

Filing Quarterly [Contribution and Wage] Reports Online

Background

Employers or authorized Reporting Services can file employer’s quarterly reports (Contribution Reports and Wage Reports) using their Employer Self Service (ESS) portal by manually entering report information. Regulation requires online filing unless an approved waiver from Division Administration has been granted.

Note the following regarding Wage Reports:

- If a previous Wage Report has been submitted, the system reduces data entry by pre-populating the employee SSN and name fields. Delete workers no longer employed, enter the wages and tips for the quarter for current employees and add new workers.
- The system automatically calculates each employee’s taxable wage amount based on the Gross Wages entered and Nevada's taxable wage base for the specific year. However, it is possible to override this amount for any particular employee for a specific reason (e.g., for predecessor- successor and out-of-state wage situations).

Note the following regarding Contribution Reports:

- When filing both a Contribution Report and Wage Report at the same time, the system begins with the Wage Report which automatically calculates the amounts due on the Contribution Report.

Instructions:

1. Log into ESS or navigate to the **Employer Summary** screen. Click on **File Reports** from the left-hand menu. Then select **Reporting Options** to advance to the **Quarterly Reporting Options** screen.

EMPLOYER SUMMARY

BUSINESS NAME 040081484

Doing Business As : Business Name Business Type : Corporation FEIN : 86-1234513

Profile Information

Primary Address 500 E 3RD ST
CARSON CITY, NV 89713 - 0001
Ph: 775-999-9999

Smart Links

- Contribution Report Due: Q3Y2021
- Contribution Report Due: Q2Y2021
- Contribution Report Due: Q1Y2021
- Contribution Report Due: Q4Y2020

Wage Report Due: Q3Y2021

Recent Payments

Payment Date	Payment Amount	Payment Type

Employer Requests

Req Type	Req Date	Status	Sts Date	Req Amt

2. On the **Quarterly Reporting Options** screen:

- Select **Enter Report using UInv.**
- Select the appropriate **Reporting Quarter** and **Reporting Year.**
- Click the **Search** button and the screen will expand to show the **Employer Options** section.

The screenshot shows the 'Quarterly Reporting Options' screen. At the top, there is a header with the UI logo on the left, the user information 'Good Afternoon TUSER001 TUSER001' in the center, and the date 'Tuesday, October 19, 2021' on the right. Below the header, the title 'QUARTERLY REPORTING OPTIONS' is displayed in a blue banner. The main content area shows the business name '0400R1484' and the business type 'Corporation'. There are two radio buttons for reporting options: 'Enter Report using UInv.' (selected) and 'Upload Report Using File'. Below these are dropdown menus for 'Reporting Quarter' (set to 'Quarter 4') and 'Reporting Year' (set to '2020'), followed by a 'Search' button. At the bottom of the form, there are 'Next' and 'Cancel' buttons. On the left side, there is a vertical navigation menu with various options like 'Home', 'Summary Information', 'File Reports', 'Reporting Options', etc.

Select **Both Contribution and Wage Reports** under the **Employer Options** section.

- If selecting **No Wages to Report**, the system will advance to the **Certification** screen.
- Click the **Next** button to complete both reports and the screen will advance to **Wage Report Details** screen.

The screenshot shows a web application interface for 'QUARTERLY REPORTING OPTIONS'. At the top, there is a header with the logo 'UNW' (Unemployment Insurance) and the text 'Good Afternoon TUSER001 TUSER001' on the left, and 'Tuesday, October 19, 2021' and 'Help | Contact | Resources | Logout' on the right. Below the header, the main content area is titled 'QUARTERLY REPORTING OPTIONS' and displays 'BUSINESS NAME: 040081484'. It includes fields for 'Doing Business As : Business Name', 'Business Type : Corporation', and 'FEIN : 06-1234513'. A note states 'Fields marked with an asterisk * are required.' Below this, there are two radio button options: 'Enter Report using UNW' (selected) and 'Upload Report Using File'. Further down, there are dropdown menus for 'Reporting Quarter' (set to 'Quarter 4') and 'Reporting Year' (set to '2020'), along with a 'Search' button. The 'Employer Options' section contains three radio button options: 'Both Contributions and Wage Reports' (selected), 'Contributions Report Only', and 'No Wages to Report'. Below these options are 'Next' and 'Cancel' buttons. On the left side, there is a vertical navigation menu with various options such as 'Home', 'Summary Information', 'File Reports', 'Reporting Options', 'Make Payments', 'Profile Maintenance', 'Submit a Request', 'Appeal Information', 'My Documents', 'Maintain Users', 'Benefits Information', 'Multi Claimant Group', 'Payments', and 'Upload Documents'.

- When filing both a Contribution and Wage Report for the current quarter, first file the Wage Report.

Note: If a Wage Report was reported for a past quarter, those employees (names and SSNs) will be pre-populated on this screen.

- To add any new employees, or when entering the first Wage Report, click the **Add** button from this screen to advance to the **Add Wage Details** screen.
- For pre-populated employees (those carried over from the past quarter) that have wages for this period, fill in the Gross Wages (and Tip Amounts if applicable) for this period.
- For pre-populated employees that don't have wages for this period (e.g., terminated employees, those on leave, etc.), place a check mark in the corresponding box and click the **Delete** button. (The system will not allow employees without wages to be included on the Wage Report.)

The screenshot shows a web application interface for filing wage reports. At the top, there is a header with the logo for the Nevada Department of Employment, Training and Rehabilitation (NDETR) on the left, and the text "Good Afternoon TUSER001 TUSER001" and "Tuesday, October 19, 2021" in the center. On the right, there are links for "Help", "Contact", "Resources", and "Logoff".

The main content area is titled "WAGE REPORT DETAILS" in a blue banner. Below this, there is a section for "BUSINESS NAME 040081484". Underneath, there are fields for "Doing Business As : Business Name:", "Business Type : Corporation", and "FEIN : 06-1234513". The "Wage Details for Quarter/Year" is set to "4/2020".

An "Important Information" section contains a message: "Please select the Add button to enter new SSN, name, and wage information for each employee paid during the quarter." Below this message is a table with the header "Employee Wages" and an "Add" button on the right. A "Cancel" button is also visible below the table.

On the left side of the interface, there is a vertical navigation menu with the following items: Home, Summary Information, File Reports, Make Payments, Profile Maintenance, Submit a Request, Appeal Information, My Documents, Maintain Users, Benefits Information, Multi Claimant Group, Payments, and Upload Documents.

4. From the **Add Wage Details** screen, complete a row for each employee.
 - Leave the **Location** field blank. It is not being used at this time.
 - For single-name individuals (e.g., Cher), enter the single-name (e.g., Cher) in the **Last Name** field and enter the first letter of the name (C) in the **First Name** field.
 - For hyphenated last names (e.g., Jane Smith-Jones), enter the entire hyphenated last name (e.g., Smith-Jones) in the **Last Name** field.
 - If the employee did not receive any tips, leave the **Tip Amount** blank (it is not necessary to enter "0").
 - The **Taxable Wages** field is used only to override the system's calculated amount, in which case provide an **Override Reason**. In most cases leave this field blank to accept the system's calculated amount, which is based on the **Gross Wages** entered and Nevada's taxable wage base for the specific year (this amount is not displayed until the next screen).
 - When all new employees have been entered, click the **Add** button. The screen will return to the **Wage Report Details** screen.

Good Afternoon TUSER001 TUSER001 Tuesday, October 19, 2021 Help | Contact | Resources | Logout

ADD WAGE DETAILS

BUSINESS NAME: 040081484

Doing Business As: Business Name Business Type: Corporation FEIN: 96-1234513

Wage Details Tax Quarter/Year: 4/2020

Employee Wages

Fields marked with an asterisk * are required.

Row	Location	SSN *	Last Name *	First Name *	HI	Gross Wages *	Tip Amount	Taxable Wages	Override Reason	Override Tax Wage calc?
1		555555555	Bend	James		2000.00				<input type="checkbox"/>
2										<input type="checkbox"/>
3										<input type="checkbox"/>
4										<input type="checkbox"/>
5										<input type="checkbox"/>
6										<input type="checkbox"/>
7										<input type="checkbox"/>
8										<input type="checkbox"/>
9										<input type="checkbox"/>
10										<input type="checkbox"/>
11										<input type="checkbox"/>
12										<input type="checkbox"/>
13										<input type="checkbox"/>
**										<input type="checkbox"/>

5. The **Wage Report Details** screen shows the comprehensive list of employees and the wages being filed for this period (those employees carried over from the past period, minus any employees without wages, plus any new employees). Verify the information on this screen is correct.

- If any employees need to be removed, place a check mark in the corresponding box, and click the **Delete** button.
- If corrections are needed, make the changes on this screen and click the **Update** button to apply (Note that by clicking **Update**, the **Taxable Wage** amounts will be calculated and filled in).
- If another employee needs to be added, click the **Add** button located on the right-hand side of the Employer Wages section.
- After verifying the information on this screen, click the **Next** button which completes the Wage Report and the system will advance to the **Contribution Report Details** screen.

Note: The system will allow an override of the Taxable Wage calculation (e.g., for predecessor-successor and out-of-state wage situations).

Good Afternoon TUSER001 TUSER001 Tuesday, October 20, 2021 Help | Contact | Resources | Logout

WAGE REPORT DETAILS

BUSINESS NAME: 040001484
 Doing Business As / Business Name: Business Type: Corporation FEIN: 96-0234567

Wage Details for Quarter/Year: 4/2020

Important Information:
 Please select the **Add** button to enter new SSN, rates, and wage information for each employee added during the quarter.
 Use the **Update** button to review your Total Gross Wages and Total Taxable Wages.
 Please select the **Next** button to save your data before leaving this page.

Employer Wages Add

Fields marked with an asterisk * are required.

Row	SSN *	Last Name *	First Name *	FI	Gross Wages *	Tip Amount	Taxable Wages	Override Reason	Override Tax Wage calc?
1	<input type="checkbox"/> 0	<input type="checkbox"/> 555-55-5555	<input type="checkbox"/> Bird	<input type="checkbox"/> James	<input type="checkbox"/> 2000.00	<input type="checkbox"/> 0.00	<input type="checkbox"/> 2000.00		<input type="checkbox"/>

Total Gross Wages : 2,000.00
Total Taxable Wages : 2,000.00

Update Delete Next Cancel

6. Complete the fields on the **Contribution Report Details** screen.
 - Notice that the **Total Gross Wages** and the calculated **Total Taxable Wages** automatically carry forward from the Wage Report.
 - **Excess Wages** is the total amount of wages that exceed the annual taxable wage limit for individual employees (This is not a required field. However, if left blank and an error message is received, enter the amount of the excess wages to proceed).
 - Enter the number of employees by month that are being reported. When all required information has been entered, click the **Next** button which advances to the **Certification** screen.

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CONTRIBUTIONS REPORT DETAILS

BUSINESS NAME: 040001484

Doing Business As : Business Name Business Type : Corporation FEIN : 86-1234513

Contributions Report entry for 4/2020

Total Gross Wages*	2000.00
Excess Wages	
Total Taxable Wages*	2000.00

Please enter the Number of covered employees who received pay for any part of the payroll period including the 12th of each month of the quarter.

October*	0
November*	0
December*	1

7. Review the information on the **Certification** screen (this screen may look a little different depending on which report(s) are being submitted).
 - To update any of the information, click the **Edit** button in the appropriate section.
 - BEFORE submitting the report(s), it is recommended to print the report information using the **Print** button.
 - After verifying that the information is correct, check the **Certification** box and then click the **Submit** button, which files both reports in real time (Pacific Time) to determine timeliness of reporting.
 - The system will advance to the Confirmation screen.

Good Afternoon TUSER001 TUSER001 Tuesday, October 19, 2021 Help | Contact | Resources | Logout

CERTIFICATION

BUSINESS NAME 040081484

Doing Business As : Business Name Business Type : Corporation FEIN : 86-1234513

Certification

I, Tester User, certify that the information provided on these forms is correct and true to the best of my knowledge.

Report Summary for Quarter/Year 4/2020

Legal Business Name	Business Name	Business Type	Corporation
		FEIN	86-1234513

Number of Covered Employees

	October: 0	November: 0	December: 1
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Total Gross Wages:	\$2,000.00	Contributions:	\$59.00
Total Taxable Wages:	\$2,000.00	Interest:	\$5.31
Excess Wages:	\$0.00	Penalty:	\$23.00
Tax Rate:	2.95%	Special Charge:	\$0.00
Total Amount Due:	\$88.31	CEP:	\$1.00

Employee Wages

Location	SSN	Last Name	First Name	HI	Gross Wages	Tip Amount	Taxable Wages	Override Reason
1	555-55-5555	Bood	James		\$2,000.00	\$0.00	\$2,000.00	

8. A confirmation number is provided. Click **Print** and keep for business records purposes.

The screenshot shows a web portal interface for the Nevada Department of Employment, Training & Rehabilitation. The top navigation bar includes the user name 'Good Afternoon TUSER001 TUSER001', the date 'Tuesday, October 19, 2021', and links for 'Help | Contact | Resources | Logout'. The main header features the 'UI' logo and the word 'CONFIRMATION' in large blue letters.

The main content area is titled 'BUSINESS NAME: 040081484'. Below this, it lists 'Doing Business As: Business Name', 'Business Type: Corporation', and 'FEIN: 86-1234513'. A section titled 'Confirmation Page' contains the following text: 'Congratulations! You have successfully submitted your Contributions and Wage report with the Nevada Department of Employment, Training & Rehabilitation. Your confirmation number is 29751198'.

A table of submission details follows:

Account:	040081484
Legal Name:	BUSINESS NAME
Report Quarter:	4
Report Year:	2020
Number of Records:	1
Total Gross Wages:	\$2,000.00
Total Taxable Wages:	\$2,000.00
Report Amount Due:	\$88.31
Date/Time:	Tuesday, October 19, 2021 04:00:40 PM

At the bottom of the page, there is a red instruction: 'Please print this page and keep for your records.' and two buttons labeled 'Print' and 'Home'.