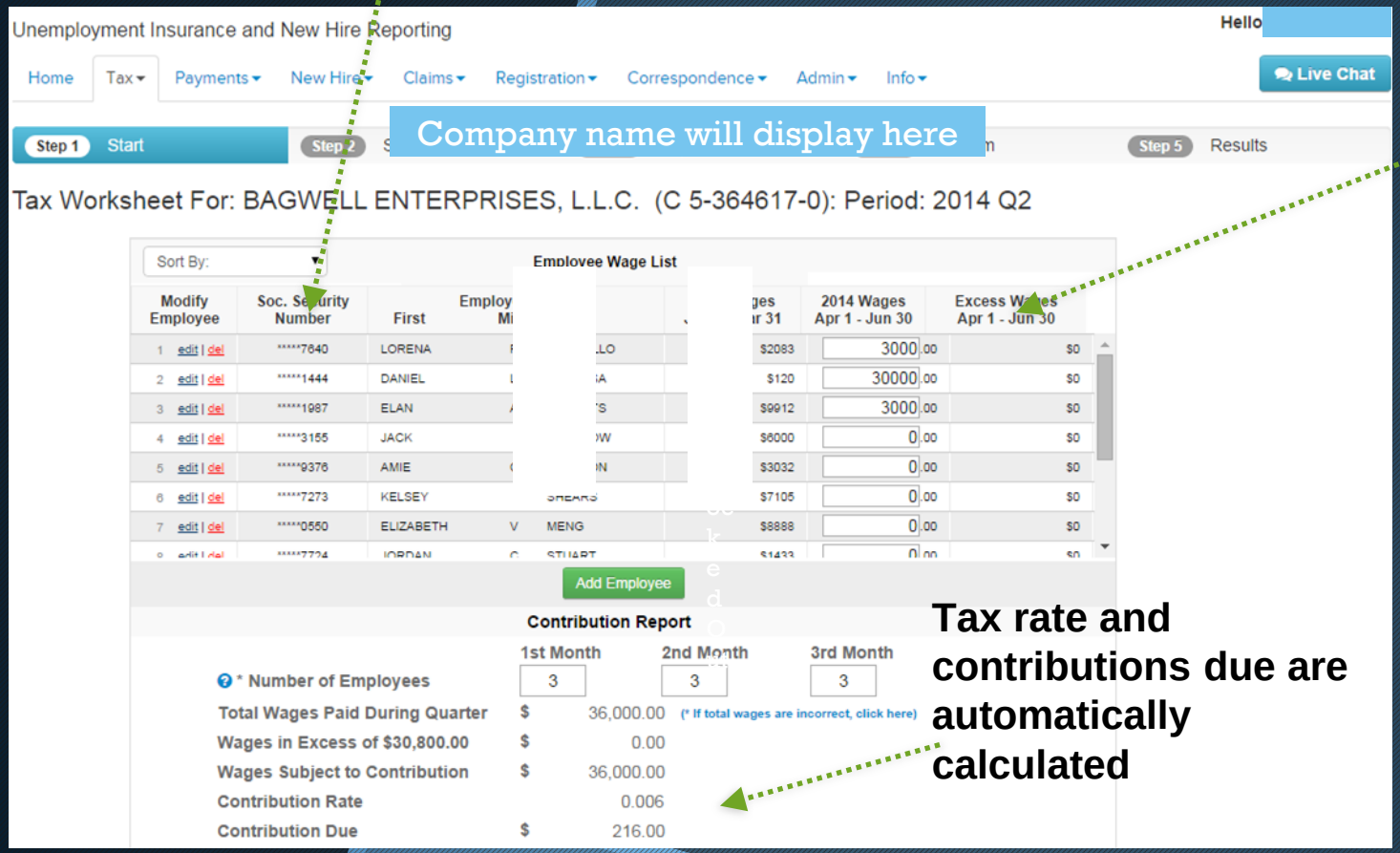
# Advantages of Online Filing

**Employee information is carried over from previous quarter**




**Wages in excess of taxable wage base are automatically calculated**

**Tax rate and contributions due are automatically calculated**

Department of Workforce Services

# Making a Payment

Utah Unemployment Insu

https://beta.jobs.utah.gov/ui/Employer/Payments/PaymentHome.aspx

Utah.gov Services | Agencies | Search all of Utah.gov »

Sign in

Search Jobs | Job Seekers | Employers | Temporary Assistance | Labor Market | Department

Unemployment Insurance and New Hire Reporting

Hello,

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

Step 1 Start | Step 2 Select | Step 3 Payment | Step 4 Confirm | Step 5 Results

## Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with either a check (using a payment coupon) or an Electronic Funds Transfer (EFT). Please select a payment method, verify the amount to pay, and click Continue.

Future EFT Settlement Dates

| Period | Employer | Total Due | Payment Method |
|---|---|---|---|
| 2014 Q3 | | $1176.24 | EFT |
| 2014 Q2 | | $0.00 | Coupon / EFT |

Back | Continue

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# Making a Payment: EFT

Utah Unemployment Insu

https://beta.jobs.utah.gov/ui/Employer/Payments/PaymentHome.aspx

Utah.gov Services | Agencies | Search all of Utah.gov »

Sign in

Search Jobs | Job Seekers | Employers | Temporary Assistance | Labor Market | Department

Unemployment Insurance and New Hire Reporting

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Future EFT Settlement Dates

| Period | Employer | Total Due | Payment Method |
|---|---|---|---|
| 2014 Q3 | Company name will display here | | EFT |
| 2014 Q2 | Company name will display here | | N / A |

Account Type: Checking | Routing #: | Account #: | Account Holder Name: | Authorized By: | Payment Amount: $

Save this information for future use.

Back | Continue

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# Making a Payment: Coupon

Utah Unemployment Insu

https://beta.jobs.utah.gov/ui/Employer/Payments/PaymentResult.aspx

Utah.gov Services | Agencies | Search all of Utah.gov »

Sign in

Search Jobs | Job Seekers | Employers | Temporary Assistance | Labor Market | Department

Unemployment Insurance and New Hire Reporting

Hello

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

Step 1 Start | Step 2 Select | Step 3 Payment | Step 4 Confirm | Step 5 Results

## Filing Results

**Please Note:**
The only paper work you need to send to the Department of Workforce Services is your coupon payment.
Please do not mail your contribution report or your wage list.

Print Payment Coupons

Print All Contribution Reports
Print All Wage Lists

Company name will display here

| Year/Qtr | Filing Result | Action |
|---|---|---|
| 2014 Q3 | Report successfully filed. Confirmation #7006764809 | View Wage List \| View Quarterly Report |

Company name will display here

| Year/Qtr | Filing Result | Action |
|---|---|---|
| 2014 Q2 | Report successfully filed. Confirmation #7006764811 | View Wage List |

Return To Tax Reporting Home

Department of Workforce Services

# Making a Payment: Coupon

28W

**WEB PAYMENT COUPON**

UTAH DEPT WORKFORCE SERVICES
UNEMPLOYMENT INSURANCE
140 EAST 300 SOUTH
PO BOX 45233
SALT LAKE CITY UTAH 84145-0233

$1,176.24 AMOUNT DUE

Employer ID will display here

2014/3 Quarter

9/22/2014

Employer ID will display here

42

PLEASE SUBMIT IMMEDIATELY FOR PROPER PAYMENT
Make check payable to: UTAH UNEMPLOYMENT COMPENSATION FUND

**--- Do Not Write Below This Line --- For Department Use Only ---**

Department of Workforce Services

# Printing a Copy for your Records

Unemployment Insurance and New Hire Reporting

Hello,

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

Step 1 Start | Step 2 Select | Step 3 Payment | Step 4 Confirm | Step 5 Results

## Filing Results

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Please do not mail your contribution report or your wage list.

**MY EMPLOYER** Company name will display here

| Year/Qtr | Filing Result | Action |
|---|---|---|
| **2014 Q3** | **Report successfully filed.** Confirmation #700677197 | Print Payment Coupon<br>View Wage List \| View Quarterly Report |

Return To Tax Reporting Home

Department of Workforce Services

# Printing a Copy for Your Records

Unemployment Insurance and New Hire Reporting

Hello, [redacted]

Home | Tax | Payments | New Hire | Claims | Registration | Correspondence | Admin | Info | Live Chat

## Wage List

Your wage list for the selected timeframe is displayed below.

Back | Print

Workforce Services
Unemployment Insurance
On-Line Wage List Summary Report
**KEEP THIS COPY FOR YOUR RECORDS — PLEASE DO NOT MAIL**

UI Employer Account #:
Employer Name: Company name will display here
Year/Qtr: 2014 Q3

Totals Wages This Quarter: $574,577.00
Excess Wages This Quarter: $524,755.00
s Listed This Quarter: 3
Date of Report: 9/22/2014

| S | | 2014 Wages Jan 1 - Jun 30 | 2014 Wages Jul 1 - Sep 30 | Excess Wages Jul 1 - Sep 30 |
|---|---|---|---|---|
| *****1234 | JOHN J SMITH | $6,062.00 | $6,062.00 | $0.00 |
| *****3333 | JAMES M JOHNSOI | $12,960.00 | $12,960.00 | $0.00 |
| *****4444 | MARIA S MARTINEZ | $10,384.00 | $555,555.00 | $535,139.00 |

**Click here to print the report**

Department of Workforce Services

# Future Report Deadlines

| Quarter | Paid From | Report Due By |
|---|---|---|
| 1st quarter wages | January through March | April 30th |
| 2nd quarter wages | April through June | July 31st |
| 3rd quarter wages | July through September | October 31st |
| 4th quarter wages | October through December | January 31st |

Department of Workforce Services

# New Hire Reporting

Utah requires that you **report new hires within 20 days** of the first day worked or rehired (if 60+ day gap in service)

*Online filing available*

Department of Workforce Services

# Requests for Information

We can't do it without you. It is critical that employers **respond to all requests for information** as quickly as possible.

Department of Workforce Services

# Contact Us

## UI Benefits

**801-526-4400**

*Employer Line: Choose option 1 for English, option 4, then option 1*

## UI Contributions

**801-526-9235**

*For online filing help, choose option 5*

## Live Chat

*Accessible online via jobs.utah.gov*

*Live Chat Box*