



**WORKFORCE
SERVICES**
UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE (UI)

Employer Contribution Report

Online Filing System



Welcome●

- Accessing the system
- Creating an account and adding an existing business to the User Account
- Filing the UI Contribution Report:
 - ◆ Preparing and uploading an MMREF, Excel file, OR manually entering wages
- Making a payment
- Printing a copy of the report for your records
- Other helpful information

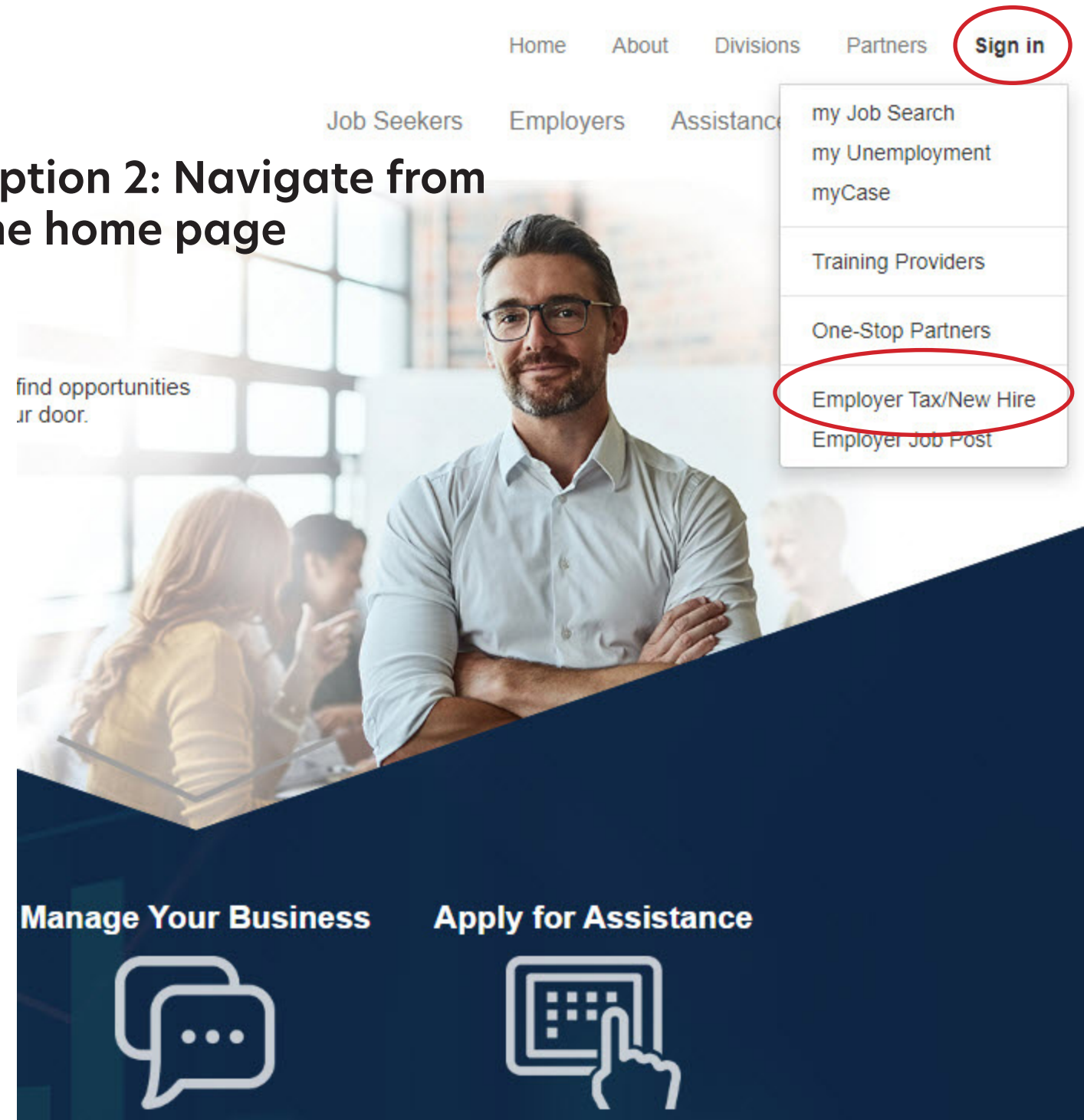


Accessing the System.

Option 1: Go directly to the employer page:

jobs.utah.gov/employer/index.html

Option 2: Navigate from the home page

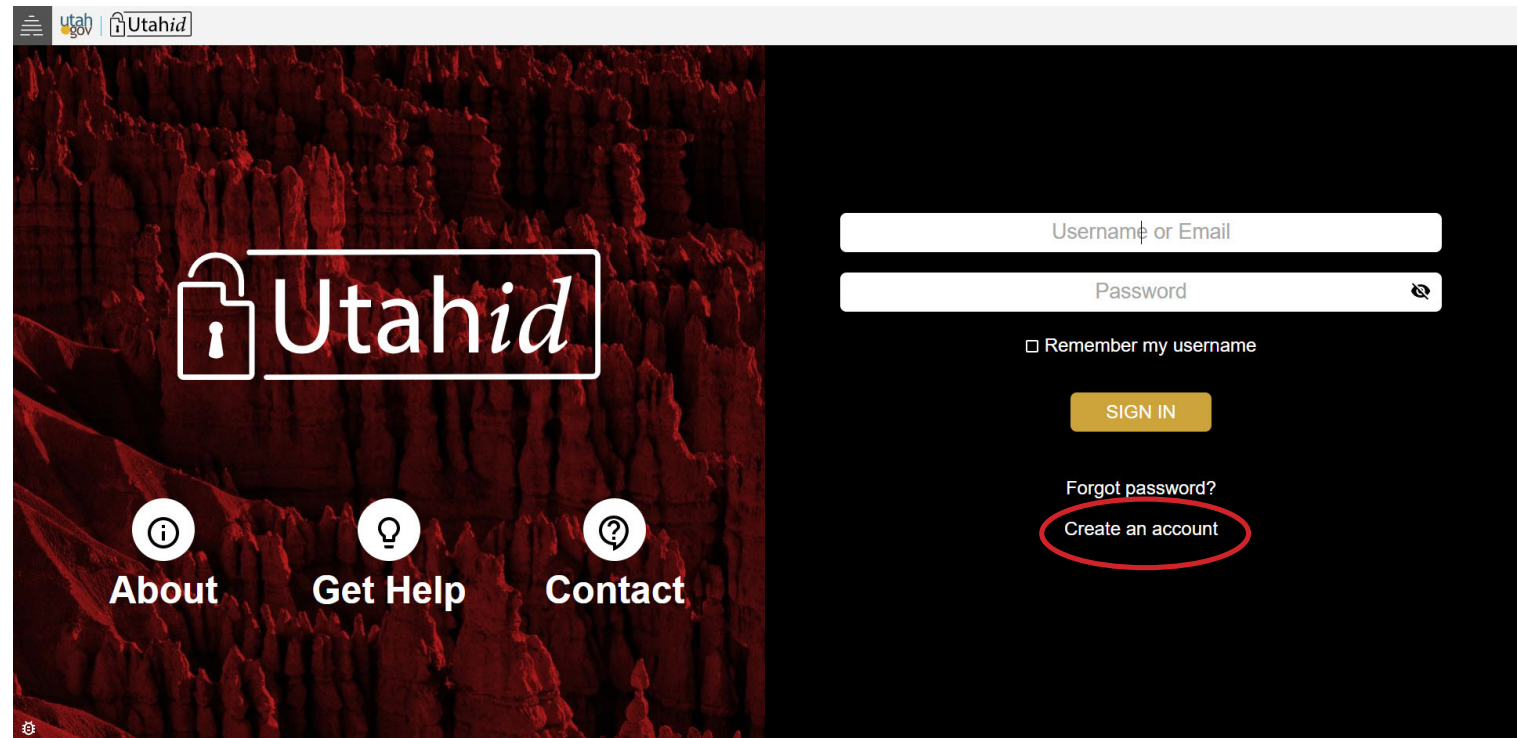


Accessing the System.

If you do not have an existing Utah-ID login, click on “Create an account.”

Additional instructions:

- [youtube.com/watch?v=Y9SGPSmY_J8](https://www.youtube.com/watch?v=Y9SGPSmY_J8)
- jobs.utah.gov/ui/Employer/InstructionalVideos.aspx



Creating or Adding a User Account.

Once you have logged in, if you are a first-time user or have not yet linked your Utah-ID to an existing UI profile, you will come to the “User Account Association/Link” page. Here you will need to either login to your existing profile or add a new user.

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User Account Association/Link

You have successfully logged in with Utah-ID. Your Utah-ID must now be associated/linked with an Unemployment Insurance and New Hire reporting profile.

New Users: If you are a first time user or need to create a new Unemployment Insurance and New Hire reporting profile, [click here](#).

Current Users: If you have previously used the Unemployment Insurance Portal and had an existing Unemployment Insurance and New Hire reporting profile prior to creating a Utah-ID, please enter the email address and password below, to link them together.

* Email Address:

* Password: [Forgot Password?](#)

Submit

** You will only need to complete this step one time. Once your Utah-ID is linked to your Unemployment Insurance and New Hire reporting profile, you will log in using only your Utah-ID.*

Troubleshooting

- Only one Utah-ID can be linked to one Unemployment Insurance and New Hire Reporting profile.**
If you receive the error “This email address has already been associated with a different Utah-ID account”, and you are using another user’s email address, you must create a Utah-ID with your email account, and then create a new user profile for Unemployment Insurance and New Hire reporting.

If you believe you are receiving this message in error, contact us at 801-526-9235.
- I forgot my Unemployment Insurance and New Hire Reporting profile password**
If you don’t remember the password you used to login to your Unemployment Insurance and New Hire Reporting profile (prior to creating your Utah-ID), you can click, “Forgot Password?” to reset your password. You can then return to

If you have an existing user account, you can login here to link your existing profile to your Utah-ID

Click here if you are a first time user



Creating or Adding a User Account.

First time users will complete the new user registration form.



You will only need to complete this step once, then it will link to your Unemployment Insurance and New Hire reporting profile for subsequent logins.

The screenshot shows the 'User Registration' page on the Department of Workforce Services website. The page title is 'User Registration' and it includes a sub-header 'Unemployment Insurance and New Hire Reporting'. The form contains several required fields: First Name, Last Name, Email Address (with a pre-filled '@gmail.com'), Title, and Phone Number. A blue 'Submit' button is located at the bottom of the form, circled in red. The page also features a navigation menu with links for Home, About, Divisions, Partners, and a 'Welcome J' user profile. A 'Live Chat' button is visible in the top right corner.

Submit

Click submit when the information is entered



Adding an Existing Business

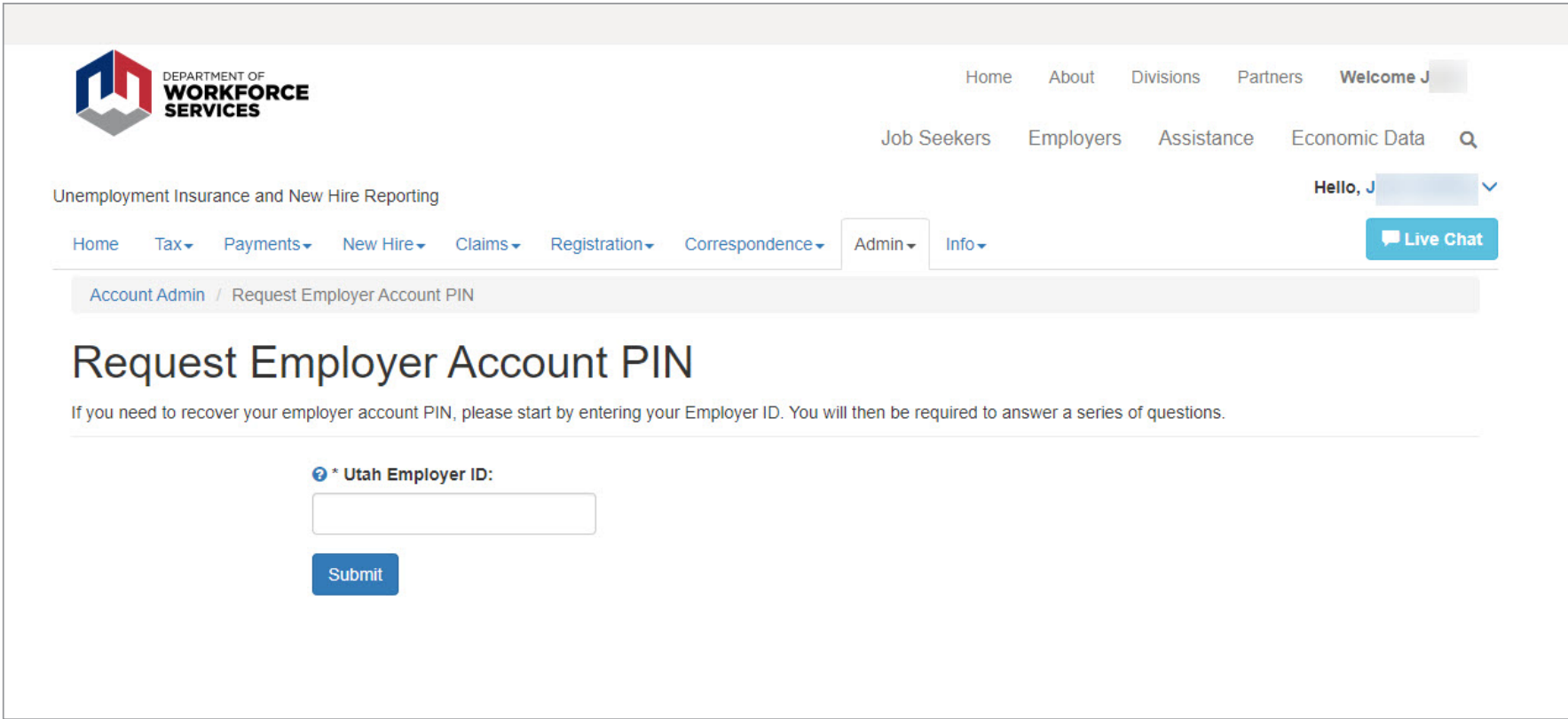
The screenshot shows the Workforce Services website home page. The navigation bar includes 'Home', 'About', 'Divisions', 'Partners', and 'Welcome Jt'. Below the navigation bar, there are links for 'Job Seekers', 'Employers', 'Assistance', and 'Economic Data'. A 'Live Chat' button is visible. The main content area features a 'System Message' section with several links. A dropdown menu is open under the 'Registration' tab, with the option 'Add An Existing Business To My User Account' circled in red. Other options in the menu include 'Create a New UI Account For My Business', 'Enter Registration Code', and 'View All Business Registration Options'. Below the menu, there are several sections: 'Tax Reporting' with a 'File Tax Report' button, 'New Hire Reporting' with a 'File New Hire Report' button, 'Claims' with a 'File a Form 606 (eResponse)' button, and 'Account Admin' with a 'View all account admin options' link.

The screenshot shows the 'Add An Existing Business To My User Account' page. The page title is 'Add An Existing Business To My User Account'. Below the title, there is a paragraph: '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.' Below this, there is a link: 'If you file for five or more employer accounts, you can click here to request Tax Preparer administrative access.' The page is divided into two main sections: 'Advanced Access' and a form. The 'Advanced Access' section lists various actions that can be performed, such as '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', 'Provide Separation Information', 'Update Account Addresses', 'Update Account Contacts', 'Request FEIN Change', 'Close / Reopen Account', 'File an Appeal', and 'View Electronic Correspondence'. The form section includes fields for 'Utah Employer ID' and 'PIN'. A link 'I need my PIN' is circled in red. A 'Submit Advanced Access' button is located at the bottom of the form.



Requesting a PIN.

(Personal Identification Number)



The screenshot shows the Department of Workforce Services website. The header includes the logo and navigation links: Home, About, Divisions, Partners, Welcome J, Job Seekers, Employers, Assistance, Economic Data, and a search icon. Below the header, there are links for Unemployment Insurance and New Hire Reporting, and a secondary navigation bar with Home, Tax, Payments, New Hire, Claims, Registration, Correspondence, Admin, and Info. A 'Live Chat' button is also present. The main content area is titled 'Request Employer Account PIN' and includes a sub-header 'Account Admin / Request Employer Account PIN'. The page contains a form with a required field for 'Utah Employer ID' and a 'Submit' button.

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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



Filing the UI Contribution Report



Wage data records may be uploaded in Excel format. Each record must have the following data elements:

- First name
- Last name
- Social Security number
- Wages

The screenshot shows an Excel spreadsheet titled 'ExcelGoodFile.xls'. The data is organized in columns A through F. Column A contains first names, column B contains middle initials, column C contains last names, column D contains Social Security numbers, and column E contains wages. Column F is empty. The data is as follows:

	A	B	C	D	E	F
1	Den	W	Hedges	555121234	\$ 10,542.32	
2	Bud		Berrett	541742136	\$ 45,000.00	
3	Paul	X	LaForge	322456789	\$ 80,142.28	
4	Gary		Ray	527486954	\$ 14,253.52	
5	Rick	Z	Edwards	884651123	\$ 10.01	
6	Jen		Mazur	321521423	\$ 15,264.37	
7	Kathy		Siek	126453529	\$ 1,248.91	
8	Brett		Judd	412587962	\$ 8,264.17	
9	Steve		Brock	458456963	\$ 24,000.00	
10	Mike		Sylvester	551498963	\$ 5,614.23	
11						
12						

Note: the above example shows a middle initial. The middle initial field is not required.



Upload Your Wage File.

Click on “Choose File” to open your file explorer and select the file you want to upload. After selecting it, click “Continue.”

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Upload Your Wage File

Please select the wage file you would like to upload by clicking the Browse button, and then click Continue.

Do you have questions about your wage file?

- [Click here to view the file formats we accept](#)
- [Click here to upload a test file](#)
- [Having problems uploading an Excel file? Click here for some tips.](#)
- The maximum size that we allow for a file upload is 25 MB

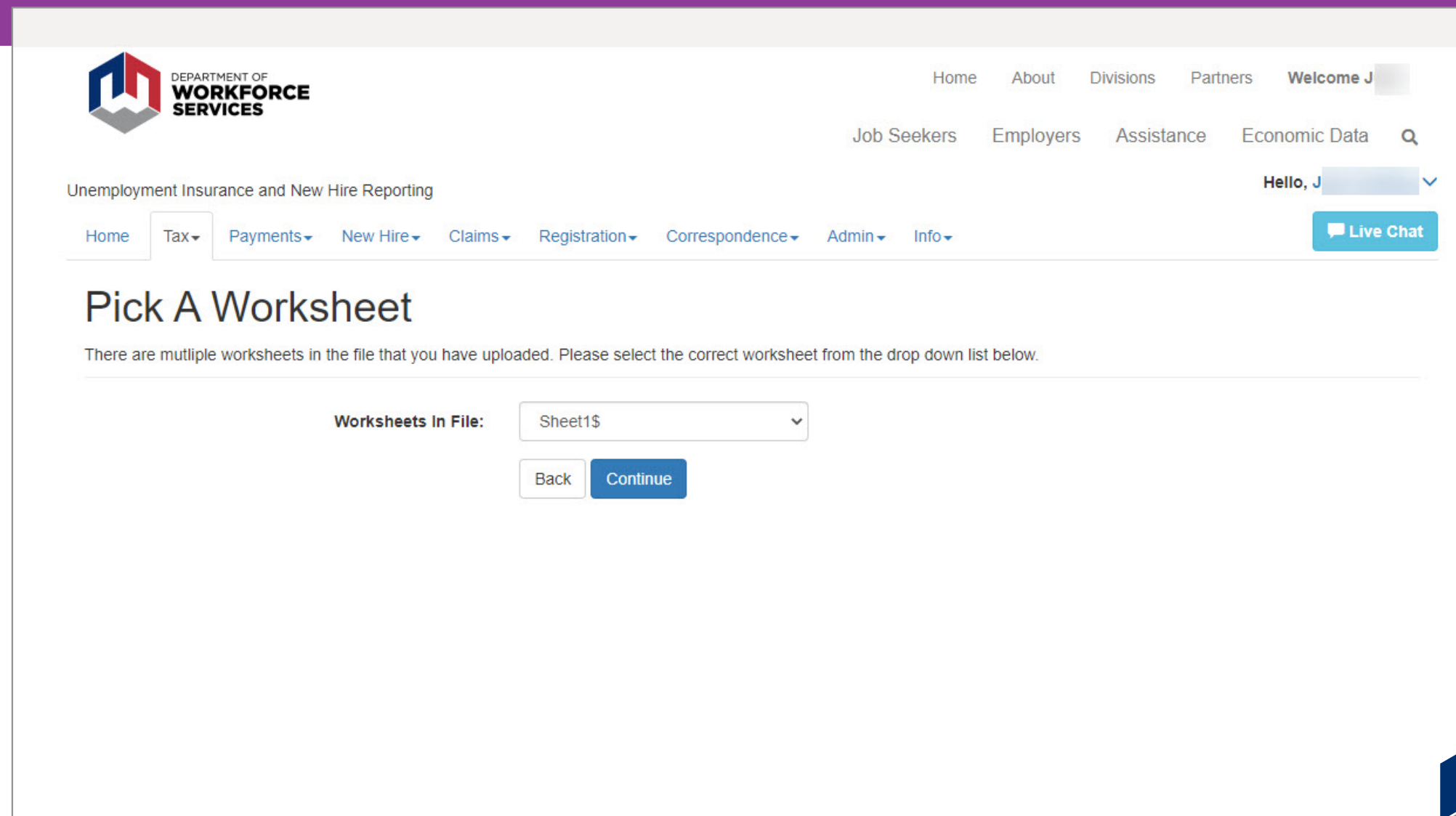
Note: Here you can also find resources for the types of files we accept and troubleshooting.

File To Upload: No file chosen



Upload Your Wage File.

If the Excel file has multiple sheets, you will need to “Pick a Worksheet” to ensure the system can locate the correct information.



The screenshot shows the Department of Workforce Services website. The header includes the logo and navigation links: Home, About, Divisions, Partners, Welcome J, Job Seekers, Employers, Assistance, Economic Data, and a search icon. Below the header, the page title is 'Unemployment Insurance and New Hire Reporting'. A breadcrumb trail shows: Home > Tax > Payments > New Hire > Claims > Registration > Correspondence > Admin > Info. A 'Live Chat' button is visible in the top right. The main content area is titled 'Pick A Worksheet' and contains the instruction: 'There are mutiple worksheets in the file that you have uploaded. Please select the correct worksheet from the drop down list below.' Below this, there is a 'Worksheets In File:' label, a dropdown menu with 'Sheet1\$' selected, and two buttons: 'Back' and 'Continue'.



Upload Your Wage File.

Next you will select which business, quarter and year for which you are filing and then define each column of data. When you are done, click "Continue."

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Hello, J

Live Chat

Upload File Preview

A preview of the data from the file that was uploaded is displayed below. Please define your data by selecting the correct data definition, and then click Continue.

Account: [dropdown] Add Employer...

Qtr/Year: 1 / 2023

Please define your data by selecting the correct data definition for each column. You may have to use the scroll bar at the bottom to see all of the columns. →

Column	Definition	Column	Definition	Column	Definition	Column	Definition	Column	Definition
[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]
[dropdown]	First Name	A	[blurred]	R	[blurred]	[blurred]	[blurred]	[blurred]	13371
[dropdown]	Middle Initial	A	[blurred]	F	[blurred]	A	[blurred]	[blurred]	12587
[dropdown]	Last Name	A	[blurred]	J	[blurred]	[blurred]	[blurred]	[blurred]	1041
[dropdown]	Wages	A	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	14027
[dropdown]	SSN	A	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	12504



Upload Your Wage File.

Unemployment Insurance and New Hire Reporting Hello, Jt ▼

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

Tax Worksheet For: T [redacted] (C [redacted]-0): Period: 2023 Q1

Sort By: ▼ **Employee Wage List**

Modify Employee	Soc. Security Number	First	Employee Name Middle Last	2023 Wages Jan 1 - Mar 31	Excess Wages Jan 1 - Mar 31
1 edit del	[redacted]	NC	[redacted]	13407.00	\$0
2 edit del	[redacted]	ANC	[redacted]	13315.00	\$0
3 edit del	[redacted]	JES	[redacted]	14912.00	\$0
4 edit del	[redacted]	KAF	[redacted]	13674.00	\$0
5 edit del	[redacted]	EDGAR	[redacted]	7391.00	\$0
6 edit del	[redacted]	M	[redacted]	9719.00	\$0
7 edit del	[redacted]	CE	[redacted]	7545.00	\$0
8 edit del	[redacted]	[redacted]	[redacted]	15281.00	\$0

[Add Employee](#)

Contribution Report

1st Month **2nd Month** **3rd Month**

*** Number of Employees**

Total Wages Paid During Quarter \$ 1,179,006.00 (* If total wages are incorrect, click here)

Wages in Excess of \$44,800.00 \$ 0.00

Wages Subject to Contribution \$ 1,179,006.00

Contribution Rate 0.014

Contribution Due \$ 16,506.08

Total Payment Due \$ 16,506.08

[Click here to start the report over >>>](#)

[Back](#) [Continue](#)

[View My To Do List](#)

Select the report to continue by checking the box next to the report(s) you wish to file, then click click "Continue." If you have multiple quarters to or businesses to file for, you may click on "Start Another Report" so you can file all quarters at once.

Unemployment Insurance and New Hire Reporting Hello, Jt ▼

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

Select Reports To Be Filed

You may file more than one report at a time. If you would like to start another report to file, click Start Another Report. Otherwise, check the reports you'd like to file and click Continue.

The following reports are ready to be filed:

Period	Employer	Due Date	Action	File
2022	BI [redacted] (C [redacted]-0-0)	January 31, 2023	Edit	<input type="checkbox"/>

[Start Another Report](#)

[Continue](#)

Confirm the wages for each employee. The system will automatically calculate the total and subject wages. Enter how many employees were active within each month of the quarter, then click click "Continue."

**Your report is not yet filed. If you are submitting reports for multiple quarters or businesses, don't forget to complete the filing process after you "start another report."

Manually Entering Wages

Tax Reporting

Apr 30
Current Filing Qtr: 2023 Q1
Due: April 30, 2023

Other Options

- View or amend past reports
- Get employer account PIN
- File Form 794
- View all tax reporting options

File Tax Report

- Manually Enter Wages**
- Upload a Wage File
- Amend a Past Report

Payments

- Click on the “File Tax Report” button and select “Manually Enter Wages.”

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Hello, [User Name]

Unemployment Insurance and New Hire Reporting

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Start Report

The following reports have not been started. Please click on the 'Start Report' link to select a report from the list.

Add Existing Business

Period	Employer	Due Date	Action
2023 Q1	A [Redacted] (C 1- [Redacted]-1)	April 30, 2023	Start Report
2023 Q1	B [Redacted] (C 3- [Redacted]-0)	April 30, 2023	Start Report

- Find the Year/Quarter you need to file on then click “Start Report” to begin the process



Manually Entering Wages

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Unemployment Insurance and New Hire Reporting Hello, J [redacted]

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Tax Worksheet For: T [redacted] (C [redacted]-0): Period: 2023 Q1

Modify Employee	Soc. Security Number	First	Employee Name Middle Last	2023 Wages Jan 1 - Mar 31	Excess Wages Jan 1 - Mar 31
1 edit del	****	NC	[redacted]	13407.00	\$0
2 edit del	****	ANC	[redacted]	13315.00	\$0
3 edit del	****	JES	[redacted]	14912.00	\$0
4 edit del	****	KAF	[redacted]	13674.00	\$0
5 edit del	****	EDGAR	[redacted]	7391.00	\$0
6 edit del	****	M.	[redacted]	9719.00	\$0
7 edit del	****	CE	[redacted]	7545.00	\$0
8 edit del	****	[redacted]	[redacted]	15281.00	\$0

[Add Employee](#)

Contribution Report

	1st Month	2nd Month	3rd Month
* Number of Employees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Wages Paid During Quarter	\$ 1,179,006.00	(* If total wages are incorrect, click here)	
Wages in Excess of \$44,800.00	\$ 0.00		
Wages Subject to Contribution	\$ 1,179,006.00		
Contribution Rate	0.014		
Contribution Due	\$ 16,506.08		
Total Payment Due	\$ 16,506.08		

[Click here to start the report over >>>](#)

[Back](#) [Continue](#)

- Type in the wages for your employees in the boxes provided. If your employee's name does not appear on the list, click on the green "Add Employee" button and type their information into the pop-up box, then click "Add to List."



Manually Entering Wages

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Unemployment Insurance and New Hire Reporting Hello, J

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

Tax Worksheet For: B (C 3- -0): Period: 2023 Q1

Sort By:	Employee Wage List			2023 Wages	Excess Wages
Modify Employee	Soc. Security Number	First	Employee Name Middle Last	Jan 1 - Mar 31	Jan 1 - Mar 31
1 edit del	*****00	DEREK		0.00	\$0

Add Employee

Contribution Report			
	1st Month	2nd Month	3rd Month
* Number of Employees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Wages Paid During Quarter	\$	0.00	(if total wages are incorrect, click here)
Wages in Excess of \$44,800.00	\$	0.00	
Wages Subject to Contribution	\$	0.00	
Contribution Rate		0.014	
Contribution Due	\$	0.00	
Total Payment Due	\$	0.00	

Click here to start the report over >>>

Back Continue View My To Do List

After you have completed your Wage List, you will need to submit a record of the number of employees you had working for you in each of the three months of the quarter. Once this information is completed click on the "Continue" button.



Manually Entering Wages ●

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Unemployment Insurance and New Hire Reporting Hello, J [User Name]

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Select Reports To Be Filed

You may file more than one report at a time. If you would like to start another report to file, click Start Another Report. Otherwise, check the reports you'd like to file and click Continue.

The following reports are ready to be filed: Start Another Report

Period	Employer	Due Date	Action	<input type="checkbox"/> File
2022	Bl [Redacted] (C [Redacted] 0-0)	January 31, 2023	Edit	<input type="checkbox"/>

Continue

- Select the report to continue by checking the box next to the report(s) you wish to file, then click on “Continue.” If you have multiple quarters to file you may click on “Start Another Report” so you can file all quarters at once.

***Your report is not yet filed. If you are submitting reports for multiple quarters or businesses, don't forget to complete the filing process after you “start another report.”*



Making a Payment

If you have taxes due, you will be asked to select how you would like to make your payment. If you choose to make your payment via an Electronic Funds Transfer (EFT) from your bank account you will be prompted to submit your banking information.

If you select "Pay Later" you will need to make the payment online separately.

Online payment is required.

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Unemployment Insurance and New Hire Reporting Hello, J [User Name]

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

Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with an Electronic Funds Transfer (EFT). If you don't want to make a payment right now, you can select the "Pay Later" option. Please select a payment method, verify the amount to pay, and click Continue.

Important Message - Please Read!

We are no longer accepting coupon payments. You are now required to make your payment online. If you don't want to make a payment at this time, you can select the 'Pay Later' option. If you select the 'Pay Later' option, you will need to make sure you submit your payment online before the due date to avoid penalties and interest.

Future EFT Settlement Dates

Period	Employer	Total Due	Payment Method
2022	B [Redacted] (C 5- [Redacted]-0)	\$19312.11	Pay Later EFT

Back Continue

Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with an Electronic Funds Transfer (EFT). If you don't want to make a payment right now, you can select the "Pay Later" option. Please select a payment method, verify the amount to pay, and click Continue.

Important Message - Please Read!

We are no longer accepting coupon payments. You are now required to make your payment online. If you don't want to make a payment at this time, you can select the 'Pay Later' option. If you select the 'Pay Later' option, you will need to make sure you submit your payment online before the due date to avoid penalties and interest.

Future EFT Settlement Dates

Period	Employer	Total Due	Payment Method
2022	[Redacted] (C 5- [Redacted]-0)	\$19312.11	EFT

Account Type: [Checking] Routing #: [] Account #: [] Re-Enter Acct #: [] Account Holder Name: [] Authorized By: [] Amount: \$ []

Save this information for future use.

EFT

Back Continue

Confirm Filings

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Unemployment Insurance and New Hire Reporting Hello, J

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Confirm Filings

Please confirm your selection. When you click 'Submit', you will be filing your report(s). Please note, when paying for more than one quarter, payments are applied to the most current quarter first and then the oldest amounts owing if total amount due is not remitted.

Period	Employer	Total Due	Payment Method
2022	B C 5- -0	\$19,312.11	Pay Later

Start Payment Over

Confirm filings by checking the box next to the quarter you would like to file then click on the "Submit" button to complete your tax report



Filing Results

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Unemployment Insurance and New Hire Reporting Hello, J [dropdown]

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

Filing Results

Print Payment List

Employer Name	Year/Qtr	Filing Result	Action
E [redacted] (C 5-[redacted]-0)	2022 Q4	 Report successfully filed Confirmation #385250	View Wage List View Quarterly Report

Return To Tax Reporting Home

Please note: You do not need to mail anything to the Department of Workforce Services everything is submitted electronically.



Printing a Copy of the Report for Your Records

The screenshot shows the 'Filing Results' page on the Workforce Services website. The header includes the logo and navigation links. The main content area displays a table with one row of filing results. A green checkmark icon and the text 'Report successfully filed' are visible next to the filing result. A 'Print Payment List' button is located above the table. Below the table, there is a 'Return To Tax Reporting Home' button.

Employer Name	Year/Qtr	Filing Result	Action
E (C 5- -0)	2022 Q4	Report successfully filed Confirmation #385250	View Wage List View Quarterly Report

The screenshot shows the 'Wage List' page on the Workforce Services website. The header includes the logo and navigation links. The main content area displays a summary report for the selected timeframe. A 'Print' button is circled in red in the top right corner. Below the summary, there is a table with columns for SSN, Employee Name, 2023 Wages, 2023 Wages Jan 1 - Mar, and Excess Wages Jan 1 - Mar 31.

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

UI Employer Account #: C 8- -0
Employer Name: C
Year/Qtr: 2023 Q1

Total Wages This Quarter: \$1,179,006.00
Excess Wages This Quarter: \$0.00
Employees Listed This Quarter: 104
Date of Report: 4/18/2023

SSN	Employee Name	2023 Wages	2023 Wages Jan 1 - Mar	Excess Wages Jan 1 - Mar 31
*****0069	K/	\$0.00	\$11,040.00	\$0.00

To print a copy of the report for your records, click on "View Wage List" or "View Quarterly Report" and then "Print."

Future Report Deadlines●

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



New Hire Reporting

The screenshot displays the Department of Workforce Services website. The top navigation bar includes links for Home, About, Divisions, Partners, and Sign in. Below this, there are links for Job Seekers, Employers, Assistance, and Economic Data, along with a search icon. A user greeting "Hello, Jt" is visible. The main navigation menu includes Home, Tax, Payments, New Hire, Claims, Registration, Correspondence, Admin, and Info. A "Live Chat" button is also present.

The "New Hire Reporting" section is highlighted with a red circle around the "File New Hire Report" button. This section includes a "File a New Hire Report" link and "Other Options" such as "View past new hire reports" and "View all new hire options".

The "Tax Reporting" section shows the current filing quarter as 2023 Q1, with a due date of April 30, 2023. It also displays the UI Tax Rate for 2023 as 0.014.

The "Claims" section offers options to "File a Form 606 (eResponse)" and "File a Wage Audit (613)", along with "Other Options" like "View history of 613 responses" and "View all claims options".

The "Account Admin" section is partially visible at the bottom right.

Year	Tax Rate
2023	0.014



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**. Thank you!



Questions?



UI BENEFITS

801-526-4400

Employer Line:
option 2, then
option 3

UI CONTRIBUTIONS

801-526-9235

For online filing help,
choose option, then
option 1

LIVE CHAT

Accessible online
via jobs.utah.gov

Live Chat Box

