

## Quick Guide to Online Unemployment Reporting 2015



Includes How to:

- Register and Set up Your Account
- File Quarterly Reports, Import Wages and Pay Unemployment Insurance Taxes
- View Your Unemployment Insurance Tax Reports and Benefit Charges

# How to file employer quarterly unemployment insurance and make payments online

Note: You must have an Idaho Business Registration. Register your business at <http://business.idaho.gov>.

To begin:

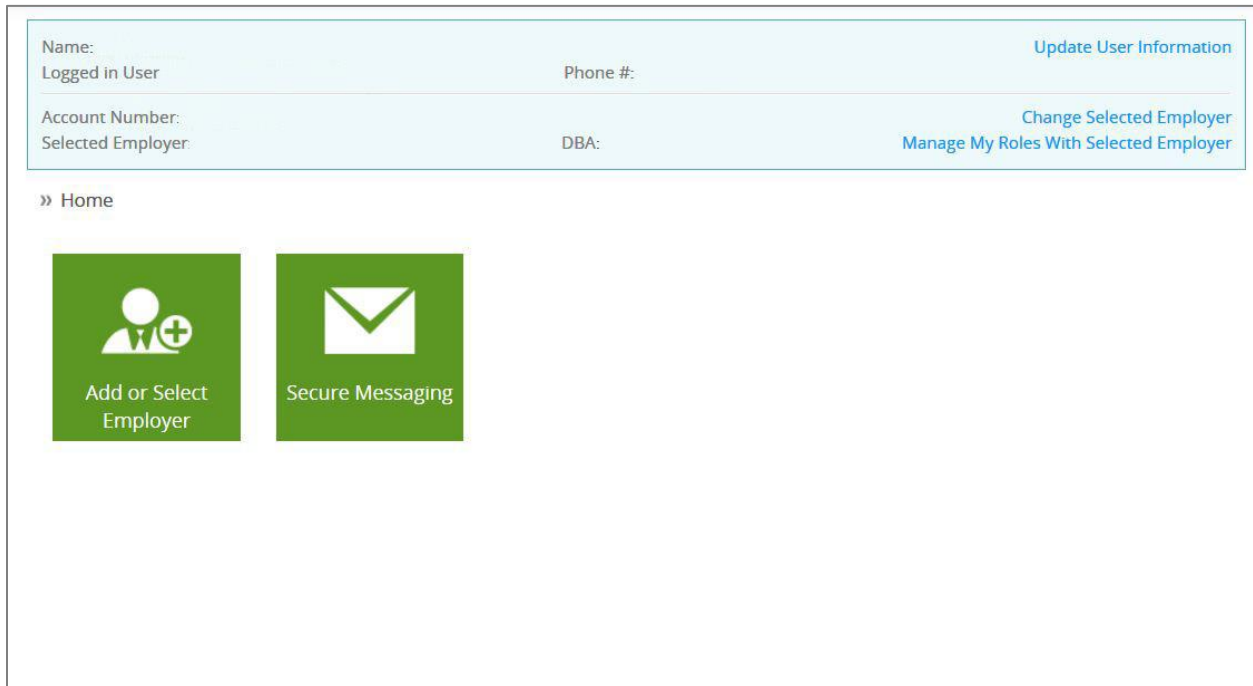
- Go to [labor.idaho.gov/EmployerPortal](http://labor.idaho.gov/EmployerPortal).
- Click on **New User Registration**.
- Enter your company information.

If you enter your email address and receive a note stating this email address is already on file with the Idaho Department of Labor, click **forgot password**. An email will be sent to you so you can reset your password. Once you have entered your information and password, a verification notice will be emailed to you.

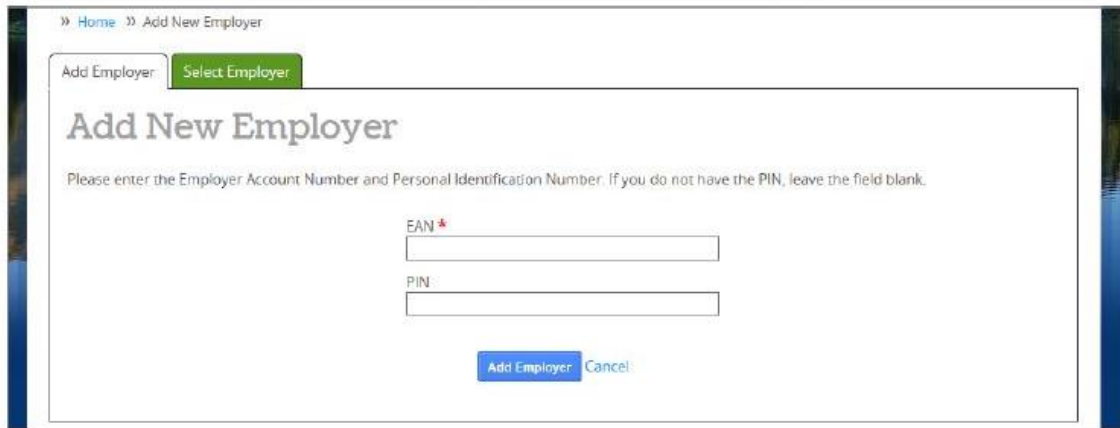
- Open your email account and find the verification email.
- Click on the verification link.

**\* If you do not click on the verification link and set your account up within 24 hours of receiving the email, you will be required to start the process over.**

Once verified, return to the Employer Portal at <http://labor.idaho.gov/eServices/EmployerPortal/Login> and login. This opens your home page screen. See sample below.



Click on the first green tile **Add or Select Employer** and the screen pictured below will open (note the active tab is **Add Employer**).



The screenshot shows a web interface for adding a new employer. At the top, there is a breadcrumb trail: » Home » Add New Employer. Below this, there are two tabs: 'Add Employer' (which is active and highlighted in green) and 'Select Employer'. The main heading is 'Add New Employer'. Below the heading, there is a instruction: 'Please enter the Employer Account Number and Personal Identification Number. If you do not have the PIN, leave the field blank.' There are two input fields: 'EAN \*' and 'PIN'. Below the input fields, there are two buttons: 'Add Employer' (in blue) and 'Cancel' (in light blue).

Enter your 10-digit Employer Account Number.  
Enter your 6-digit PIN.

*\*A PIN was mailed to you at the time your Idaho Business Registration form was set up. Call (208) 332-3576 if you do not have your PIN.*

Select **Add Employer**.

**For accounts set up as of March 2014, the contact provided on the Idaho Business Registration form is set up as the administrator.**

- If you are the administrator, you will automatically have access to all functions (see image below). **For some companies, there will be only one administrator. In businesses with more than one location and /or other personnel who will use the site, the administrator will determine permission levels of other users. How to grant permissions is explained in the following section.**

» [Home](#) » Add New Employer

Admin	Manage UI Tax Filing	Manage Tax Addresses	Manage Benefits Addresses	Manage Also Known As	Manage Separations	View Benefit Charge Statements	Manage Worksites	Manage Contacts
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Request Selected Roles](#)

**Permissions:**

Once the account is set up with an administrator, new users who register and do not have a PIN will have to check each function they want to access and click the blue **Request Selected Roles** button. This sends the request via email to the administrator.

Administrators have the option to approve or deny each request email. The administrator makes a selection and the process of permission levels for that request is complete.









Users who have access/permission to all features will see the home page pictured below.

Name:  [Update User Information](#)  
Logged in User Phone #:

---

Account Number:  [Change Selected Employer](#)  
Selected Employer:  DBA:  [Manage My Roles With Selected Employer](#)

» Home

 Add or Select Employer	 Secure Messaging	 UI Tax Reporting and Payments	 New Hire Reporting
 UI Benefit Claims	 Addresses and Contacts	 Administrator	 SIDES & E-Response

The following section is for users who have already registered and have access to the UI Reporting and Payments feature.

## REGISTERED USERS

Log into the [Employer Portal](#) to access your home screen.

*If you are a user with multiple accounts, select the employer account you want to access before continuing.*



Click the **UI Tax Reporting and Payments** tile to access the Employer Online Report tool.

The **Reporting Summary** page will appear. See image below.

The screenshot shows the "Reporting Summary" page for the Idaho Department of Labor. At the top, there is a navigation bar with "Home", "Employer Portal", "Help", and "Log Out". Below this, the page title is "Reporting Summary". A section for company information includes fields for "COMPANY NAME", "Account Number", "Federal EIN", "Phone Number", "Address", "Current Status", "Current Balance", and "Available Quarters/Rate". Below this is a table of reported tax quarters with columns for Year-Quarter, Total Wages, Taxable Wages, Computed Taxes, Tax Rate, Taxes Paid, and Report Status. A "Next Steps" panel on the right contains links for "Report Next Quarter", "Make a Payment", "Edit Employer Information", and "Return to the Employer Portal Homepage".

Year - Quarter	Total Wages	Taxable Wages	Computed Taxes	Tax Rate	Taxes Paid	Report Status
4 - 2014	\$22,677	\$18,226	\$330.80	1.815	\$330.80	Completed
3 - 2014	\$33,752	\$33,752	\$612.60	1.815	\$612.60	Completed
2 - 2014	\$19,371	\$19,371	\$351.58	1.815	\$351.58	Completed
1 - 2014	\$13,675	\$13,675	\$248.20	1.815	\$248.20	Completed
4 - 2013	\$8,323	\$8,323	\$229.05	2.752	\$229.05	Completed
3 - 2013	\$10,934	\$10,934	\$300.90	2.752	\$300.90	Completed
2 - 2013	\$8,406	\$8,406	\$231.33	2.752	\$231.33	Completed
1 - 2013	\$6,142	\$6,142	\$169.03	2.752	\$169.03	Completed
4 - 2012	\$8,529	\$8,529	\$286.57	3.360	\$286.57	Completed
3 - 2012	\$10,787	\$10,787	\$362.44	3.360	\$362.44	Completed

Click on **Report Next Quarter** located on the right hand side of the page.

A close-up of the "Next Steps" panel from the screenshot. The "Report Next Quarter" link is highlighted with a red box. Below it is the text "Continue reporting tax quarter information." The "Make a Payment" link is also visible below.

This opens the **Report Wages** screen.

us TEST

**IDAHO** Department of Labor  
Unemployment Insurance Tax Reporting

Home Employer Portal Help Log Out

### Report Wages

Report Summary Import Wage Records

COMPANY NAME

Account Number: XXXXXXXXXX Phone Number: 123 S. 4th St. Current Status: Active  
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00  
Available Quarters/Rate: 1 - 2 - 3 - 4

Add all reportable wages below or [Import Wage Records](#).

Employee's SSN	First Name	MI*	Last Name	Wages Paid	Hours**	Action
				\$		Add
123-45-6789	John	L	Brown	\$ 200.00	10	Remove
234-56-7890	John	L	Brown II	\$ 300.00	15	Remove
345-67-8912	J	L	Smith	\$ 200.00	10	Remove

Page 1 of 1 (3 Items) | 10 Per Page

\* Middle Initial - Optional.  
\*\* Quarterly Hours Worked - Optional.

Remove All Save Finish Reporting Wages

Total Wages: \$700.00  
Total Hours: 35

## Two methods of reporting wages:

1. **Import Wage Records.** Click on **Import Wage Records**. For format guidelines and instructions, click on **import wage file** (on the next screen, pictured below) and follow the directions. Detailed instructions are also included in this guide starting on page 18.

us TEST

**IDAHO** Department of Labor  
Unemployment Insurance Tax Reporting

Home Employer Portal Help Log Out

### Import Wage Records

Report Wages Import Help

COMPANY NAME

Account Number: XXXXXXXXXX Phone Number: 123 S. 4th St. Current Status: Active  
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00  
Available Quarters/Rate: 1 - 2 - 3 - 4

You can use an **import wage file** to import wage records for the selected employer and quarter above. Any records that do not match will be ignored.

Import File: Browse...

Import Wages

- Manual reporting.** Complete each box in full with the employee's SSN, first name, last name and wages paid. \*\*Middle initial and hours worked are optional fields.

Select **Add** to insert another line. Continue until all wages are entered.

All employees with **zero wages** must be removed prior to finishing reporting wages.

Make sure the **Total Gross Wages** equals the amount of wages from your list.

Add all reportable wages below or [Import Wage Records](#).

Employee's SSN	First Name	MI*	Last Name	Wages Paid	Hours**	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<a href="#">Add</a>
333-33-3333	Jane	<input type="text"/>	Smith	\$ 7000.00	<input type="text"/>	<a href="#">Remove</a>
333-44-5555	Jane	D	Doe	\$ 736.71	<input type="text"/>	<a href="#">Remove</a>

Page 1 of 1 (2 Items) | 10 Per Page

\* Middle Initial - Optional.  
\*\* Quarterly Hours Worked - Optional.

**Total Wages:** \$7,736.71  
**Total Hours:** 0

[Remove All](#) [Save](#) [Finish Reporting Wages](#)

Select **Finish Reporting Wages** after all wages have been entered into the system.

This opens the **Report Taxes** screen.

### Report Taxes

[Report Summary](#)

COMPANY NAME

Account Number: XXXXXXXXXXXX Phone Number: 123 S. 4th St. Current Status: Active  
Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00  
Available Quarters/Rate: 1 - 2 - 3 - 4

Please review the following information about your unemployment insurance tax filing.

[Wage Information](#)

**Note:** Cents have been reduced to zero in this section.

**1** Total Wages: \$700 [Edit Wages](#)  
Excess Wages: \$ 0 [Adjust](#)  
Taxable Wages: \$700

**2** [Tax Summary](#)

Tax Rate: 2.752%  
Unemployment Insurance Tax: \$192.64  
Late Payment Penalty: \$0.00  
Total Amount Due For Selected Quarter: \$192.64

**3** [Number of Employees](#)

Enter the number of employees for the pay period which includes the **12th day of each month** in the filing quarter. Do not include UI Exempt Employees (ex. Elected Officials).

First Month:   
Second Month:   
Third Month:

**4** [Submit Tax Filing](#)

**1** **Review Total, Excess and Taxable Wages**

**Edit Wages** will return you to the prior screen to correct employees' wages.

**Adjust** allows you to change the automated calculation of excess wages.



Review **Tax Summary** for quality assurance.

2

**Tax Summary**

**Tax Rate:** 2.752%

**Unemployment Insurance Tax:** \$192.64

**Late Payment Penalty:** \$0.00

**Total Amount Due For Selected Quarter:** \$192.64

**Unemployment Insurance tax** equals your Total Wages (see full screen from previous page) times your tax rate.

**Late Payment Penalty** is \$20 or 4% of tax due, whichever is greater. Penalty will be assessed on the first day of each month until paid in full.  
*\*Penalty cannot exceed tax due.*

3

**Number of Employees**

Supply the number of employees on the **12th day** of each month in the filing quarter.

**First Month:**  **Required**      \*\*\* Each month is a required field and must be filled in to continue.

**Second Month:**  **Required**

**Third Month:**  **Required**

Select **Submit Tax Filing** to complete the transaction after reviewing all the information on the wage reporting screen. The button is located at the lower left of the **Reporting Tax** screen.

4

Submit Tax Filing

This opens the **Reporting Summary** screen. See image below.

Select the quarter to be reviewed.

**IDAHO** Department of Labor  
**Unemployment Insurance Tax Reporting**

Home Employer Portal Help Log Out

**Reporting Summary**

COMPANY NAME: [REDACTED]  
 Account Number: XXXXXXXXXX Phone Number: 123S. 4th St. Current Status: Active  
 Federal EIN: XXXXXXXX Address: City, State ZIP Current Balance: \$0.00  
 Available Quarters/Rate: [REDACTED]

Below are tax quarters you have reported. You can click on a quarter to view additional details.

Year - Quarter	Total Wages	Taxable Wages	Computed Taxes	Tax Rate	Taxes Paid	Report Status
<b>1 - 2015</b>	\$700	\$700	\$9.51	1.359	Pending	Pending
4 - 2014	\$22,677	\$18,226	\$330.80	1.815	\$330.80	Completed
3 - 2014	\$33,752	\$33,752	\$612.60	1.815	\$612.60	Completed
2 - 2014	\$19,371	\$19,371	\$351.58	1.815	\$351.58	Completed
1 - 2014	\$13,675	\$13,675	\$248.20	1.815	\$248.20	Completed
4 - 2013	\$8,323	\$8,323	\$229.05	2.752	\$229.05	Completed
3 - 2013	\$10,934	\$10,934	\$300.90	2.752	\$300.90	Completed
2 - 2013	\$8,406	\$8,406	\$231.33	2.752	\$231.33	Completed
1 - 2013	\$6,142	\$6,142	\$169.03	2.752	\$169.03	Completed
4 - 2012	\$8,529	\$8,529	\$286.57	3.360	\$286.57	Completed

Next Steps

- Make a Payment**  
Make a payment online or print a payment voucher to mail in.
- Edit Employer Information**  
Update the phone, address, and other employer information.
- Return to the Employer Portal Homepage**  
Go to the Employer Portal to manage your sign in information and more.

Page 1 of 2 (17 Items) | 10 Per Page

Review Quarterly Report Summary.

**Report Summary** – takes you to your complete listing of online quarterly summaries.

**Make a Payment** – takes you to options to pay. See second image below and page 11 for payment options.

### Quarter Report Summary

[Report Summary](#) [Make a Payment](#)

**General Employer**  
 Account Number: 000000000 Phone Number: (208) 000-0000 Current Status: Active  
 Federal EIN: 00-0000000 Address: PO BOX 0000 BOISE ID Current Balance Pending  
 Available Quarters: 1 - 2014

Quarter Report Summary 1 - 2014  
 Date Filed: 7/2/2014

**Wages Summary**  
**Total Wages:** \$7,736.00  
 Excess Wages: \$0.00  
 Taxable Wages: \$7,736.00

**Tax Summary**  
 Tax Rate: 2.752 %  
 Computed Tax: \$212.89  
 Late Payment Penalty: \$120.00  
 Total: \$332.89  
 Taxes Paid: Pending  
 Taxes Due: \$212.89

Number of Employees  
 First Month: 1  
 Second Month: 2  
 Third Month: 1

**Review Total Wages and Employee's individual wages.**  
  
**Edit Quarter** allows you to go back to the Tax Report Screen for the current quarter only.

SSN	First Name	MI	Last Name	Wages Paid	Hours
333445555	Jane	R	Doe	\$736.71	--
333333333	Jane		Smith	\$7,000.00	520

Page 1 of 1 (2 Items) | 20 Per Page

### Make a Payment

[Report Summary](#)

Enter the amounts you are paying below, and then choose your payment option.

Account Number	Employer Name	Payment Amount	Amount Due*
xxxxxxx	ABC Inc.	\$	\$4,697.23

\* Balance includes previous quarters, penalties, fines and interest.

**Total Due:** \$4,697.23  
**Payment Amount:** \$0.00

**Important Update:** Effective 9/16/2012 you may need to provide the following new information to your bank: Originator #9775071990 idaho.gov. Some banks require authorization to honor e-checks.

Choose Payment Type

Pay online with a credit card or eCheck.

Print out a payment voucher to include when mailing your payment.

**Note:** There are no processing fees for eChecks, and there is a 3% processing fee for credit card payments. There is a minimum payment of \$5.00 for all online payments.

**Payment Options.** 1) Electronic Check; 2) Credit Card; 3) U.S. Mail.

If you are already on the **Make a Payment** screen, skip the information in the box below:

Log into the [Employer Portal](#) and access your home screen.

*\*If you are a user with multiple accounts, select the employer prior to continuing.*



Click the **UI Tax Reporting and Payments** tile to access the Employer Online Report tool.

**Reporting Summary** screen will appear. See image below.

The screenshot shows the 'Reporting Summary' page. At the top, there are navigation links: Home, Employer Portal, Help, and Log Out. Below this is a header section with 'Reporting Summary' and a 'COMPANY NAME' field. To the right of the company name, there are fields for 'Account Number', 'Federal EIN', 'Phone Number', 'Address', 'Current Status' (Active), 'Current Balance' (\$0.00), and 'Available Quarters/Rate'. Below the header is a table of reported tax quarters. The table has columns for Year - Quarter, Total Wages, Taxable Wages, Computed Taxes, Tax Rate, Taxes Paid, and Report Status. The data shows quarters from 2012 to 2014. To the right of the table is a 'Next Steps' section with three items: 'Report Next Quarter', 'Make a Payment', and 'Edit Employer Information'. A red arrow points from the 'Make a Payment' link in the 'Next Steps' section to the 'Make a Payment' link in the 'Next Steps' section of the inset image below.

Year - Quarter	Total Wages	Taxable Wages	Computed Taxes	Tax Rate	Taxes Paid	Report Status
4 - 2014	\$22,677	\$18,226	\$330.80	1.815	\$330.80	Completed
3 - 2014	\$33,752	\$33,752	\$612.60	1.815	\$612.60	Completed
2 - 2014	\$19,371	\$19,371	\$351.58	1.815	\$351.58	Completed
1 - 2014	\$13,675	\$13,675	\$248.20	1.815	\$248.20	Completed
4 - 2013	\$8,323	\$8,323	\$229.05	2.752	\$229.05	Completed
3 - 2013	\$10,934	\$10,934	\$300.90	2.752	\$300.90	Completed
2 - 2013	\$8,406	\$8,406	\$231.33	2.752	\$231.33	Completed
1 - 2013	\$6,142	\$6,142	\$169.03	2.752	\$169.03	Completed
4 - 2012	\$8,529	\$8,529	\$286.57	3.360	\$286.57	Completed
3 - 2012	\$10,787	\$10,787	\$362.44	3.360	\$362.44	Completed

Click **Make a Payment** located on the right hand side of the page.

This inset image shows the 'Next Steps' section from the screenshot above. It contains three items: 'Report Next Quarter', 'Make a Payment', and 'Edit Employer Information'. The 'Make a Payment' link is highlighted with a red box and a red arrow points to it from the main screenshot.

**Next Steps**

- Report Next Quarter**  
Continue reporting tax quarter information.
- Make a Payment**  
Make a payment online or print a payment voucher to mail in.
- Edit Employer Information**  
Update the phone, address, and other employer information.

# Options 1 and 2. Pay Online

For instructions on paying by U.S. mail, go to page 17.

### Make a Payment

[Report Summary](#)

Enter the amounts you are paying below, and then choose your payment option.

Account Number	Employer Name	Payment Amount	Amount Due*
0000000000	General Employer	<input type="text" value="5"/>	\$332.89

\* Balance includes previous quarters, penalties, fines and interest.

**Total Due: \$332.89**  
**Payment Amount: \$0.00**

**Important Update:** Effective 9/16/2012 you may need to provide the following new information to your bank: Originator #9775071990 idaho.gov  
Some banks require authorization to honor e-checks.

Choose Payment Type

Pay online with a credit card or eCheck.

Print out a payment voucher to include when mailing your payment.

**Note:** There are no processing fees for eChecks, and there is a 3% processing fee for credit card payments. There is a minimum payment of \$5.00 for all online payments.

Enter exact amount of your payment in the **Payment Amount** box.

Select **Pay Online** to make payment by eCheck or credit card.

- eCheck is an electronic check similar to writing a check – minimum payment is \$5; **no processing fee.**
- Credit card - minimum payment is \$5; a **3% processing fee** will be added to your total.

**Pay Online** screen will appear (see below). You are now working with a secure, third-party service.

Select **Electronic Check** or **Credit Card** from the drop-down selector under **Payment Type**.

The screenshot shows the NIC Payment interface. At the top, there is a progress bar with four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The 'Payment Type' step is currently active. Below the progress bar, there is a 'Payment' section with a 'Payment Type' dropdown menu. The dropdown menu is open, showing 'Select One' and a downward arrow. A red box highlights the dropdown menu. To the right of the dropdown menu is a green 'Next' button. Below the 'Payment Type' section, there are sections for 'Customer Information' and 'Payment Info'. At the bottom left, there is a 'Cancel' button. On the right side of the screen, there is a 'Transaction Summary' section with a table showing 'Labor Unemployment Insurance' for \$9.51 and 'Idaho.gov price' for \$9.51. Below that is a 'Need Help?' section with instructions to select a payment method and continue.

**Electronic Check** option instructions start on page 13.

**Credit Card** option instructions start on page 15.

## Electronic Check Payment Option *(no processing fee)*

- Select **Electronic Check** from the dropdown menu.
- If the payment ***IS*** being funded specifically by a ***FOREIGN*** source (bank or company), check the box; an international ACH is needed.
- Click **Next** button.

The screenshot shows a multi-step process for making a payment. At the top, there are four steps: 1. Payment Type (highlighted), 2. Customer Info, 3. Payment Info, and 4. Submit Payment. Below the steps, the 'Payment Type' section is active. It features a dropdown menu labeled 'Payment Type \*' with 'Electronic Check' selected and a green checkmark to its right. Below the dropdown is a checkbox with the text: 'Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").'. A green 'Next >' button is positioned to the right of the checkbox. At the bottom left, there is a 'Cancel' button. Below the 'Payment Type' section are sections for 'Customer Information' and 'Payment Info', which are currently collapsed.

Complete the **Customer Information** screen and click the **Next** button. Fields marked with \* are required.

The screenshot shows the 'Customer Information' form. At the top right, it says 'Complete all required fields [\*]'. The form contains the following fields:

- Country: A dropdown menu with 'United States' selected.
- First Name \*: A text input field.
- Last Name \*: A text input field.
- Address \*: A text input field.
- Address 2: A text input field.
- City \*: A text input field.
- State \*: A dropdown menu with 'N/A - Not Applicable' selected.
- ZIP/Postal Code \*: A text input field.
- Phone \*: A text input field.
- Email: A text input field with a blue question mark icon to its left.

A green 'Next >' button is located at the bottom right of the form. Below the form is a section for 'Payment Info'.

Complete the **Payment Info** screen. You will need the following bank information:

- Account type: Checking or Savings
- Routing Number of bank (9 digits)
- Account Number (you are required to enter it twice for accuracy).
- Name on the Account.

Payments are automatically dated the most current business day.

If you choose an Alternate Payment Date it must be a valid future business day - no holidays or weekends.

Read terms and condition, check the **Yes** box then click the green **Submit Payment** button. Fields marked with \* are required.

You must click the **Yes** box to accept the Terms and Conditions before you click **Submit Payment** to continue the process.

**YOU MUST RECEIVE A CONFIRMATION NUMBER BY EMAIL TO ENSURE YOUR TRANSACTION IS COMPLETE!**

**Credit Card Payment Option** (\$5 minimum payment and 3% processing fee.)

- Select **Credit Card** from the drop down box.
- Click **Next** button.

The screenshot shows a multi-step payment process. At the top, a progress bar indicates four steps: 1. Payment Type (active), 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main content area is titled "Payment" and contains a "Payment Type" section. A dropdown menu labeled "Payment Type \*" is open, showing "Credit Card" selected with a green checkmark. Below the dropdown is a green "Next >" button. At the bottom of the form, there is a "Cancel" button and sections for "Customer Information" and "Payment Info" which are currently collapsed.

Complete the **Customer Information** screen and click the **Next** button. Fields marked with \* are required.

The screenshot shows the "Customer Information" screen. At the top right, it says "Complete all required fields [\*]". The form includes the following fields:

- Country: A dropdown menu with "United States" selected.
- First Name \*: A text input field.
- Last Name \*: A text input field.
- Address \*: A text input field.
- Address 2: A text input field.
- City \*: A text input field.
- State \*: A dropdown menu with "N/A - Not Applicable" selected.
- ZIP/Postal Code \*: A text input field.
- Phone \*: A text input field.
- Email: A text input field with a blue lock icon.

A green "Next >" button is located at the bottom right. At the bottom of the screen, a section for "Payment Info" is visible but collapsed.

Complete the credit card **Payment Info** screen. Click **Next** button.

**Payment Info**

Complete all required fields [ \* ]

Credit Card Number \*

Credit Card Type \*

Expiration Month \*  
Select a Month

Expiration Year \*  
Select a Year

Security Code \*

Name on Credit Card \*

**Next** >

Review the credit card payment information. When complete, click the **Submit Payment** button.

**Payment**

**Payment Type** ✓

**Credit Card**

**Customer Information** ✓

**Address** j Brown  
123 4th St  
Winslow, AZ 86251

**Phone** 1234568870

**Country** United States

**Email Address** jbrown@az.gov

**Payment Info** ✓

**Credit Card** \*\*\*\*6587  
Exp. 02/2021

**Name on Credit Card** jbrown

Cancel **Submit Payment**

**YOU MUST RECEIVE A CONFIRMATION NUMBER BY EMAIL TO ENSURE YOUR TRANSACTION IS COMPLETE!**



Payment Option 3: Send payment via mail using a payment voucher.

On the **Make a Payment** screen, fill in exact payment amount and choose **Print Payment Voucher**.

### Make a Payment

Report Summary

Enter the amounts you are paying below, and then choose your payment option.

Account Number	Employer Name		Payment Amount	Amount Due*
xxxxxxx	ABC Inc.	1.	\$ 332.89	\$ 332.89

\* Balance includes previous quarters, penalties, fines and interest.

**Important Update:** Effective 9/16/2012 you may need to provide the following new information to your bank: Originator #9775071990 idaho.gov  
Some banks require authorization to honor e-checks.

Choose Payment Type

Pay online with a credit card or eCheck.

**Note:** There are no processing fees for eChecks, and there is a 3% processing fee for credit card payments. There is a minimum payment of \$5.00 for all online payments.

Total Due: \$332.89  
Payment Amount: \$332.89

This opens the **Payment Voucher** screen.

Report Summary

## Idaho Department of Labor Payment Voucher

To mail in a payment for your unemployment insurance tax filing, please send payment voucher page(s) along with payment to:

Cashier  
Idaho Department of Labor  
317 W Main St.  
Boise, ID 83735-0610

Account Number	Employer Name	Year - Quarter*	Payment Amount	Amount Due**
xxxxx-xxxxx	ABC Inc.	2015-1	\$332.89	\$332.89

\* Most recent liable quarter on file. Total Due: \$332.89  
\*\* Balance includes previous quarters, penalties, fines and interest.

Notice: The amount due listed above is accurate for payments mailed and postmarked by xx/xx/xxxx

**A print window will open. Select your printer and choose print to get a copy of the Payment Voucher.**

**Include the Payment Voucher with your check when you mail your payment to the department.**

Information about how to import wage files starts on page 18.

# Importing Employee Wages - Instructions

For instructions on how to get to the **Report Wages** screen, see page 6.

Select **Import Wage Reports**.

Add all reportable wages below of **Import Wage Records**

Employee's SSN	First Name	MI*	Last Name	Wages Paid	Hours**	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	Add

## Import Wage Records

Report Wages **Import Help**

General Employer

Account Number: 000000000      Phone Number: (208) 000-0000      Current Status: Active  
 Federal EIN: 00-0000000      Address: PO BOX 0000      Current Balance Pending   
 BOISE ID 83735      Available Quarters: 1 - 2014 (Selected)

You can use an **import wage file** to import wage records for the selected employer and quarter above. Any records that do not match will be ignored.

Import File:

The **Import Help** and **import wage file** takes you to **Import Wage Records Help** screen.

- Provides the following:
  - Standard template format (see below this page).
  - Professional Employer Organizations should download the PEO template
  - Details for Byte 100, Byte 128 (1S2S), Byte 275, and Tab or Comma Separated (Export from QuickBooks, Excel, etc.)

Tab or comma separated (most common) details for each row.

Name	Order	Type	Length	Additional Details
EAN	1	Integer	1 - 10	Matching currently selected employer.
SSN	2	Integer	9	Duplicate SSNs will be ignored.
Employer Name	3	String	> 0	
Employee's First Name	4	String	> 0	
Employee's Middle Initial	5	String	0 - 1	
Employee's Last Name	6	String	> 0	
Quarter	7	Integer	1	Matching currently selected quarter.
Year	8	Integer	4	Matching currently selected year.
Quarterly Wages	9	Decimal	> 0	Items with 0 wages will be ignored.
Client's EAN	1	Integer	1 - 10	The PEO Client's EAN. Include only if you are a professional employer organization.

**Note:** When you are done, choose to save the file in tab or comma separated format before importing.

✓ Remember to **save** to the *tab delimited* or *comma delimited* format prior to importing the file!

Standard Template (example) downloaded prior to saving.


EAN	SSN (NO DASHES)	EMP Name	Emplee's First Name	Employee's Middle Initial	Employee's Last Name	Quarter (1 DIGIT)	Year (4 DIGITS)	Quarterly Wages
0000000000	333445555	General Employer	Jane	D	Doe	4	2013	736.71
0000000000	333333333	General Employer	Jane		Smith	4	2013	7000.00
0000000000	333554444	General Employer	John		Smith	4	2013	0
0000000000	333545555	General Employer	John		Doe	4	2013	

Ensure all information is correct prior to uploading.

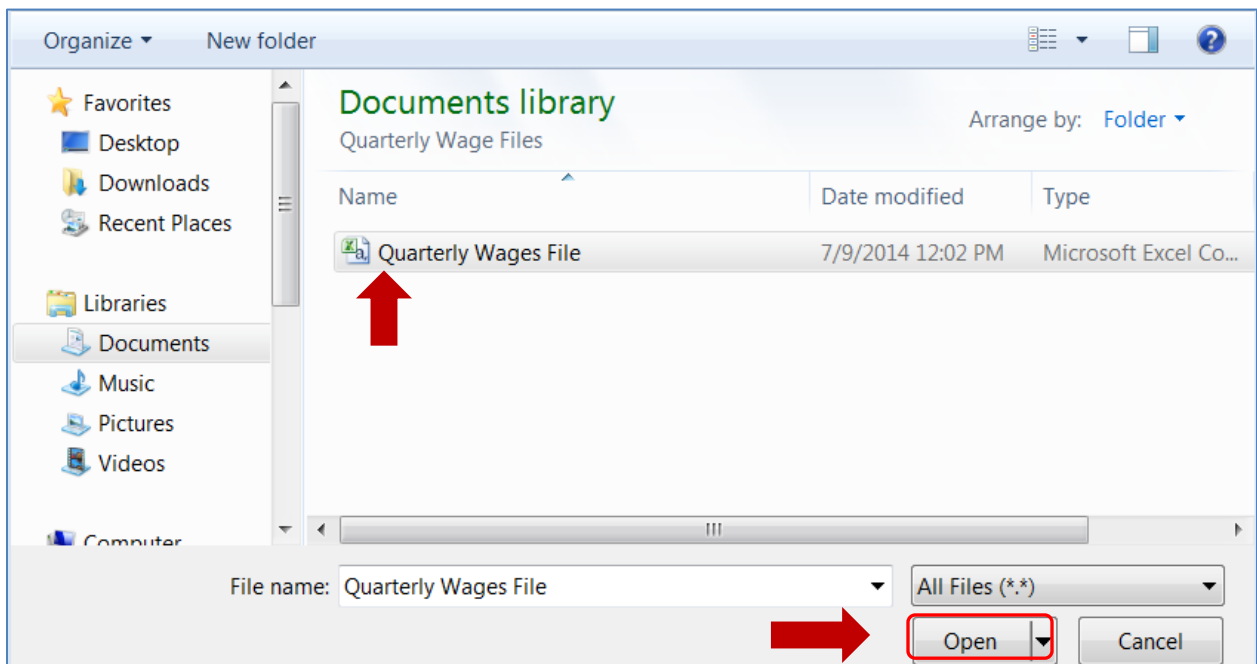
- Incorrect SSN formatting (with dashes) will not upload.
- Incorrect SSN with missing numbers will automatically *insert* leading zeroes to SSN.
- Incorrect quarters and years will error and will not upload.
- Zero wages will not upload.

**Import Wage File. Click the Browse button.**

You can use an [import wage file](#) to import wage records for the selected employer and quarter above. Any records that do not match will be ignored.


Import File:   

Go to your saved wages file location.




Select *your wage file* and then select **Open**.


You can use an [import wage file](#) to import wage records for the selected employer and quarter above. Any records that do not match will be ignored.

Import File:   


Select **Import Wages**.

If error free, the program will take you to the **Report Wages** screen.

Employee's SSN	First Name	MI*	Last Name	Wages Paid	Hours**	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	Add 
333-33-3333	Jane	<input type="text"/>	Smith	\$ 7000.00	<input type="text"/>	Remove
333-44-5555	Jane	D	Doe	\$ 736.71	<input type="text"/>	Remove

Page 1 of 1 (2 Items) | 10 Per Page 

\* Middle Initial - Optional.  
\*\* Quarterly Hours Worked - Optional.

 **Select Finish Reporting Wages when done.**


Total Wages: \$7,736.71  
Total Hours: 0

If errors are contained within the import document, the **Import Wage Records** screen will appear again.

## Import Wage Records

- Select **View Errors** to review the potential errors (See **Error Summary [1]** screen and next steps on page 21).
- Select **Continue** to go to the wage entry screen to review individual wages and manually correct employees' wages (see page 8 for details on entry).
- Select **Import Again** to go back to the **Import Wage Screen** (see page 18 for details).

**Note:** Some errors occurred while importing your wage file.

Here is a summary of the results: 

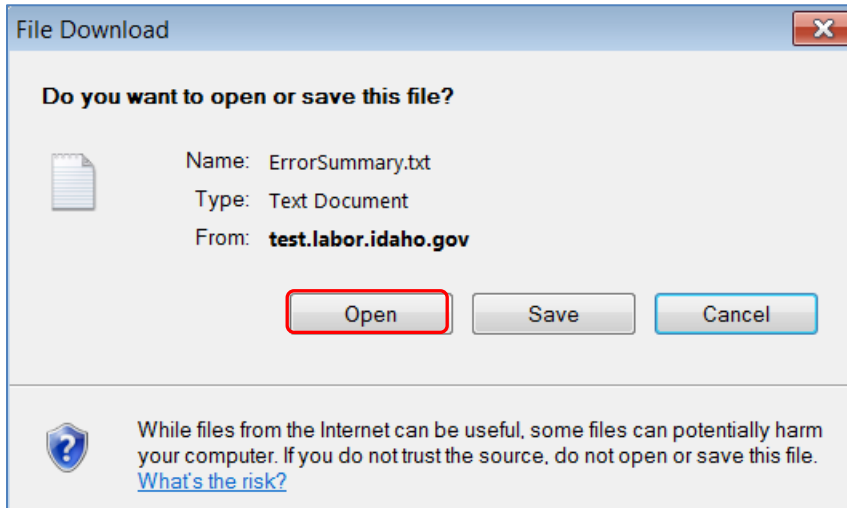
**Wage Records Imported:** 0  
**Number of Errors:** 4  
**Error Details:**  Hint: You can save the file locally and open using Excel for easier viewing.

### Next Steps

Continue to your imported wage records to make modifications and complete your filing.

Use the [import help](#) to guide you on the correct format of a wage file. Once you have fixed errors with your wage file, you can replace your existing imported data.

Selecting **View Errors** will open a file download box.



- Select **Open** to view the errors in a text format, which will open the ErrorSummary[1] .

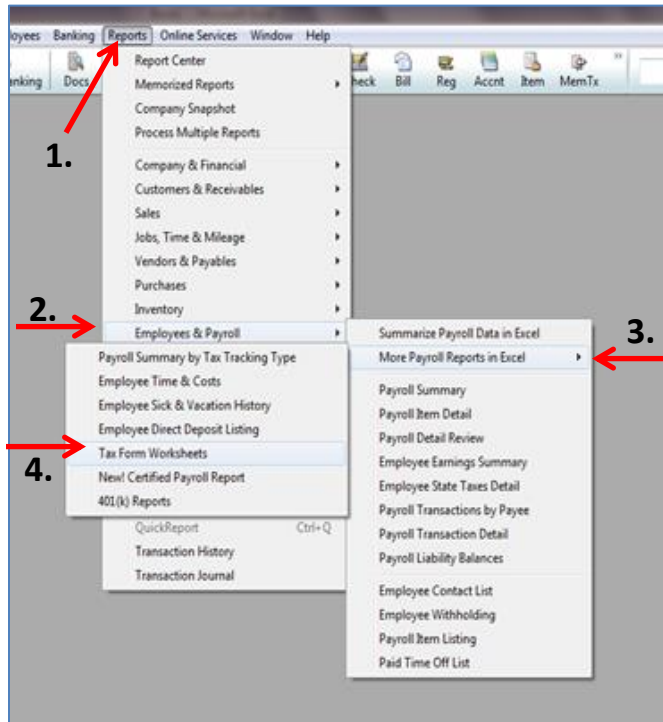


- Errors are noted at the column to the left of the screen.
- Select **Save** to save the error report to your specified drive and location.
- Select **Cancel** to discontinue this process.

# Export from QuickBooks to Excel

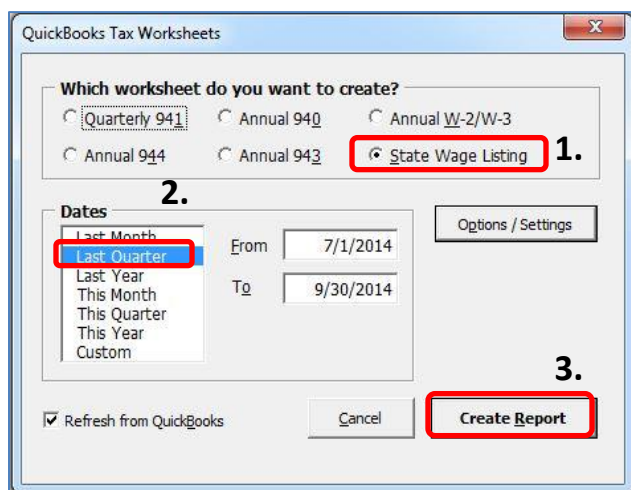
In QuickBooks, go to the top menu bar, then:

1. Reports
2. Employees & Payroll
3. More Payroll Reports in Excel
4. Tax Form Worksheets



Excel will open. A new screen will pop up and ask, “Which worksheet do you want to create?”

1. Choose **State SUI Wage Listing**.
2. Choose **Last Quarter** or change the dates to include the appropriate quarter.
3. Click **Create Report**.



Excel may have Macros disabled; click the <Enable Macros> button prior to getting the screen shown to your left.

Data will export to Excel. The report will include ID-Withholding, ID-Unemployment Company and ID-Workforce Dev. Fund.

	A	B	C	D	E	F	G	H	I	J	K	M	N	O	P	
4	ID	ID - Unemployment Company			SUI Company											
5	ID	ID - Workforce Dev. Fund			Company Paid Other Tax											
6											0.00					
7	<b>ID - Withholding</b>															
8	SSN	Last Name	First Name	Street1	Street2	City	State	ZIP	ISTT	Wagebase	Tax	Hours Worked	Sick	Vacation	Total	
9																
10																
11																
12																
13									0.00	0.00	0.00		0.00	0.00	0.00	
14	<b>ID - Unemployment Company</b>															
15	SSN	Last Name	First Name	Street1	Street2	City	State	ZIP	ISTT	Wagebase	Tax	Hours Worked	Sick	Vacation	Total	
16																
17																
18																
19									0.00	0.00	0.00		0.00	0.00	0.00	
20	<b>ID - Workforce Dev. Fund</b>															
21	SSN	Last Name	First Name	Street1	Street2	City	State	ZIP	ISTT	Wagebase	Tax	Hours Worked	Sick	Vacation	Total	
22																
23																
24																
25																
26									0.00	0.00	0.00		0.00	0.00	0.00	

The only section needed for the Idaho Department of Labor is ID-Unemployment Company. Gross wages will be listed in the **ISTT** column. The employer may delete the extraneous information (e.g. ID-Withholding, and the address and Hours Worked columns) so that only necessary information remains (e.g. SSN, Last Name, First Name, ISTT).

	A	B	C	D
1	<b>State Wage List</b>			
2	<b>ID - Unemployment Company</b>			
3	SSN	Last Name	First Name	ISTT
4				
5				
6				
7				
				0.00

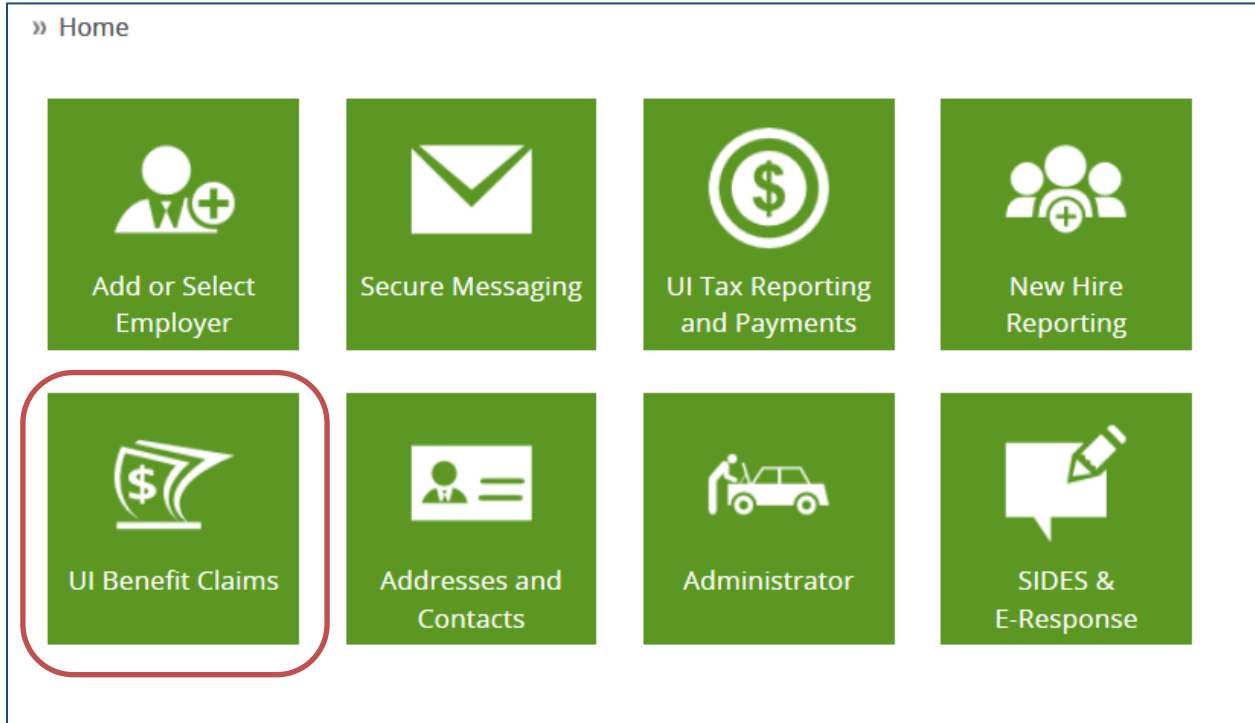
EAN	SSN (NO DASHES)	EMP Name	Emplee's First Name	Employee's Middle Initial	Employee's Last Name	Quarter (1 DIGIT)	Year (4 DIGITS)	Quarterly Wages
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0000000000	333333333	General Employer	Jane		Smith	4	2013	7000.00
0000000000	333554444	General Employer	John		Smith	4	2013	0
0000000000	333545555	General Employer	John		Doe	4	2013	

[Instructions about how to view unemployment benefit charges starts on page 24.](#)

## View Unemployment Benefit Charges

Log into the **Employer Portal** to access your home screen.

Select the **UI Benefit Claims** tile.





This opens the **Unemployment Benefits Charges** screen.

You can choose to view Current Quarter, Charges Used in Current Year's Tax Calculation or a Quarter Range.

» [Home](#) » Unemployment Benefits Charges

Benefit Charges   **Electronically Respond to Claim Separation Notifications**   Report Employee Separation

## Unemployment Benefits Charges

This is a listing of benefit payments and adjustments attributable to your unemployment insurance account. A claimant's benefits are based on wages earned from all of his or her employers during a fixed period of time. If you are an experience rated employer, the charges shown may include charges distributed to you from a predecessor. If so, the predecessor's employer account number will be shown. [Contact us](#) if you have questions about your benefit charges.

If charges are modified after the quarter ending date, the appropriate credit or additional charge will appear in the quarter on which the modification occurred.

Current Quarter  
 Charges in Fiscal Year Ending June 30, 2014 (Experience Rated Employers)  
 Quarter Range

Beginning Year/Quarter:  (yyyy/q)  
 Ending Year/Quarter:  (yyyy/q)

[Show](#)

[Print](#) [Excel](#)

Social Security Number	Name	Benefits	Claim Effective Date	Program	Year / Quarter	Predecessor EAN
No data available in table						

Show  entries      Showing 0 to 0 of 0 entries      Search:

Previous Next

Specific quarter screen pictured below:

[Close](#)

### Statement 2013 Quarter 2

Social Security Number	Name	Benefits	Claim Effective Date	Program
			3/3/2013	01
			1/6/2013	01
			3/3/2013	01
			3/3/2013	21
			12/30/2012	01
			12/30/2012	21
			12/2/2012	01
			12/2/2012	21

Show  entries      Showing 1 to 8 of 8 entries      Search:

Previous Next

**Quarter Total: \$**

The specific quarter statement shows individual's benefit charges applied to your account during the quarter.