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.

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.

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.

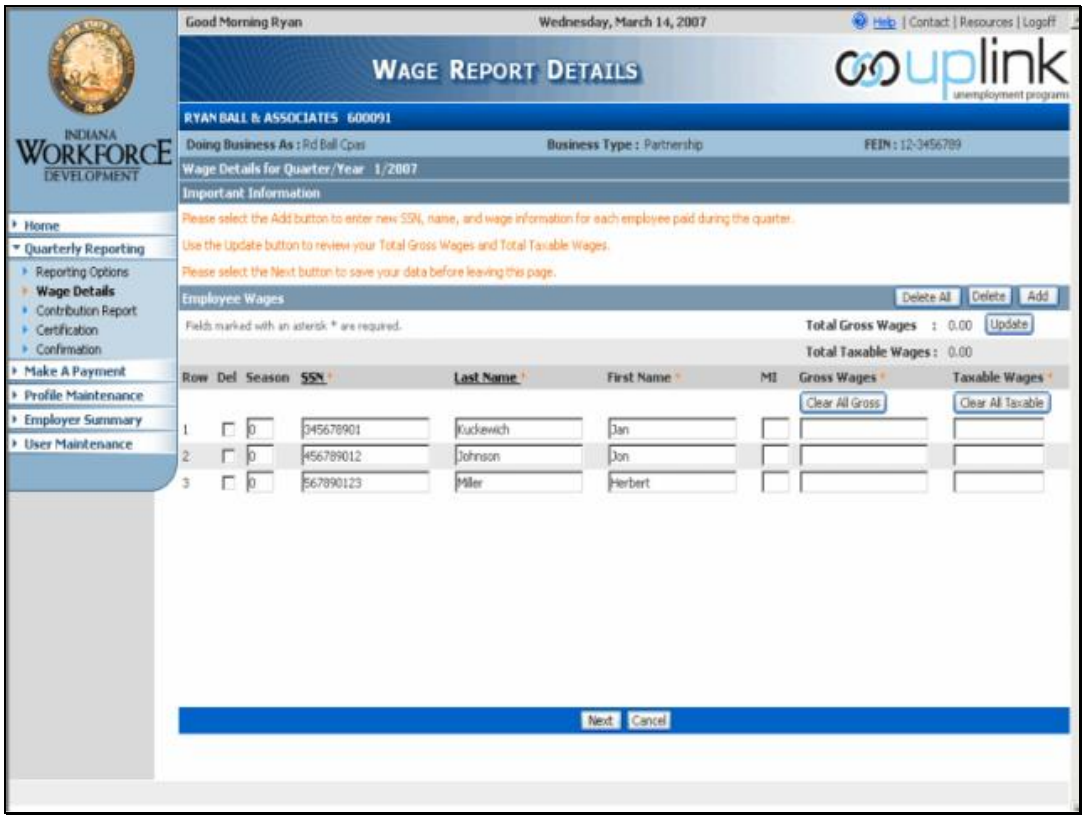
You are also given the option to upload your wage report using your own file if you have 200 or less employees. One quarter may be uploaded at a time.

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.

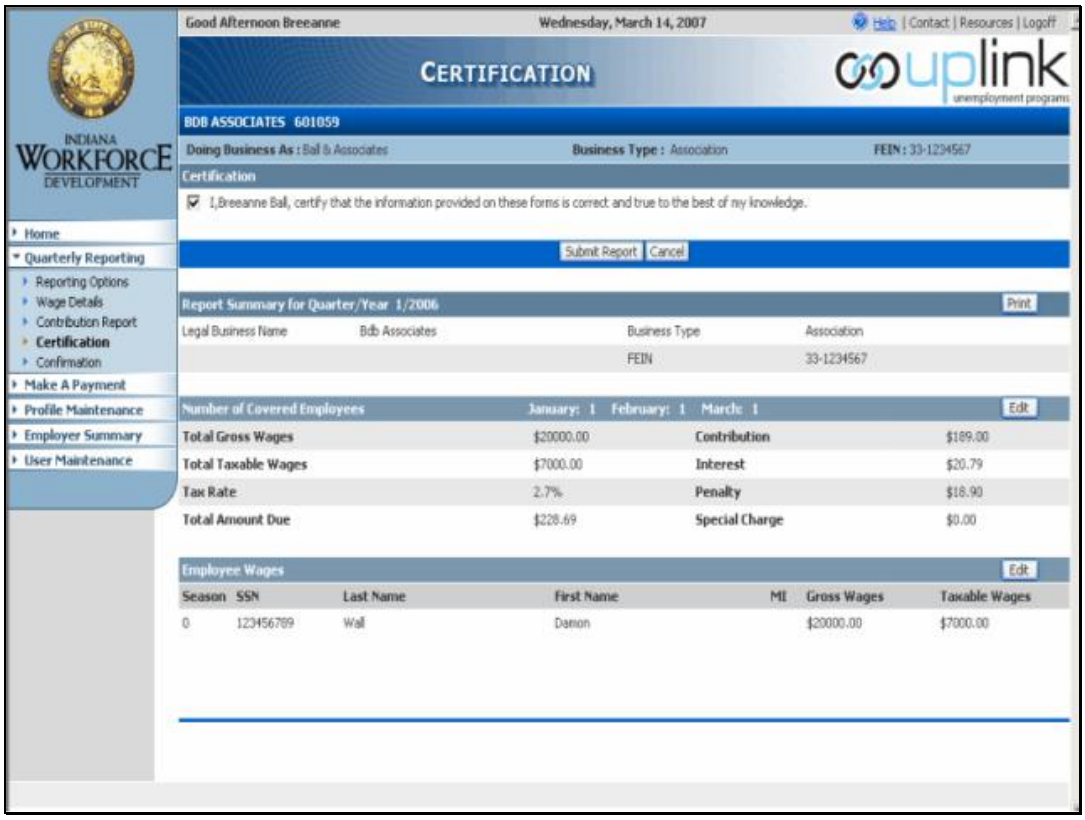
It is expected that this process is helpful for employers with less than or equal to 50 employees. If you are already known to the Uplink system, by virtue of the data passed from the legacy system, each employee from the last entered quarter will be displayed with their name, SSN, reported wages, and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

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.



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.



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.

Certification - Microsoft Internet Explorer

Report Summary for Quarter/Year 1/2007 Print Close

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

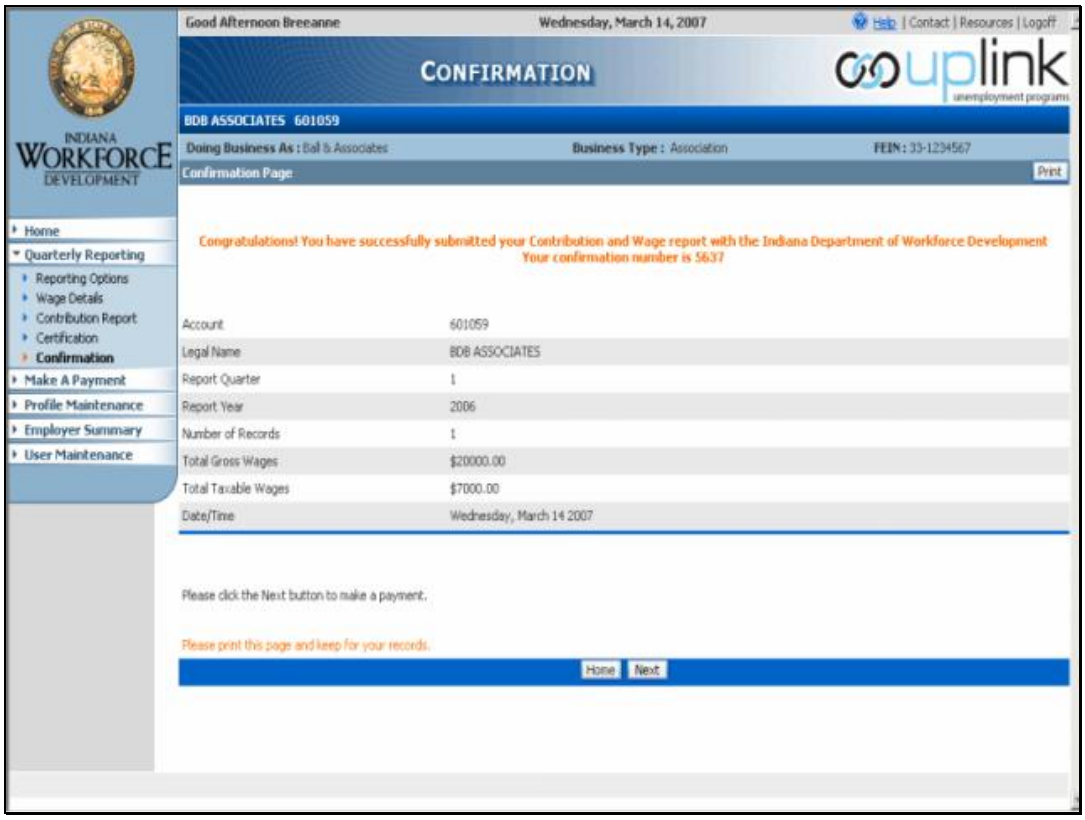
Number of Covered Employees January:4 February: 4 March: 4

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

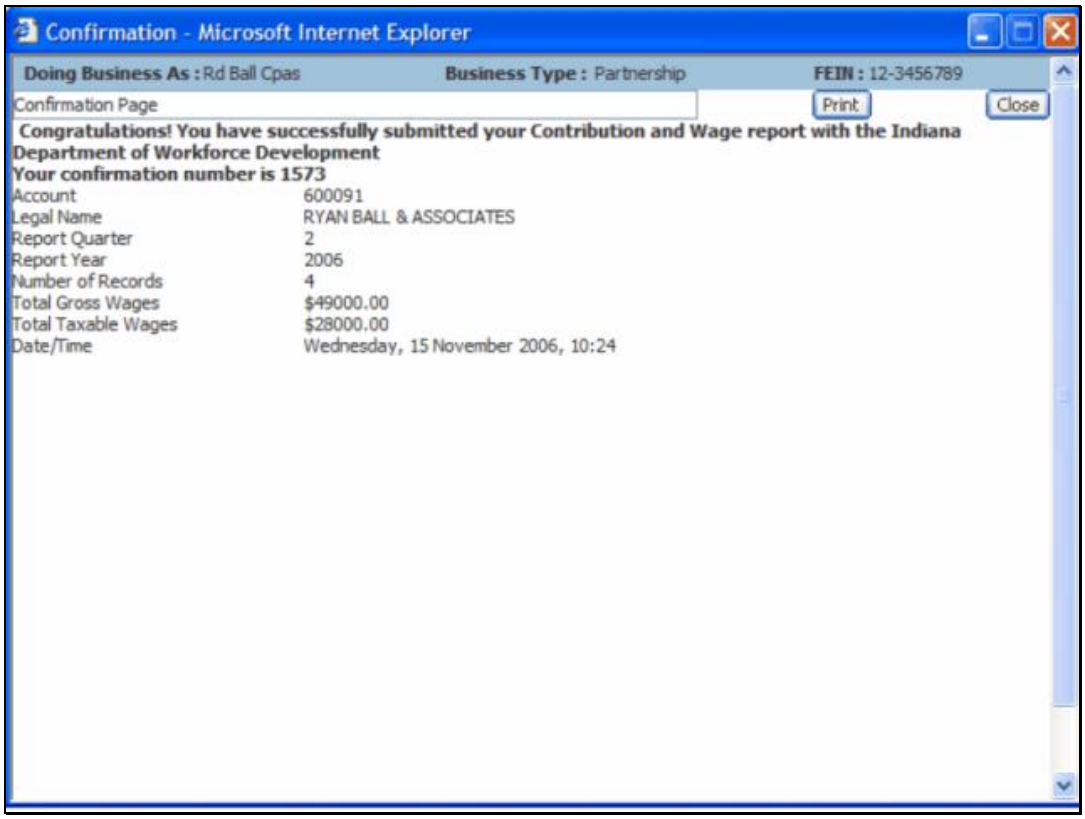
Employee Wages

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

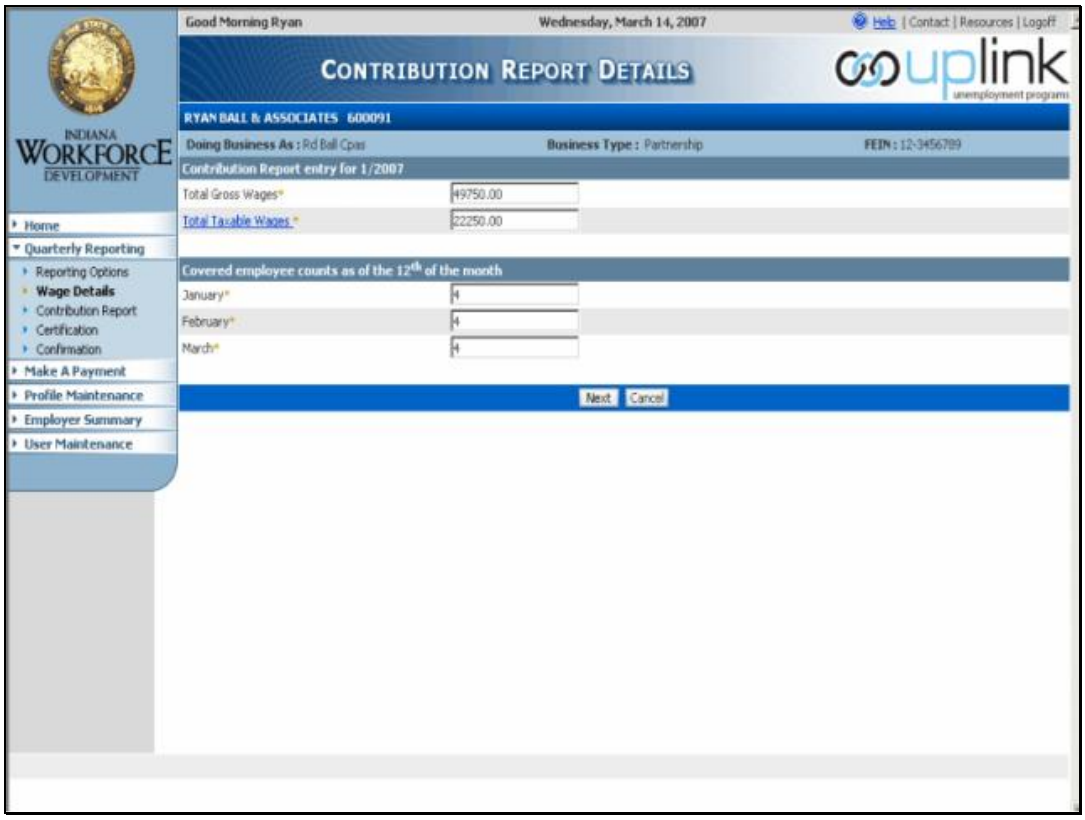
This is what your printout will look like if you choose to print from the Certification screen. When you click on the 'Print' button on this pop-up screen you will be connected with your computer's print dialogue box to complete the printing process. You must click on the 'Close' button to return to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



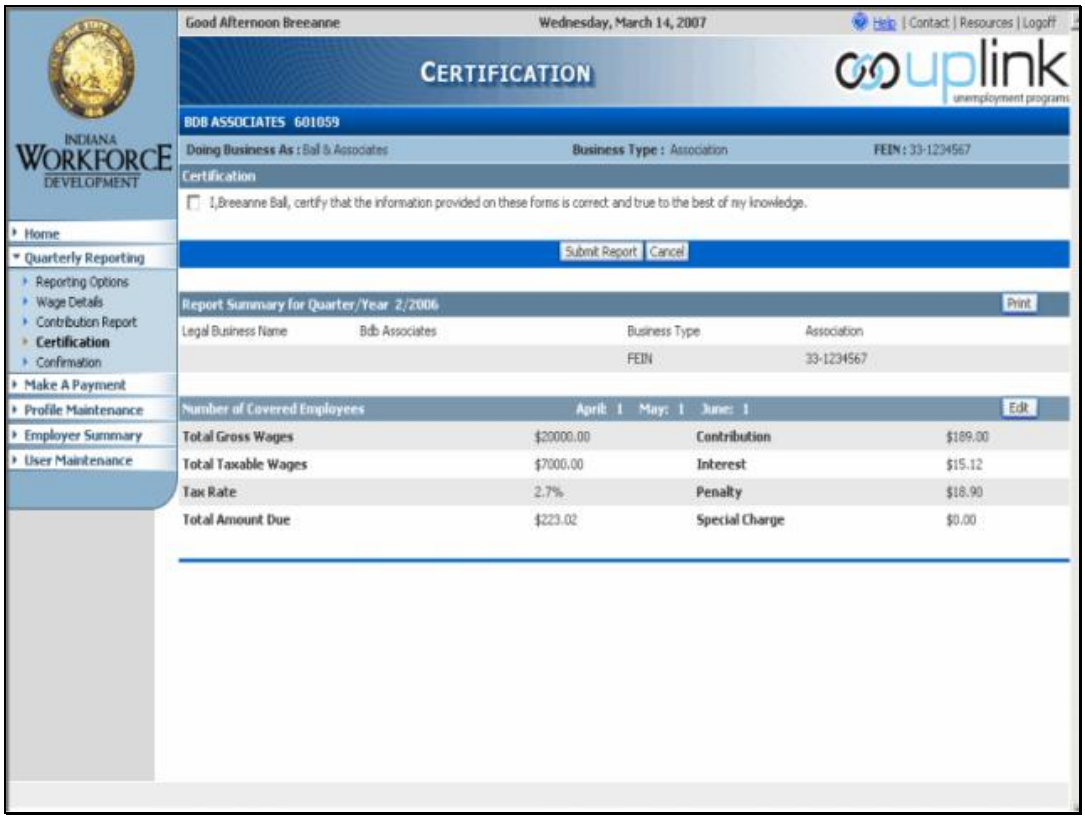
The confirmation screen provides you with instant feedback that your report has been submitted, and provides you with a confirmation number. It also provides a summary of the report information. If the Total Amount is > $0.00, click on the 'Next' button to make a payment for the quarter just entered.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



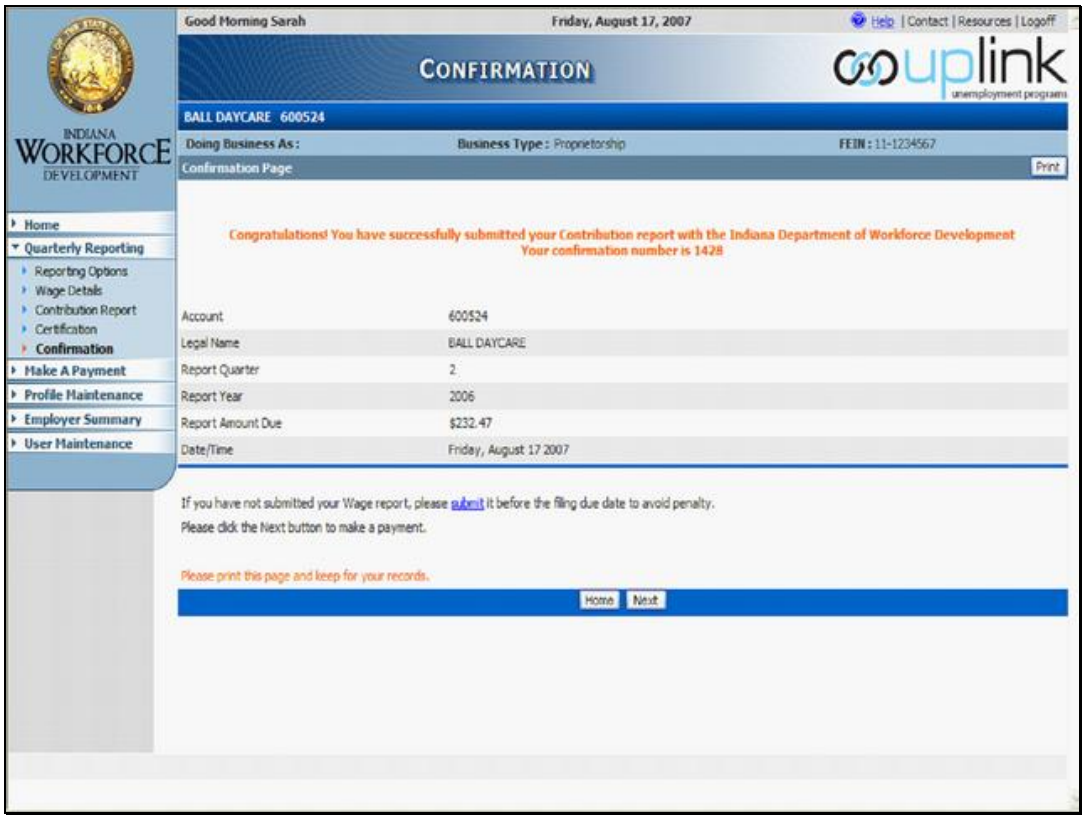
If you choose to print from the confirmation screen this is what your printout will look like. When you click on the 'Print' button on this pop-up screen you will be connected with your computer's print dialogue box to complete the printing process. You must click on the 'Close' button to return to the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



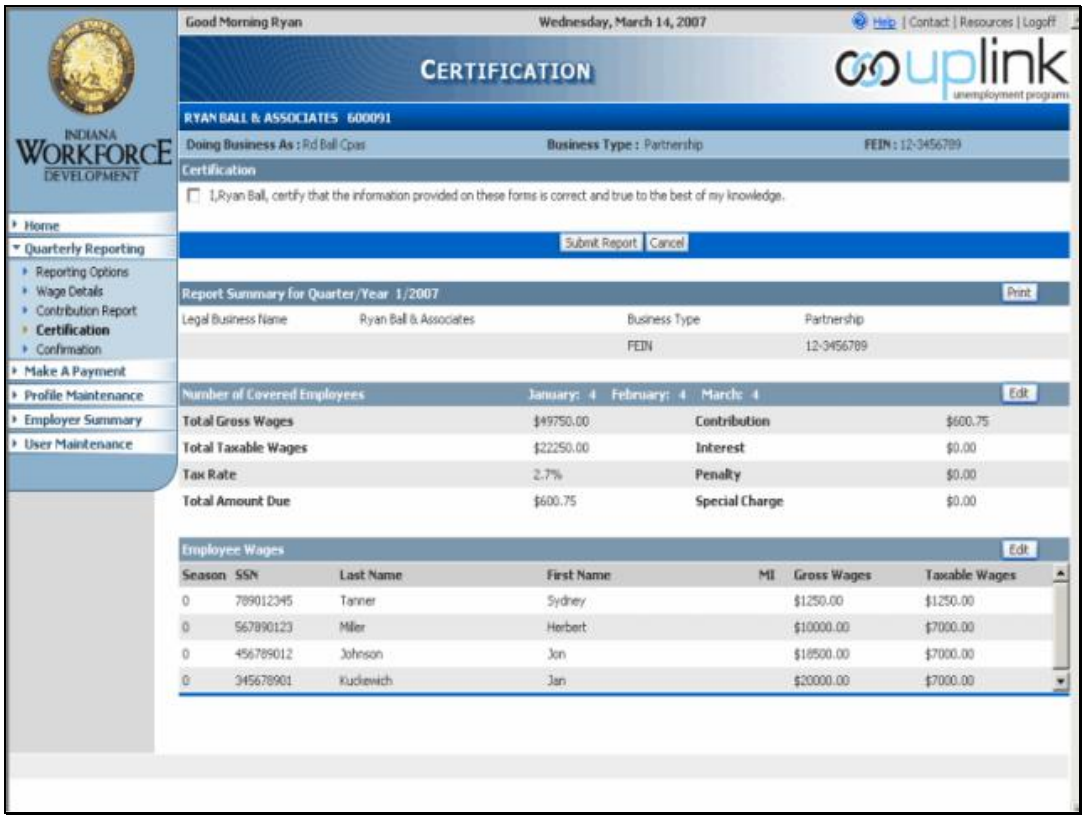
This is the Contribution Report Details screen. This screen will populate from the Wage Details screen. If there are no wage details reported you are asked to enter the total gross wages and total taxable wages for the quarter. You are also asked to provide the number of employees you have for the week 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.



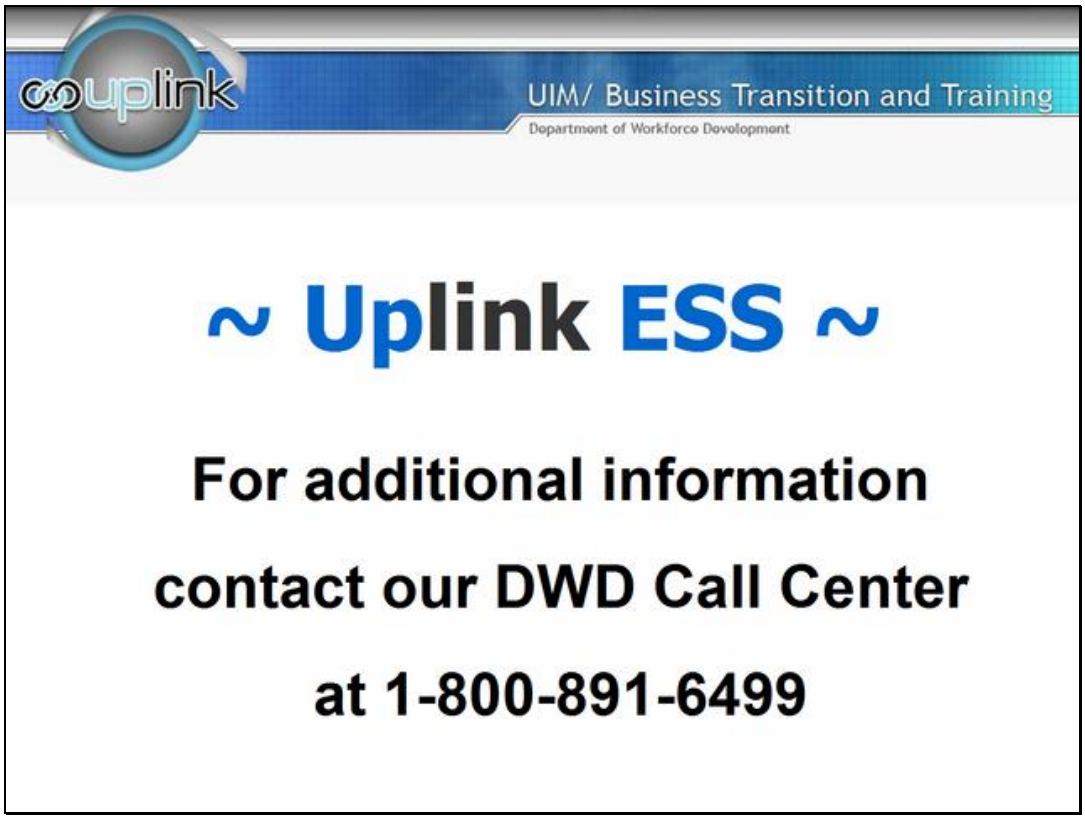
This is the Certification screen for the Contribution Report Quarterly Reporting option and gives you a report summary for the quarter you are submitting. You must click in the check box at the top left of the screen to certify your information is correct, and then click the 'Submit Report' button. You 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.



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.



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.



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.