Instructions for Electronic Wage & Tax Reporting

LWC Unemployment Insurance Tax Filing Manual

JULY 2017

INSTRUCTIONS FOR EMPLOYERS

Create UI Online Services Account Login

Before You Begin
1. You must have an unemployment tax employer account number (EAN), (also known as a state identification number or SID) and a federal identification number (FEIN).
2. If you do not have an EAN, you can apply for an EAN online:
    a. Go to www.laworks.net
    b. Select "Online Services" in the listing on the upper right of the home page.
    c. On the "List of Online Services" webpage, go to the "For Employers" section and click "Register for an Unemployment Tax Account"
3. Your computers must have the following in order to use our web-based Wage Reporting services:
    a. Internet Explorer version 7.0 or above
    b. Firefox
    c. Allow cookies
    d. JavaScript-enabled

Registration
IMPORTANT: Only ONE Login ID and Password are allowed per EAN. Check with your company and/or agent if you receive an error message stating that the State ID Number entered is already used on another Login User ID. If the company needs to have the existing User Login ID account deleted or inactivated, contact the Employer Tax Call Center at 225-326-6999.

How To Create a Login Account:
1. Go to www.laworks.net
2. Choose "File Wages & Taxes" under **Business Services**
3. Choose "Wage Reporting"
4. Choose "Create EMPLOYER Login Account" or choose "Create an Agent login account" if you want to file as an agent
5. Complete information as requested.
    a. All fields with a red asterisk are required.
    b. The Login User ID must be a unique ID that no one else has used. **Only one Login ID and Password is allowed per EAN.**
    c. The User ID and Password must at least 8 characters long and contain at least one uppercase character and at least one special character.
    d. Allowable special characters are (!),(@),(#),($),(%),(^),(*),(.),(_)
6. You must click the "SUBMIT" button to move forward. If errors are found, an error message will appear, once corrected, hit submit again
7. The next page presented will request verification that data entered is correct. Click the checkbox to acknowledge your responsibilities as the filer
8. The next page will advise you to print or save this information for future reference.
9. You are now ready to enter LaWATS (Louisiana Wage & Tax System) to file your report, make a payment, or other account updates such as inactivations, reinstatements, address changes, etc.

Once You are Registered
The User Login ID and Password you created will be used to login to access all online services available regarding tax services functions. **Keep your User Login ID and password available for ready access.**

Electronic Wage Reporting Options

Quarterly Fixed File Format (.TXT)

Before You Begin

Review the "Instructions for TXT Fixed File SSA Upload" in the appendix of this document. You can also access the .TXT Fixed File Instructions on the LWC home page, www.laworks.net.
: Downloads > Unemployment Insurance > Wage & Tax

1. Go to www.laworks.net
2. Click "File Wages & Taxes"
3. Click "Wage Reporting"
4. Under "Existing Users," enter your User Login ID and Password and click "Login"
5. To ensure your file is properly formatted, best practice is to download the file checker to your computer and verify your file.
6. Once verified Click "Upload Wage Data File"
7. Under file type, choose TXT (fixed file format) from the drop down list
8. Click "Browse" and select the .txt file that you created to upload
9. Enter the Year and Quarter you are filing.
10. Click "Upload". If any errors exist in your file, you will receive a detailed error message informing you of the position in your file where the error exists. Refer to the "Instructions for .TXT Fixed File SSA Upload" for guidance.
11. On the next page, you will be allowed to "Preview" your file.
12. When you click "submit", you will receive a website message, "File upload was successful." Print this confirmation for your records.
13. An email will be sent to the designated email address to advise you the wage & tax report is ready to be viewed.
14. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.
15. If there are other outstanding quarters to be filed, you can click "Return to Services" and continue this process for each quarter you are filing.

Quarterly Excel Template to .CSV Format

Before You Begin

Review the "Instructions for .CSV Comma Delimited File Format and Excel Template" in the appendix of this document. You can also access the .TXT Fixed File Instructions on the LWC home page, www.laworks.net.
 Downloads > Unemployment Insurance > Wage & Tax
NOTE: You must save the excel spreadsheet as a "comma delimited" file.

1. Go to www.laworks.net
2. Click "File Wages & Taxes"
3. Click "Wage Reporting"
4. Under "Existing Users," enter your User Login ID and Password and click "Login"
5. Click "Upload Wage Data File"
6. Under file type, choose "CSV" (comma delimited) from the drop down list.

7. Click "Browse" and select the CSV file that you saved for the quarter that you are submitting.
8. Enter the Year and Quarter you are filing and click on "UPLOAD"
9. If any errors exist in your file, you will receive a detailed error message informing you of the position in your file where the error exists. Please make corrections on the Excel template and save to CSV format each time until the file contains no more errors and successfully uploads.
   NOTE: If the first SSN entered has a leading zero for the first entry you must use this special character (') at the beginning of the social security number for the file to be accepted.
10. Click on the "submit" button, and you can preview your data before the final approval.
11. Once the file is submitted you will receive a message, "File upload was successful." Print this confirmation for your records.
12. An email will be sent to the designated email address to advise you the wage & tax report is ready to be viewed.
13. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.
14. f there are other outstanding quarters to be filed, you can click "Return to Services" and continue this process for each quarter you are filing.

Quarterly Manual Entry (may only be used for reporting 99 or fewer employees)

Before You Begin
Manual entry of more than 99 employees is not allowed.
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1. Go to www.laworks.net
2. Click "File Wages & Taxes"
3. Click "Wage Reporting"
4. Under "Existing Users," enter your User Login ID and Password and click "Login"
5. On the Employer home page, choose "Manually Enter Wage Data"
6. On the next page select the year and quarter you are filing from the drop-down list.
   NOTE: You MUST file quarters within a year in sequence 1, 2, 3, 4.

7. Check the box labeled "No Wage' Filing" ONLY **if you have <u>no wages</u> to report for that quarter.**
8. Click on "Continue to Wage Entry" to begin entering your wage data.
9. Read the instructions on this page before you continue.
10. You may add or delete rows as needed on this page
11. The following fields are required: SSN, First Name, Last Name, Wages, months worked by the individual, and rate of pay.
12. The following fields are requested: job title (or SOC code).
13. Enter total wages for the quarter. Do not include dollar sign or decimal in wage field. You must round up or down because you cannot include cents. Round cents to the nearest dollar; for example, round 150.48 to 150 and 151.50 to 152. Taxable and excess wages will be calculated by LWC. Do not enter negative amounts.
14. Check applicable boxes to indicate if the employee was employed in Month(s) 1, 2, and/or 3 of the report quarter. These fields cannot be left blank.
15. Enter the rate of pay for the individual. Do not include dollar signs or decimals. For example, $12.56 would be entered as 0125600; 125.56 would be entered 1255600.
16. Enter the job title or SOC code. Do not zero fill.
17. Once all data is submitted, click the submit button and you can preview the wages entered on the next page.
18. If the file submission has errors, the entry page will refresh with the error messages appearing in red and will guide you to the entry line that is incorrect. Once corrected, click the submit button again.
19. Choose the submit button again to confirm your entry and you will receive another prompt asking you to again confirm the data is correct.

20. If the submission was successful, you will get a results page that includes the following information: Submitter Name, Year/Quarter, Employer State ID, and Wage Entry Type= manual wage entry, and Number of Wage Records Accepted for Processing. You can print this page for your records.
21. To file for any remaining quarters, you must wait at least five minutes before filing the next report.
22. An email will be sent to the email address on file when the wage report and amount due for this submission is ready for review and payment.
23. Upon receipt of the email from LWC, you can login to Tax Services to view the wage submission.

Annual Domestic Employer Manual Wage Entry

Before You Begin

This is the only method of filing allowed for annual filers because of formatting requirements

1. Go to www.laworks.net
2. Choose "File Wages & Taxes"
3. Choose "Wage Reporting"
4. Under "Existing Users," enter your User Login ID and Password and click "Login"
5. On the Employer home page, click "Manually Enter Wage Data"
6. Under "Select Wage Year," choose the year you are reporting from the dropdown list.
7. Check the box labeled "No Wage' Filing" ONLY **if you are filing a "zero wages" report.**
8. Choose "Continue to Wage Entry" to begin entering your wage data
9. Read the instructions on this page before you continue.
10. You may add or delete rows as needed on this page
11. The following fields are required: SSN, First Name, Last Name, and rate of pay.
12. The following fields are requested: Job title (or SOC code).
13. Enter total wages earned in each quarter 1st (Jan-Mar) 2nd, (Apr- Jun) 3rd (Jul – Sep) and 4th (Oct-Dec). Do not include dollar sign or decimal in wage field. The wage field cannot include cents. Round cents to the nearest dollar; for example, round 150.48 to 150 and 151.50 to 152. Taxable and excess wages will be calculated by LWC.
14. When all information is entered, choose the "Submit" button.
15. On the next page, enter the total number of workers for each month of each quarter. To qualify, the payroll period must include the 12th day of the month. Click "Submit"
16. If the submission was successful, you will get a Wage Upload Results page that includes the following information: Submitter Name, Year, Employer State ID, Wage Entry Type= manual wage entry, and Number of Wage Records Accepted for Processing. You can print this page for your records.
17. An email will be sent to the email address on file when the wage report and amount due for this submission is ready for review and payment.
18. Upon receipt of the email from LWC, you can login to Tax Services to view the wage report and amount due.

View Wage Reports Submitted Electronically

1. Go to www.laworks.net
2. Choose "File Wages & Taxes" under Businesses
3. Choose "Tax Services"
4. Login by using your User Login ID and Password.
5. Under "Services Available" choose the link "View Wage Reports"
6. A listing of the reports filed is displayed. Click on "View" to open the report.
   Note: The confirmation number assigned when the report was filed will have an alpha character at the end of the number. Look to the left of the screen and you can see the method of filing chosen.

7. On the View Wage Report Details scree, you can open a printer-friendly copy from here.
8. Contribution Due information is at the bottom of the screen. Choose the "Return to Services" link to choose another service such as View Payments
9. Under "View Payments" it will display payments made online or payment vouchers selected to send the payment by check.
10. To make a payment, click "Return to Services" and click "Make a Payment"

Wage Reports & Amendments - Filings Reported Online

A confirmation record for each file (TXT or CSV) or manual wage entry you have reported is listed below. Click the '**View**' link in the first column to review details of the wage report.

The alpha character at the end of the confirmation number indicates the type of filing / amendment.

FILE TYPES - ONLINE WAGE FILINGS

- M - Manual Entry
- F - (TXT) Fixed File Format
- C - (CSV) Excel Template
- P - Paper filing sent from Mainframe

FILE TYPES - ONLINE WAGE AMENDMENTS

- T - Complete Replace Manual Entry
- I - Add / Change / Delete Individuals
- X - Complete Replace By CSV
- S - Complete Replace by TXT
- A - Audit

Amend Wage Reports Online
All quarterly & annual wage & tax reports must be amended online.

Log in to Wage Reporting from www.laworks.net

To file an Amendment online certain criteria as outlined in the image below must be met. Amendments will alter the data currently on file for the Year/Quarter in question.

There are several different options to correct a file. Please make certain you meet the criteria outlined below before proceeding.

- A wage report was previously filed online for the amendable year/quarter.
- An amendment filed prior to 1 pm will process within 24 hours. An amendment filed after 1pm will process within 48 hours
- Multiple amendments must be filed sequentially per quarter for the year involved.

Amendment Types

Add Change or Delete Individual Employee Data

This method allows you to delete and invalid social security number and add the correct social security number for one or more individuals. (NOTE: (*) starred fields cannot be left blank)
1. Enter the invalid SSN, the previously reported information for this individual will automatically display the first & last name, wages, months worked, and if provided, the job title, and rate of pay .
2. From the drop-down list of options, choose "remove", then click on the "accept" button
3. You must provide a reason for the amendment.
4. On the next line, enter the correct SSN, name, first & last name, wages, months worked, job title, and rate of pay, if provided.. Then from the drop-down list of options, choose "Add" button and click on "accept".
5. To change the wages for an employee previously reported, enter the SSN, the previously reported information for this individual will automatically display the first & last name, wages, months worked, job title, and rate of pay .
6. Write over the previous wages, entering the correct amount, then click on the "accept" button
7. Click the "preview" button to see the changes made.
8. You will be prompted to confirm in fact, that you would like to actually make the change(s) as it appears.
9. If all is correct, click the "submit" button and you will be sent to the confirmation page. You may print this page for your records.
10. You may login into TAX SERVICES, to view your submitted amendment after waiting approximately 5-15 minutes.

Completely Replace a Previously Submitted Report
This method is recommended when all or most of the employee wages will be amended for that quarter. It allows you to change wages previously reported wages for one or more individuals. This method can only be used for wage records fewer than 99 employees reported.

1. **Manual Entry** –It will completely replace/overwrite the entire record for the previously filed report.

   This method can only be used for wage records with fewer than 99 employees reported.

   a. The previously filed payroll will be presented in its entirety.

   b. You must provide a reason for the amendment.

   c. You may write over the wages previously reported for one or more of the individuals,

   d. You may add lines for new employees or delete the records for one or more of the individuals

   e. Preview your changes on the next page before confirming and submitting the record

2. **File Upload .CSV or .TXT** - It will completely replace/overwrite the entire record for the previous file upload. This method can be used for any wage record greater than or less than 99 employees reported.
   a. Under file type, choose "CSV" (comma delimited) or .TXT from the drop down list.
   b. You must provide a reason for the amendment
   c. Click "Browse" and select the corrected file that you saved for the quarter that you are submitting.
   d. Enter the Year and Quarter you are filing and click on "UPLOAD"

NOTE: The Amendment Results page shows, in summation, the data you submitted for change. Once submitted, it cannot be deleted; you must file another amendment if the Results Page is not correct. The first amendment must process first which takes 24 to 48 hours to completely process. A confirmation number is provided and an email will be sent with the contribution due, if any.

Unemployment Tax Payment Options

Quarterly Payment by EFT (electronic funds transfer)

1. Go to www.laworks.net
2. Choose "File Wages & Taxes"
3. Choose "Tax Services"
4. Login using your User Login ID and Password.
5. Under Services Available – choose "Make a Payment"
6. Under Payment Options view the Quarters Available for Payment
7. Select - Quarterly Payment by EFT and click "Proceed"
8. From the drop-down menu choose the quarter you wish to pay and click "Proceed"
9. From the next drop-down menu choose the date you want the payment withdrawn from your bank.
10. The payment amount due will be displayed (including interest and penalty if the year quarter is delinquent). Proceed to next page.
11. Enter the bank routing number and the bank account number from the bottom of your paper check into the designated fields and click "Proceed."
12. Print the confirmation page indicating the payment amount and the date the payment is to be withdrawn from the account.
13. If the processing date is the current date the payment will update to the account within one to two business days. (Payments made after 1 pm take 2 business days to update).
14. To view payment history on this account, select "Return to Services" and "View Payments." A record for each payment made online will be listed including the filed date and the date the payment is to be processed.

Quarterly Payment by Check

1. Select Quarterly by Check and click "Proceed"
2. From the drop-down menu choose the quarter you wish to pay and click "Proceed"
3. From the next drop-down menu choose the date you want the payment withdrawn from your bank.
4. The payment amount due will be displayed (including interest and penalty if the year quarter is delinquent). Proceed to next page.
5. You will be taken to the "Review and Confirm Payment" screen. Review the details, check "Yes" to certify that the payment information shown is correct, and click "Proceed."
6. Choose "Print Voucher." The voucher will generate for you to print.
7. The payment voucher and check must be mailed to the designated address on the voucher.
8. Only the postmark date on the envelope (from Post Office) will be honored as the receive date of the payment.
9. Write the State ID Number (SID/EAN) on the check. Failure to note the SID/EAN may result in a delay in posting the payment.

Lump Sum Payment by EFT (electronic funds transfer)

1. You may choose to pay the amount due for multiple year quarters with one transaction.
2. Select "Lump Sum Payment by EFT (electronic funds transfer)."
15. From the drop-down menu choose the date you want the payment withdrawn from your bank.
16. The payment amount due will be displayed (including interest and penalty if the year quarter is delinquent). Proceed to next page.

3. The payment amount due for each year/quarter will be displayed (including interest and penalty if the year quarter is delinquent and the lump sum payment amount.
4. Enter the bank routing number and the bank account number from the bottom of your paper check into the designated fields and click "Proceed."
5. Print the confirmation page indicating the payment amount and the date the payment is to be withdrawn from the account.
6. If the processing date is the current date the payment will update to the account within one to two business days. (Payments made after 1 pm take 2 business days to update).
7. To view payment history on this account, select "Return to Services" and "View Payments." A record for each payment made online will be listed including the filed date and the date the payment is to be processed.

Lump Sum Payment by Check

1. Select "Lump Sum Payment by Check."
2. From the drop-down menu choose the date you plan to mail the payment.
3. The payment amount due will be displayed (including interest and penalty if the year quarter is delinquent). Proceed to next page.
4. The payment amount due for each year/quarter will be displayed (including interest and penalty if the year quarter is delinquent).
5. A lump sum payment for prior quarter balances will post first to the oldest balance due on the account. To pay a specific balance, you must choose a quarterly payment.
6. You will be taken to the "Review and Confirm Payment" screen. Review the details, check "Yes" to certify that the payment information shown is correct, and click "Proceed."
7. Choose "Print Voucher." The voucher will generate for you to print.
8. The payment voucher and check must be mailed to the designated address on the voucher.
9. **Only the postmark date** on the envelope (from Post Office) will be honored as the receive date of the payment.
10. Write the State ID Number (SID/EAN) on the check. Failure to note the SID/EAN may result in a delay in posting the payment.

ACH Credit Payment (cannot be made online)

1. This payment method is an agreement between you and your bank.
2. The LWC provides the data elements for the CCD+ addenda record necessary to complete this transaction.
3. The addenda record information is available online under the "downloads" tab on the LWC home page www.laworks.net http://www.laworks.net/Downloads/Downloads_UI.asp#WageTax

Older Quarters

1. For accounts with a contribution due older than twenty quarters, the amount is displayed but the year and quarter is not available.

2. Contact the Delinquent Accounts Unit to determine what year quarters are involved and .obtain the balance due including the applicable interest and penalty charges.