ADJUSTMENTS

Introduction

This section describes how to adjust previously submitted employment and wage detail records. The adjustment function allows the user to modify/add/delete records as many times as required. There are 2 methods available to perform adjustments: **Upload a file** of adjustments, or select and **modify specific records online**. All completed adjustments can be viewed in employment and wage detail history. In some cases, an Employer-submitted adjustment may require staff review. A workflow item will be initiated and staff will approve or deny the adjustment, based on their review.

IMPORTANT NOTE: This link applies to adjustments to reports filed for Q1 2010 and forward. For instructions on adjusting reports filed for earlier quarters, see the section, *Submit Employment and Wage Detail for Quarters Prior to 2010*.

The reasons that an Employment and Wage Detail Report can be adjusted are as follows:

- · Employment adjusted
- Employment and Wages adjusted because the workers performed services for a different business
- Employment and Wages adjusted because they were not taxable
- Employment and Wages adjusted because they were reported to the wrong state
- · Employment and Wages adjusted for a non subject Employer
- Employment and Wages adjusted to correct computer system, data entry or accounting errors
- Other
- Wages adjusted because worker(s) were hired/terminated
- Name change
- SSN change

Manual Entry Method for Adjustments

- 1. Click Employment and Wage Detail Reporting.
- 2. Click **Adjustments**. The following page will appear. Select the prior quarter that needs an adjustment of wage details using the dropdown menu. Click **Search**.



3. The **Search Results** appear below the search grid. Select the quarter of your choice and click **Next**.



4. The Filing Method page appears. Select Manual Entry and click Next.



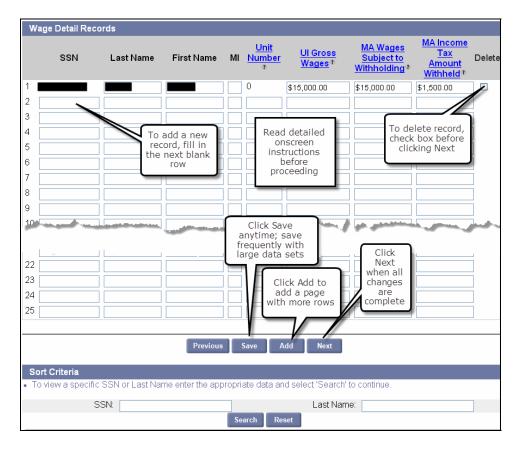
NOTE: If you have to adjust more than 100 records, the file upload method should be used.

- 5. The **Employment and Wage Detail Records Adjustment** page appears. Do one of the following:
 - Click the Adjust box for a record requiring adjustment. (See onscreen instructions for details).
 - Click New if you have no other adjustments to make and wish to add a new employee.

Then click Next.



6. The **Wage Detail Records** page appears. Modify the wages details for each record that requires adjustment. Add or delete new employees. When all modifications are complete, click **Next**.



NOTE: Last Name, First Name, and Middle Initial are adjustable fields. If you need to correct the **SSN**, check the delete box, enter "0" wages, and, on the next row, enter the correct employee record and wage information.

7. You will be asked to provide information on 12th of the month employment data for each wage detail record on the next page. Upon completion, click **Next** to continue.



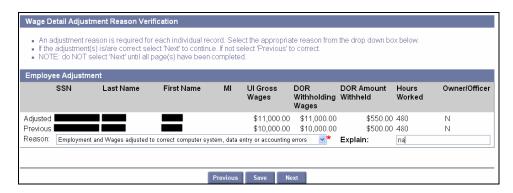
NOTE: If required, please refer to the 'HOURS WORKED GUIDELINE' in the Addendum.

8. The **Adjustment Confirmation Summary** page appears with the adjustment information. Review the page and click **Next**.

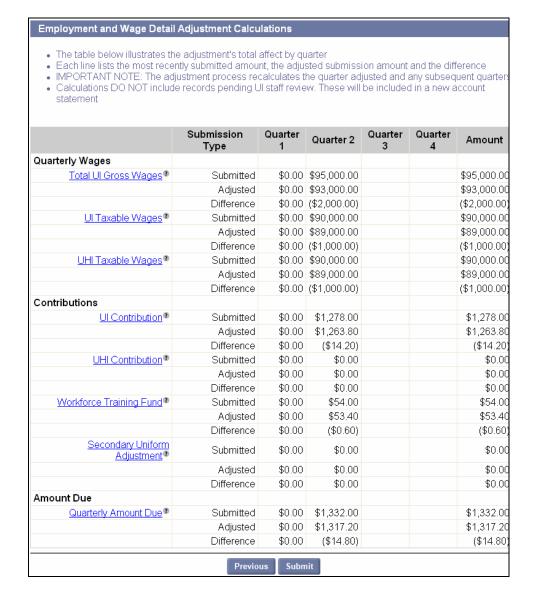


9. The **Wage Detail Adjustment Reason Verification** page appears. Select a reason for each adjustment. Click **Save** at any time. Click **Next** to continue to the next page.

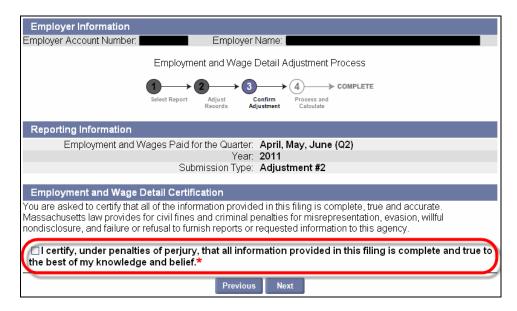
NOTE: Save frequently if you are making numerous data additions or changes.



10. The following page will appear displaying the recalculated contributions due after the adjustment. Click **Submit** to complete the wage details adjustment.



11. A Certification page appears. Check the box and click Next.



12. A **Confirmation** page appears, indicating that the process is complete. A confirmation number appears on the page.



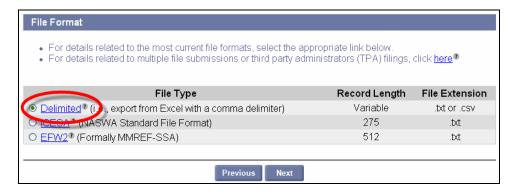
File Upload Method for Adjustments

The file upload method should be used whenever there are more than 100 records to adjust. Using the file upload method, 3 options are available: ICESA, EFW2 and Delimited. This section describes the process for uploading a Delimited file, but the procedure is identical for ICESA and EFW2. For details on file formats, see the *Addendum*.

- 1. Follow the first 3 steps in the section, Manual Entry Method for Adjustments.
- 2. Choose File Upload as your method of adjustment. Click Next.



3. The **File Format** page appears. Select **Delimited** and click **Next**.



4. In the Select Wage Detail File area, click Browse.



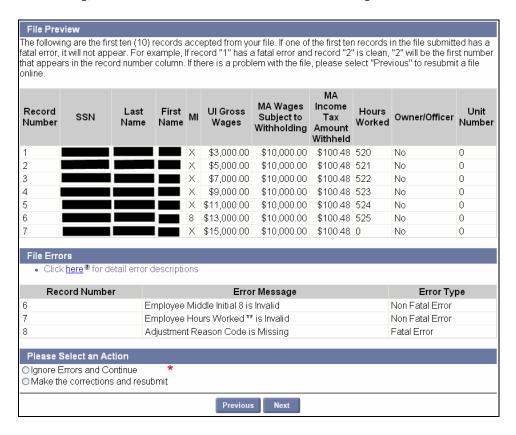
- 5. In the dialog box, choose a file, and click Open.
- 6. The file name displays in the **Select Wage Detail File** field. Click **Next**.

7. In the File Preview area, preview the uploaded information and click Next.

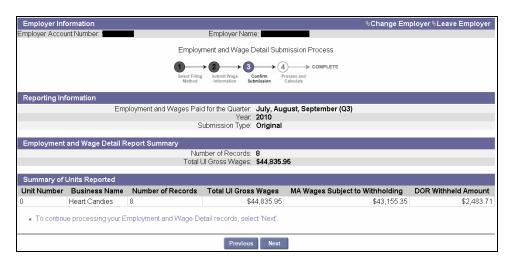
NOTE: Typically files with 300 or more records are processed during off-peak hours in a batch. In this case, the following message will appear:

Due to the size of the file **Your_file.csv**, the employment and wage detail will be processed in an overnight batch. Please check back tomorrow in View Submission History for results (634).

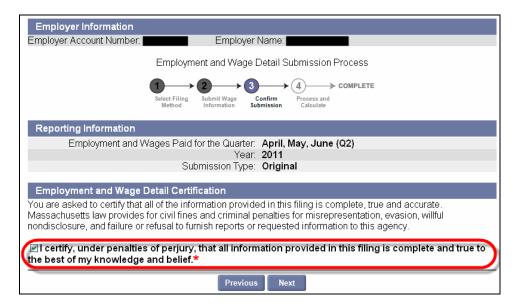
NOTE: If errors are found in the file, the errors will be displayed. You can either correct the errors or ignore them. If you ignore the errors and a record contains a fatal error (e.g., a missing SSN), the system will reject the specific record. The system will accept records with non fatal errors (e.g., hours worked missing). See the *Addendum* for a list of error messages.



8. Review the summary information about the upload and click **Next**.



9. The Employment and Wage Detail Certification page appears. Check the box and click Next.



10. Review the Quarterly Calculations and Amount Due.

IMPORTANT NOTE: If the data uploaded so far is incorrect, the file can be corrected and uploaded again without having to perform an Adjustment as long as you/the Employer **do not click Submit** at this point. See *Performing a Merge or Overwrite*.

Employment and Wage Detail Adjustment Calculations The table below illustrates the adjustment's total affect by quarter Each line lists the most recently submitted amount, the adjusted submission amount and the difference . IMPORTANT NOTE: The adjustment process recalculates the quarter adjusted and any subsequent quarters Calculations DO NOT include records pending UI staff review. These will be included in a new account statement Submission Quarter 1 Quarter 2 Quarter 3 Quarter 4 Amount Туре Quarterly Wages \$0.00 \$15,000.00 Total Ul Gross Wages® Submitted \$15,000.00 \$0.00 \$95,000.00 \$95,000.00 Adjusted Difference \$0.00 \$80,000.00 \$80,000.00 \$0.00 \$14,000.00 \$14,000.00 Ul Taxable Wages® Submitted Adjusted \$0.00 \$90,000.00 \$90,000.00 Difference \$0.00 \$76,000.00 \$76,000.00 UHI Taxable Wages® Submitted \$0.00 \$0.00 \$0.00 Adjusted \$0.00 \$90,000.00 \$90,000.00 \$90,000.00 Difference \$0.00 \$90,000.00 Contributions \$198.80 Ul Contribution® Submitted \$0.00 \$198.80 \$0.00 \$1,278.00 Adjusted \$1,278.00 Difference \$0.00 \$1,079.20 \$1,079.20 \$0.00 \$0.00 UHI Contribution® Submitted \$0.00 \$0.00 \$0.00 \$0.00 Adjusted Difference \$0.00 \$0.00 \$0.00 Workforce Training Fund® Submitted \$0.00 \$8.40 \$8.40 Adjusted \$0.00 \$54.00 \$54.00 Difference \$0.00 \$45.60 \$45.60 Secondary Uniform Submitted \$0.00 \$0.00 \$0.00 Adjustment[®] \$0.00 \$0.00 \$0.00 Adjusted Difference \$0.00 \$0.00 \$0.00 Amount Due Quarterly Amount Due® Submitted \$0.00 \$207.20 \$207.20 Adjusted \$0.00 \$1,332.00 \$1,332.00 Difference \$0.00 \$1,124.80 \$1,124.80

11. Click **Submit**. If the file upload is successful, a confirmation will be displayed along with the first 10 rows of data from the uploaded file.

