

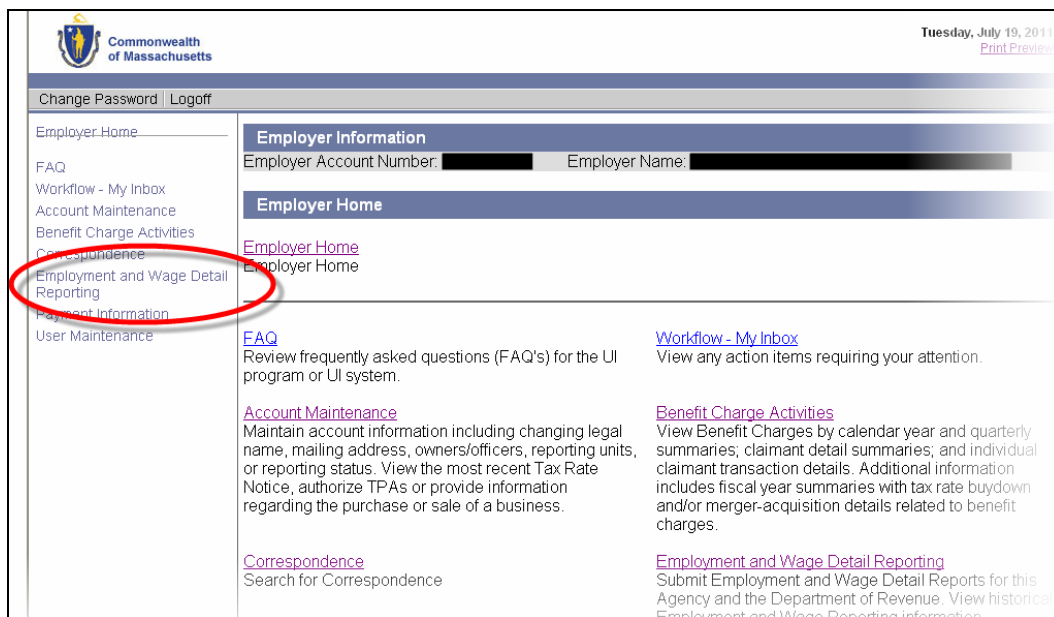
## ABOUT EMPLOYMENT AND WAGE DETAIL REPORTING

Introduction	<p>This section describes the activities that Employers perform related to Employment and Wage Detail reporting. Activities include:</p> <ul style="list-style-type: none"><li>• <b>Submitting</b> quarterly Employment and Wage Detail reports</li><li>• Submitting reports for quarters <b>prior to 2010</b></li><li>• <b>Adjusting</b> previously submitted Employment and Wage Detail reports</li><li>• Viewing Employment and Wage Detail <b>calculation history</b></li><li>• Viewing Employment and Wage Detail <b>history</b></li><li>• Viewing the <b>submission history</b> of Employment and Wage Detail reports</li></ul>
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## NAVIGATING TO EMPLOYMENT AND WAGE DETAIL REPORTING

To navigate to the **Employment and Wage Detail Reporting** page, perform the following steps:

1. Log in to QUEST. Click the **Employment and Wage Detail Reporting** link in the left pane (the link also appears on the main pane of the Employer Home page).



- The **Employment and Wage Detail Reporting** page appears. Available functions are listed in links in the left pane as well as the main pane. The main pane also displays explanations of the functions. Click a link to access a function.

 <span style="margin-left: 10px;">Commonwealth of Massachusetts</span> <span style="float: right;">Thursday, July 14, 2011 <a href="#">Print Preview</a></span>	
<a href="#">Change Password</a>   <a href="#">Logoff</a>	
<p><a href="#">Employer Home</a></p> <p><a href="#">FAQ</a></p> <p><a href="#">Workflow - My Inbox</a></p> <p><a href="#">Account Maintenance</a></p> <p><a href="#">Benefit Charge Activities</a></p> <p><a href="#">Correspondence</a></p> <p><b>Employment and Wage Detail Reporting</b></p> <ul style="list-style-type: none"> <li>▶ <a href="#">Adjustments</a></li> <li>▶ <a href="#">Submit Employment and Wage Detail for Quarters Prior to 2010</a></li> <li>▶ <a href="#">Submit Employment and Wage Detail</a></li> <li>▶ <a href="#">View Employment and Wage Detail Calculation History</a></li> <li>▶ <a href="#">View Employment and Wage Detail History</a></li> <li>▶ <a href="#">View Submission History</a></li> </ul> <p><a href="#">Payment Information</a></p> <p><a href="#">User Maintenance</a></p>	<div style="background-color: #4a69bd; color: white; padding: 2px; margin-bottom: 5px;"><b>Employer Information</b></div> <p>Employer Account Number: [REDACTED]    Employer Name: [REDACTED]</p> <div style="background-color: #4a69bd; color: white; padding: 2px; margin-bottom: 5px;"><b>Employment and Wage Detail Reporting</b></div> <p><a href="#">Adjustments</a> Adjust previously submitted employment and wage detail records. Upload a file of adjustments, or select and modify specific records online. Note: Staff may review adjustments under certain circumstances.</p> <p><a href="#">Submit Employment and Wage Detail</a> Submit Quarterly Employment and Wage Detail Records for current or prior quarters by using one of four filing methods. Contributions, Surcharges, Interest, and Penalties will be calculated online through this process. NOTE: the manual filing method allows up to one hundred employee records to be entered. If more than one hundred employee records need to be submitted, use the file upload filing method. This process is for 1st quarter 2010 and beyond filing.</p> <p><a href="#">View Employment and Wage Detail History</a> View previous submissions and adjustments for each individual wage record submitted. Access current calculations and 12th of Month Employment data.</p> <p><a href="#">Submit Employment and Wage Detail for Quarters Prior to 2010</a> Submit the original or adjust a Division of Unemployment Assistance (DUA) Contribution Report or Department of Revenue (DOR) Wage Report for quarters prior to 2010. Contributions, other charges, penalties and interest will be calculated online through this process."</p> <p><a href="#">View Employment and Wage Detail Calculation History</a> Search for and view historical calculations for quarterly employment and wage submissions.</p> <p><a href="#">View Submission History</a> View basic information for each original and adjusted wage detail submission. The data includes the Submission Date and Time, Filing Method, Errors, Number of Records Processed, and Gross Wages Processed.</p>