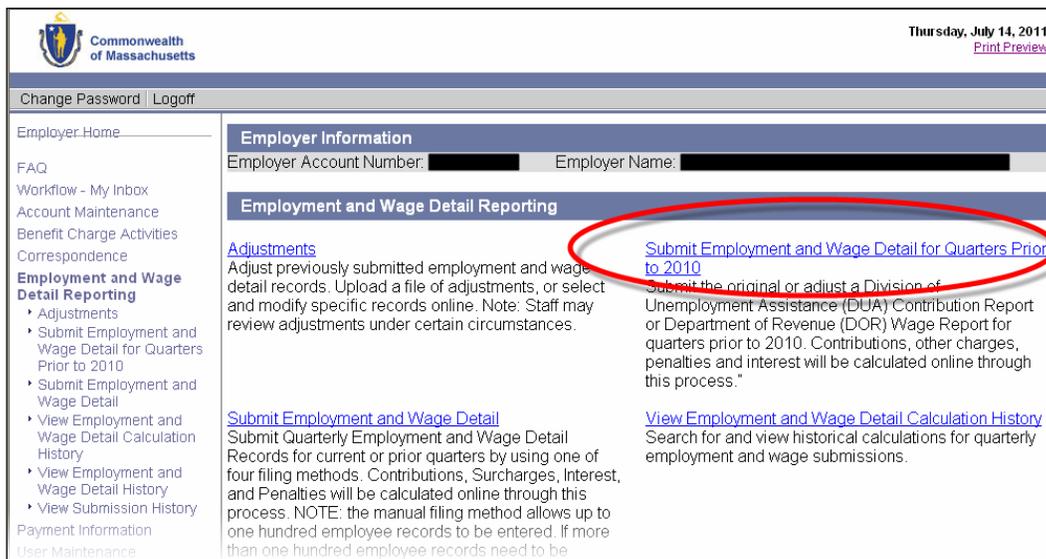


SUBMIT EMPLOYMENT AND WAGE DETAIL FOR QUARTERS PRIOR TO 2010

Introduction	<p>This section describes how to submit an employment and wage detail report for quarters prior to 2010. Prior to 2010, Employers are responsible for two separate filings: DUA Contribution Report (i.e., DUA UI and UHI Gross Employment and Wages) and DOR Employment and Wage Detail. The data elements required for DUA filing are: Gross Wages, UI taxable wages, UHI taxable wages and gross 12th of the month employment data. The taxable wages submitted will be used to process and calculate the contribution due. For DOR filing, the user will submit wage detail at the employee level, but it will not be used in the calculation of UI contributions due. The user will be able to submit both original and adjustment submissions using this function. The user will first be required to provide the gross employment and wages (i.e., DUA Contribution Report) and will then be prompted to provide the detail employment and wage information (i.e., DOR Wage Report).</p> <p>The system will allow Employers to submit the employment and wage detail (i.e., DOR Wage Report) using the real-time online file upload or the manual entry filing method.</p>
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Manual Entry Method for Quarters Prior to 2010

1. Click **Employment and Wage Detail Reporting**.
2. Click **Submit Employment and Wage Detail for Quarters Prior to 2010**.



- The **Reporting Information** page appears. Select a year and quarter to file wages for, and click **Next**.

Employer Information	
Employer Account Number:	Employer Name:
Employment and Wage Detail Submission Process 	
Filing Instructions	
<ul style="list-style-type: none"> For 4th quarter of 2009 filing instructions click here. 	
Reporting Information	
Employment and Wages Paid for the Quarter:	October, November, December (Q4) ▼
Year:	2009 ▼
<input type="button" value="Next"/>	

- The **Reporting Information** page reappears, displaying the quarter and year information, the submission type (original or adjustment), and your filing status. Click **Next**.

Employer Information	
Employer Account Number:	Employer Name:
Employment and Wage Detail Submission Process 	
Reporting Information	
Employment and Wages Paid for the Quarter:	October, November, December (Q4)
Year:	2009
Submission Type:	Original
Filing Status	
You have not filed the DUA Contribution Report or the DOR Wage Report for Quarter 4 and Year 2009. You need to submit the original DUA Contribution Report and the DOR Wage Report	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

- The **Wage Information** page appears. Enter Total UI Gross Wages, UI Taxable Wages, and UHI Taxable Wages. Click **Next**.

Reporting Information	
Employment and Wages Paid for the Quarter:	October, November, December (Q4)
Year:	2009
Submission Type:	Original
Wage Information	
Total UI Gross Wages:	<input type="text"/> *
UI Taxable Wages:	<input type="text"/> *
UHI Taxable Wages:	<input type="text"/> *
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

NOTE: If you had fewer than 6 employees on average for the quarter, enter **\$0.00** for **UHI Taxable Wages**.

6. Enter the number of employees employed on the 12th of each month of the quarter, and click **Next**.

Number of Employees Employed on the 12th of Each Month		
The monthly employment data reported on the line item below should be a count of all full-time and part-time workers in covered employment (subject to Massachusetts's Unemployment Compensation Law) who performed services during the payroll period which includes the 12th of the month. If no employment in the payroll period, enter zero.		
Month#1 *	Month#2 *	Month#3 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>		

7. If you are filing for Q3 2009 or earlier, the **DOR Wage Detail Option** page appears. Select **Yes** or **No** and click **Next**.

Employer Information
Employer Account Number: [REDACTED] Employer Name: [REDACTED]
Employment and Wage Detail Submission Process
Reporting Information
Employment and Wages Paid for the Quarter: July, August, September (Q3)
Year: 2009
Submission Type: Original
DOR Wage Detail Option
Would you like to submit DOR Wage Detail? <input type="radio"/> No <input type="radio"/> Yes *
<input type="button" value="Previous"/> <input type="button" value="Next"/>

8. If you answered **No** in **Step 7**, skip to **Step 13**. If you answered **Yes** in **Step 7**, or if you are filing for Q4 2009, continue with **Step 9**.
9. The **Filing Method** page appears. Select **Manual Entry** and click **Next**.

Filing Methods
<input type="radio"/> File Upload - Attach electronic wage adjustment file
<input type="radio"/> Manual Entry - Adjust individual wage records manually online
<input type="button" value="Previous"/> <input type="button" value="Next"/>

10. The **Wage Detail Records** page appears. Add information for each employee. Save frequently if you enter large amounts of data. Click **Next** to continue.

Wage Detail Records

	SSN	Last Name	First Name	MI	Unit Number	UI Gross Wages	MA Wages Subject to Withholding	MA Income Tax Amount Withheld	Delete
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Enter data for each employee

Read detailed onscreen instructions before proceeding

Click Save anytime; save frequently with large data sets

Click Add to add a page with more rows

Click Next when all changes are complete

Previous Save Add Next

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: Last Name:

Search Reset

11. The **Employment and Wage Detail Records** page appears. Provide the requested information. Save frequently if you enter large amounts of data. Click **Next**.

Employment and Wage Detail Records

- The monthly employment data reported below should be a count of all full-time and part-time workers in covered employe (subject to Massachusetts's Unemployment Compensation Law)who performed services during the payroll period which includes the 12th of the month.
 - If an employee was employed in the payroll period based on the definition above, select 'Yes'.
 - If no employment for an employee in the payroll period based on the definition above, select 'No'.
- If you have more than 25 employees and need to enter employee information across MULTIPLE pages:
 - Complete each page and select 'Save' before clicking on the next page number.
 - Do not click 'Next' until you have completed and saved all pages.
- When selections are complete, select 'Save', or 'Next'.

	SSN	Last Name	First Name	MI	Unit Number	Employment Month#1	Employment Month#2	Employment Month#3	Hours Worked	Owner/Officer
1					0	Yes	Yes	Yes	550	No
2					0	Yes	Yes	Yes	550	No
3					0	Yes	Yes	Yes	550	No
4					0	Yes	Yes	Yes	550	No

Previous Save Next

Sort Criteria

- To view a specific SSN or Last Name enter the appropriate data and select 'Search' to continue.

SSN: Last Name:

Search Reset

12. The **Employment and Wage Detail Report Summary** page appears. Click **Next**.

Employment and Wage Detail Report Summary					
Number of Records: 4					
Total UI Gross Wages: \$77,000.00					
Summary of Units Reported					
Unit Number	Business Name	Number of Records	Total UI Gross Wages	MA Wages Subject to Withholding	DOR Withheld Amount
0	[REDACTED]	4	\$77,000.00	\$77,000.00	\$7,700.00
<ul style="list-style-type: none"> To continue processing your Employment and Wage Detail records, select 'Next'. To save data and continue in the future, select 'Save and Exit'. Click here for save and exit details. 					
<div style="text-align: center;"> Previous Save and Exit Next </div>					

NOTE: The calculations shown here are based only on the gross wages entered in **Step 5**. The wage detail information is not used for this calculation.

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

Employment and Wage Detail Certification	
<p>You are asked to certify that all of the information provided in this filing is complete, true and accurate. Massachusetts law provides for civil fines and criminal penalties for misrepresentation, evasion, willful nondisclosure, and failure or refusal to furnish reports or requested information to this agency.</p>	
<input checked="" type="checkbox"/> I certify, under penalties of perjury, that all information provided in this filing is complete and true to the best of my knowledge and belief.*	
<div style="text-align: center;"> Previous Next </div>	

14. The **Quarterly Calculations** page displays. If you are satisfied with the calculations, click **Submit**.

Employer Information	
Employer Account Number:	[REDACTED]
Employer Name:	[REDACTED]
<p>Employment and Wage Detail Submission Process</p> <pre> graph LR 1((1)) --> 2((2)) 2 --> 3((3)) 3 --> 4((4)) 4 --> COMPLETE[COMPLETE] </pre>	
Reporting Information	
Employment and Wages Paid for the Quarter:	October, November, December (Q4)
Year:	2009
Submission Type:	Original
Quarterly Calculations	
Quarterly Wages	Amount
Total UI Gross Wages [?]	\$162,016.00
UI Taxable Wages [?]	\$56,000.00
UHI Taxable Wages [?]	\$0.00
Contributions	
UI Contribution [?]	\$1,584.80
UHI Contribution [?]	\$0.00
Workforce Training Fund [?]	\$33.60
Secondary Uniform Adjustment [?]	\$0.00
Amount Due	
Quarterly Amount Due [?]	\$1,618.40
<div style="text-align: center;"> Previous Submit </div>	

15. The **Employment and Wage Detail Report Submission Confirmation** page appears. Click **Make a Payment** to pay.

NOTE: See the section, *Payment Information* for more information on making payments.

Employer Information

Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Employment and Wage Detail Submission Process

```
graph LR; 1((1)) --> 2((2)); 2 --> 3((3)); 3 --> 4((4)); 4 --> COMPLETE[COMPLETE];
```

Employment and Wage Detail Report Submission Confirmation

- Thank you for using our online Employment and Wage Detail Submission process. You have successfully submitted an Employment and Wage Detail Report for Quarter April, May, June (Q2) of Year 2009.
- Your confirmation number is : 8 [REDACTED] _07150816332. For future reference, this number is in View Submission History.
- If you would like to make a payment for amounts due select 'Make Payment' at the bottom of this page.
- If you are closing your business and this is your final Employment and Wage Detail Report Select 'Account Maintenance' then 'Suspend Account' from the left navigation and proceed with the prompts.

Make Payment

File Upload Method for Quarters Prior to 2010

NOTE: If you are preparing an Employment and Wage Detail Report for Q3 of 2009 or earlier, including wage detail in your report is optional. However, if you opt to NOT file wage detail, you cannot file using the file upload.

1. Click **Employment and Wage Detail Reporting**.
2. Click **Submit Employment and Wage Detail for Quarters prior to 2010**.

The screenshot shows the employer portal interface. At the top right, it says "Thursday, July 14, 2011" and "Print Preview". Below the header, there are links for "Change Password" and "Logoff". The main content area is divided into two columns. The left column contains a navigation menu with items like "Employer Home", "FAQ", "Workflow - My Inbox", "Account Maintenance", "Benefit Charge Activities", "Correspondence", "Employment and Wage Detail Reporting", "Payment Information", and "User Maintenance". The right column has a header "Employer Information" with fields for "Employer Account Number" and "Employer Name". Below that is the "Employment and Wage Detail Reporting" section, which includes links for "Adjustments", "Submit Employment and Wage Detail for Quarters Prior to 2010" (circled in red), "Submit Employment and Wage Detail", and "View Employment and Wage Detail Calculation History".

3. The **Reporting Information** page appears. Select a year and quarter to file wages for, and click **Next**.

The screenshot shows the "Reporting Information" page. At the top, it displays "Employer Information" with "Employer Account Number" and "Employer Name" fields. Below this is a flowchart titled "Employment and Wage Detail Submission Process" with four steps: 1. Select Quarter and Year, 2. Submit Wage Information, 3. Confirm Submission, and 4. Process and Calculate, leading to "COMPLETE". Underneath the flowchart is a "Filing Instructions" section with a link for the 4th quarter of 2009. The "Reporting Information" section has dropdown menus for "Employment and Wages Paid for the Quarter" (set to "October, November, December (Q4)") and "Year" (set to "2009"). A "Next" button is located at the bottom.

- The **Reporting Information** page reappears, displaying the quarter and year information, the submission type (original or adjustment), and your filing status. Click **Next**.

Employer Information	
Employer Account Number:	Employer Name:
Employment and Wage Detail Submission Process	
Reporting Information	
Employment and Wages Paid for the Quarter:	October, November, December (Q4)
Year:	2009
Submission Type:	Original
Filing Status	
You have not filed the DUA Contribution Report or the DOR Wage Report for Quarter 4 and Year 2009. You need to submit the original DUA Contribution Report and the DOR Wage Report	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

- The **Wage Information** page appears. Enter Total UI Gross Wages, UI Taxable Wages, and UHI Taxable Wages. Click **Next**.

Reporting Information	
Employment and Wages Paid for the Quarter:	October, November, December (Q4)
Year:	2009
Submission Type:	Original
Wage Information	
Total UI Gross Wages:	<input type="text"/> *
UI Taxable Wages:	<input type="text"/> *
UHI Taxable Wages:	<input type="text"/> *
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

NOTE: If you had fewer than 6 employees on average for the quarter, enter **\$0.00** for **UHI Taxable Wages**.

- On the next page, enter the number of employees employed on the 12th of each month of the quarter, and click **Next**.

Number of Employees Employed on the 12th of Each Month		
The monthly employment data reported on the line item below should be a count of all full-time and part-time workers in covered employment (subject to Massachusetts's Unemployment Compensation Law) who performed services during the payroll period which includes the 12th of the month. If no employment in the payroll period, enter zero.		
Month#1	Month#2	Month#3
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
<input type="button" value="Previous"/> <input type="button" value="Next"/>		

- If you are filing for Q3 2009 or earlier, the **DOR Wage Detail Option** page appears. Select **Yes** and click **Next**.

NOTE: If you answer **No** in **Step 7**, you cannot submit the Employment and Wage Detail Report in a file upload.

Employer Information
Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Employment and Wage Detail Submission Process

1 → 2 → 3 → 4 → COMPLETE
Select Quarter and Year **Submit Wage Information** Confirm Submission Process and Calculate

Reporting Information
Employment and Wages Paid for the Quarter: **July, August, September (Q3)**
Year: **2009**
Submission Type: **Original**

DOR Wage Detail Option
Would you like to submit DOR Wage Detail? No Yes*

Previous Next

- The **Filing Method** page appears. Select **File Upload** and click **Next**.

Filing Methods

File Upload - Attach electronic wage adjustment file
 Manual Entry - Adjust individual wage records manually online

Previous Next

- Finish the process by following the instructions starting at **Step 4** on page 124 (in the section, *Performing a File Upload*, under *Submit Employment and Wage Detail*).