Utah Department of Workforce Services

employer advisor

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Common Questions about Online Filing

9 out of 10 employers are currently filing their quarterly reports online. Below are some helpful tips in navigating our website, including creating an account, filing a quarterly report and making a payment.

ACCESSING THE SYSTEM

Do I have to create a login to file? If you are a first time user, you need to register and create your personal login and password. Keep in mind: You won't be able to file your contribution reports until you also add a business to your account.

What information do I need to add a business to my account? You should have the following three things: Federal Employer Identification Number (FEIN), State Unemployment Insurance account number, and PIN. If you have this information and are unable to add the business to your account, the account may not be activated. Accounts cannot be activated until after the first payroll.

FILING QUARTERLY REPORTS

I have too many employees to enter manually, is there another option? If you are filing for a single company with more than 25 employees, it is easiest to file online by uploading an Excel file. Most payroll software provides an option to export the data into an Excel spreadsheet. Click here to see our specifications for Excel.

What is the best way to submit multiple quarterly reports? For payroll companies filing for more than one employer, generally 200 or more employees, you can use an MMREF text format to upload all your clients' payroll reports at the same time. Most payroll software provides an option to export the data in MMREF format, as this is the same format the Social Security Administration and the IRS use. Click here to see our specifications for MMREF.

MAKING A PAYMENT

How do I pay the balance due on my account? There are two payment options. The preferred method is Electronic Funds Transfer (EFT), which allows you to make a secure online payment from your bank account. The payment date can be set to any date you choose; however, make sure to select a date that is before the quarter end due date to avoid late fees. The second option available if you file online is to send in a check to pay the balance. For this, you will need to print a web coupon to mail with your check. This coupon expedites the entry of payment into our system, as it has all the necessary account information. Please don't cut web coupons down to a smaller size. These one page documents are run through a scanner that works best if the document is full size.

For additional questions, contact Employer Accounts by online chat, by email at employeraccounts@utah.gov or by phone at 801-526-9235 (toll free at 800-222-2857).

Hiring and Retaining Individuals with Disabilities

Did you know that individuals with disabilities have equal or higher job performance rates, higher than average retention rates and lower absenteeism?

The Utah State Office of Rehabilitation Business Relations Team provides resources and supports to businesses in employing individuals with disabilities. This includes a bi-annual free Employer Workshop held in the Salt Lake area to connect with specialists and learn about programs and incentives. The next workshop will be held September 12.

Businesses are recognized by the Governor's Committee through the Golden Key Awards for making outstanding contributions for people with disabilities. This may include providing accommodations, awareness training for employees, committing to hire people with disabilities and offering advancement opportunities. Nominations are due July 1 for the 2017 Golden Key Awards.

If your business is interested in improving awareness, consider hosting Disability Mentoring Day. This is an opportunity to showcase your business to local students with disabilities and spark their interest in pursuing employment.

For any questions regarding events, nominations, or needed support, visit usor.utah.gov/businessrelations or call 801-887-9522.

Employer Accounts Team Spotlight

The primary focus of the Employer Accounts Unit is to ensure that new employer accounts are set up accurately and timely. This process involves reviewing applications/registrations from new employers to determine if they are subject to UI contributions. In addition to these duties, the unit reviews and updates the status of existing accounts and determines account succession (i.e., when a business is sold or merged with another business). The Employer Accounts Unit is also responsible for handling all types of employer queries. Each month during 2016, the team answered an average of 2,000 phone calls and 500 chats.

Left to right: Gary Waters, Norene Webster, Mary Lochner, Chris Kunej, Siosiana Naupoto, Troy Evans, Gaye Moody, Sherrie St John, Mary Jo Wright, Pamela Surakan.
Not pictured: Shauna Scott-Bellaccomo.