## How to create an Excel wage list in QuickBooks (desktop) and e-file with UI eServices.

1. In Quickbooks, generate the Tax form worksheet for the correct quarter.

From the main menu, choose <u>Employees</u>, <u>Payroll Tax Forms & W-2's</u>, <u>Tax Form Worksheets in Excel</u>.   Enter the date range and click <u>Get Quickbooks Data</u>.   This will take you to an Excel workbook. You may have to click "Enable Macros" if you've never used this report before.
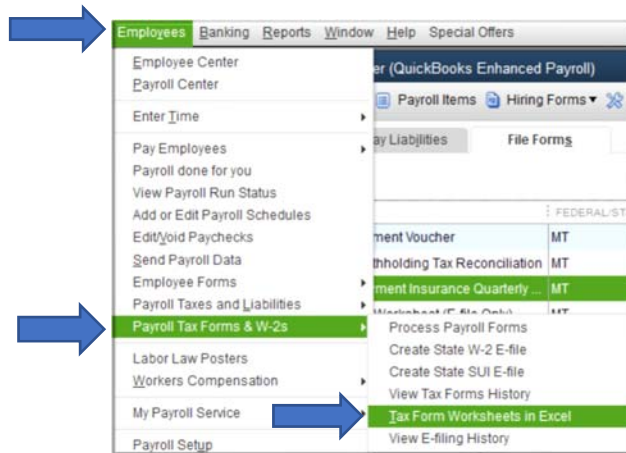
2. The MT - Unemployment Insurance section of the Excel report is the second section on this report.
You will copy the social security numbers, names and wages as two separate blocks as outlined below.
The gross wages are in the column labeled <u>ISTT</u>.   Do not copy the Wage Base column as that column contains the net taxable wages per Quickbooks' calculations. UI eServices needs only the gross wage information in the upload.

3. Create a new Excel file, then add the wage information in the format shown below:

   a. Enter the employee wage counts as of the 12th day of the first, second, and third month in the top row.
   b. Copy/paste the first block of social security numbers and names on the second row from the excel export.
   c. Copy/paste the gross wage information in the ISTT column into column D next to the names.
      (Excess wages will be calculated by UI-eServices).
   d. Save the file. Do not change the name of the worksheet from Sheet1.

Enter the # Emp/Mo. in top row	→					

	A	B	C	D
1		17	17	17
2	002-25-6200	SMITH	MICHAEL	9,500.00
3	001-86-6500	SMITH	JOHN	10,007.00
4	002-76-3500	SMITH	ROGER	10,514.00
5	001-72-8200	SMITH	LISA	11,021.00
6	008-43-3900	SMITH	CHERYL	11,528.00
7	004-13-7900	SMITH	VALERIE	12,035.00
8	002-90-8000	SMITH	SANDY	12,542.00
9	169-58-2900	SMITH	KIM	13,049.00
10	002-92-8900	JONES	BENJAMIN	13,575.00
11	001-74-5500	JONES	KEITH	14,101.00
12	002-84-3200	JONES	MARY	14,627.00
13	001-21-0200	JONES	KEN	15,153.00
14	001-80-1200	JONES	JULIE	15,679.00
15	039-58-1600	JONES	DOUG	16,205.00
16	002-21-7300	JONES	CINDY	16,731.00
17	543-04-2700	JONES	ROBIN	35,000.00
18	001-19-8700	JONES	BOB	40,000.00
19				
37				
38				

Sheet1

Copy/Paste SSNs & names

Copy/paste gross wages

4. Now go to UI eServices, import the file and submit the report.

   a. Sign into UI e-services, click on the UI Account number, then click **File Now**.
   b. Select **File a report with wages**, then click **Import** to upload the file to the report. Browse and upload the file to populate the report with the employee counts and wage information.
   c. Check the totals, click **Submit,** and enter your e-signature password.
   d. A pdf version of your report will be generated to print or save for your records.

Import   Save and Continue   Cancel

ONLINE UI-5

File 6/30/2020 Quarterly Report

Step 1: Did you pay wages? Select an option below

UI-5 Instructions   File Import Instructions

A report must be filed on an active account even if no wages are paid. Select "No wages paid" and click the "Submit" button to file a zero wage (none) report.

○ No wages paid

◉ File a report with wages

To file a report with wages, select the "File a report with wages" to the left.

Step 2: Enter Employee Counts

Number of covered workers who worked during, or received pay for, the payroll period that includes the 12th day of the month.

17	April
17	May
17	June

Step 3: Enter Wages

Employee wages can be keyed into the table below or a formatted Excel or CSV file can be imported using the "Import" button.

Gross Wages $271,267.00
Excess Wages $6,800.00
Taxable Wages $264,467.00
Tax Due $4,231.47

Taxable Wage Limit $34,100.00
Rate   1.60%

Load Previous Quarter's SSNs   Fill

SSN	Last Name	First Name	Gross Wages	Excess Wages	Missing SS
✗ 002-25-6200	SMITH	MICHAEL	9,500.00	0.00	☐
✗ 001-86-6500	SMITH	JOHN	10,007.00	0.00	☐
✗ 002-76-3500	SMITH	ROGER	10,514.00	0.00	☐
✗ 001-72-8200	SMITH	LISA	11,021.00	0.00	☐
✗ 008-43-3900	SMITH	CHERYL	11,528.00	0.00	☐

5. Make the payment on UI eServices or print a voucher send with a check payment.

Why doesn't my excess match what UI eServices has calculated?

Every year, we make corrections to reports filed electronically or by paper using other software. We have found that these are the most common reasons for excess problems/differences with other software.

A. Social Security number errors - The social security number of one of your employees whose wages exceeded the taxable wage base was changed or corrected during the year by you or the UI tax unit. Review the previously filed reports. If you find that one of your older reports has a different social security number for an employee, please call our office to clarify why the social security number is different. If there is an error on a previous report, you should amend that report first on UI eServices, then submit the current quarter's report and the excess will be corrected.

B. Voided check - In some cases, when a payroll check is voided and re-issued, software may treat the check as if it was still valid when calculating excess (even though it disregards it when generating the gross wages).

C. Irregular treatment of some payroll items – Sometimes a software program does not treat a certain type of payroll item as subject to SUTA when calculating the excess wages. The excess will be off by the amount in that pay type. The most common situation has occurred with bonuses and flex plans.

D. Predecessor wages - If your company purchased another business and a transfer of experience was done, UI law requires you to calculate excess using the wages paid by the other business during the year.   This lowers the taxes of the purchaser (successor).   However, many employers don't have those payroll records which is why we recommend that they utilize e-Services if they have employees who are going to earn more than the taxable wage base.

Therefore the excess wages will be higher (and your taxes will be lower) than your software's calculation. This is because your company file does not know what those predecessor wages are. If you change the organization type of a business, or have a mandatory transfer from an acquisition, the only way to correctly calculate excess (and save UI taxes) is to upload the gross wages and let eServices make the calculation.   Otherwise, if the employees earn more than the taxable wage base from both employers, the excess will be wrong.

If you have any questions about these issues, please do not hesitate to contact us at (406) 444-3834, option 3.