



The graphic features a blue header bar with the 'uplink' logo on the left and the text 'UIM / Business Transition and Training' and 'Department of Workforce Development' on the right. Below the header, the main title 'Uplink Employer Self-Service' is displayed in large blue font, followed by 'Quarterly Reporting' in a smaller black font. To the right of the text is an illustration of four business professionals in an office setting, with one person pointing at a document on a table.

Welcome to this tutorial on Uplink Employer Self Service, Quarterly Reporting. This section of the Uplink website allows you to enter your quarterly reports and employee wage information for your business.

Good Morning Ryan      Wednesday, March 14, 2007      [Help](#) | [Contact](#) | [Resources](#) | [Logoff](#)

## EMPLOYER SUMMARY

**couplink**  
employment programs

**RYAN BALL & ASSOCIATES 600091**

Doing Business As : Rld Ball Cpas      Business Type : Partnership      FEIN : 12-3456789

**Profile Information**      [Smart Links](#)

Primary Address: 4567 E. Isabel Ave.  
Terre Haute, IN 47805  
Ph: 123-456-7890

Current Year : Rate      0 : 0.0%

Liability Date      01/01/2006

Status      Active

Status Date      01/01/2006

Business Activity      Offices of Certified Public Accountants

**Recent Payments**

Payment Date	Payment Amount	Payment Type
11/15/2006	\$ 839.16	Electronic Check

**Quarterly Report Summary**

Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance
4/2006	\$ 36,000.00	\$ 27,000.00	\$ 729.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 729.00
3/2006	\$ 53,500.00	\$ 28,000.00	\$ 756.00	\$ 0.00	\$ 7.56	\$ 0.00	\$ 75.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 839.16
2/2006	\$ 49,000.00	\$ 28,000.00	\$ 756.00	\$ 0.00	\$ 30.24	\$ 0.00	\$ 75.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 661.84
1/2006	\$ 40,500.00	\$ 27,000.00	\$ 729.00	\$ 0.00	\$ 51.03	\$ 0.00	\$ 72.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 852.93
4/2005	\$ 6,000.00	\$ 6,000.00	\$ 162.00	\$ 0.00	\$ 16.20	\$ 0.00	\$ 16.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 194.40
2/2005	\$ 15,000.00	\$ 7,000.00	\$ 189.00	\$ 0.00	\$ 32.13	\$ 0.00	\$ 18.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.03
1/2005	\$ 31,380.00	\$ 14,000.00	\$ 378.00	\$ 0.00	\$ 75.60	\$ 0.00	\$ 37.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 491.40

When you have logged into Uplink Employer Self Service you can select the Quarterly Reporting menu item from the navigation bar on your Employer Home Page to begin reporting your employee information.

The screenshot shows a web interface for quarterly reporting. At the top, it says 'Good Morning Ryan' and 'Wednesday, March 14, 2007'. The main heading is 'QUARTERLY REPORTING OPTIONS' with the 'couplink' logo. The user is identified as 'RYAN BALL & ASSOCIATES 600091'. Below this, it shows 'Doing Business As : Rd Ball Cpas', 'Business Type : Partnership', and 'FEIN : 12-3456789'. There are dropdown menus for 'Reporting Quarter' and 'Reporting Year' (set to 2006). A section titled 'Please Check Only 1 of the Following' contains five radio button options: 'Both Contribution and Wage Reports' (selected), 'Contribution Report Only', 'No Wages to Report', 'Wage Report Only', and 'Upload Wage Report Using File'. At the bottom of this section are 'Next' and 'Cancel' buttons. A left sidebar contains navigation links: Home, Quarterly Reporting (expanded), Reporting Options (expanded), Wage Details, Contribution Report, Certification, Confirmation, Make A Payment, Profile Maintenance, Employer Summary, and User Maintenance. The Indiana Workforce Development logo is in the top left corner.

To begin your quarterly report you will first use the list arrows to choose the Quarter and Reporting Year you wish to process. Only one quarter can be reported at a time. You then use the option buttons to select which report you would like to complete. At least one option button must be selected. Selecting 'No Wages to Report' takes you directly to the certification screen. You may choose to file both the wage and contribution reports at the same time.

You cannot file an amended report once the report has been filed online. Contact must be made with DWD at that point for assistance.

You are also given the option to upload your wage report using your own file if you have 200 or less employees. One quarter may be uploaded at a time.

The screenshot displays the 'WAGE REPORT DETAILS' page in the Uplink system. The page header includes the user name 'Good Afternoon Breeanne', the date 'Wednesday, March 14, 2007', and navigation links for 'Help', 'Contact', 'Resources', and 'Logout'. The main content area shows the following information:

- WAGE REPORT DETAILS** (Title)
- BDB ASSOCIATES 601059** (Company Name and ID)
- Doing Business As : Bdb Associates** (Business Name)
- Business Type : Association** (Business Type)
- FEIN : 33-1234567** (FEIN)
- Wage Details for Quarter/Year 1/2006** (Reporting Period)
- Important Information** (Section Header)
- Employee Wages** (Table Header)
- Add** (Button)
- Cancel** (Button)

The left sidebar contains a navigation menu with the following items:

- Home
- Quarterly Reporting
  - Reporting Options
  - Wage Details** (Selected)
  - Contribution Report
  - Certification
  - Confirmation
- Make A Payment
- Profile Maintenance
- Employer Summary
- User Maintenance

This is the screen you will use to begin entering your wage information. You must click the 'Add' button on the right side of the screen to begin. The page browses the database for prior wages filed in the system (as in a previous quarterly wage and contribution report) and pre-populates the list with existing information. If you are a new employer no wage detail will be displayed in the list.

It is expected that this process is helpful for employers with less than or equal to 50 employees. If you are already known to the Uplink system, by virtue of the data passed from the legacy system, each employee from the last entered quarter will be displayed with their name, SSN, reported wages, and taxable wages. Each row of employee data listed will have an edit button which is used to modify the wage detail information.

Good Morning Ryan      Wednesday, March 14, 2007      [Help](#) | [Contact](#) | [Resources](#) | [Logout](#)

### ADD WAGE DETAILS

**RYAN BALL & ASSOCIATES 600091**

Doing Business As: Rd Ball Cpas      Business Type: Partnership      FEIN: 12-3456789

Wage Details for Quarter/Year 1/2007

Employee Wages

Fields marked with an asterisk \* are required.

Row	Season	SSN *	Last Name *	First Name *	MI	Gross Wages *	Taxable Wages *
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

On the previous page, if new employees were added during the reporting year quarter, you can click on the 'Add' button which takes you to this screen where you can list wage information for each employee. The season box will be populated with the correct code based upon your approval as a seasonal employer. Enter social security numbers (no spaces or hyphens necessary). After entering all wages, clicking the 'Add' button takes you back to the Wage Details screen. The 'Cancel' button will also return you to the Wage Details screen.

Remember, if you have 200 or less employees you may want to upload your wage data file. You can choose to do that by selecting the 'Upload Wage Reporting File' option button on the Reporting Options screen.

Good Morning Ryan Wednesday, March 14, 2007 [Help](#) | [Contact](#) | [Resources](#) | [Logout](#)

## WAGE REPORT DETAILS couplink unemployment program

**RYAN BALL & ASSOCIATES 600091**

Doing Business As : Rd Ball Cpas Business Type : Partnership FEIN : 12-3456789

Wage Details for Quarter/Year 1/2007

**Important Information**

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

Use the Update button to review your Total Gross Wages and Total Taxable Wages.

Please select the Next button to save your data before leaving this page.

**Employee Wages** Delete All Delete Add

Fields marked with an asterisk \* are required. Total Gross Wages : 0.00 Update

Total Taxable Wages : 0.00

Row	Del	Season	SSN *	Last Name *	First Name *	MI	Gross Wages *	Taxable Wages *
1	<input type="checkbox"/>	0	345678901	Kuckewich	Dan		<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/>	0	456789012	Johnson	Jon		<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/>	0	567890123	Miller	Herbert		<input type="text"/>	<input type="text"/>

Once wages are added you will see an updated Wage Report Details screen. You will be able to override the gross wages and taxable wages fields to modify your entries. Employee wage information can be deleted, updated, or new wages added by using the command buttons at the top right of the screen.

Good Afternoon Breeanne
Wednesday, March 14, 2007

[Help](#) | [Contact](#) | [Resources](#) | [Logout](#)

## CERTIFICATION

**BDB ASSOCIATES 601059**

Doing Business As : Bdb Associates
Business Type : Association
FEIN : 33-1234567

**Certification**

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

Submit Report
Cancel

Report Summary for Quarter/Year 1/2006 [Print](#)

Legal Business Name	Bdb Associates	Business Type	Association
		FEIN	33-1234567

Number of Covered Employees	January: 1	February: 1	March: 1	<a href="#">Edit</a>
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Total Gross Wages	\$20000.00	Contribution	\$189.00
Total Taxable Wages	\$7000.00	Interest	\$20.79
Tax Rate	2.7%	Penalty	\$18.90
Total Amount Due	\$228.69	Special Charge	\$0.00

**Employee Wages** [Edit](#)

Season	SSN	Last Name	First Name	MI	Gross Wages	Taxable Wages
0	123456789	Wal	Damon		\$20000.00	\$7000.00

On this screen you are asked to certify that the information listed in the report summary at the bottom of the page is correct by clicking on the check box at the top of the screen. You should then click on the 'Submit Report' button to accept and submit your information for that quarter. Clicking on the 'Cancel' button will clear the entire report. There is also a 'Print' button on the left center portion of the page which allows you to print your report summary and certification. Prior to submitting, edits to the quarterly report may be made from this screen by clicking the 'Edit' buttons to the right of the Number of Covered Employees and Employee Wages title bars.

## Quarterly Reporting

Report Summary for Quarter/Year 1/2007

Legal Business Name Ryan Ball & Associates Business Type Partnership  
FEIN 123456789

Number of Covered Employees January: 4 February: 4 March: 4

<b>Total Gross Wages</b>	\$49750.00	<b>Contribution</b>	\$600.75
<b>Total Taxable Wages</b>	\$22250.00	<b>Interest</b>	\$0.00
<b>Tax Rate</b>	2.7	<b>Penalty</b>	\$0.00
<b>Total Amount Due</b>	\$600.75	<b>Special Charge</b>	\$0.00

Employee Wages

Season	SSN	Last Name	First Name	MI Gross Wages	Taxable Wages
0	789012345	Tanner	Sydney	\$1250.00	\$1250.00
0	567890123	Miller	Herbert	\$10000.00	\$7000.00
0	456789012	Johnson	Jon	\$18500.00	\$7000.00
0	345678901	Kuckewich	Jan	\$20000.00	\$7000.00

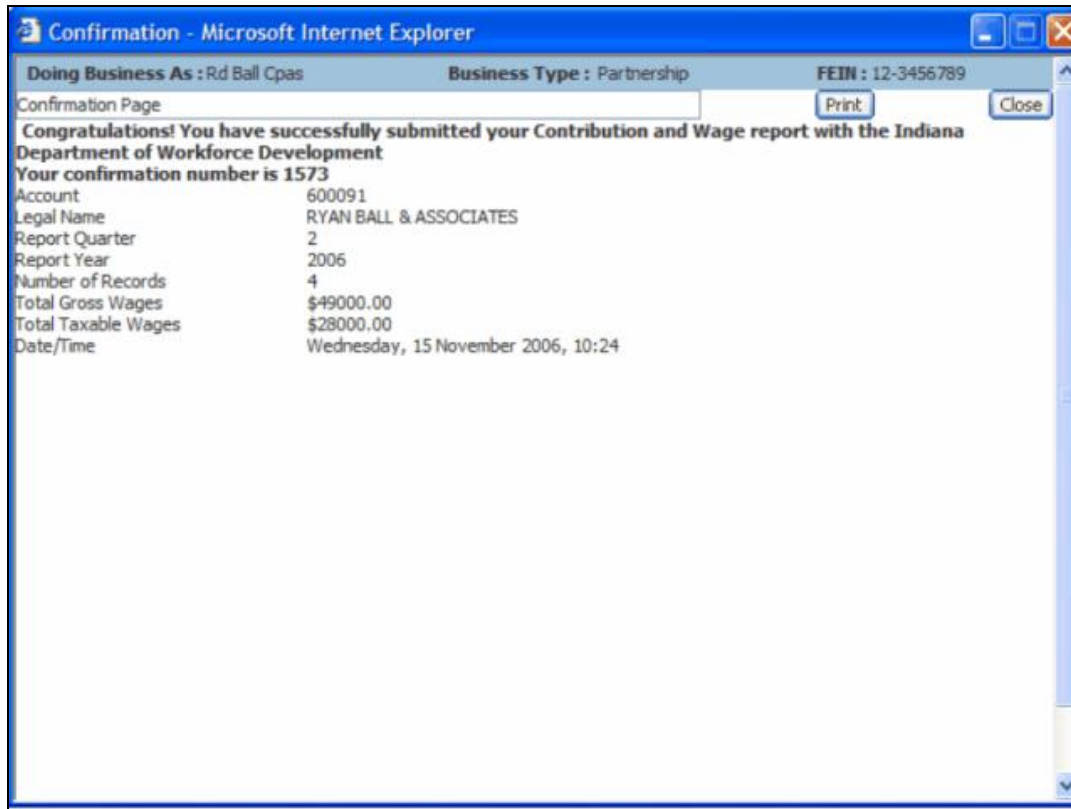
This is what your printout will look like if you choose to print from the Certification screen. When you click on the 'Print' button on this pop-up screen you will be connected with your computer's print dialogue box to complete the printing process. You must click on the 'Close' button to return to the Certification screen. Your browser pop-up blocker must be turned off for this window to appear.

The screenshot shows a web interface for the COUPLINK unemployment program. At the top, it displays the user name 'Good Afternoon Breeanne', the date 'Wednesday, March 14, 2007', and navigation links for 'Help', 'Contact', 'Resources', and 'Logout'. The main heading is 'CONFIRMATION'. Below this, the account information is shown: 'BDB ASSOCIATES 601059', 'Doing Business As: Bdb Associates', 'Business Type: Association', and 'FEIN: 33-1234567'. A 'Print' button is located to the right of this information. The main content area features a congratulatory message: 'Congratulations! You have successfully submitted your Contribution and Wage report with the Indiana Department of Workforce Development. Your confirmation number is 5637'. Below the message is a table summarizing the report data:

Account	601059
Legal Name	BDB ASSOCIATES
Report Quarter	1
Report Year	2006
Number of Records	1
Total Gross Wages	\$20000.00
Total Taxable Wages	\$7000.00
Date/Time	Wednesday, March 14 2007

Below the table, there is a message: 'Please click the Next button to make a payment.' and another instruction: 'Please print this page and keep for your records.' At the bottom of the page, there are 'Home' and 'Next' buttons.

The confirmation screen provides you with instant feedback that your report has been submitted, and provides you with a confirmation number. It also provides a summary of the report information. If the Total Amount is > \$0.00, click on the 'Next' button to make a payment for the quarter just entered. Click on the 'Print' button to print a copy of this page.



If you choose to print from the confirmation screen this is what your printout will look like. When you click on the 'Print' button on this pop-up screen you will be connected with your computer's print dialogue box to complete the printing process. You must click on the 'Close' button to return to the confirmation screen.

Good Morning Ryan      Wednesday, March 14, 2007      [Help](#) | [Contact](#) | [Resources](#) | [Logout](#)

### CONTRIBUTION REPORT DETAILS

**RYAN BALL & ASSOCIATES 600091**

Doing Business As: Rd Ball Cpns      Business Type: Partnership      FEIN: 12-3456789

Contribution Report entry for 1/2007

Total Gross Wages*	49750.00
Total Taxable Wages *	22250.00

Covered employee counts as of the 12<sup>th</sup> of the month

January*	4
February*	4
March*	4

[Next](#)   [Cancel](#)

**INDIANA WORKFORCE DEVELOPMENT**

- Home
- Quarterly Reporting
  - Reporting Options
  - Wage Details**
  - Contribution Report
  - Certification
  - Confirmation
- Make A Payment
- Profile Maintenance
- Employer Summary
- User Maintenance

This is the Contribution Report Details screen. This screen will populate from the Wage Details screen. If there are no wage details reported you are asked to enter the total gross wages and total taxable wages for the quarter. You are also asked to provide the number of employees you have for the week of the 12th of the month for each month in the quarter for which you are reporting. Click 'Next' to advance to the next screen. You will then be asked to certify the reports are accurate. Once certified you will see the confirmation screen. Click 'Cancel' to clear the employee count entries and return to the Wage Details screen. This information is currently found on the UC-1 report.

Good Afternoon Breeanne      Wednesday, March 14, 2007      Help | Contact | Resources | Logout

## CERTIFICATION

**couplink**  
unemployment programs

**BDB ASSOCIATES 601059**

Doing Business As : Bdb Associates      Business Type : Association      FEIN : 33-1234567

**Certification**

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

[Submit Report](#)   [Cancel](#)

**Report Summary for Quarter/Year 2/2006**      [Print](#)

Legal Business Name	Bdb Associates	Business Type	Association
		FEIN	33-1234567

Number of Covered Employees	April: 1	May: 1	June: 1	<a href="#">Edit</a>
<b>Total Gross Wages</b>	\$20000.00	<b>Contribution</b>	\$189.00	
<b>Total Taxable Wages</b>	\$7000.00	<b>Interest</b>	\$15.12	
<b>Tax Rate</b>	2.7%	<b>Penalty</b>	\$18.90	
<b>Total Amount Due</b>	\$223.02	<b>Special Charge</b>	\$0.00	

This is the Certification screen for the Contribution Report Quarterly Reporting option and gives you a report summary for the quarter you are submitting. You must click in the check box at the top left of the screen to certify your information is correct, and then click the 'Submit Report' button. You have the option to print this report before submitting and also to edit your entries. The 'Cancel' button will return you to the Contribution Report Details screen.

Good Morning Sarah      Friday, August 17, 2007      [Help](#) | [Contact](#) | [Resources](#) | [Logoff](#)

### CONFIRMATION

**COUPLINK**  
unemployment programs

**BALL DAYCARE 600524**

Doing Business As:      Business Type: Proprietorship      FEIN: 11-1234567

Confirmation Page [Print](#)

**Congratulations! You have successfully submitted your Contribution report with the Indiana Department of Workforce Development. Your confirmation number is 1428.**

Account	600524
Legal Name	BALL DAYCARE
Report Quarter	2
Report Year	2006
Report Amount Due	\$232.47
Date/Time	Friday, August 17, 2007

If you have not submitted your Wage report, please [submit](#) it before the filing due date to avoid penalty.  
Please click the Next button to make a payment.

Please print this page and keep for your records.

[Home](#)   [Next](#)

This is the Confirmation screen for the Contribution Report Quarterly Reporting option. You are assigned a confirmation number which is listed at the top of this screen. Clicking on the 'Submit' link will return you to the Wage Report Details page where you can make adjustments to your UC5 wage report and continue on through the next screen to submit that report. You are encouraged to print this report for your records. The 'Print' button is located at the top right of the screen. Clicking on the 'Next' button will allow you to make a payment.

Good Morning Ryan      Wednesday, March 14, 2007      [Help](#) | [Contact](#) | [Resources](#) | [Logout](#)

## CERTIFICATION

**couplink**  
unemployment program

**RYAN BALL & ASSOCIATES 600091**

Doing Business As: Rd Ball Cpas      Business Type: Partnership      FEIN: 12-3456789

**Certification**

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

[Submit Report](#)   [Cancel](#)

**Report Summary for Quarter/Year 1/2007**      [Print](#)

Legal Business Name	Ryan Ball & Associates	Business Type	Partnership
		FEIN	12-3456789

**Number of Covered Employees**      [Edit](#)

January:	4	February:	4	March:	4
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**Employer Summary**

Total Gross Wages	\$49750.00	Contribution	\$600.75
Total Taxable Wages	\$22250.00	Interest	\$0.00
Tax Rate	2.7%	Penalty	\$0.00
Total Amount Due	\$600.75	Special Charge	\$0.00

**Employee Wages**      [Edit](#)

Season	SSN	Last Name	First Name	MI	Gross Wages	Taxable Wages
0	789012345	Tanner	Sydney		\$1250.00	\$1250.00
0	567890123	Miller	Herbert		\$10000.00	\$7000.00
0	456789012	Johnson	Jon		\$18500.00	\$7000.00
0	345678901	Kuchewich	Jan		\$20000.00	\$7000.00

This is the screen you will see once you have filed your quarterly wage and contribution reports. By clicking in the check box at the top left of the page you will certify your information is correct and you can click on the 'Submit Report' button. You are encouraged to print your report by clicking the 'Print' button on the right of the Report Summary information bar. Edits can also be made prior to certification by clicking the 'Edit' button on the right of each section's information bar.



UIM/ Business Transition and Training  
Department of Workforce Development

**~ Uplink ESS ~**

**For additional information  
contact our DWD Call Center  
at 1-800-891-6499**

Thank you for viewing this tutorial on Uplink Employer Self Service Quarterly Reporting. Please call the Department of Workforce Development Call Center at 1-800-891-6499 if you have any questions.