

INSTRUCTIONS FOR EMPLOYERS

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/lawatsemployer
2. Under “Log In to Existing Employer or Agent Account,” enter your Username and Password and click “Sign In.”
3. Under Wages Tab, select, “Upload Wage File.”
4. Select, “Choose File” and select the appropriate file. To ensure your file is properly formatted, best practice is to download the file checker to your computer and verify your file.
5. Select the Year and Quarter you are filing.
6. Select, “Upload File.”
7. On the next page, you will be allowed to “Preview” your file. 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.
8. Select, “Confirm and submit.” You will receive the Employer Wage Filing Results page that includes the following information: Confirmation Number, File Name, File Type, Year/Quarter, Submitter Name, File Size and DLN. Print this confirmation page for your records.
9. If there are other outstanding quarters to be filed, you can close the confirmation results page 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/lawatsemployer
2. Under “Log In to Existing Employer or Agent Account,” enter your Username and Password and click “Sign In.”
3. Under Wages Tab, select, “Upload Wage File.”
4. Select, “Choose File” and select the appropriate file.
5. Select the Year and Quarter you are filing.
6. Select, “Upload File.”
7. On the next page, you will be allowed to “Preview” your file. 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.**

8. Select, “Confirm and submit.” You will receive the Employer Wage Filing Results page that includes the following information: Confirmation Number, File Name, File Type, Year/Quarter, Submitter Name, File Size and DLN. Print this confirmation page for your records.
9. If there are other outstanding quarters to be filed, you can close the confirmation results page and continue his 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.

1. Go to www.laworks.net/lawatsemployer
2. Under “Log In to Existing Employer or Agent Account,” enter your Username and Password and click “Sign In.”
3. Under Wages Tab, select, “Wage Manual Entry.”
4. Select the Year and Quarter you are filing. **NOTE: You MUST file quarters within a year in sequence 1, 2, 3, 4.**
5. Check the box labeled “No Wage’ Filing” ONLY if you have no wages to report for that quarter.
6. Select, “Continue to Wage Entry” to begin entering your wage data.
7. Read the instructions on the page before you continue.
8. You may add or delete rows as needed on this page.
9. The following fields are required: SSN, First Name, Last Name, Wages, Months worked by the individual, and rate of pay.
10. The following fields are requested: SOC or Job Title.
11. 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 150.00 and 151.50 to 152.00. Taxable and excess wages will be calculated by LWC. Do not enter negative amounts.
12. 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.
13. Enter the rate of pay for the individual. Do not include dollar signs or decimals. For example, \$12.56 would be entered as 12.5600; 125.56 would be entered 125.5600.
14. Enter the job title or SOC code. Do not zero fill. Leave blank if information is unavailable.
15. Once all data is submitted, click the “Preview” button to preview the wages entered on the next page.
16. If the file submission has errors, the wage entry page will refresh with the error messages appearing in red and will reference the row that is incorrect. Once corrected, click the “Preview” button again to confirm that the data is correct.
17. Select, “Confirm and submit.” You will receive the Employer Wage Filing Results page that includes the following information: Confirmation Number, Submitter Name, Year/Quarter, Wage Entry Type= manual wage entry, Employer Account Number and Number of Wage Records accepted for processing. Print this confirmation page for your records.
18. If there are other outstanding quarters to be filed, you can close the confirmation results page and continue this process for each quarter you are filing.

9. You will be prompted to confirm in fact, that you would like to actually make the change(s) as it appears.
10. If all is correct, click the “confirm and submit” button and you will be sent to the confirmation page. You may print this page for your records.
11. You may view your submitted amendment under the Inquiries>View Wage Reports tab.

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. The previously filed payroll will be presented in its entirety.
 - a. You must provide a reason for the amendment.
 - b. You may write over the wages previously reported for one or more of the individuals.
 - c. You may add lines for new employees or delete the records for one or more of the individuals.
 - d. 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. 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. A confirmation number is provided for the amendment filed.

Unemployment Tax Payment Options

Note: Payments are applied to the oldest year/quarter first. There is no option to select a certain year/quarter to pay.

Quarterly Payment by EFT (electronic funds transfer)

1. Go to www.laworks.net/lawatsemployer
2. Login using your User Login ID and Password.
3. Under Payments, choose “Make Payment Now” to view the Quarters Available for Payment
4. Select the Scheduled Date and click, next.
5. Enter and confirm the bank routing number and the bank account number into the designated fields and click “Submit Payment.”
6. Print the confirmation page indicating the payment amount and the date the payment is to be withdrawn from the account.
7. If the processing date is the current date the payment will update to the account immediately.

8. To view payment history on this account, go to Payments>Make Payment Now and look under the Payment History tab to view scheduled and processed 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. Go to www.laworks.net/lawatsemployer
2. Login using your User Login ID and Password.
3. Under Payments, choose “Make Payment Now” to view the Quarters Available for Payment.
4. Select the Scheduled Date and click, next.
5. From the drop down menu, select check as the payment type.
6. Select the check box to certify the payment information and click, “Submit Payment”.
7. Print the payment voucher and mail along with your check to the address noted 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 UI Account Number on the check. Failure to note the UI Account Number 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/Downloads/Downloads_UI.asp#WageTax