Employer Portal

IDAHO DEPT. OF LABOR

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:

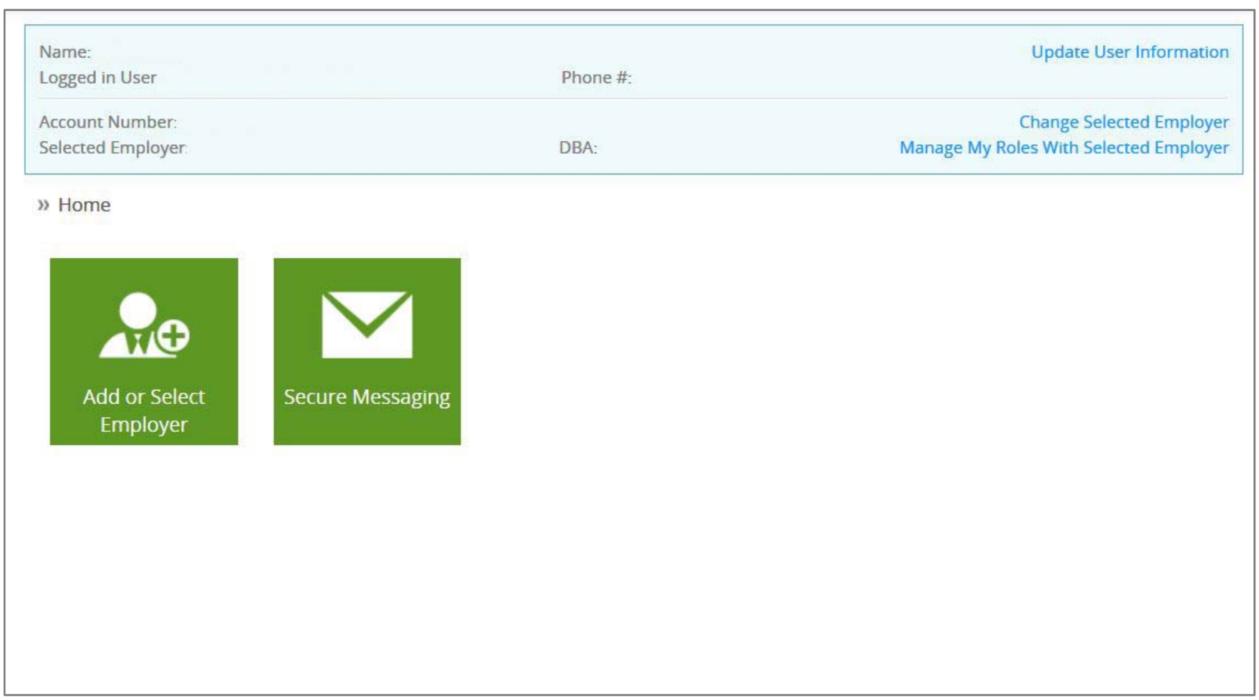
- Go to labor.idaho.gov/EmployerPortal.
- Click on **New User Registration.**
- Enter your company information.

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.

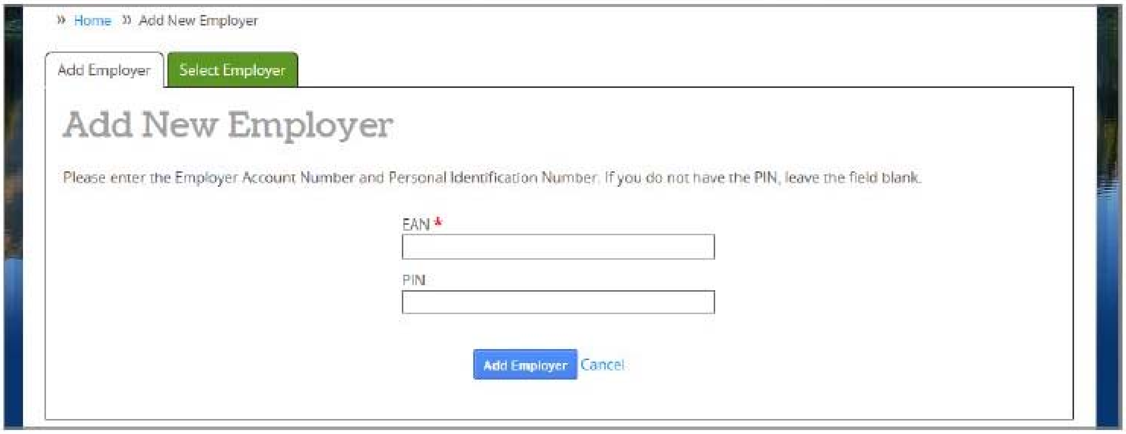
- Open your email account and find the verification email.
- Click on the verification link.

**** 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**).



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.

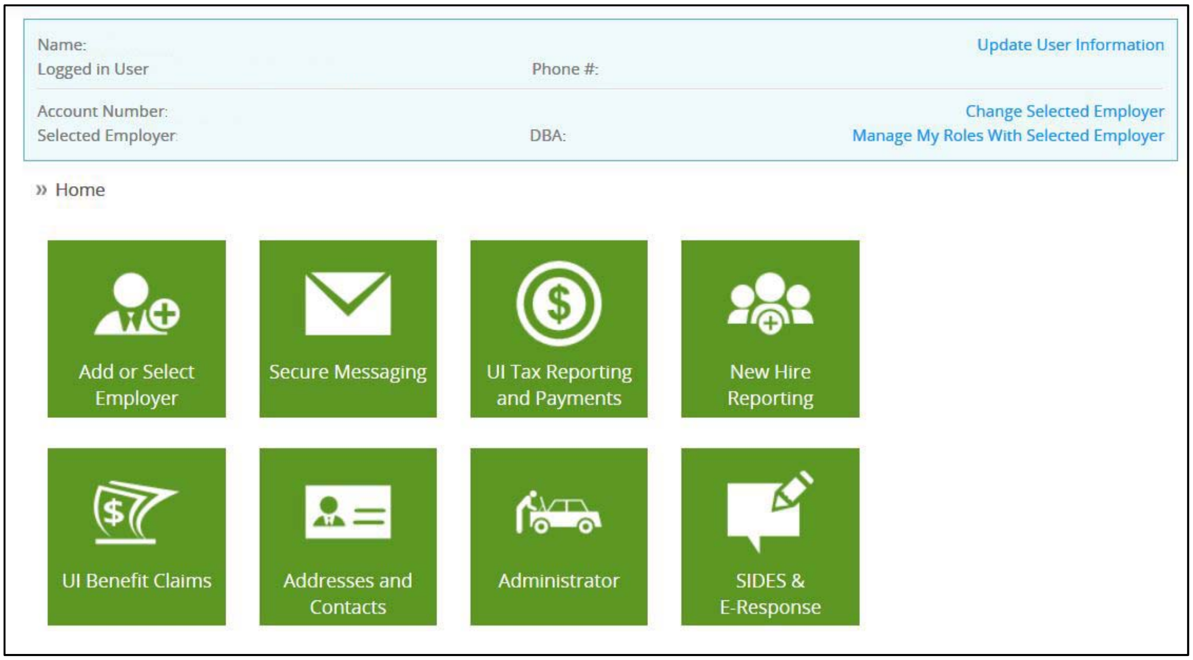
- If you are the administrator, you will automatically have access to all functions (see image below). ***For some companies, there will be only one administrator. In businesses with more than one location and /or other personnel who will use the site, the administrator will determine permission levels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

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.



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

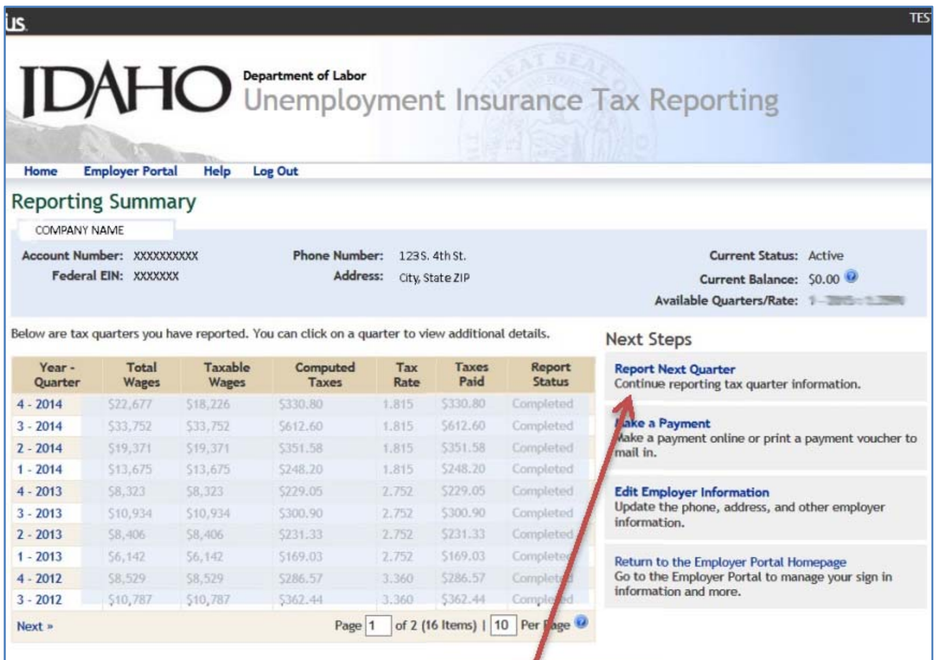
REGISTERED USERS

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

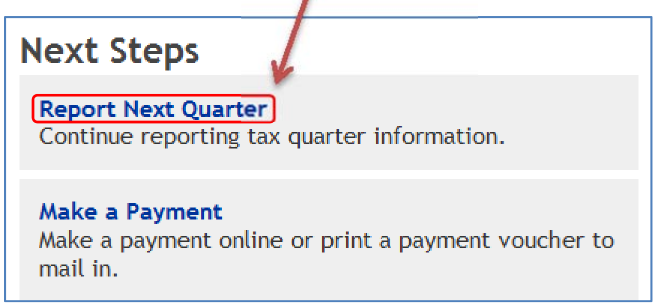
If you are a user with multiple accounts, select the employer account you want to access before continuing.

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

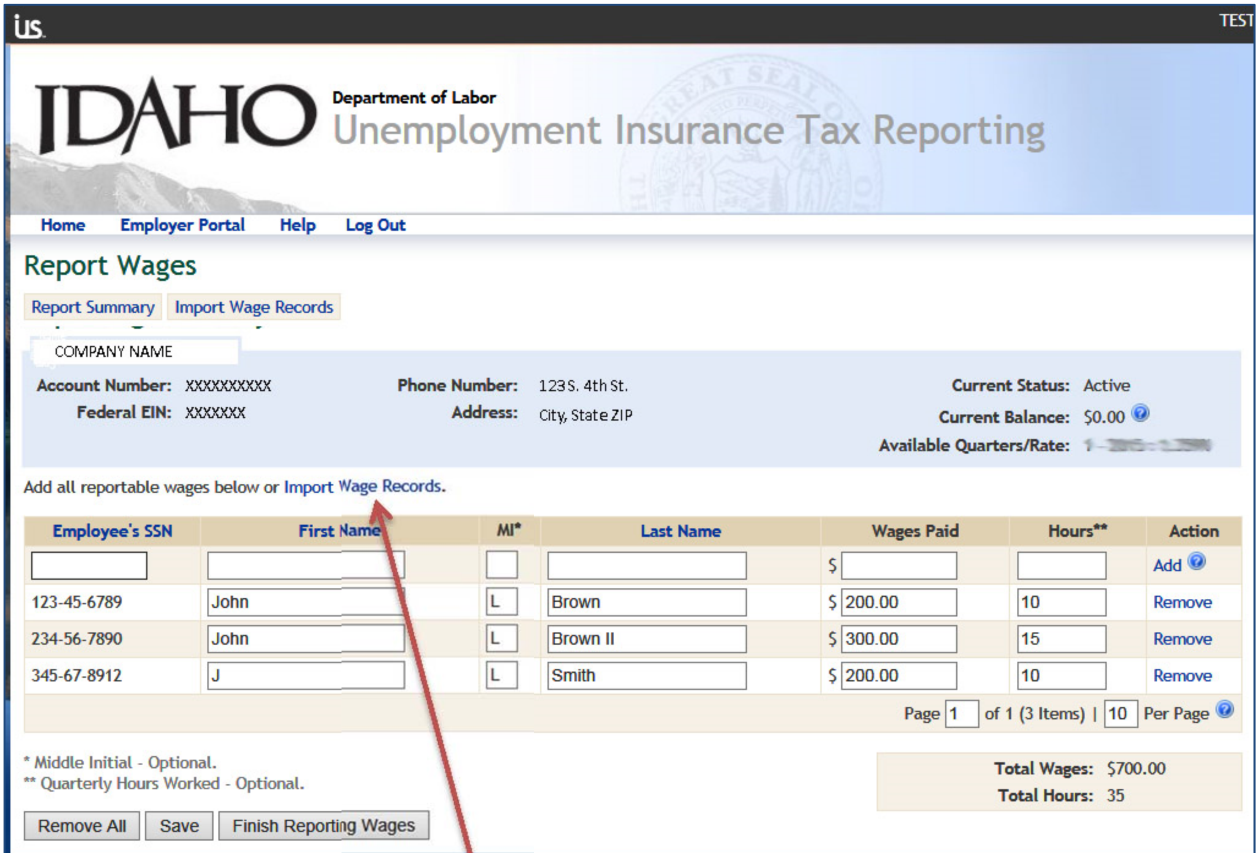
The **Reporting Summary** page will appear. See image below.



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

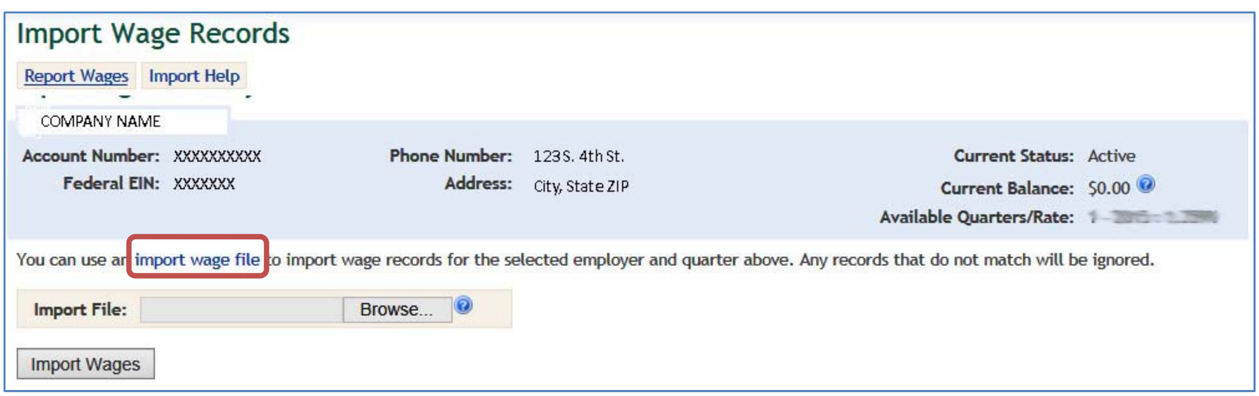


This opens the **Report Wages** screen.



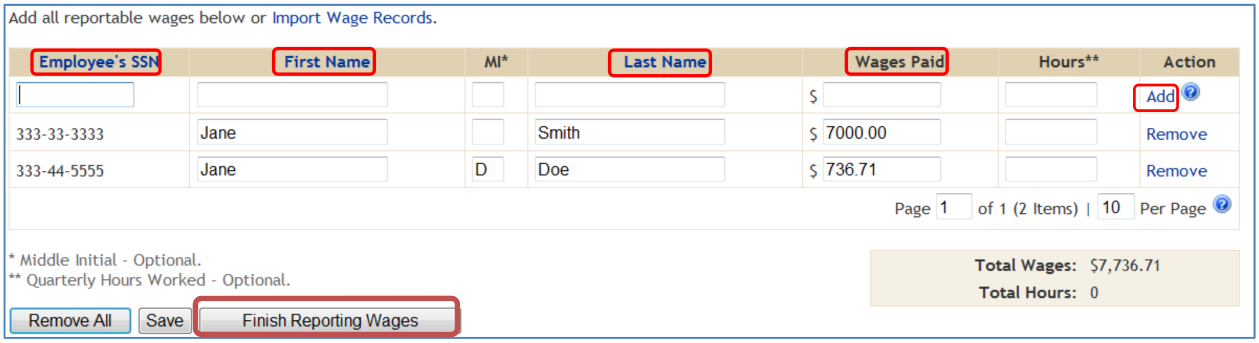
Two methods of reporting wages:

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.



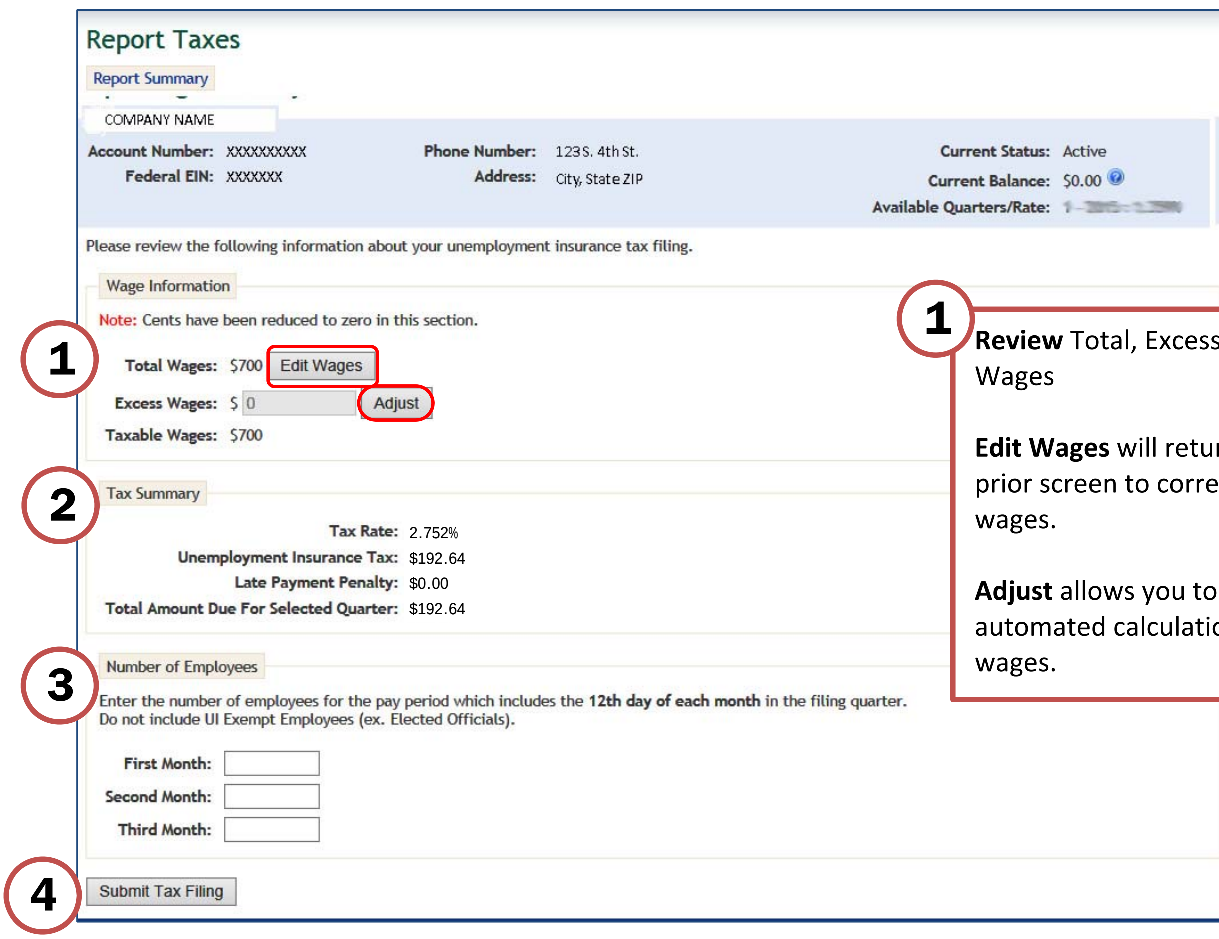
2. **Manual reporting.** Complete each box in full with the employee's SSN, first name, last name and wages paid. ***Middle initial and hours worked are optional fields.*

   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.



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

This opens the **Report Taxes** screen**.**



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

Second Month: Required

Third Month: Required

*** Each month is a required field and must be filled in to continue.

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.

Year - Quarter	Total Wages	Taxable Wages	Computed Taxes	Tax Rate	Taxes Paid	Report Status
1 - 2015	$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 » Page 1 of 2 (17 Items) | 10 Per Page

Next Steps

Make a Payment
Make a payment online or print a payment voucher to mail in.

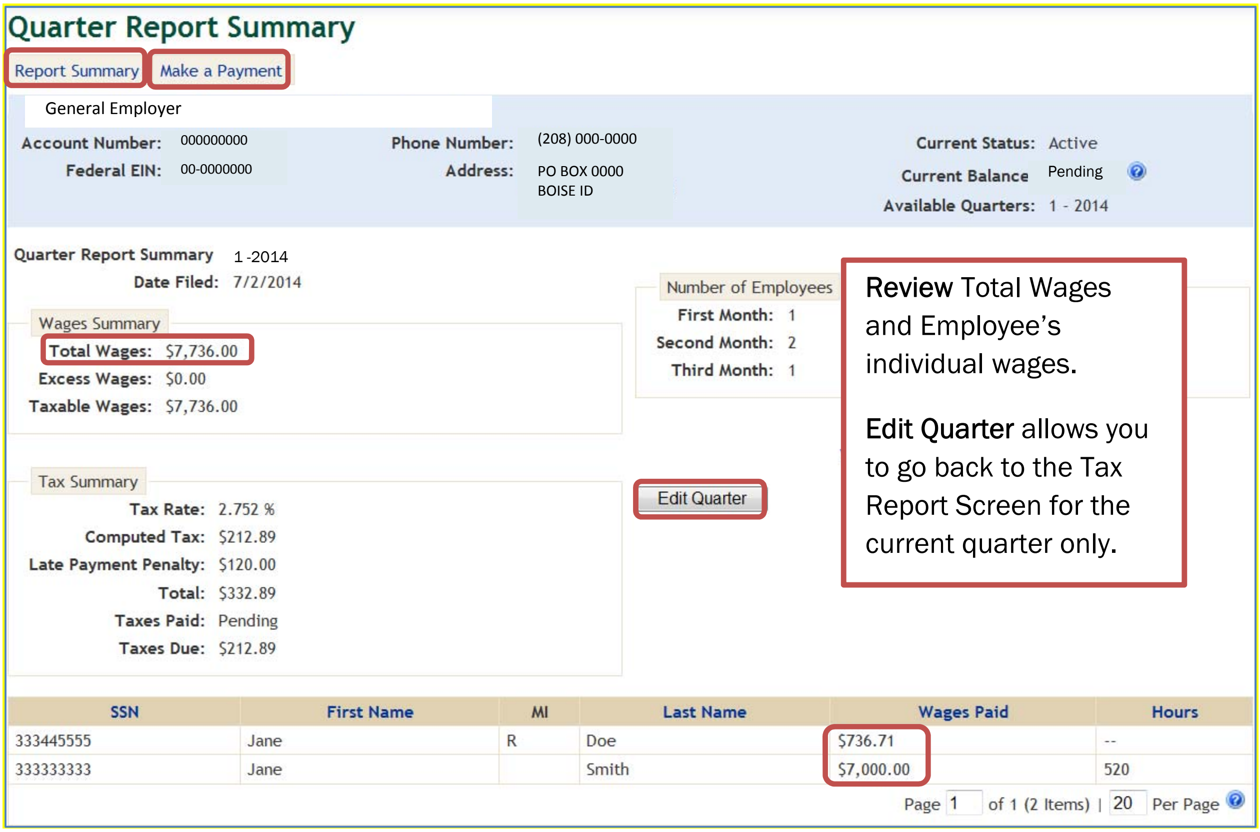
Edit Employer Information
Update the phone, address, and other employer information.

Return to the Employer Portal Homepage
Go to the Employer Portal to manage your sign in information and more.

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

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

Review **Total Wages** and Employee's individual wages.

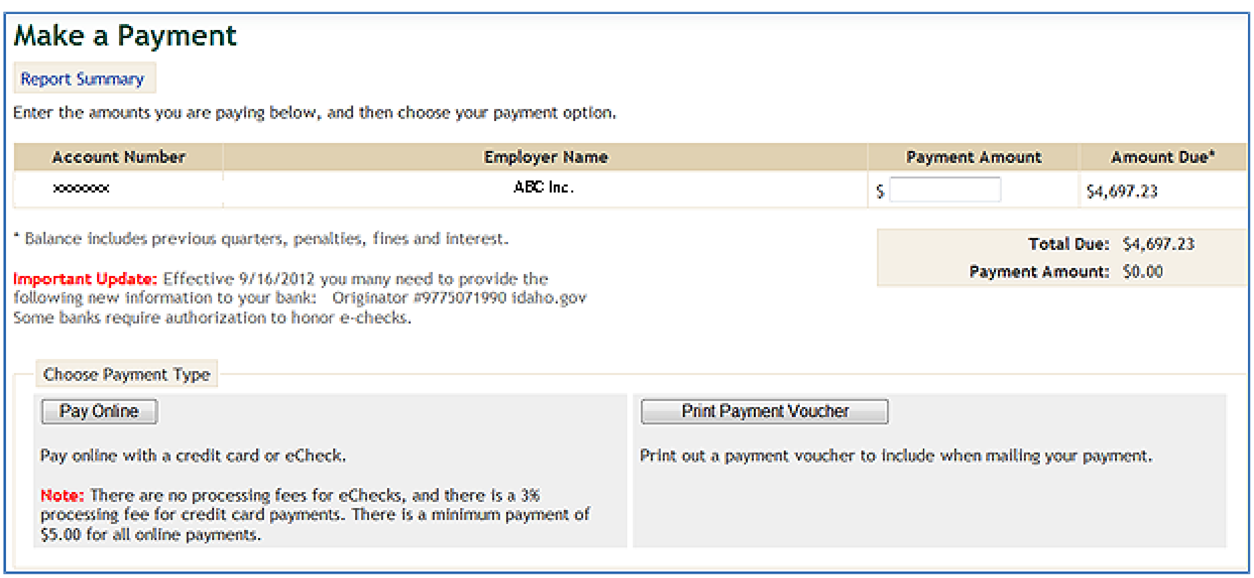
Edit Quarter allows you to go back to the Tax Report Screen for the current quarter only.

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

Edit Quarter

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 many 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

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.

Print Payment Voucher

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

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

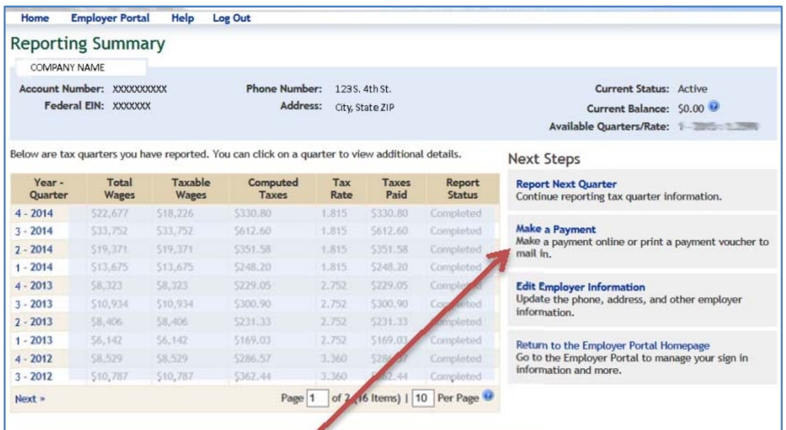
If you are already on the **Make a Payment** screen, skip the information in the box below:

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

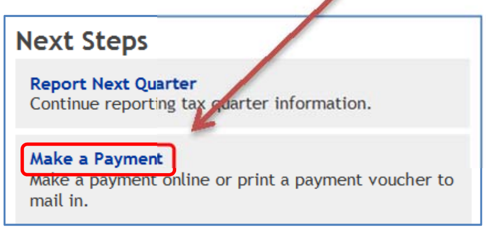
**If you are a user with multiple accounts, select the employer prior to continuing.*

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

Reporting Summary screen will appear. See image below.

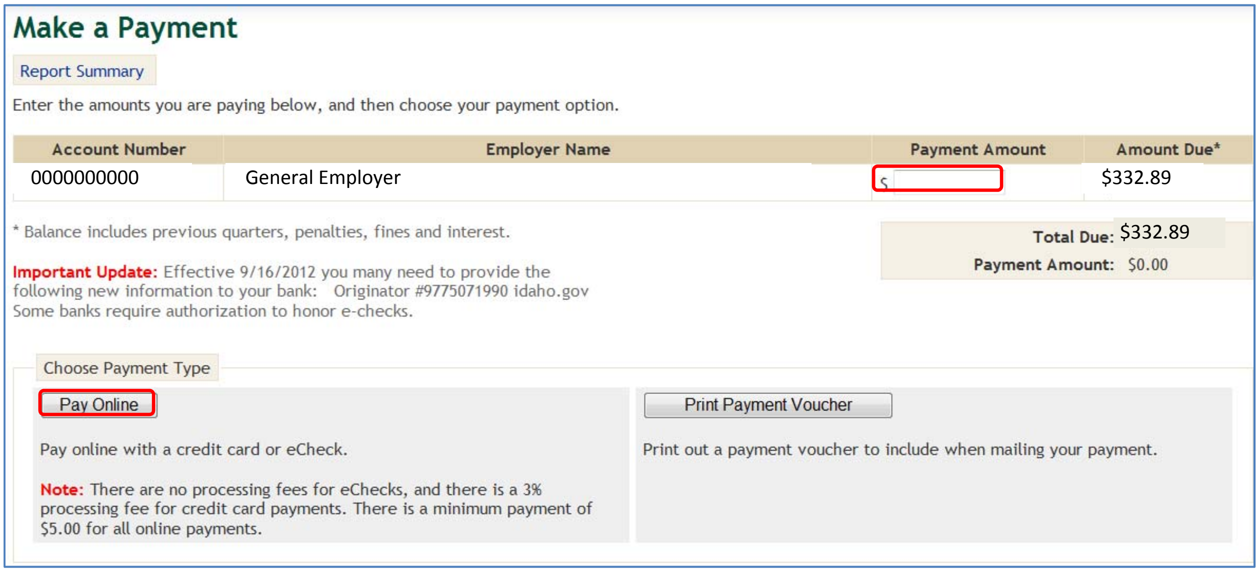


Click **Make a Payment** located on the right hand side of the page.



Options 1 and 2. Pay Online

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



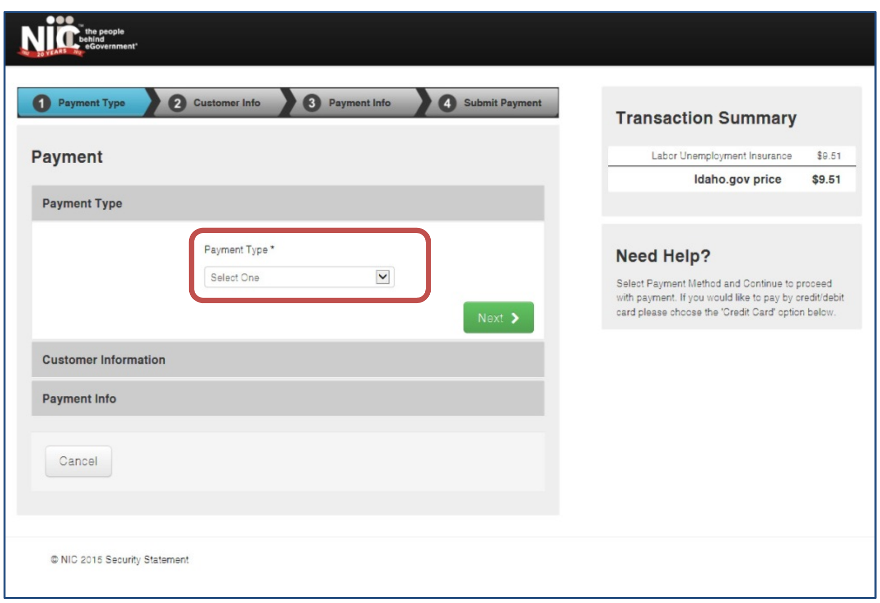
Enter exact amount of your payment in the **Payment Amount** box.

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.**

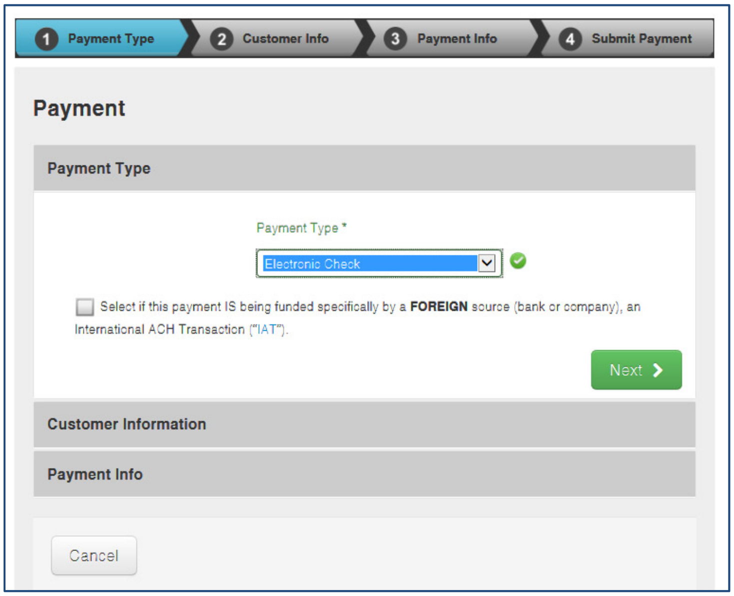


Electronic Check option instructions start on page 13.

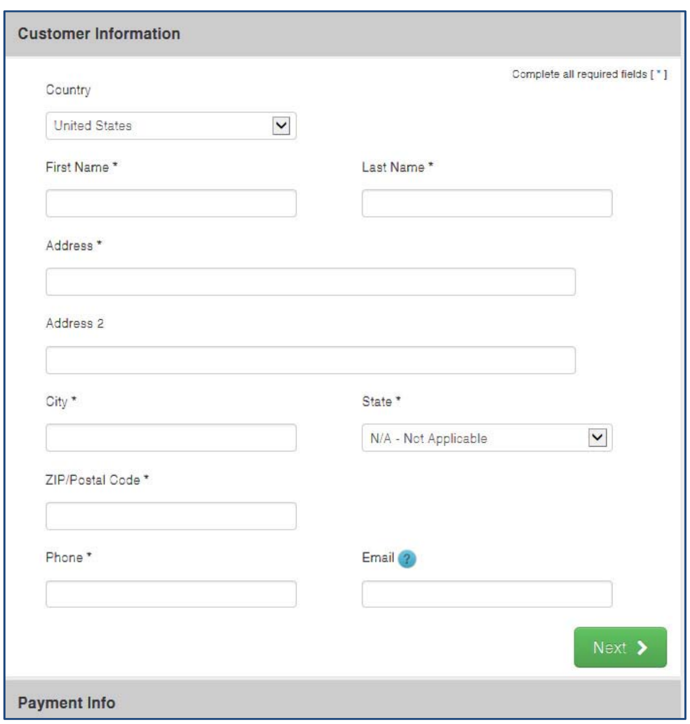
Credit Card option instructions start on page 15.

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.

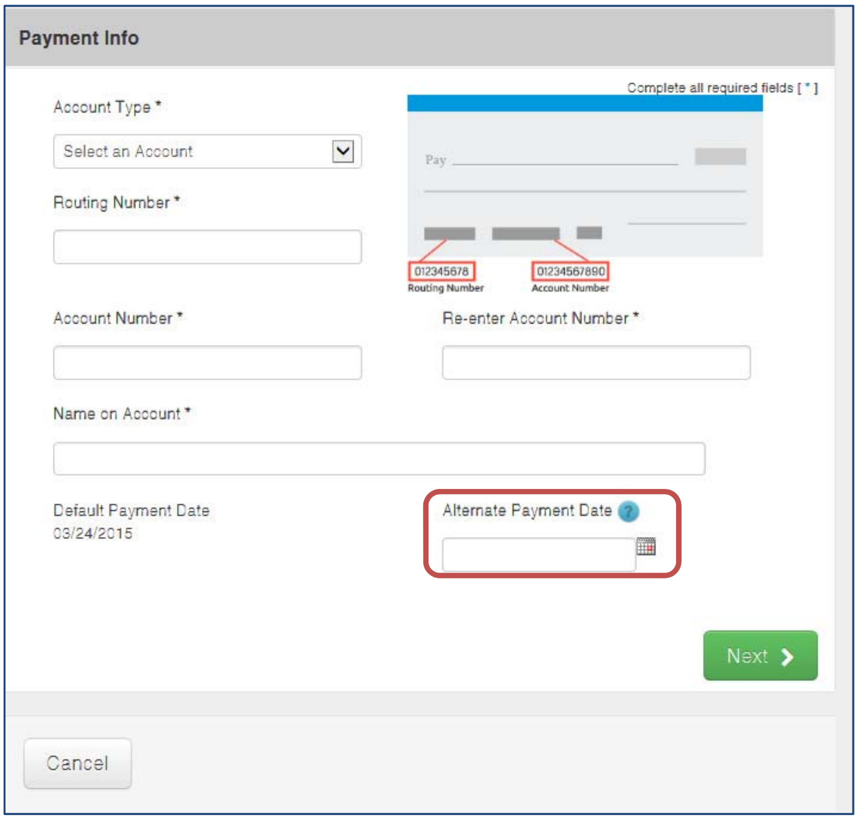


Complete the **Customer Information** screen and click the **Next** button. Fields marked with * are required.



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

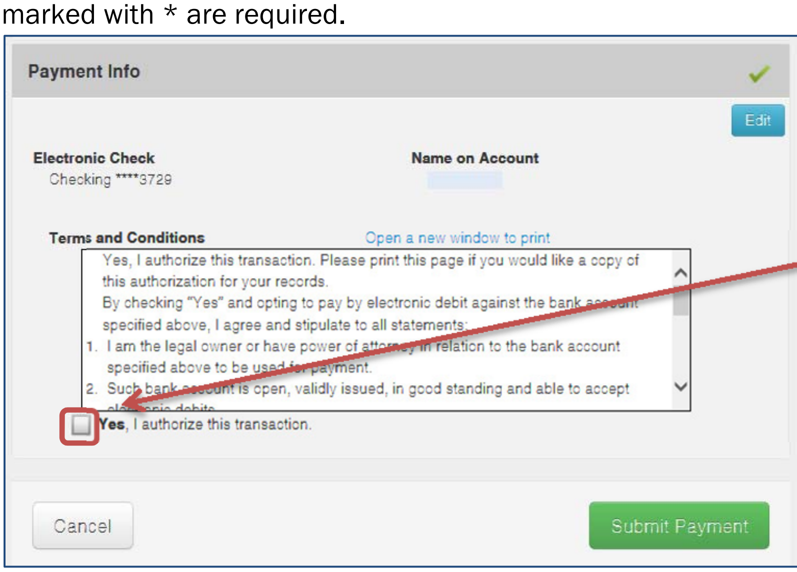
- Account type: Checking or Savings
- Routing Number of bank (9 digits)
- Account Number (you are required to enter it twice for accuracy).
- Name on the Account.



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.

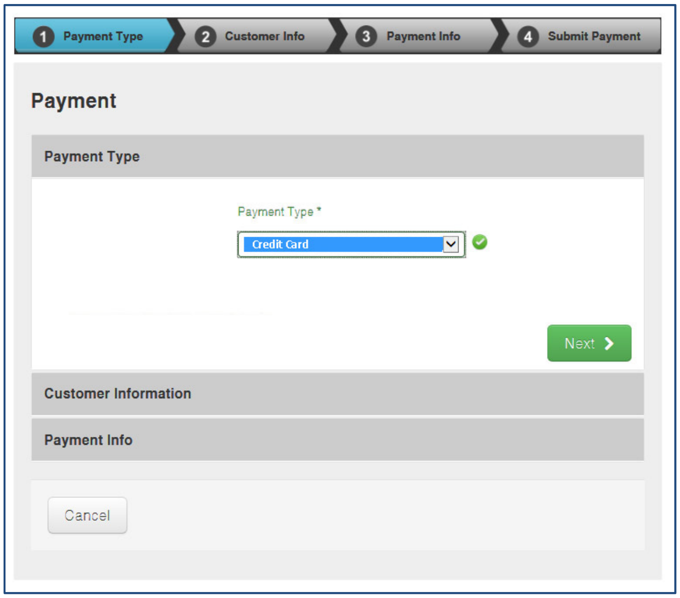


You must click the **Yes** box to accept the Terms and Conditions before you click **Submit Payment** to continue the process.

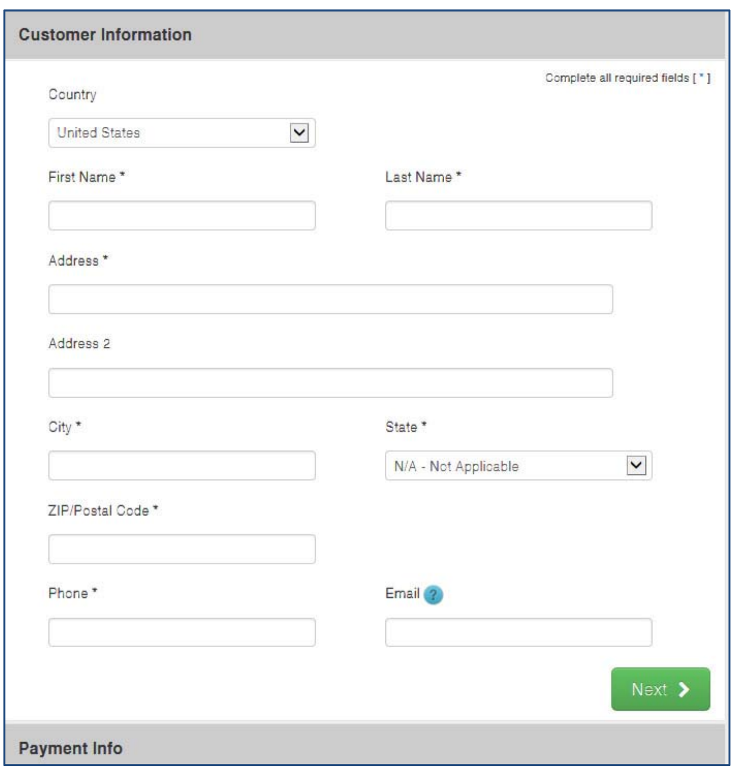
YOU MUST RECEIVE A CONFIRMATION NUMBER BY EMAIL TO ENSURE YOUR TRANSACTION IS COMPLETE!

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

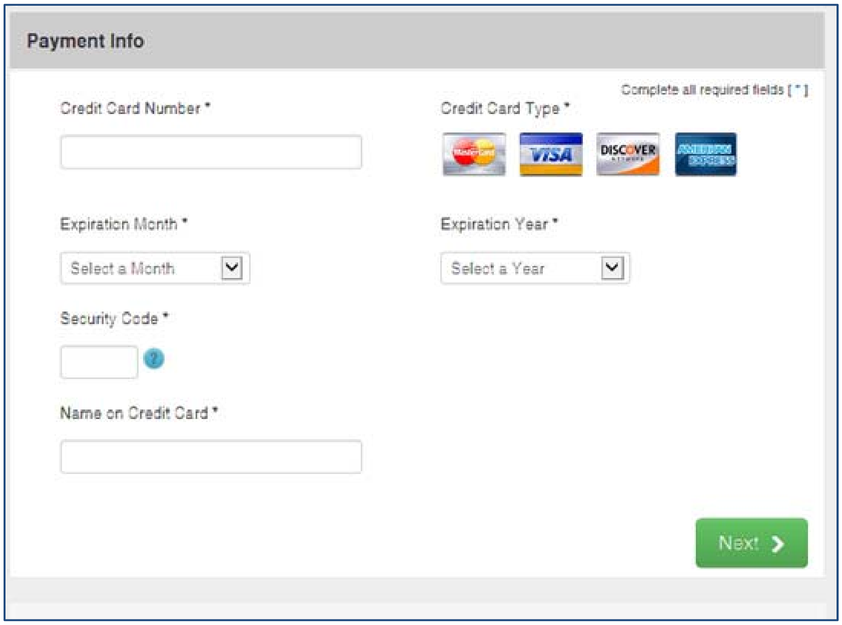
- Select **Credit Card** from the drop down box.
- Click **Next** button.



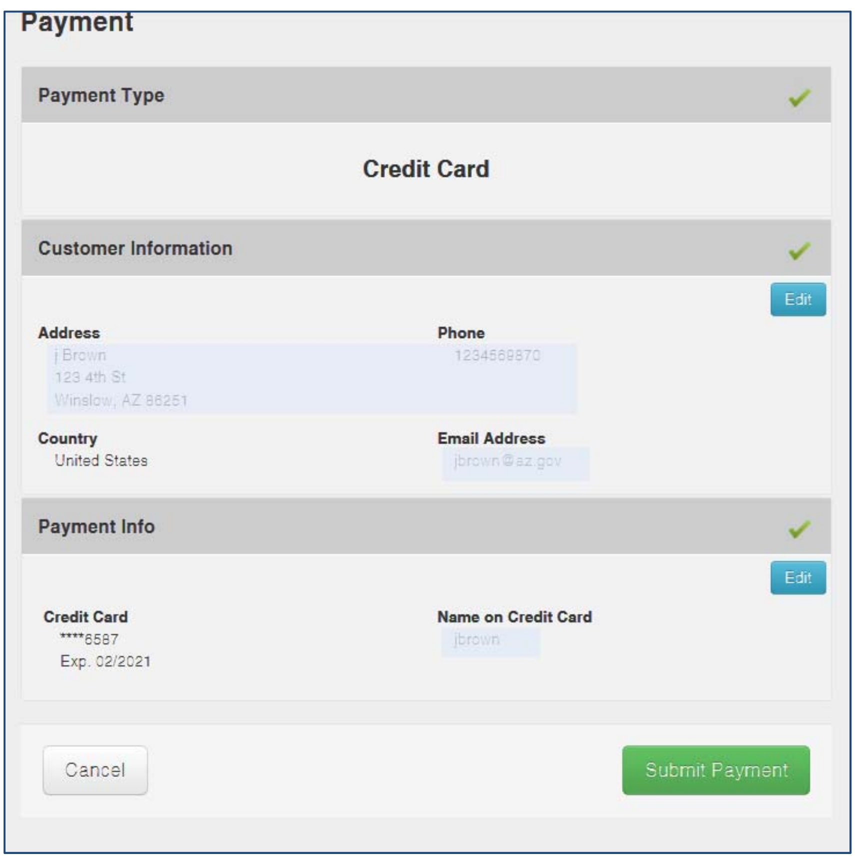
Complete the **Customer Information** screen and click the **Next** button. Fields marked with * are required.



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



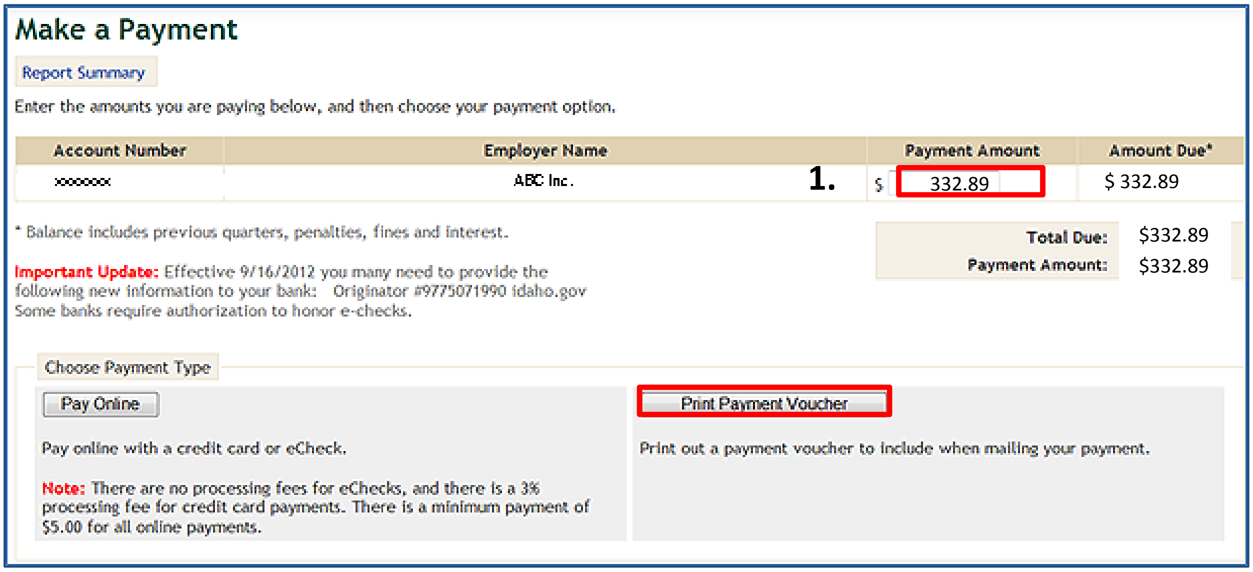
Review the credit card payment information. When complete, click the **Submit Payment** button.



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.

Total Due: $332.89
Payment Amount: $332.89

Important Update: Effective 9/16/2012 you many 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

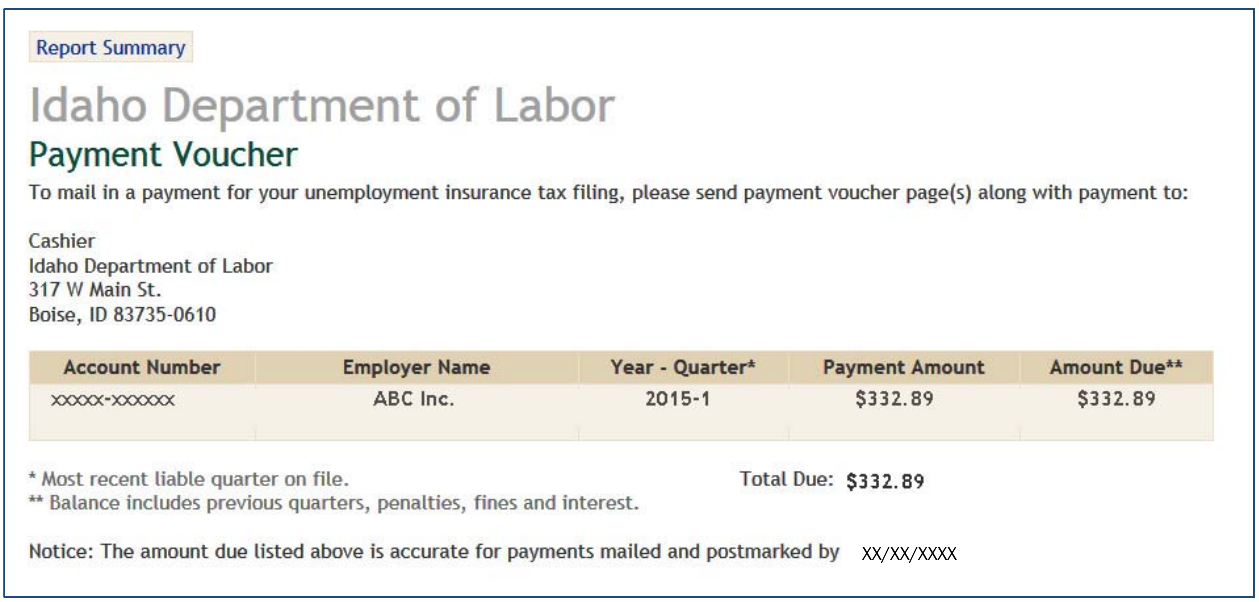
Pay online with a credit card or eCheck.

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.

Print Payment Voucher

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

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-xxxxxx	ABC Inc.	2015-1	$332.89	$332.89

* Most recent liable quarter on file.
** Balance includes previous quarters, penalties, fines and interest.

Total Due: $332.89

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.

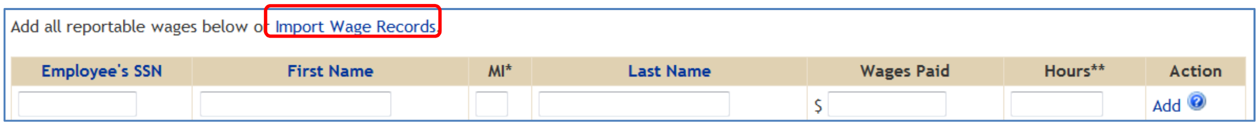
Include the Payment Voucher with your check when you mail your payment to the department.

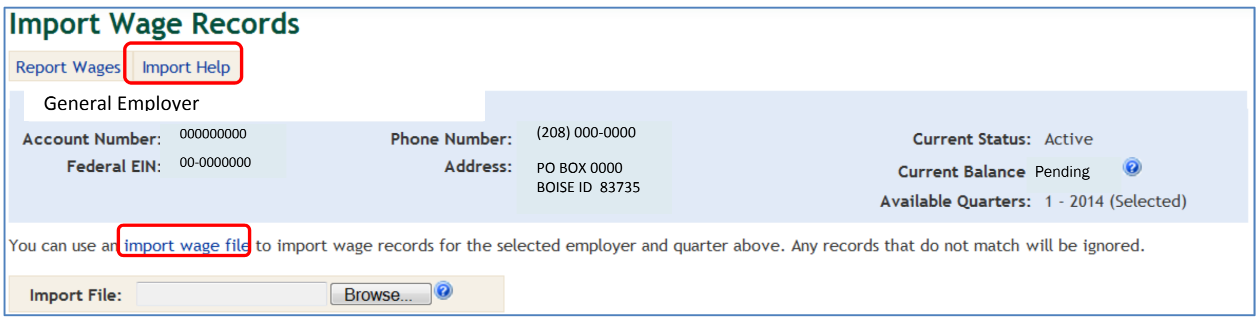
Information about how to import wage files starts on page 18.

Importing Employee Wages - Instructions

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

Select **Import Wage Reports.**





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!

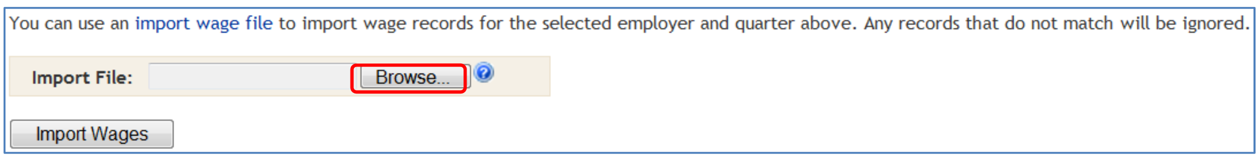
Standard Template (example) downloaded prior to saving.

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	

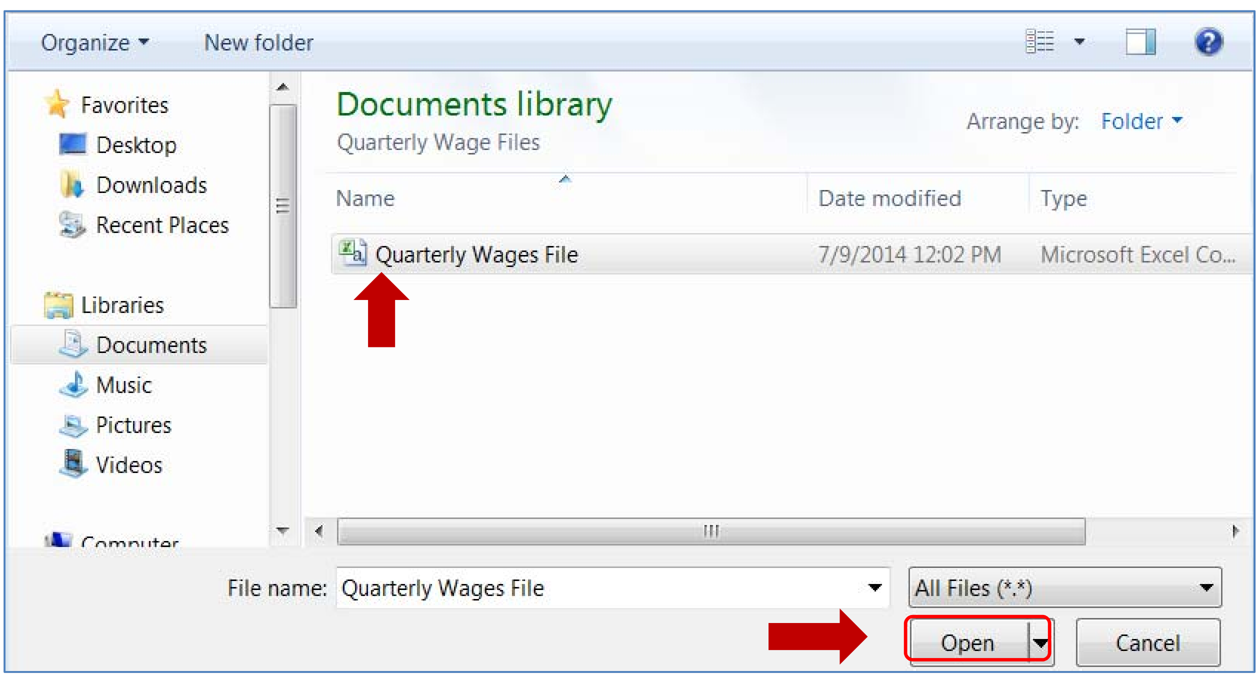
Ensure all information is correct prior to uploading.

- 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.

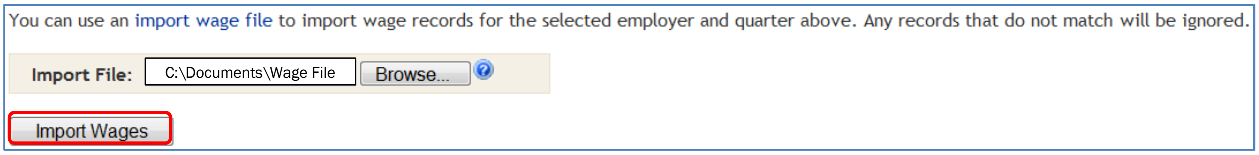
Import Wage File. Click the Browse button.



Go to your saved wages file location.

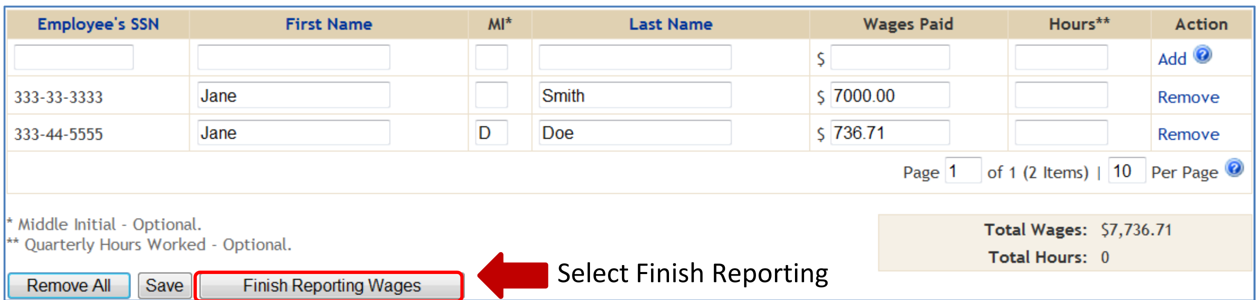


Select *your wage file* and then select **Open**.



Select **Import Wages.**

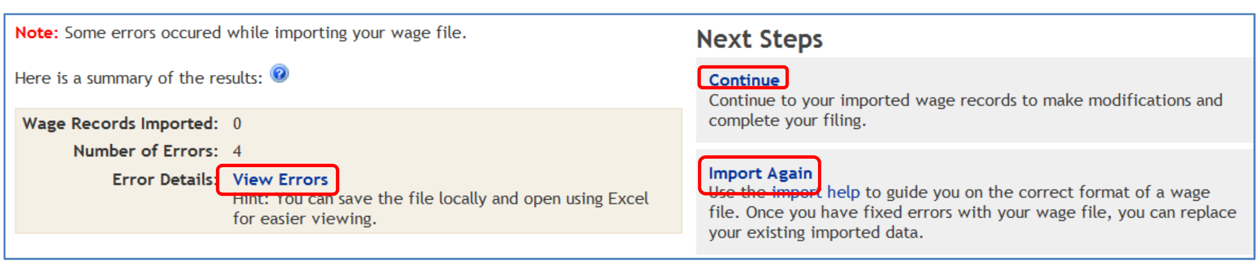
If error free, the program will take you to the **Report Wages** screen.



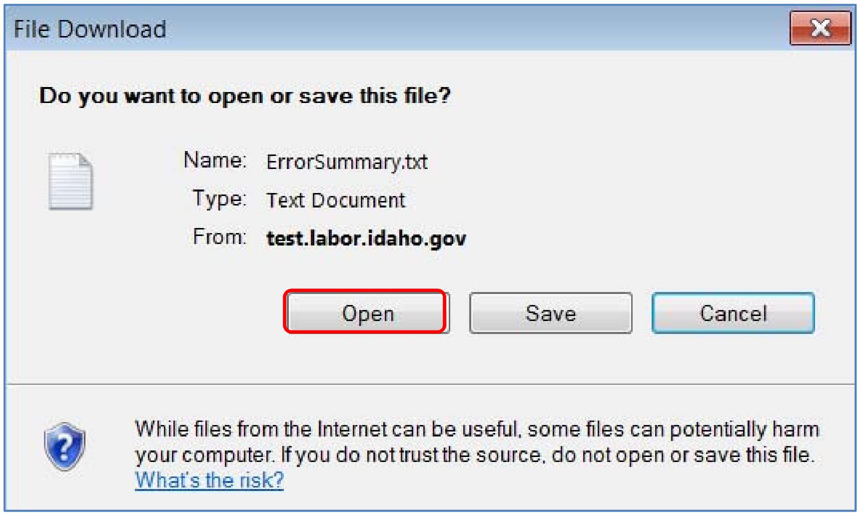
Select Finish Reporting Wages when done.

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

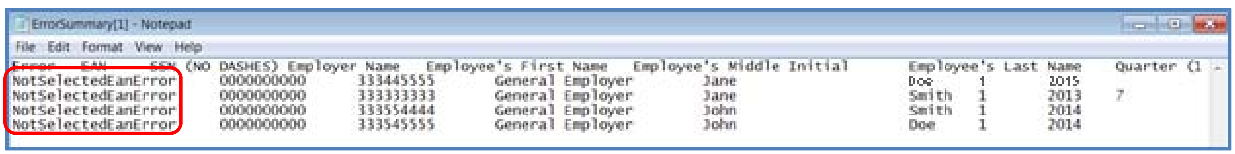
- Select **View Errors** to review the potential errors (See **Error Summary [1]** screen and next steps on page 21).
- Select **Continue** to go to the wage entry screen to review individual wages and manually correct employees' wages (see page 8 for details on entry).
- Select **Import Again** to go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



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] .

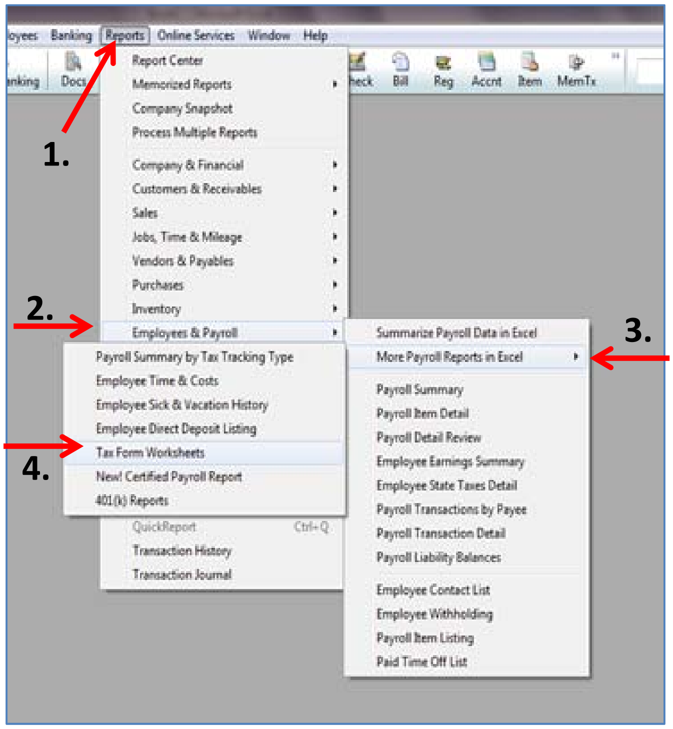


  - Errors are noted at the column to the left of the screen.
- Select **Save** to save the error report to your specified drive and location.
- Select **Cancel** to discontinue this process.

Export from QuickBooks to Excel

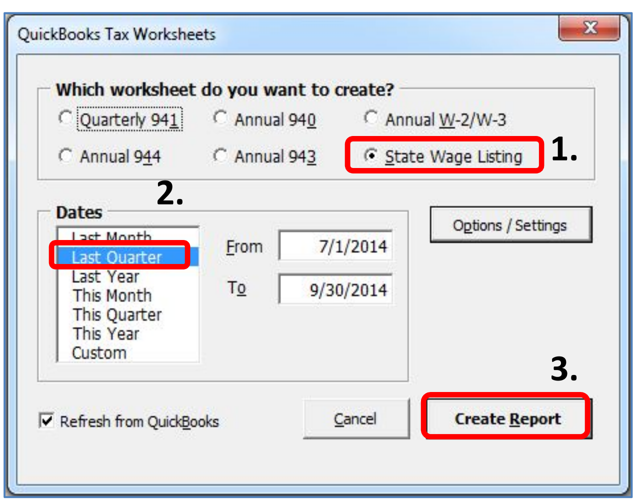
In QuickBooks, go to the top menu bar, then:

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	**ID - Withholding**														
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	0.00
1	**ID - Unemployment Company**														
1	*SSN*	*Last Name*	*First Name*	*Street1*	*Street2*	*City*	*State*	*ZIP*	*ISTT*	*Wagebase*	*Tax*	*Hours Worked*	*Sick*	*Vacation*	*Total*
1															
1															
1															
1															
20									0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	**ID - Workforce Dev. Fund**														
22	*SSN*	*Last Name*	*First Name*	*Street1*	*Street2*	*City*	*State*	*ZIP*	*ISTT*	*Wagebase*	*Tax*	*Hours Worked*	*Sick*	*Vacation*	*Total*
23															
24															
25															
26									0.00	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	State Wage List			
2	**ID - Unemployment Company**			
3	*SSN*	*Last Name*	*First Name*	*ISTT*
4				
5				
6				
7				
				0.00

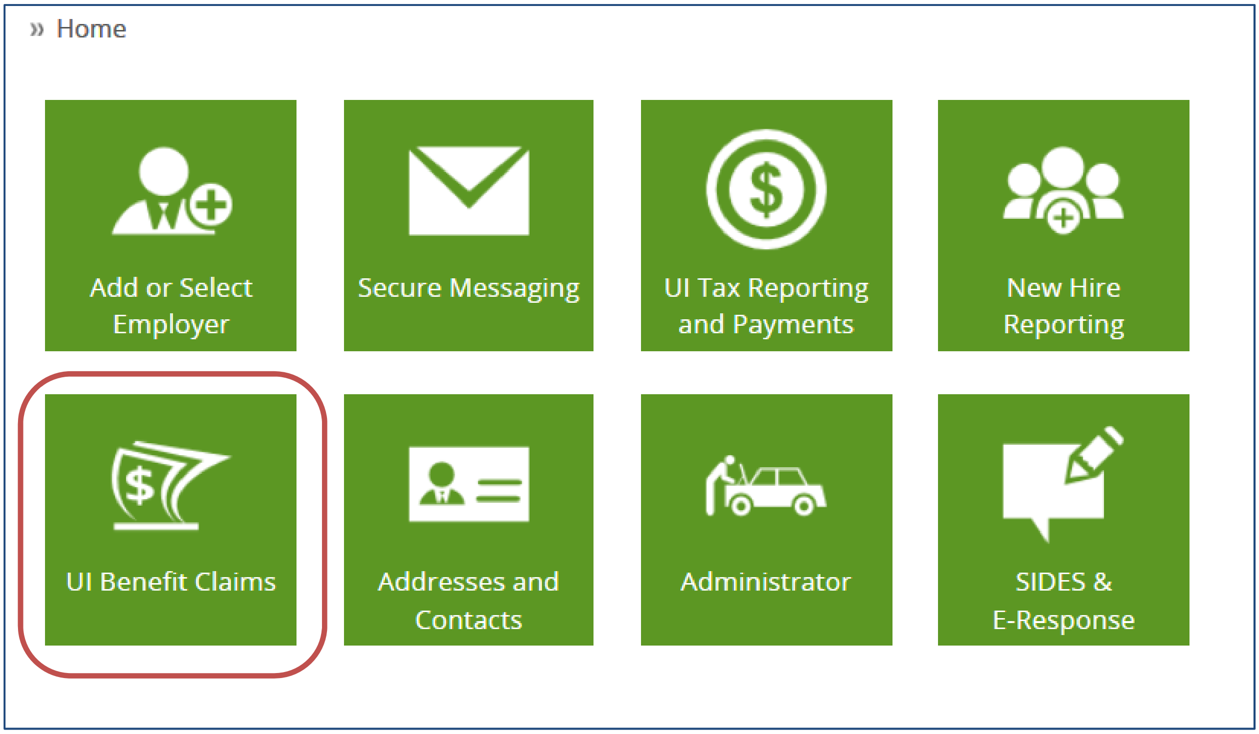
EAN	SSN (NO DASHES)	EMP Name	Emplee's First Name	Employee's Middle Initial	Employee's Last Name	Quarter (1 DIGIT)	Year (4 DIGITS)	Quarterly Wages
0000000000	333445555	General Employer	Jane	D	Doe	4	2013	736.71
0000000000	333333333	General Employer	Jane		Smith	4	2013	7000.00
0000000000	333554444	General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

Instructions about how to view unemployment benefit charges starts on page 24.

View Unemployment Benefit Charges

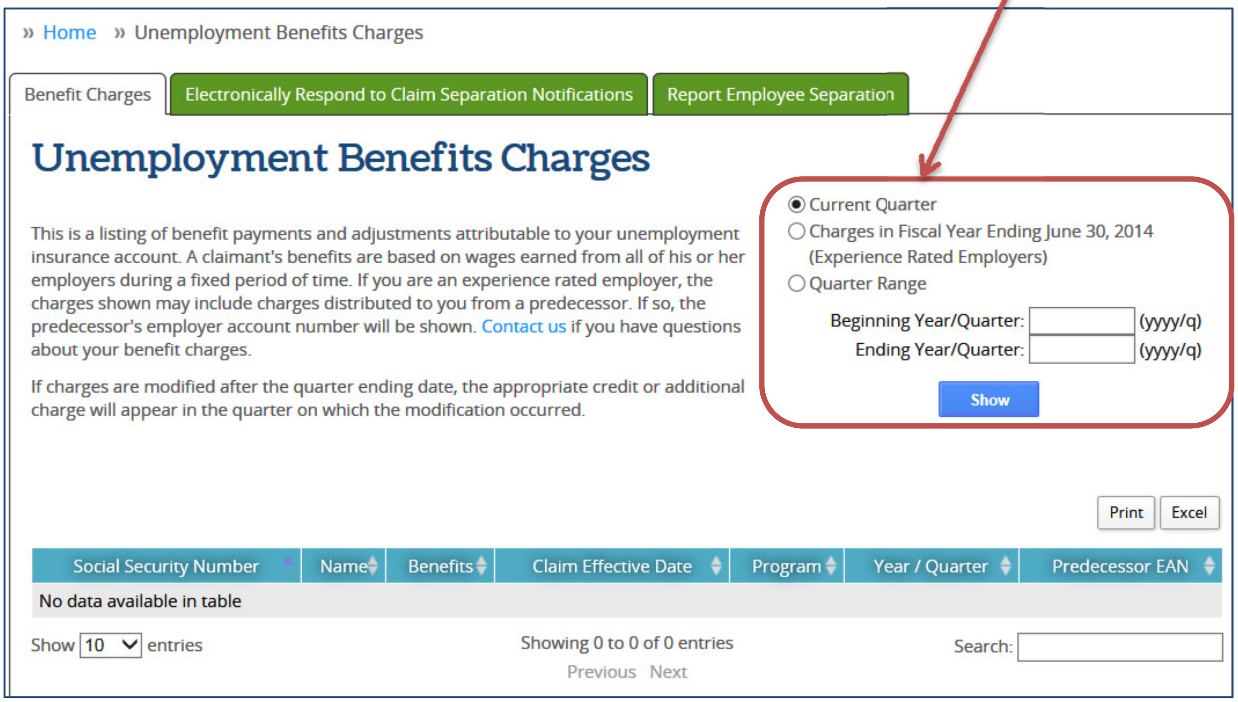
Log into the **Employer Portal** to access your home screen.

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

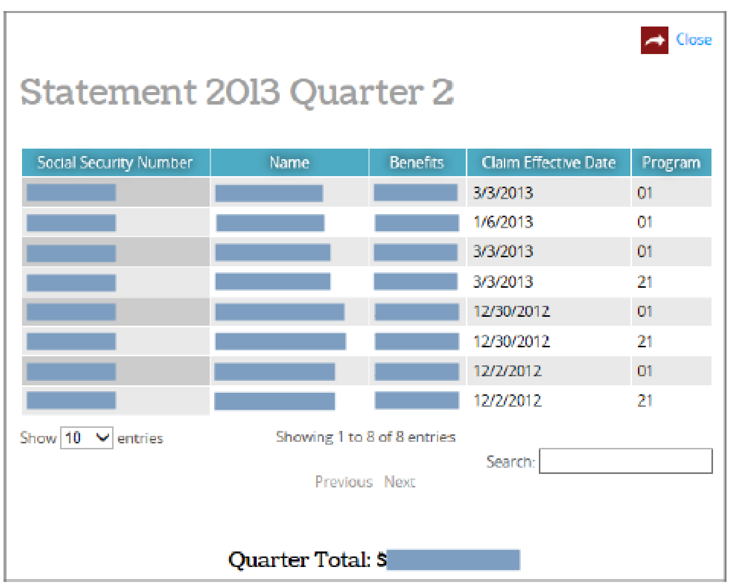
Print Excel

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

Show 10 entries   Showing 0 to 0 of 0 entries   Search:

Previous Next

Specific qaurter screen pictured below:



Close

Statement 2013 Quarter 2

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

Show 10 entries   Showing 1 to 8 of 8 entries   Search:

Previous Next

Quarter Total: $[redacted]

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